



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 26th July 2018 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

PRESENT: - Councillors Mrs. C E Goodman (Chairman), Councillor L E Keise (Town Mayor), Councillors E H Andrews, Mrs. J M Martin and J Tivnan BEM plus the Town Clerk (Clerk) and Responsible Finance Officer (RFO).

ALSO PRESENT: - Councillors Mrs. K Brownhill, S J Corbidge MBE, Mrs. R A Southworth and M G Spurling
IN ATTENDANCE: - (Cornwall) Councillor M J Crago, Representatives from the Tamar Bridge and Torpoint Ferry Joint Committee (D List and A Vallance).

	ACTION
<p>33-18AMO Apologies for absence Apologies for absence were submitted on behalf of Councillors G J Davis, Miss L J Hocking, Mrs. K Jackson and Miss R Tanner BEM.</p>	
<p>34-18AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>35-18AMO Standing orders Standing orders were suspended for minute number 36-18AMO.</p>	
<p>36-18AMO Correspondence a) Tamar Crossings Consultation 2018 – Tamar Bridge and Torpoint Ferry (TBTF) Financing the Crossings The Town Council is a key stakeholder and has been invited to provide a consolidated view regarding the proposed level of increase and the specific elements and options being consulted on, by the consultation deadline of 8th August 2018. A presentation from representatives of the Tamar Bridge and Torpoint Ferry Joint Committee on the future financing of the crossings was given (see <i>Appendix 1</i>). Members posited questions about the current and predicted financial situation of the TBTF, the proposed toll increase and the impact on the residents of the town. Members commented about the lack of publicity in the town about the consultation and as a result have included details in the town noticeboards. The TBTF representatives explained when consultations have been undertaken similarly in the past response rates have been reasonable. Councillor M J Crago explained the review process with the two councils which happen once the consultation results are known. Members questioned the likelihood of the outcome of charging different prices for the two Tamar crossings, highlighting that in their opinion they would prefer the prices to be the same. Also, members asked the reason why the tolls had not been increased regularly (tolls were last increased in March 2010), instead of the inflationary increase proposed for July 2019, TBTF representatives highlighted the statutory framework reasoning behind this. Councillor M J Crago highlighted the current crossing prices are the cheapest when compared with other ferry and bridge crossings in the UK.</p>	

<p>Councillors S J Corbidge MBE, Mrs. R A Southworth and M G Spurling left the meeting. Cornwall Councillor M J Crago and the representatives from the Tamar Bridge and Torpoint Ferry Joint Committee (D List and A Vallance) left the meeting. Standing orders were resumed.</p> <p>Members debated the TBTF crossings consultation and resolved the following response:</p> <ul style="list-style-type: none"> ➤ TBTF has indicated they will continue to look for savings and operational efficiencies, however still need to increase income next year by around 33%. This Town Council supports the easiest way to achieve this by increasing all crossing charges by 33% (for example the cash price for a car would rise from £1.50 to £2.00), such a rise would be more or less in line with inflation since the last toll increase in 2010. ➤ Tolls for both the Tamar Bridge and Torpoint Ferry crossings remain the same. ➤ Formal representation is made to propose a change to the statutory framework to permit toll increases on a more regular basis, in line with inflation / cost of living. 	
<p>37-18AMO To consider the Council Business Risk Management</p> <p>The Chairman asked for the Fixed Asset Survey report to be discussed at this point, to enable the RFO to provide an update on the change to the reporting procedure. The fixed asset survey and bench report will be a standing agenda item and therefore the town council assets can be regularly monitored by this committee. This will ensure complete governance and accountability for all council assets.</p> <p>The RFO left the meeting.</p>	Clerk
<p>38-18AMO Minutes of the previous meeting</p> <p>The minutes of the Asset Management Committee meeting held on Thursday 28th June 2018 were taken as read, confirmed and signed by the Chairman.</p>	
<p>39-18AMO Matters arising from the minutes</p> <p>a) Bénodet Park Sound Hut: - Pursuant to minute 21-18AMO (a) work to obtain another quotation to relocate the sound hut at Bénodet Park will continue. The Clerk is liaising with the electrical expert to rectify the electrical box concerns.</p> <p>b) Health and Safety Policy – Legionella Assessment review: - Pursuant to minute 21-18AMO (b) the Clerk explained an issue with legionella testing at one location in the chambers, which will be resolved in due course. The Clerk noted the requirement to remove the surplus Thermostatic Mixing Valve (TMV).</p> <p>c) Replacement Bus Shelter: - Pursuant to minute 21-18AMO (c) the Clerk highlighted ongoing dialogue with the landowner of the site where the proposed replacement bus shelter will be situated. The landowner has agreed for the replacement bus shelter to be sited on the land, due to making his own improvements to the whole site. The three bay enclosed shelter will be ordered for delivery and installation next month, once the take down and removal of the existing shelter has been agreed. The Town Clerk explained a bus shelter grant application has been submitted to Cornwall Council and the outcome is awaited.</p> <p>d) Bénodet Park Toilets refurbishment: - Pursuant to minute 21-18AMO (d) the Clerk explained there are additional works at Bénodet Park toilets to be completed. Members were mindful to arrange a contractor to hasten completion of the works. The Chair thanked the members who had assisted with the locking of the toilets (at a later time in the day) when the Caretaker had been unavailable.</p>	Clerk Clerk Clerk

