



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 28th March 2019 at 7.00pm in the Committee Room, York Road, Torpoint.

PRESENT: - Councillors Mrs. C E Goodman (Chairman), Councillors G J Davis, E H Andrews, Mrs. J M Martin and J Tivnan BEM plus the Town Clerk (Clerk).

ALSO PRESENT: Councillor C R Still.

	ACTION
<p>127-18AMO Apologies for absence Apologies for absence were submitted on behalf of Councillors L E Keise (Town Mayor), Miss L J Hocking and Miss R A Tanner BEM.</p>	
<p>128-18AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>129-18AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 28th February 2019 were taken as read, confirmed and signed by the Chairman.</p>	
<p>130-18AMO Matters arising from the minutes a) Ellis Monument: - Pursuant to minute 115-18AMO (a) the application for consent to undertake work to a Listed Building is being prepared, just awaiting further detail from the contractor on the proposed cleaning works and will be submitted to Cornwall Council in due course. b) Rendel/Sparrow/Bénodet Parks: - Pursuant to minute 115-18AMO (c) the Chair advised three camelia's have been planted at Sparrow Park, an American, Australian and an English variety. The camelia's have been kindly donated by Mt. Edgcumbe, it was agreed a letter of thanks be sent to Mt. Edgcumbe. The Chair, with guidance from Councillor J Tivnan, added, a weed membrane will be added to finish off this planting area of the park. Highlighting the long strip as the next project, the Chair will arrange a clearance date for this section. When considering the removal of the 'green waste', it was suggested the Clerk investigates the Council purchasing a garden bin and garden licence from Cornwall Council for this purpose. Rendel Park is now planted and it is suggested some simple wire is placed on top of the bark to help prevent weed growth. Bénodet Park – Councillor E H Andrews confirmed this September is the 10th Anniversary of Bénodet park being re-opened in its current condition and it is suggested that on Saturday 28th September a small celebration event at the Park could be held. This would be a Council celebration, Councillor Mrs. J M Martin suggested Torpoint Town Partnership could be asked to assist with the planning/organisation with the Torpoint Twinning and Torpoint Allotment Association groups invited to be part of the celebrations.</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Chair</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Chair/Cllr Martin</p>



<p>c) Memorial bench request for David and June Lakeman: - Pursuant to minute 115-18AMO (d) the Clerk is continuing to progress the activities now agreed prior to Cornwall Council giving approval to install the memorial bench for the family.</p>	Clerk
<p>d) Memorial bench request for relative of A Miller: - Pursuant to minute 115-18AMO (e) the Clerk is continuing to progress the activities now agreed prior to Cornwall Council giving approval to install the memorial bench for the family.</p>	Clerk
<p>e) Bandstand benches (Bénodet Park): - Pursuant to minute 116-18AMO the Clerk presented a drawing of the proposed removable benches and it was explained that the existing benches are being dragged in the park and then lifted onto the band stand, to provide undercover protective seating. Via the probation team wood for the benches has been donated, additional materials including bolts would need to be purchased (at minimal expense) and the probation service would supply the labour to install removable benches on the bandstand. Members were keen for this to proceed, highlighting it as an operational activity to be undertaken by the Clerk.</p>	Clerk
<p>f) Kissing gate proposal: - Pursuant to minute 118-18AMO (a) the Chair presented a detailed Project Statement, with evidence to support a proposal for this Council to purchase at kissing gate at the top of Horson Field, with Cornwall Council agreeing to install and maintain the gate. Accompanied by the support from (Cornwall) Councillor M J Crago it is recommended this Council instructs Cornwall Council to purchase and install the gate at Horson Field, at a cost of £410.93 (inc. VAT and delivery) for reasons highlighted on the Project Statement. It is understood the kissing gate cost will be recharged to this Council and the most suitable cost centre (budget) is to be agreed (by Council).</p>	Council
<p>131-18AMO Operational Report</p> <ul style="list-style-type: none"> ➤ Concrete render is required at areas within the skateboard park (work is weather dependent). ➤ Gas boilers maintenance and annual checks undertaken. ➤ Fire risk assessment (annual) to be reviewed by Councillor J Tivnan. ➤ Air conditioning units – Clerk to check when service is due as the filters are showing as needed to be cleaned. ➤ Asbestos Survey – Councillor J Tivnan explained a contractor is not required to survey the sites where asbestos is located in the building. Dated photographs can be taken, reviewed and logged. ➤ Lift service to be booked. ➤ The Mayor’s Parlour is currently being re-decorated by the probation service. ➤ Macey Street bench – the Clerk explained Councillor G J Davis has received notification from a resident about the amount of rubbish which is being left around the bench. Members were reminded by the Clerk of the many reports/complaints made to the Police in 2016/7 about the rubbish and activities going on around the bench area below Macey Street. Following in-depth debate it was agreed removal of the bench would not remove the problem and instructed increased enforcement of this area, asking for the Police to check this area of Torpoint on their walkabouts. Councillor G J Davis agreed to advise the resident of this decision. 	<p>Cllr Tivnan</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk / Cllr Davis</p>

