

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Asset Management and Operations Committee held on Thursday 28<sup>th</sup> February 2019 at 7.00pm in the Mayor's Parlour, 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 plus the Town Clerk (Clerk).

ALSO PRESENT: Councillor C R Still

	ACTION
<b>112-18AMO Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors G J Davis, Miss R A Tanner BEM, J Tivnan BEM.	
<b>113-18AMO Declarations of Interest relating to items on the Agenda</b> None.	
<b>114-18AMO Minutes of the previous meeting</b> The minutes of the Asset Management Committee meeting held on Thursday 24 <sup>th</sup> January 2019 were taken as read, confirmed and signed by the Chairman.	
<ul> <li>115-18AMO Matters arising from the minutes <ul> <li>a) Bénodet Park Toilets refurbishment: -</li> <li>Pursuant to minute 101-18AMO (a) the Clerk explained the plumbing for the sluice sink is now completed.</li> <li>b) Ellis Monument: -</li> <li>Pursuant to minute 101-18AMO (c) the application for consent to undertake work to a Listed Building is being prepared and will be submitted to Cornwall Council in due course.</li> <li>c) Rendel/Sparrow/Bénodet Parks: -</li> <li>Pursuant to minute 101-18AMO (d) the Chair advised planting has been undertaken at Rendel Park, adding some of the trees require pruning. Sparrow Park - the Chair is waiting to hear from Mount Edgcumbe regarding the opportunity to sponsor camellias at this site and will follow this up. The Chair has been liaising with Councillor J Tivnan about suitable plants for the next section to be updated at Sparrow Park. For the third section the Chair suggested a small team of volunteers to help clear the area would be the best way forward. The Chair to start to recruit additional volunteers and will endeavour to set a date for the clearance by the end of March 2019, a Saturday was suggested to enable anyone working Monday to Friday to be able to join in. Any charges liable for the removal of greenery from Sparrow Park will need to be investigated before the section is cleared, the Chair will seek advice on this.</li> <li>Bénodet Park – Councillor E H Andrews highlighted that he seemed to recall this year is the 10<sup>th</sup> Anniversary of Bénodet park being re-opened in its current condition, adding the exact date needs to be checked. Members discussed that if is the 10<sup>th</sup> Anniversary of</li> </ul> </li> </ul>	Clerk Chair Chair Chair



Bénodet park opening then this would be a great opportunity to hold a small public event there. Members were supportive of this suggestion and it is <b>recommended</b> to check the date the park was officially opened with consideration about a small celebration to be held on the 10 <sup>th</sup> Anniversary of Bénodet park opening; albeit aware of the annual budget and this council's requirement to complete a Project Statement (if it is the correct Anniversary year).	Council
<ul> <li>d) Memorial bench request for David and June Lakeman: - Pursuant to minute 101-18AMO (g) the Clerk is continuing to progress the activities now agreed prior to Cornwall Council giving approval to install the memorial bench for the family. The Clerk has been keeping in regular contact with the family as this matter has become protracted, due to Cornwall Council's new requirements.</li> <li>e) Memorial bench request for relative of A Miller: -</li> </ul>	Clerk
Pursuant to minute 106-18 (a) (as previously circulated) the Clerk is continuing to progress the activities now agreed prior to Cornwall Council giving approval to install the memorial bench for the family.	Clerk
<ul> <li>116-18AMO Operational Report</li> <li>Flag pole at Sparrow Park has been cleaned; the Chair thanked Councillor C R Still for assisting with this matter.</li> <li>Concrete render is required at areas within the skateboard park (work is weather dependent).</li> <li>Benches at Bénodet Park are regularly moved to the bandstand, causing damage to the benches and the grass/paths, to sit in the park under cover; the Clerk offered a solution to this would be to install temporary benches/seating on the stage which could be taken down when the stage is being used. Members were supportive and it is recommended the design and price for temporary seating on the bandstand is investigated, accompanied by a Project Statement, as this project has not been allocated funding.</li> </ul>	Council
<ul> <li>117-18AMO To consider the Council Business Risk Management</li> <li>a) The Asset Condition Survey was reviewed: -</li> <li>&gt; Skateboard park render work still required to be completed;</li> <li>&gt; The report of broken slates from the roof of the tea hut has been followed up.</li> </ul>	
<ul> <li>118-18AMO Items Referred to this Committee <ul> <li>a) 'Kissing gate' proposal – Horson Field (alongside the A374): -</li> <li>The Clerk reported receipt of the quotation from Cornwall Council for the cost to purchase a 'kissing gate': -</li> <li>&gt; Standard kissing gate £342.74 inc. VAT and delivery</li> <li>&gt; Mobility access kissing gate £410.93 inc. VAT and delivery</li> </ul> </li> <li>The Clerk reminded members that it is now Council procedure to complete a Project Statement, put in place by Council (see Finance and Personnel minute 45-18F&amp;P (d) and Council minute 102-18), should a project without an allocation of money be considered by the Council, this then gives an opportunity to justify the expenditure. Additionally, the Clerk highlighted: -</li> <li>&gt; The land is owned by Cornwall Council and therefore health of safety is their responsibility;</li> </ul>	



