



# Broadstairs & St Peter's Town Council

## COMMUNITY ASSETS COMMITTEE MINUTES

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

Present: Cllrs J Bright, K Bright (Chairman), A Munns, C Leys, J Nichols, G Rusiecki

Town Clerk: Kirsty Holroyd

Facilities Manager: David Bassett

### **126. APOLOGIES FOR ABSENCE**

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

### **127. DECLARATIONS OF INTEREST**

None

### **128. MINUTES**

Members received the minutes of the meeting held on Monday 20 November 2023.

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

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

Min 116: a site survey by the appointed contractor had revealed that the existing fascias on the staircase are not sufficiently robust to support the new brackets. An alternative design is being developed and will be brought to this committee in due course.

Min 117: The fire risk assessment from the tenant had been received. A subsequent visit by TDC Public Protection Officers had confirmed that adequate health and safety measures are in place at the venue.

### **130. PIERREMONT HALL**

i) Members received and considered three quotes for the mandatory fire door surveys which must be carried out twice yearly.

**RESOLVED: That EK Fire Protection be asked to undertake the work at an average cost of £12.07 per door.**

ii) Members received an update on the water leak which had occurred on TDC land. Work is underway to repair the leak after which the supply will be split between BSPTC and TDC.

**RESOLVED: Members agreed to note.**

### **131. PHASE III**

Members received a report on the value of legal representation throughout the entire process to reduce risk to the council.

**RECOMMENDATION: That Brachers LLP be asked to support the Town Council throughout the basement refurbishment project at an estimated cost of £17,730 - £23,175.**

**132. TOWN HERITAGE**

Cllr Rusiecki updated members and reported a representative of the Twinning Association would be contacting the Council shortly to arrange collection of their artifacts.

**133. VIKING SUITE PROGRESS**

As previously agreed at minute 119 a new firm of solicitors had been sought in order to bring this matter to a conclusion. Girlings has been appointed and has produced a good quality lease which is almost ready to be sent to the new tenant. The Town Clerk confirmed that as reported at minute 109 this is the last business which will be transacted with Henderson Setterfield.

**RESOLVED: Members agreed to note.**

**134. MUSIC ROOM**

Members received an update from the Events and Bookings Manager. The Kent Ceremonies licence has been transferred from the Mayor's Parlour to the Music Room and the first wedding has already been booked. Two regular bookings have also been made and these together with ad hoc commercial bookings indicate an annual income which will exceed that which can be attracted by a permanent commercial let. The additional benefit is that the room remains usable by the Town Council for its own events and meetings.

**RESOLVED: Members agreed to note.**

**135. VICTORIA GARDENS**

i) Members received an update on the draft licence from TDC. The Town Clerk had sent a list of amendments at the beginning of December but had yet to receive a response. She will chase this up in time for presentation at the Council meeting on Monday 29 January.

**RESOLVED: Members agreed to note.**

ii) Members received an update on gardening work at the site. A temporary gardener with plenty of experience of working at Victoria Gardens had been employed on a part time basis for the period January to March. Once the licence is signed the Town Council will advertise for two full time, fixed term gardeners. The steering group has been established and will meet for the first time on Wednesday 24 January. This group will establish the overall plan for the gardens and the Allotments and Land group will oversee it thereafter.

**RESOLVED: Members agreed to note.**

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

i) Members received a report from the Town Clerk.

**RESOLVED: That maximising occupancy of all the Council's spaces is the priority. This will increase awareness of what the Council can offer.**

**Income can be maximised over time but for the present time provided all**

**expenditure is covered, discretion can be used when billing charities and community groups.**

ii) Members received and considered a quote for paid advertising in The Isle Magazine.

**RESOLVED:**

**i) That insufficient time has passed from the last time Pierremont Hall appeared in the publication to justify a further fee.**

**ii) That Retort House, as a budget venue does not fit with the prestige of the publication and its income cannot justify the fee.**

***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.***

**137. COMMERCIAL LETS**

Members received an update on all the commercial lets and noted that the majority of tenants are paying their bills on time. Reminders are sent to those who are in arrears and legal advice sought.

One tenant had expressed an interest in vacating their office and had sought Council's opinion. The Town Clerk had sought legal advice on the matter and presented members with three options.

**RESOLVED: Members agreed to offer the tenant option two should they wish to proceed.**

It was noted that the office efficiencies were being hampered by staff working from two separate offices.

