



Dear Councillor,

I hereby summon you to attend an ordinary meeting of the Asset Management Committee to be held in the Council Chamber, The Custom House, on Wednesday 24th June 2026 at 7pm for the purpose of transacting the following business.

Yours sincerely,

Dear Williams

Deputy Town Clerk & Compliance Officer

RAMSGATE TOWN COUNCIL
AGENDA

Meeting: Asset Management Committee
Venue: The Council Chamber, The Custom House, Harbour Parade
Membership: All Councillors
Date: Wednesday 24th June 2026
Time: 7pm

1. APOLOGIES

To receive and approve any apologies for absence from Members of the Committee.

2. DECLARATIONS OF INTEREST

To receive declarations of interest in respect of items on the agenda. Councillors are reminded to declare any dispensations granted.

3. MINUTES

To approve the minutes of the Asset Management Committee meeting held on 15th April 2026 (minutes 097/26 – 102/26) as a true record. Only questions of record may be considered.

4. ALLOTMENTS

To receive written reports from Mr D Williams, Deputy Town Clerk & Compliance Officer and Mrs S Lewis, Allotment Officer, and consider the following matters:

- (i) Allotment Waiting List and Vacancy Update
- (ii) Allotment Matters
- (iii) Allotment Taps
- (iv) Allotment Site Representative & Site Representative Group Amendments
- (v) Allotment Rule Amendments
- (vi) Allotment Appeal Procedure
- (vii) Allotments Audit

5. RADFORD HOUSE

- (i) To receive and note a progress report for March – June 2026 from Ms C Clarke, Project Manager.
- (ii) To receive and note the Risk Register as at June 2026.
- (iii) To receive and approve a draft Business Plan for Radford House (incl. 8 appendices); specifics from the plan will be returned to the Committee for approval throughout the year. Members are asked to give Ms C Clarke authority to apply for any relevant grants. NB. It is not intended that there should be any delay to the project whilst funding is sought, rather funding will be for capital items that the Council can't afford, and future running costs.

6. CHARLOTTE COURT

To receive a written report from Miss L Fidler, Town Clerk & RFO, giving an update on various matters relating to Charlotte Court. Members are asked to consider the proposal contained therein to fence off Charlotte Court.

7. CONFIDENTIAL ITEMS

- (i) It is recommended that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

(ii) RADFORD HOUSE

To receive a report from Harvey Rigden, Building Surveyor at Urban Design, on the outcome of the open tender for the external building works at Radford House, and appoint a contractor.

It is recommended that this item be considered confidential due to the inclusion of commercially sensitive quotations. A covering Report from Miss L Fidler, Town Clerk & RFO is also enclosed, with a recommendation for consideration.

Members may request to see the original tender returns, only the summary of returns is attached due to file sizes.

(iii) ALLOTMENTS

To receive a report from Miss L Fidler, Town Clerk & RFO, and consider how to proceed with the matter contained. It is recommended that this matter be considered confidentially due to the likely disclosure of information relating to private individuals.

8. DATE & TIME OF NEXT MEETING

Wednesday 9th September 2026 at 7pm