## **TORPOINT TOWN COUNCIL**

**MINUTES** of a meeting of the Asset Management and Operations Committee held on Thursday 27<sup>th</sup> July 2017 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor Mrs C E Goodman (Chairman), Councillor L E Keise (Town Mayor) Councillors Mrs. C A Jackson, Mrs S C Ryder, Miss R Tanner BEM and J Tivnan BEM plus the Town Clerk.

**Also present: -** Councillor Mrs K Brownhill.

	ACTION
32-17AMO Apologies for absence	
Apologies for absence were submitted on behalf of Councillors E H Andrews and Miss L J	
Hocking.	
33-17AMO Declarations of Interest relating to items on the Agenda None.	
34-17AMO Minutes of the previous meeting	
The minutes of the Asset Management Committee meeting held on Thursday 22 <sup>nd</sup> June 2017	
were taken as read, confirmed and signed by the Chairman.	
35-17AMO Matters arising from the minutes	
a) Cleaning/Repairs Ellis Memorial: -	
Pursuant to minute 20-17 AMO (a) It was reported that now the Council have confirmed the recommendation this matter would be pursued by officers.	Officers
b) Benodet Park Sound Hut: -	
Pursuant to minute 20-17AMO (b) Councillor J Tivnan explained the technical process that was	
currently being undertaken and was hopeful that progress would be made in the near future.	JT
c) Fire Alarm/Detection panel: -	
Pursuant to minute 20-17AMO (c) it was reported that a third tender is required given the	
value of the proposed purchase (Torpoint Town Council Best Value Statement 2017). The third	
tender is currently being sought and when obtained all three will be presented to members for	
a decision to be made. The Clerk reported that following the contractors had visited and re-	
activated some of the detection units although it is understood some still remain de-activated.	Clerk/DTC
Councillor Tivnan suggested that our insurers are informed of the current situation.	
d) Sparrow Park-	
Pursuant to minute 21-17AMO members discussed improving the aesthetics of Sparrow Park in the context of improving gateway access to the Town Centre and Ferry Terminal. Members	
considered the removal of shrubbery to be replaced by a colourful display would increase the	
welcoming and visual impact of the area. It was suggested that local nurseries are approach to	
design and make suggestions as to a planting regime to improve the area that would be based	
on low maintenance that could then be maintained by possibly a local group. Following further	
discussion it is <b>recommended</b> that the Council approach a local nursery based on the	Council
discussion at the meeting to investigate methods and planting schemes to improve Sparrow	Council
Park.	
e) Emergency Plan Working Party: -	
Pursuant to minute number 31-17AMO the Clerk reported that he will work on producing terms	
of reference for the Working Party. It is anticipated that chronologically, the terms would be	
presented to the Council in September 2017 and following approval, the appointed members	