**RESOLVED: That as suites become available they will be considered for council's own use prior to being marketed for commercial use.**

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

**138. DATE OF NEXT MEETING**

**Monday 19 February 2024 at 6pm in the Council Chamber, Pierremont Hall**

Meeting closed at 19.24

Signed \_\_\_\_\_

Date \_\_\_\_\_

To: David Bassett <facilities.officer@broadstairs.gov.uk>

Cc: John Gilbert <john.gilbert@ashfordfm.com>; Katherine Freak <katherine.freak@ashfordfm.com>

Subject: FW: Retort House - Legionella Risk Assessment

Attach 2

Good morning David

Following on from our conversation, please see below requirements to comply with HSG274 part 2 guidance highlighting what is carried out by subcontractor (Ashfordfm) and what should be covered by the Landlord based on our contracted works.

Table 2.1: Checklist for hot and cold water systems

Service	Action to take	Frequency	Responsibility
Calorifiers	Inspect calorifier internally by removing the inspection hatch or using a boroscope and clean by draining the vessel. The frequency of inspection and cleaning should be subject to the findings and increased or decreased based on conditions recorded	Annually, or as indicated by the rate of fouling	Broadstairs council
	Where there is no inspection hatch, purge any debris in the base of the calorifier to a suitable drain Collect the initial flush from the base of hot water heaters to inspect clarity, quantity of debris, and temperature	Annually, but may be increased as indicated by the risk assessment or result of inspection findings	Broadstairs council
	Check calorifier flow temperatures (thermostat settings should modulate as close to 60 °C as practicable without going below 60 °C) Check calorifier return temperatures (not below 50 °C).	Monthly	Broadstairs council
Hot water services	For non-circulating systems: take temperatures at sentinel points (nearest outlet, furthest outlet and long branches to outlets) to confirm they are at a minimum of 50 °C within one minute (55 °C in healthcare premises)	Monthly	Broadstairs council
	For circulating systems: take temperatures at return legs of principal loops (sentinel points) to confirm they are at a minimum of 50 °C (55 °C in healthcare premises). Temperature measurements may be taken on the surface of metallic pipework	Monthly	Broadstairs council
	For circulating systems: take temperatures at return legs of subordinate loops, temperature measurements can be taken on the surface of pipes, but where this is not practicable, the temperature of water from the last outlet on each loop may be measured and this should be greater than 50 °C within one minute of running (55 °C in healthcare premises). If the temperature rise is slow, it should be confirmed that the outlet is on a long leg and not that the flow and return has failed in that local area	Quarterly (ideally on a rolling monthly rota)	Broadstairs council
	All HWS systems: take temperatures at a representative selection of other points (intermediate outlets of single pipe systems and tertiary loops in circulating systems) to confirm they are at a minimum of 50 °C (55 °C in healthcare premises) to create a temperature profile of the whole system over a defined time period	Representative selection of other sentinel outlets considered on a rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control	Broadstairs council

<b>POU water heaters (no greater than 15 litres)</b>	Check water temperatures to confirm the heater operates at 50–60 °C (55 °C in healthcare premises) or check the installation has a high turnover	Monthly–six monthly, or as indicated by the risk assessment	Broadstairs council
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<b>Combination water heaters</b>	Inspect the integral cold water header tanks as part of the cold water storage tank inspection regime, clean and disinfect as necessary. If evidence shows that the unit regularly overflows hot water into the integral cold water header tank, instigate a temperature monitoring regime to determine the frequency and take precautionary measures as determined by the findings of this monitoring regime	Annually	Broadstairs council
	Check water temperatures at an outlet to confirm the heater operates at 50–60 °C	Monthly	Broadstairs council
<b>Cold water tanks</b>	Inspect cold water storage tanks and carry out remedial work where necessary	Annually	N/A – No tanks on site
	Check the tank water temperature remote from the ball valve and the incoming mains temperature. Record the maximum temperatures of the stored and supply water recorded by fixed maximum/minimum thermometers where fitted	Annually (Summer) or as indicated by the temperature profiling	N/A – No tanks on site
<b>Cold water services</b>	Check temperatures at sentinel taps (typically those nearest to and furthest from the cold tank, but may also include other key locations on long branches to zones or floor levels). These outlets should be below 20 °C within two minutes of running the cold tap. To identify any local heat gain, which might not be apparent after one minute, observe the thermometer reading during flushing	Monthly	Broadstairs council
	Take temperatures at a representative selection of other points to confirm they are below 20 °C to create a temperature profile of the whole system over a defined time period. Peak temperatures or any temperatures that are slow to fall should be an indicator of a localised problem	Representative selection of other sentinel outlets considered on a rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control	Broadstairs council
	Check thermal insulation to ensure it is intact and consider weatherproofing where components are exposed to the outdoor environment	Annually	Broadstairs council
<b>Showers and spray taps</b>	Dismantle, clean and descale removable parts, heads, inserts and hoses where fitted	Quarterly or as indicated by the rate of fouling or other risk factors, eg areas with high risk patients	<b>Broadstairs council (Was removed from the contract as requested)</b>
<b>POU filters</b>	Record the service start date and lifespan or end date and replace filters as recommended by the manufacturer (0.2 µm membrane POU filters should be used primarily as a temporary control measure while a permanent safe engineering solution is developed, although long-term use of such filters may be needed in some healthcare situations)	According to manufacturer's guidelines	N/A
<b>Base exchange softeners</b>	Visually check the salt levels and top up salt, if required. Undertake a hardness check to confirm operation of the softener	Weekly, but depends on the size of the vessel and the rate of salt consumption	N/A
	Service and disinfect	Annually, or according to manufacturer's guidelines	N/A