e) Torpoint Community Cinema: -

Pursuant to minute 21-18AMO (e) the Clerk highlighted currently there is insufficient storage space available at the council buildings for the Torpoint Community Cinema projection and cinema equipment, however should the situation change this can be reviewed.

f) Sennen Park benches: -

Pursuant to minute 25-18AMO (a) the Chairman reported the benches at Sennen Park have been renovated, thanks were noted to Councillor G J Davis for completing the work. Members highlighted the poor state of the benches located in front of the library, the Clerk agreed to prioritise the renovation of these benches.

Clerk

g) Re-cycling opportunities:-

The Clerk reported making progress on the investigation of recycling opportunities.

Clerk

40-18AMO Operational Report

- External noticeboards – The Clerk reported the external noticeboard located outside the Costcutter store requires refurbishment, a quotation is being sought for an upgrade.
- Ellis Monument – The Clerk has reminded the contractor about the proposed clean/refurbishment of the monument, this will be followed up.
- Rendel Park – The Chairman thanked the volunteers and Explorer Scouts for assisting with the recent tidy up, adding that top soil and planting will be undertaken.
- Sparrow Park – The Chairman thanked the volunteers for assisting with the recent tidy up, similarly more work is needed at this location to enable the Park to be enhanced. The Clerk is arranging for the annual refurbishment of the benches at this site, in time for the Remembrance Service. Councillor J Tivnan highlighted Antony Estate are usually willing to supply various bulbs for planting free of charge.
- Bench / Macey Street – The Clerk detailed a peak in complaints (to the Police) from members of the public about the unsociable behaviour, littering and number of young people congregating at the bench located in front of Macey Street. Members were mindful to keep the bench in situ and will monitor the situation, asking for the Enforcement officer to include this on the route.
- Dog poo bag dispensers at Thanckes Park – The Clerk explained the Friends of Thanckes Park group has recently installed two dog poo bag dispensers at the park and have asked for council Caretaking staff to advise when they are empty, in order for the group to fill up. Members were supportive of the request and it is **recommended** the council Caretaking staff check the dispensers as part of the park inspection routine.
- Antony Road public conveniences – The Clerk was disappointed to report several recent incidences where the toilets had been found in a terribly dirty state, including faeces smeared around the toilet cubicle and toilet seats stolen. Members debated the unhygienic state the toilets had been left in and considered this was unfair on council staff to have to clean up afterwards. Members were mindful to close the public conveniences at Antony Road for a period of time, however, it was agreed to open the toilets for a shorter time during the day, for a trial period, in the hope that by restricting the opening times the likelihood of the problems reoccurring would be reduced. The situation would be reviewed in four weeks' time.
- Due to the increased number of bus shelters purchased by the Town Council, the Clerk has requested a quotation from a local window cleaning contractor to clean the shelters. Whilst the quote is awaited the contractor has cleaned the two shelters on Goad Avenue for free, members have the opportunity to see them cleaned.