would meet to establish the criteria for the plan. Members did note that Cornwall Council are offering courses and seminars on various areas of emergency plans that members have agreed to attend. The Clerk confirmed that he has been in contact with the CNA Link Officer on this matter.	
<ul> <li>36-17AMO Operational Report</li> <li>It was reported that the PAT testing has been completed with no issues identified.</li> <li>It was reported that following the recent storm on the 21<sup>st</sup> July there has been more water ingress into the Vanity Rooms. It was reported that the roofing contractor has attended site and reported that the downpipe was blocked with a tennis ball (since removed) that was the probable cause of the problem. As a further consequence of the problem, the contractors have been called to reset the alarm that was activated. The Deputy Town Clerk (DTC) confirmed that access to the vanity Rooms has still not been possible to carry out a full assessment of the damage although regular contact has been made with the licensee.</li> <li>It was reported that the CCTV annual maintenance check has been completed with no issues. The CCTV captured a break in at the gent's toilet on the 22<sup>nd</sup> July. The information was reported to the police with the PCSO assisting with the crime.</li> <li>It was reported that the ladies' toilet at Benodet Park has been closed off again as a result of the chain being broken. The DTC is investigating replacement of this current system possibly utilising infra-red technology.</li> <li>The DTC is currently investigating a summer refuse collection service at Benodet Park given the amount of litter and other detritus accumulating in the park.</li> <li>It was reported that the sound system at Benodet Park is no longer fit for purpose. Apart from water damage to the speakers the PA system is not working. Currently the council is relying on a local sound and lighting system expert for the equipment. The DTC has identified a suitable replacement system at a cost of £299 plus VAT. After discussing the matter, it is recommended that the Council purchase the system for the price quoted and that it is stored in the Council Hall and only taken to Benodet park for use and returned immediately after.</li> </ul>	DTC/Clerk /Council
37-17AMO Policies Reviewed by this Committee None.	
38-17AMO To Consider the Council Risk Management Plan  Members considered the asset condition survey (as circulated) as undertaken by the Deputy Town Mayor and Councillor J Tivnan. Members considered the report as a basis for undertaking an evaluation of the asset, making provision for improving/replacing and the general condition of the asset for maintenance purposes. It was noted that whilst the bench survey was undertaken, some of benches were not owned by this council and a revised list would be circulated along with the condition. Councillor Tivnan suggested that assets should be generally assumed to have a 5 year write down value and provision made within the asset management development plan for this. The methodology of provision would be undertaken by the RFO as some assets would not fall into this category. Members considered the plan and suggested an extra priority column and also finances to be allocated from reserve. The RFO recommended that the finalised document would be available at the Asset Management development plan meeting in September. Members did note that the bus shelter at the former bus garage is badly corroded and would probably need replacing and the shelf at the tea hut in Benodet Park had woodworm.	RFO DTC
39-17AMO Items referred to this Committee	

None.	
40-17AMO Health and Safety.  a) Skateboard Park Inspection: - Members considered the recent Skateboard Park inspection undertaken by the Play Inspection Company (as circulated). Members acknowledged the report and the recommendations contained within. Members were informed that priority issues included the repair to the concrete ramp were being pursued and a contractor has been contacted to undertake the repairs. Items such as weed control and graffiti removal were part of on-going maintenance. The Committee also recognised that the equipment was becoming old and worn and the Chairman advised that users had identified other more modern facilities that they wished to see in place. Members therefore deferred further discussion until the development plan meeting to evaluate the most effective way forward but at the same time supported the notional suggestion of a fund raising/external finance resourcing initiative to assist in procuring and possibly expanding the park. b) General Matters: - Councillor Tivnan drew attention to recent fines for failures in health and safety. Councillor Tivnan informed the meeting that a national organisation had been fined £1.8 million for legionella control failures despite the issues being reported on six previous occasions and not acting upon it. Another company had been fined £34,000 for issues relating to an asbestos survey. Councillor Tivnan stressed the importance of compliance with health and safety legislation and procedures.	АМО
41-17AMO Correspondence a) Wallgate – Proposed wash basin contract. The Clerk reported receipt of a quotation from the manufacturers of the hand drying equipment in both public conveniences. Currently the units are not working. The quotation for servicing each unit per annum being £247 a total cost [6 units] of £1,482 (plus VAT). After brief discussion it is <b>recommended</b> that the Council proceed with the contract.	Council
b) Continental/Famers Markets – Vice Chairman and Clerk.  The Clerk spoke on a recent address he had attended on the subject of Market trading and licensing that he found extremely useful. The Town Council have the power to be a licensing authority and the purpose is to ensure markets are conducted within a structured framework. Markets include car boot sales, table top sales, farmers markets and fayres of any description. This would affect Town Council owned/leased premises in addition to principal authority and other land. Councillor J Tivnan supported the call reminding members that although it is a discretionary service, without a policy arrangement markets can set up anywhere and anytime. It could also allow the Council to be a driver in organising and attracting markets in a structured manner and if the Council became a licensing authority the Town Council should advise Cornwall Council that they make organisers of market events aware of the need that a licence is required from the Town Council in addition to satisfying their requirements. It is therefore <b>recommended</b> that the Town Council joins the National Association of British Market Authorities (NABMA) for a cost of £159 until April 2018 and thereafter £318 per annum.	Council
<ul> <li>42-17AMO Planning Applications</li> <li>a) PA17/06174 – Land North West of 110, Marine Drive, Torpoint – Non-material amendments (No 1) for minor adjustments to materials, cladding, shape of master bedroom window and boundary treatments to (PA16/0871). Demolition of garage and construction of new 3-bedroom dwelling with parking and garden and associated works.</li> <li>No objections or observations.</li> </ul>	