<b>Multiple use filters</b>	Backwash and regenerate as specified by the manufacturer	According to manufacturer's guidelines	N/A
<b>Infrequently used outlets</b>	<p>Consideration should be given to removing infrequently used showers, taps and any associated equipment that uses water. If removed, any redundant supply pipework should be cut back as far as possible to a common supply (eg to the recirculating pipework or the pipework supplying a more frequently used upstream fitting) but preferably by removing the feeding 'T'</p> <p>Infrequently used equipment within a water system (ie not used for a period equal to or greater than seven days) should be included on the flushing regime</p> <p>Flush the outlets until the temperature at the outlet stabilizes and is comparable to supply water and purge to drain</p> <p>Regularly use the outlets to minimize the risk from microbial growth in the peripheral parts of the water system, sustain and log this procedure once started</p> <p>For high risk populations, eg healthcare and care homes, more frequent flushing may be required as indicated by the risk assessment</p>	Weekly, or as indicated by the risk assessment	Broadstairs council
<b>TMVs</b>	<p>Risk assess whether the TMV fitting is required, and if not, remove Where needed, inspect, clean, descale and disinfect any strainers or filters associated with TMVs</p> <p>To maintain protection against scald risk, TMVs require regular routine maintenance carried out by competent persons in accordance with the manufacturer's instructions. There is further information in paragraphs 2.152– 2.168</p>	Annually or on a frequency defined by the risk assessment, taking account of any manufacturer's recommendations	<b>Broadstairs council</b> <b>(Was removed from the contract as requested)</b>
<b>Expansion vessels</b>	Where practical, flush through and purge to drain. Bladders should be changed according to the manufacturer's guidelines or as indicated by the risk assessment	Monthly–six monthly, as indicated by the risk assessment	Broadstair Council

Kind regards

Matt Davies  
Operations Manager

**Ashfordfm**

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Legionella Control Association  
Registration Number: 2015/2954

## **Notes from Victoria Gardens Steering Group Meeting held on 24<sup>th</sup> January 2024**

In attendance: Cllr Joanne Bright, Sue Wainwright (Town Team), Vanessa Vinall (Gardener), Kirsty Holroyd (Town Clerk), Julie Belsey (Deputy Town Clerk)

### **1. Aims for Victoria Gardens during 1<sup>st</sup> Year (licence to 31<sup>st</sup> December 2024)**

As we currently only have a licence until 31<sup>st</sup> December 2024, the gardens will be weeded, tidied and maintained during this first year. There are two beds that are currently empty now that Vanessa has started at the Morellis end. Vanessa will work out what plants to put in these beds and how many and these will be sourced. This will start to give some colour and impact this first year.

The rockery area was discussed, and once this has been worked on, we will introduce new plants to the area to make this a feature including bee friendly plants.

The Louisa Bay end (by the metal frame sculpture) requires a lot more work with clearing.

As time passes, it was felt that with Vanessa's knowledge, the new gardeners starting, the plans for the gardens would slowly come together organically and changes would be made to suit the current climate and environment. We should include some bedding areas within the scheme to keep the colour and feel to the gardens.

### **2. Monthly Plan**

We will meet again in one month to see what progress has been made. Vanessa will then have more of an idea of a work plan going forward.

### **3. Times for additional help (volunteers)**

Again, we will be led by Vanessa and what she requires at the time. It was decided that having a big volunteer group working at once would not be of benefit and would be difficult to manage. If we require a specific task that can be carried out by knowledgeable volunteers, maybe just a couple at a time, whilst Vanessa is on site, we will contact those that are able to help and make arrangements.

