



Broadstairs & St Peter's Town Council

15 January 2025

To: Cllrs: J Bright, K Bright, Garner (Chairman), Hobson, Kemp, Leys, Munns, Nichols and Roberts.

You are summoned to a meeting of the **Community Assets Committee** to be held on **Monday 20 January 2025 at 7pm in the Council Chamber at Pierremont Hall.**

A handwritten signature in black ink that reads 'Kirsty Holroyd'.

Kirsty Holroyd
Town Clerk

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
To receive from members of the Council and the Town Clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 29 July 2024.
- 3. MINUTES OF THE LAST MEETING**
To approve the minutes of the meeting held on 9 September 2024. **Attach 1**
- 4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**
- 5. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S**
To agree to suspend the meeting in accordance with Standing Orders 3e,3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.
- 6. VIKING SUITE**
To receive an update on progress with the new tenant
- 7. UPDATES FROM THANET DISTRICT COUNCIL**
 - i) War memorial
 - ii) Pierremont Park fountain
 - iii) Water leak
 - iv) Pierremont Park depot
- 8. RISK ASSESSMENTS**
 - i) To receive and note the 2025 schedule of risk assessments **Attach 2**

ii) To receive and note the risk assessments on the Town Council's own sites

Encs 1-5

9. PHASE III

To receive an update on progress to appoint the contractor.

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.

10. RETORT HOUSE

i) To receive a summary of recent inspections undertaken

Enc 6

ii) To receive and consider reports from third party professionals

- Building Survey

Enc 7

- Fire risk assessment and fire door survey

Enc 8

- Asbestos report

Enc 9

- Air monitoring report

Enc 10

iii) To consider next steps for the building

11. THE COTTAGE

To receive current rental valuations on the property and fix a rent for marketing purposes.

Enc 11

12. GROUNDS MAINTENANCE CONTRACT

i) To receive and note the evaluation criteria

Attach 3

ii) To receive details of the successful applicants and the officers' recommendation

Enc 12

13. LEGAL UPDATES

To receive information on various issues from the Council's solicitor.

Members of the public may re-enter the meeting

14. DATE OF THE NEXT MEETING - Monday 17 March 2025 at 7pm in the Council Chamber, Pierremont Hall



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

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

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

Town Clerk: Kirsty Holroyd

183. APOLOGIES FOR ABSENCE

None. Cllr Nichols was absent.

184. DECLARATIONS OF INTEREST

None

185. MINUTES

Members received the minutes of the meeting held on Monday 12 September 2024.

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

186. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

Min. 174: structure to the rear of the Dolphin pub which appears to be joined to Retort House. No response has been received from TDC enforcement despite the original action having been taken more than two years ago. Further a second large wooden structure has now appeared on the land adjacent to the pub and Retort House. It is not clear to whom it belongs. Cllr K Bright as TDC portfolio holder with responsibility for parking will ask officers to investigate.

187. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE

None

188. RETORT HOUSE

- i) Members were due to receive the inspection report from Sportsafe. However the Town Clerk reported that once the basket balls hoops had been removed, there was no other aspect of the facility requiring inspection.
- ii) Members were informed that Retort house had been opened again to the public on Thursday 5 September, after safe removal and storage of the hoops.
- iii) Members were due to consider two quotes to remove the showers but the second has still not been received. The item was therefore deferred.
- iv) Members considered a quote to carry out a condition survey and produce a report on the whole building. This would inform the council as to whether the hoops can be reinstated.

RESOLVED: That the quote from David Blackmore be accepted at a total cost of £4500. That Mr Blackmore be asked to look at the structure to the rear of the Dolphin pub during the same visit.

189. PHASE III

Members received the original quote from Brachers, the solicitor appointed to represent the Council's interests and an update indicating an extended period of time had been spent collating the necessary information from the team of sub-contractors. The Town Clerk explained that the appointment document for TMD was almost ready. She, Cllr Munns and the Facilities Manager would meet later in the week to discuss the final draft and if satisfied would present it for council approval at the end of September.

RESOLVED:

i) That an additional £5225 be ringfenced for the project.

ii) That the meeting on Wednesday will ascertain whether the benefit of further investment warrants the cost.

190. FIRE SAFETY

i) Members received and considered a quote to carry out fire risk assessments across the sites in 2025.

RESOLVED: That the quote from EK Fire Protection be accepted at a cost of £1880 plus vat.

i) Members received and considered a quote to carry out two mandatory fire door surveys across the sites in 2025.

RESOLVED: That the quote from EK Fire Protection be accepted at a cost of £1440 plus vat.

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.

191. BANDSTAND AND KIOSK

The Town Clerk updated members on her many concerns over the bandstand and surrounding areas and the lack of clarity over areas of responsibility in light of the expired lease. She confirmed the Town Council carries out all legal checks on the kiosk to protect the tenant and members of the public and she has also added the kiosk to the Town Council's insurance policy to minimize risks until the issues can be clarified.