Mole Valley Farmers 5L - 2 stroke oil 21.30 3.55 17.75  Cornwall Academy MS Materials - 5122/CA5026 71.74 11.96 59.78  Brandon Hire Generator - Festival 327.90 50.90 277.00  Brandon Hire Portable Toilets - Festival 589.67 98.28 491.39  British Gas Electricity - Public Conveniences 20.56 0.97 19.59  Waterwise Replacement Flapper 13.10 2.18 10.92  Cornwall Council Garage Rental 52.52 8.76 43.76  44-17AMO Date of next meeting  Thursday 28 <sup>th</sup> September 2017.  45-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.  None	PAYEE	REASON	GROSS	(VAT)	NETT
Brandon Hire Generator - Festival 327.90 50.90 277.00 Brandon Hire Portable Toilets - Festival 589.67 98.28 491.39 British Gas Electricity - Public Conveniences 20.56 0.97 19.59 Waterwise Replacement Flapper 13.10 2.18 10.92 Cornwall Council Garage Rental 52.52 8.76 43.76  44-17AMO Date of next meeting Thursday 28th September 2017.  45-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.	Mole Valley Farmers	5L - 2 stroke oil	21.30	3.55	17.75
Brandon Hire Portable Toilets - Festival 589.67 98.28 491.39 British Gas Electricity - Public Conveniences 20.56 0.97 19.59 Waterwise Replacement Flapper 13.10 2.18 10.92 Cornwall Council Garage Rental 52.52 8.76 43.76  44-17AMO Date of next meeting Thursday 28th September 2017.  45-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.	Cornwall Academy MS	Materials - 5122/CA5026	71.74	11.96	59.78
British Gas Electricity - Public Conveniences 20.56 0.97 19.59 Waterwise Replacement Flapper 13.10 2.18 10.92 Cornwall Council Garage Rental 52.52 8.76 43.76  44-17AMO Date of next meeting Thursday 28 <sup>th</sup> September 2017.  45-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.	Brandon Hire	Generator - Festival	327.90	50.90	277.00
Waterwise Replacement Flapper 13.10 2.18 10.92 Cornwall Council Garage Rental 52.52 8.76 43.76  44-17AMO Date of next meeting Thursday 28 <sup>th</sup> September 2017.  45-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.	Brandon Hire	Portable Toilets - Festival	589.67	98.28	491.39
Cornwall Council Garage Rental 52.52 8.76 43.76  44-17AMO Date of next meeting Thursday 28 <sup>th</sup> September 2017.  45-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.	British Gas	Electricity - Public Conveniences			
44-17AMO Date of next meeting Thursday 28 <sup>th</sup> September 2017.  45-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.	Waterwise	Replacement Flapper	13.10	2.18	10.92
Thursday 28th September 2017.  45-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.					
	4-17AMO Date o	of next meeting	52.52	8.76	
	H4-17AMO Date of hursday 28 <sup>th</sup> Septem H5-17AMO Any B prior to the mee	of next meeting aber 2017. usiness that has been disclosed			43.76
	H4-17AMO Date of hursday 28 <sup>th</sup> Septem H5-17AMO Any B prior to the mee	of next meeting aber 2017. usiness that has been disclosed			43.76