A database of volunteers can be drawn up with details of their knowledge and availability for times when they are required.

### **4. Gardener Position**

A few amendments were made to the draft job description (removing the need for spraying certificates and use of chemicals. Adding UK Driving Licence as essential rather than desirable and including the sentence "A passion and knowledge of gardening organically and to enhance biodiversity). This will now be taken to the Staffing Committee and advertised once approved.

The advert will be for 2 x positions of 37 hours per week, or part-time/job share to equal these hours.

We will need to ensure that that storage facilities and a small work area is available.

### **5. Sponsorship**



Councillor John Nichols has taken letters around to local businesses and secured some sponsorship. We will write to the businesses who have sponsored the gardens and will arrange some signage acknowledging them.

## **6. Balmoral Gardens**

Balmoral Gardens is not included in this initial licence, however, should TDC be happy with the work that has been undertaken, and we have the staff/capacity, it is intended to ask for the licence to be extended to cover Balmoral Gardens in the future.

## **7. Storage**

Sue said that we are able to use the lockable area at the top of Lousia Bay. This area does not have a roof, however we will arrange for a lockable metal storage container to be situated here to allow the gardening tools to be stored on site. We will ask Paul Adkins (Operations Officer) to fix the gates to the area.

There is room also for a compost area to be started, and the gardeners could use this as a work place.

## **8. Next Meeting**

It was agreed that we would meet again in one month to see how we have progressed and any further plans that can be put in place. A tentative date of 21<sup>st</sup> February at midday was put in the diary.

**In the interests of fairness and consistency , The Events and bookings Manager has devised the following guidelines for ascertaining which hirers may receive reduced rates.**

### **Charity/Community Offer**

20% off the community rate to CT10 residents and/or non profit-making businesses or organisations that is subject to any **ONE** of the below;

The booker is providing a service to;

- Promote a kinder, safer, cleaner Broadstairs.
- Promote sport in young people aged 18 and below.
- Promote wellbeing and mental health awareness

The booker

- offers an affordable rate to participants.
- Is a registered charity
- conducts an open-door policy where all are welcome.

The individual needs to be a CT10 resident. The businesses/organisations need to be based in CT10.

### **Community Free Offer**

Free venue hires to non-profit businesses or organisations that offer **ALL** of the below criteria.

The voluntary person(s)/organisation needs to;

- be a CT10 resident.
- offer a free service (i.e. workshop).
- conduct an open-door policy where all are welcome.

The booker needs to be over the age of 18 and provide a copy of their public liability insurance.

For every ten members of the public, there should be one responsible person. There is no entry fee, activities are free and no pitch fees are charged. The booker's service must directly benefit the residents of Broadstairs and St Peter's and do not provide significant advertising or other commercial benefits to a profit-making business or organisation.

These events will operate as self-opening. There will be no office staff during these bookings. The booker will be the responsible person and required to sign our hire agreement.

### **Commercial**

These events provide a commercial benefit to an individual or a profit-making business or operation or are operating as a private event with no benefit to the community.

## **Commercial Regular Booker**

These events provide a commercial benefit to an individual or a profit-making business or operation or are operating as a private event with no benefit to the community, that after 10 bookings receive a 10% regular booker discount. These events are then regularly saved as provisional bookings and when needed will be cancelled/moved when a ad hoc full-day booking comes into effect.

These events will operate as self-opening. There will be no office staff during these bookings. The booker will be the responsible person and required to sign our hire agreement.

\*All our fees are already offered at a lower rate than compared to the competitive market. Fees need to be charged up to reflect any staff needed and to maintain the standard of the venues.

## **Advert**

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Broadstairs and St Peter's Town Council are rolling out a new community waiver to all local groups that offer free sessions to the community. All such groups may use Retort House for free!

Yes, that's for free!

So what's the catch? Here's the criteria;

The voluntary person(s)/organisation needs to;

- be a CT10 resident.
- offer a free service (i.e. workshop).
- conduct an open-door policy where all are welcome.

The booker needs to be over the age of 18 and provide a copy of their public liability insurance.

For every ten members of the public, there should be one responsible person.

There is no entry fee, and no pitch fees are charged. The booker's service must directly benefit the residents of Broadstairs and St Peter's and must not provide significant advertising or other commercial benefits to a profit-making business or organisation.

*These events will operate as self-opening. There will be no office staff during these bookings. The booker will be the responsible person and required to sign our hire agreement.*

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