<ul> <li>The West Ward member Councillor M John Crago has, when discussing the installation of a kissing gate at the entrance alongside the A374, suggested blocking the entrance completely and providing an alternative entrance which exits alongside the car park has been his preferred solution;</li> <li>Should a kissing gate be installed, any prams or bikes would have difficulty using</li> </ul>	
the entrance. Following discussion, it is <b>recommended</b> to produce a Project Statement for the proposal to purchase a 'kissing gate' (by the next meeting of this Committee). The Chair volunteered to research this, due to the protracted delays already incurred.	<b>Council</b> Chair
119-18AMO Policies Reviewed by this Committee	
a) Health and Safety: - Councillor J Tivnan and the Clerk will review and assimilate the Town Council's Health and Safety (H&S) policy, with Cornwall Council's H&S policy.	Clerk/Cllr Tivnan
<ul> <li>120-18AMO Health and Safety <ul> <li>a) The annual routine maintenance check for the Emergency Lighting has been undertaken – no disconnections or isolations found. The Fire Alarm system routine maintenance check has been undertaken, with the exception of 2 high level smoke devices in the main hall, which were not checked. Outstanding action - garage device in the void – engineer unable to access this location. Currently 1 detection device disabled, this is being investigated.</li> <li>b) Councillor J Tivnan is anticipating reviewing the current fire extinguisher system in operation and will undertake this when the opportunity arises.</li> <li>c) Fire Risk Assessment – the Clerk is working with Councillor Tivnan on reviewing the assessment completed last year and a report on this will be provided at the next meeting.</li> </ul> </li> </ul>	
<ul> <li>121-18AMO Correspondence</li> <li>a) Community Flood Resilience Workshop (as circulated): -</li> <li>Noted.</li> <li>b) Grit bins (as circulated): -</li> <li>Noted.</li> </ul>	
122-18AMO Planning Applications None.	
<b>123-18AMO Budget Monitoring Report</b> Members reviewed the January 2019 financial comparison (as circulated).	



124-18AMO Accounts f					
PAYEE		GROSS	(VAT)	NETT	
ITEC	Photocopies	99.52	16.59	82.93	
James Property Services	Fix leak WC Antony Road + dishwasher and sink repair	100.00	0.00	100.00	
Brewers / Martin Luck	Stationery	104.63	17.44	87.19	
125-18AMO Date of ne	xt meeting				
<ul> <li>Thursday 28<sup>th</sup> March 2019.</li> <li><b>126-18AMO Any Busine</b> members prior to th</li> <li>➢ The Clerk explained microphone, howey the cost for a roam</li> </ul>	ess that has been disclosed t	/ hirers, has a el around the · the Council (	a plug-in room. Th	or other	Clerk