Council

Clerk

<p>41-18AMO Policies Reviewed by this Committee None.</p>	
<p>42-18AMO To consider the Council Business Risk Management Plan The Chairman gave an update on issues within the asset condition survey and bench survey report:</p> <ul style="list-style-type: none"> ➤ Defibrillator pads are due for replacement 2019/20. ➤ The replacement ladder has been ordered. ➤ Salt bins (some need to be replaced) – make contact with Cornwall Council to check whether they offer a replacement scheme. ➤ Freezer broken and not in use – to be removed and any hirers advised that there is no longer a freezer facility on site. 	Clerk
<p>43-18AMO Items referred to this Committee None.</p>	
<p>44-18AMO Health and Safety</p> <ul style="list-style-type: none"> ➤ Councillor J Tivnan highlighted recent legislation for UAVs (Unmanned aerial vehicles) which does not apply to this Council. ➤ The Clerk reported on the recent fire panel upgrade: - <ul style="list-style-type: none"> i) The audible test has identified three sounders which need replacement/fixing by the contractor. ii) Door retainers and closures are required to be fitted to Rooms 1 and 2 (these rooms were unoccupied at the time of the original tour of site) – quotation received for this work (from ASG Security), along with the appropriate cabling and audible door release mechanism is £991.76 (plus VAT) and it is recommended to proceed with this work. iii) Off Site Notification: The provision of an off-site notification system was previously considered, however, was not included within the contract of works. This system was discussed, Councillor Tivnan indicated this is an invaluable service. The quotation for the work (from ASG Security) is £149.94 (plus VAT) (one off investment) with additional annual monitoring fee of £60.00 (plus VAT), it is recommended to proceed with this work. iv) Variations: Before commencement of the project variations from an L1 system were agreed, the list has now been signed and a copy is kept in the Fire Log. The Clerk will review the variations and should there be any queries will bring to the next meeting. v) Emergency Lighting circuitry to be checked, as at least one emergency light fixture has failed (not a requirement for the contractor). ➤ Fire marshal training – online Fire Marshal training will be commenced, once the staff email addresses have been set up, for £30.00 (plus VAT) per delegate, for five staff. ➤ Councillor J Tivnan will undertake a fire extinguisher site audit, to review the number currently held and will then investigate the option to purchase replacement extinguishers with those that would not require annual servicing. 	<p>Council</p> <p>Council</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Tivnan</p>
<p>45-18AMO Correspondence a) Grace and Glamour: - After considering the correspondence from Glace and Glamour it is recommended the five green topiary balls and brackets are kept in situ.</p>	Council

46-18AMO Planning Applications

a) PA18/06271 – Lloyds TSB Bank, 57 Fore Street, Torpoint - Change of use from financial A2 to ground floor shop A1 and first floor flat C3(a).

No objections or observations.

b) PA18/04093 - 77 Clarence Road Torpoint PL11 2LT - Construction of a two storey extension to comprise of kitchen/diner with wc on the ground floor and bathroom and extension to existing bedroom on the 1st floor. (Demolition of existing ground floor kitchen, bathroom and conservatory at the rear of the property)

No objections or observations.

47-18AMO Budget Monitoring Report

Members reviewed the June 2018 financial comparison (as circulated).

48-18AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Rame Refuse (J Smale)	Remove & dispose green waste (Sparrow)	48.00	0.00	48.00
Glasdon UK Ltd	Cast key (3)	15.22	2.53	12.69
British Gas	Electricity - Antony Road	2.99	0.50	2.49
Security Dynamics	Supply of Body Worn Camera	154.80	12.00	142.80
Viking	Work Boots (Caretaker)	23.99	4.00	19.99
Cornwall Academy Maintenance Ltd	Kitchen Gas safety Certificate	348.00	58.00	290.00
Mrs C F Southworth	Refund	38.16	3.64	34.52
ASG Security	Fire Alarm System as per specification	12975.80	2162.63	10813.17
Maria Trethewey (Any Occasions)	Buffet Civic Service	800.00	0.00	800.00
Cornwall Council	Garage Rent July/Aug 18	54.64	9.12	45.52

49-18AMO Date of next meeting

Thursday 27th September 2018.

50-18AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 9.30pm _____ Chairman