



# Broadstairs & St Peter's Town Council

## COMMUNITY ASSETS COMMITTEE MINUTES

**Monday 12 August 2024 at 7pm in the Council Chamber, Pierremont Hall**

Present: Cllrs J Bright, K Bright (Chairman), M Garner, J Hobson, C Kemp, C Leys, & Roberts.

Town Clerk: Kirsty Holroyd

### **171. APOLOGIES FOR ABSENCE**

Cllr Nichols was absent.

### **172. DECLARATIONS OF INTEREST**

None

### **173. MINUTES**

Members received the minutes of the meeting held on Monday 10 June 2024.

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

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

Members reported that they had found no further information on either min 167 or min 169 Albion Street toilets and The Dolphin pub respectively but they would continue to make enquiries.

### **175. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE**

None

### **176. FIRE DOORS**

i) Members received the report of the survey undertaken by EK Fire Protection. The Town Clerk reported that many of the doors originally marked as a fail had already been remedied by the Operations Officer undertaking minor works as advised by the surveyor. Those doors beyond repair would need to be replaced in a staged process in order to minimise disruption to tenants and to events.

**RESOLVED: Members agreed to note.**

ii) Members received and considered quotes for remedial works as necessary

**RESOLVED:**

**i) That the quote from Cinque Ports Building for five new fire doors in The Cottage be accepted at a cost of £3575 plus vat.**

**ii) That the quote from Cinque Ports for five new doors in Pierremont Hall be accepted at a cost of £3545 plus vat.**

### **177. EICR**

i) Members received and considered a summary report explaining the mandatory nature of an EICR.

**RESOLVED: Members agreed to note.**

ii) Members received and considered quotes to carry out the work. The Town Clerk explained that a "normal working hours" and an "outside working hours" quote had been received to reflect the fact that some works would have to be undertaken in the evening in order to minimise disruption to tenants and events.

**RESOLVED: That the quote be accepted at a maximum cost of £3150 plus vat.**

### **178. PHASE III**

i) The Town Clerk reported that Brachers had been busy drafting the appointment document for TMD. The Town Clerk explained the importance of the collateral warranties and the fact that a couple of sub-contractors were reluctant to sign up due to the relatively small size of the project. Councillors agreed they wished to do everything possible to limit risk to the council but will be guided by Brachers as to when the legal fees to do so will outweigh the benefits.

**RESOLVED: members agreed to note.**

ii) Members considered the membership of a working group.

**RESOLVED:**

**i) That the previously formed legal group and Phase III working group be merged to form one small group with delegated powers to make quick decisions on behalf of the Council up to the value of £10,000 in line with Financial Regulation 4.1.c.**

**ii) That this group will meet as often as needed for quick decision making in order to be more agile than full council or committees to whom it will nonetheless report.**

**iii) The membership will comprise Cllrs J Bright, K Bright, M Garner, A Munns, E Orhan and G Rusiecki.**

### **179. RETORT HOUSE**

Members were due to receive a quote for the removal of the showers but the quote had not been received.

***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.***

### **180. BANDSTAND AND KIOSK**

i) Members received an update on arrangements with TDC. It was noted that although TDC owns the assets, BSPTC had been running them without incident for some years and TDC therefore viewed this arrangement as low risk.

ii) Members received information about urgent works to drains and bandstand. Cllr K Bright had requested the steps to the Bandstand be repaired as a matter of urgency. Town Council staff will monitor for if and when this work is undertaken and report back.

The Town Council's drains contractor was due to carry out some investigative works shortly and will report back on any potential issues.

**RESOLVED: Members agreed to note.**

**181. COMMERCIAL LETS**

i) The Town Clerk reported on all the tenancies. Most notably nothing has been heard from the solicitor assigned to assist with the Escapement lease. Some last-minute issues are causing delays on the signing of the Viking suite lease.

**RESOLVED: That a written report outlining the details of each lease will be provided for the next meeting.**

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

**182. DATE OF NEXT MEETING**

**Monday 9 September 2024 at 7pm in the Council Chamber, Pierremont Hall**

Meeting closed at 19.57

Signed \_\_\_\_\_

Date \_\_\_\_\_