



## **RAMSGATE TOWN COUNCIL**

### **Minutes of the Asset Management Committee Meeting**

**Venue:** The Council Chamber, The Custom House, Harbour Parade, CT11 8LP

**Date:** Wednesday 24<sup>th</sup> June 2026 at 7pm.

**Present:** Councillors: Albon, Ara, Austin, Green, Hetherington, Huxley, Moore, Nixey (Chair), Ovenden and Shonk.

Also in attendance:

Mr D Williams, Deputy Town Clerk & Compliance Officer (Minutes)

Mrs S Lewis, Allotment Officer

One member of public

**166/26**

#### **APOLOGIES**

Apologies were received and accepted from Councillors Crittenden (personal commitment), Driver (personal commitment), Hudson (personal commitment), Makinson (unwell), Wing (unwell) and Young (Agreed extension of absence).

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#### **DECLARATIONS OF INTEREST**

None declared.

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#### **MINUTES**

Members received the Minutes of the meeting of the Asset Management Committee held on 15<sup>th</sup> April 2026 (minutes 097/26 – 102/26).

**RESOLUTION: The Minutes were approved as a true and accurate record and signed.**

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#### **ALLOTMENTS**

Members received written reports from Mr D Williams, Deputy Town Clerk & Compliance Officer and Mrs S Lewis, Allotment Officer, on the following matters:

**(i) Allotment Waiting List and Vacancy Update**

Members received a progress report on the waiting list and vacancies for the allotments. Members were asked to note the report.

**RESOLUTION: The report was noted.**

**(ii) Allotment Matters**

Members received a report detailing various allotment matters, including the use of metal raised beds, fundraising through plant sales and measures to address waste and site management issues. Members were asked to consider the proposals for rule clarification and enforcement regarding these issues.

**RESOLUTION: The committee agreed to:**

- a) permit wooden raised beds only and adopt the new rule accordingly;
- b) send a letter from the Chair of the Asset Management Committee to tenants as an introduction to the expectations on site regarding governance and rules.
- c) reaffirm existing Rule 5.1, which prohibits the sale of produce from allotment plots, noting that permitting plant sales, even on a not-for-profit basis and where donations would be used for the benefit of the allotment site, would conflict with the current rules and may create difficulties in relation to consistency, monitoring and enforcement;
- d) remove the rubbish, as a one-off, that has built up on the Jackey Bakers Allotment Site.
- e) allow the installation of dedicated metal and wood storage bays at Jackey Bakers allotment site, enabling the Site Representative to arrange regular collections; and
- f) investigate the installation of CCTV across all allotment sites, with a report to be presented to the next Asset Management Committee meeting.

**(iii) Allotment Taps**

Members received a report detailing the findings of an investigation into the water usage across the allotment sites. Members were asked to consider the removal of additional taps where these are contributing to operational issues and the installation of additional taps in accordance with the maps for each allotment sites.

**RESOLUTION: The committee agreed to remove the additional taps that had contributed to operational issues, repurpose those taps where appropriate, to install additional taps at the other allotment sites in accordance with the site maps.**

**(iv) Allotment Site Representative & Site Representative Group Amendments**

Members received a report with proposed amendments to the Site Representative / Group Agreement and The Role of an Allotment Site Representative or Site Representative Group documents. These amendments are to provided clarification on the Council's arrangements with the Allotment Site Representatives / Groups. Members were asked to adopt the amendments for both allotment documents.

**RESOLUTION: The committee agreed to adopt the amendments to both Allotment documents: Site Representative / Group Volunteer Agreement; The Role of an Allotment Site Representative or Site Representative Group (SRG).**

**(v) Allotment Rule Amendments**

Members received a report with proposed amendments to the Allotment rules, focusing on clarifying eligibility and the process relating to serious breaches, as well as strengthening and improving governance of the allotment sites. Members were asked to adopt the amendments to the Allotment Rules.

**RESOLUTION: The committee agreed to adopt the amendments to the Allotment Rules, with the amendment to 8.13 to swap metal for wooden raised beds.**

**(vi) Allotment Appeal Procedure**

Members received a report with proposed amendments to the Allotment Appeal Procedure; this focused on clarification of the process for an Appeal. Members were asked to adopt the amendments to the Allotment Appeal Procedure.