RESOLVED: That the Town Council request an urgent meeting with the Property and Estates team to ascertain responsibilities.

192. COMMERCIAL LETS

i) Members received an updated spreadsheet with all suites, tenants details and lease situation as requested at the last meeting.

RESOLVED: Members agreed to note.

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

ii) Members received and considered the final draft of the Viking Suite lease. The Town Clerk reported that although she, the Facilities Manager, Cllr Munns and Henderson Setterfield were satisfied with the lease, there was some confusion why the additional licence had been produced. The Town Clerk was awaiting a response on this from the solicitor.

RESOLVED: The final document will be presented for approval by Council at the end of September, with an explanation about the supplementary document.

iii) Members received and considered a letter from the vacating tenant's solicitor.

RESOLVED: members agreed to note.

193. DATE OF NEXT MEETING

Monday 20 January 2025 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 20.06

Signed _____

Date _____

2025 schedule Month		Responsible	Report to	Completed
January	<ul style="list-style-type: none"> Office – Review Risk Assessment & Display Screens Pierremont site risk assessment review Retort House site risk assessment review First aid boxes – check and restock. 	<p>Events and Bookings Manager??</p> <p>Town Clerk</p> <p>Town Clerk</p> <p>Deputy Town Clerk</p>	<p>Council Monday 27 January</p> <p>Community Assets Committee 20 January</p> <p>Town Clerk January</p>	
February	<ul style="list-style-type: none"> Review of Assets Inventory Check Ensure Insurance policy up to date Mockett’s Wood Risk Assessment review Mockett’s Wood Inspection Culmer’s Amenity Area Risk assessment review Culmer’s Amenity Area Inspection Allotments risk assessment Review Allotments site inspection 	<p>Town Clerk and Finance Officer</p> <p>Deputy Town Clerk with one councillor or member of staff</p>	<p>Council 24 February or Community Assets Committee 17 March</p> <p>Allotments and Land Sub-committee 10 March</p>	
April	<ul style="list-style-type: none"> Renew Insurance policy Review H&S policy 	Town Clerk	Finance & General Purposes Committee Monday 14 April	
May	<ul style="list-style-type: none"> B in Bloom Review risk assessment 	Civic and Support Officer	Environment Committee May	
June	<ul style="list-style-type: none"> B in Bloom inspection Risk Management Review Internal Audit Review 	<p>Civic and Support Officer</p> <p>Town Clerk</p>	<p>Environment Committee</p> <p>Finance and General Purposes Committee June</p>	

September/October	<ul style="list-style-type: none"> • Mockett's Wood site inspection • Culmer's Amenity Land site inspection • Allotments site inspection • Annual tree survey • Victoria Gardens • Pierremont Hall site Fire risk assessment review • Retort House Fire risk assessment review 	<p>DTC with member of staff</p> <p>DTC with member of staff</p> <p>DTC with member of staff</p> <p>DTC and arboriculturist</p> <p>DTC and member of staff</p> <p>Facilities Manager & EK Fire Protection</p> <p>Facilities Manager & EK Fire Protection</p>	<p>Allotments and Land Sub-committee October</p> <p>Community Assets Committee or Council October</p>	
November	<ul style="list-style-type: none"> • Youth events 	Town Clerk	Community Assets Committee November	
December	<ul style="list-style-type: none"> • Prepare timetable for following year 	Town Clerk		

Grounds Maintenance Contract – Evaluation Criteria

Closing date – 8th January 2025 at 12pm

Company Name: _____

Allocated Number: _____

Evaluation undertaken by: _____

Date: _____

Documents to be included:

Completed Tender Form	
Evidence of £5 million public liability & employer’s liability insurance	
Two references	
RAMS (Risk Assessment & Method Statement)	

Evaluation Criteria Grounds Maintenance Contracts

1st April 2025 to 31st March 2028

All responses will be assessed against the Evaluation Criteria set out below:

PASS/FAIL – if the following documents are not included within the application, the application will not go through to the evaluation process.

Minimum of £5 million public liability insurance provided	Yes / No
2 References provided	Yes / No
RAMS provided	Yes / No

PASS/FAIL – if the following cannot be undertaken, the application will not go through to the evaluation process.

The contractor will not use Glyphosate or other bio chemicals	Yes / No
The contractor will use peat free compost or ethical alternative as deemed necessary.	Yes / No

EVALUATION CRITERIA	WEIGHTING
Locality Location of business – is the business within the Broadstairs/Thanet area? Max Points - 10	
Tender Is able to bid for both contracts? Max points – 10	
Horticultural/General Maintenance expertise and performance Specialist expertise in horticultural or maintenance topics - 20 points Efficiency and effectiveness of operations - 20 points Can provide examples of undertaking previous, similar contracts - 10 points	
Price A score will be given in relation to the prices offered for the bid Max points - 30	