<ul style="list-style-type: none"> ➤ The wall mounted CCTV pole in Bénodet Park has been re-affixed and repaired, it is likely it is being used to climb over the wall. The Clerk is considering applying anti-climb paint to the pole, designed to make surfaces slippery and difficult to climb; it will need to be accompanied by a warning sign located next to the pole. ➤ Incident/accident occurred in the Main Hall of the Council Chambers yesterday (27th March) where a female undertaking fitness with a hirer twisted a limb and caused damage to a previously damaged leg. Following a wait of four hours for an ambulance to arrive (at 1.00am) the female was conveyed to Derriford Hospital and subsequently was discharged later that morning. This prompted a similar report on the time taken for an ambulance to arrive, to a resident in Torpoint, from Councillor G J Davis. Members expressed their concern about these delayed response times and it is recommended to correspond with South Western Ambulance Trust to ask how their ambulance responses are prioritised and understand the organisation works towards meeting its key performance indicators. ➤ Library building – the Clerk explained this Committee will consider the operational requirements for the building and all council assets. As part of the internal building activities there will be some refurbishment needed to the external areas of the Library, prior to the launch. This will include pressure washing the paving slabs, which may need repointing. Additionally, a picket fence and gate will be erected to the rear outside area, to enclose the outside space. ➤ Drain pipes to be repaired outside the front of the Council Chambers. 	<p>Clerk</p> <p>Council</p> <p>Clerk</p> <p>Clerk</p>
<p>132-18AMO To consider the Council Business Risk Management</p> <p>a) The Asset Condition Survey was reviewed: -</p> <ul style="list-style-type: none"> ➤ Skateboard park render work still required to be completed; ➤ The Christmas Lights will not work correctly unless action is taken to review and repair the existing electrical supplies along Fore Street. ➤ A salt bin at the Guinness Trust estate needs replacement (reported by Councillor J Tivnan). 	<p>Clerk</p>
<p>133-18AMO Items Referred to this Committee</p> <p>None.</p>	
<p>134-18AMO Policies Reviewed by this Committee</p> <p>a) Health and Safety: -</p> <p>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.</p> <ul style="list-style-type: none"> ➤ A Fire and Emergency Plan has been completed by Councillor J Tivnan, this will be used for the Council Chambers and will be updated for use at the Library. All staff will be given a copy and Fire Marshall training will be updated. 	<p>Clerk/Clr Tivnan</p> <p>Clerk</p>
<p>135-18AMO Health and Safety</p> <p>a) No additional legislation to report.</p> <p>b) Currently one fire detection device disabled, this is being investigated when an alternative engineer, who can access the roof void.</p>	

136-18AMO Correspondence

None.

137-18AMO Planning Applications

a) PA19/01986 - Variation of conditions 3 and 6 of application no. PA16/09073 dated 29.03.17 (Reorganisation of existing building known as No. 1 Fore Street to provide 6 no. 2 bed flats in replacement of 9 no. 'bedsit' accommodation. Proposal also for the extension of 1 Fore Street to form 5 no. new 1 and 2 bed flats, in addition to the part demolition of the existing building including new access, lift and circulation) - The Harbour Lights 1 Fore Street Torpoint Cornwall.

No observations or objections.

b) PA19/01966 - Variation of condition 3, 4, 6 and 7 of application no. PA16/08291 dated 17/09/17 (Redevelopment of 'The Garden Sports and Leisure Club' to include the demolition of the existing swimming pool, squash courts, reception area and adjacent Council owned public conveniences, to be replaced by 26 residential units, new reception area, remodelled / refurbished leisure facilities and new integrated public toilet facilities.) - The Garden Sports and Leisure Club 10 Antony Road Torpoint PL11 2JW.

No observations or objections.

c) PA19/01968 - Variation of conditions 4, 6, and 7 of application no. PA16/09117 dated 12.04/17 (Development of 12 no. 1, 2 and 3 bed apartments and cafe/restaurant with associated parking and landscaping – The Harbour Lights 1 Fore Street Torpoint Cornwall.

No observations or objections.

138-18AMO Budget Monitoring Report

Members reviewed the February 2019 financial comparison (as circulated) and it was commented it would be useful to have access to the spreadsheet detailing the itemised expenditure 'behind' the financial comparison.

139-18AMO Accounts for payment

PAYEE		GROSS	(VAT)	NETT
ITEC	Copy charges	60.34	10.06	50.28
Mrs C A Jackson	Library Reimburse volunteers coffee morning	14.31	0.00	14.31
Mrs C F Southworth	Library Newspapers reimburse	13.70	0.00	13.70
Mrs C F Southworth	Commonwealth Refreshments	8.53	0.00	8.53
Cornwall Academy Maintenance	Annual Gas Safety Certs & Service	582.00	97.00	485.00
Mrs C F Southworth	Postage reimburse	3.00	0.00	3.00
DJKit.com	Dual Wireless microphone & cables	156.98	26.16	130.82
SLCC	Community Governance training 1 st Instalment	1320.00	0.00	1320.00
James Property Services	Relocate glasswasher and additional shelving in bar	80.00	0.00	80.00

140-18AMO Date of next meeting

Thursday 25th April 2019.

141-18AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Clerk reported an issue whereby Cornwall Council transactional services (Payroll Services) had unfortunately not processed the monthly payroll for a member of staff who had recently been TUPE'd to the Council's employment as part of the Library transfer. Members all understood the legal importance of ensuring an employee is paid correctly and on time and authorised the payment of a cash advance to the employee via the Online payment system. The Clerk explained this had been discussed prior to this meeting with the RFO who will ensure, with the Clerk, the advance amount will be deducted from the next salary invoice from Cornwall Council. The employee will be accordingly advised of the situation.

Clerk

Meeting closed at 8.30pm _____ Chairman