**RESOLUTION: The committee agreed to adopt the amendments to the Allotment Appeal Procedure.**

*Councillor Ara left the meeting.*

**(vii) Allotments Audit**

Members received a report detailing the findings of an Allotment Communal Asset Audit. Members are asked to determine the Council's strategic approach, including whether to approve risk-reduction measures, retain selected assets under formal control, remove unauthorised or high-risk assets, or request further information.

**RESOLUTION: The committee agreed to:**

**a) Approve a risk-reduction approach, including:**

- a. Immediate prohibition of high-risk activities (gas, heating, unauthorised electrical use), and**
- b. A presumption toward the removal or restriction of communal assets where the Council cannot adequately control or resource their management**

**b) Retain selected assets subject to formal adoption and control, recognising that this will require:**

- a. Ongoing inspection and compliance regimes**
- b. Defined ownership and maintenance responsibilities**
- c. Additional officer time and potential financial investment**

**c) Remove all unauthorised or high-risk communal assets, in order to minimise liability and reduce ongoing resource demands.**

**d) Request further detailed information, including:**

- a. Cost estimates for removal versus retention and compliance.**
- b. Advice from the Council's insurers regarding acceptable risk levels.**

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**RADFORD HOUSE**

**(i)** Members received a progress report for March - June 2026 from Ms C Clarke, Project Manager. Members were asked to consider and note the information.

**RESOLUTION: The report was noted.**

**(ii)** Members received the Risk Register as at June 2026 from Ms C Clarke, Project Manager. Members were asked to consider and note the information.

**RESOLUTION: The report was noted.**

- (iii) Members received the draft Business Plan for Radford House from Ms C Clarke. Members were asked to approve the overall direction of the business plan, confirm that the Project Manager was progressing along the right lines at this stage of development, and consider granting authority to Ms C Clarke to apply for relevant external funding opportunities to support capital items and future running costs, where this would not delay the project.

**RESOLUTION: The committee agreed to:**

- a) **Approve the direction of the business plan and confirm that the Project Manager was progressing along the right lines at this stage of the development.**
- b) **Grant authority to Ms C Clarke to apply for relevant external funding opportunities to support capital items and future running costs, where this would not delay the project.**

*Councillor Shonk abstained.*

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#### **CHARLOTTE COURT**

Members received a written report from Miss L. Fidler, Town Clerk & RFO giving various updates relating to Charlotte Court. Members were asked to consider progressing access restriction options, explore alternative deterrent measures and provide direction on the next stage of work, including the development of more detailed proposals.

**RESOLUTION: The committee agreed to:**

- a) **Defer the matter until more information can be provided regarding the height of the railings and further multi-agency meetings have taken place, as well as the introduction of the PSPO.**
- b) **Allow free use to groups to use Charlotte Court, with groups requesting permission by contacting the office. This is for use of the space only, requests for Technician time would be considered separately.**

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#### **CONFIDENTIAL ITEMS**

- (i) It was 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.

**RESOLUTION: That the press and the public be excluded for the following items of business.**

- (ii) **RADFORD HOUSE**

Members received report from Harvey Rigden, Building Surveyor at Urban Design, on the outcome of the open tender for the external building works at Radford House. Members were asked to appoint a contractor. It was recommended that this item be considered confidentially due to the inclusion of commercially sensitive quotations.

**RESOLUTION: The committee agreed to:**

- a) Note the outcome of the tender process and the recommendation to appoint the preferred contractor (BW May & Sons Ltd); and
- b) Approve the budget of £298,000.00 to support delivery of the external works and management of associated risks, allowing for additional costs if the reserve contractor was required, with any unspent budget being rolled over for use on the internal works.

*Councillor Shonk voted against the motion.*

(iii) **ALLOTMENTS**

Members received a written report from Miss L Fidler, Town Clerk & RFO regarding arising concerns from activities on the Jackey Bakers allotment sites. Members were asked to agree a series of actions to ensure effective governance, compliance with allotment rules and protection of the Council's legal and financial position. It was recommended that this matter be considered confidentially due to the likely disclosure of information relating to private individuals.

**RESOLUTION: The committee agreed to:**

- a) Reaffirm that the appointed Site Representative is the sole recognised site-level liaison with the Council, and that all site activities and arrangements must be controlled or authorised by the Council.
- b) Authorise officers to communicate the clarified position to tenants, monitor the site, address unauthorised equipment, and take proportionate enforcement action where necessary.

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**DATE & TIME OF NEXT MEETING**

Wednesday 9<sup>th</sup> September 2026 at 7pm.