

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Friday 24th February 2017 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor E H Andrews (Chairman), Councillors L E Keise, M N Pearn MBE, Miss R A Tanner BEM and J Tivnan plus the Town Clerk.

Also present: - Councillor G J Davis.

	ACTION
<p>115-16AMO Apologies for absence Apologies for absence were declared on behalf of Councillors M J Crago (Town Mayor), J F Creek, Mrs C E Goodman and Mrs. C A Jackson.</p>	
<p>116-16AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>117-16AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 2nd February 2017 were taken as read, confirmed and signed by the Chairman.</p>	
<p>118-16AMO Matters arising from the minutes a) Fire Risk Assessment:- Pursuant to minute 104-16 AMO (a) Councillor J Tivnan reported that after considering the Fire Risk Assessment he could find no matters that required any urgent attention. b) Disability Access, Sparrow Park:- Pursuant to minute 104-16AMO (b) Councillor Tivnan confirmed that he will produce proposals to improve accessibility to Sparrow Park to be forwarded to Cornwall Council for consideration. c) Cleaning/Repairs Ellis Memorial:- Pursuant to minute 104-16AMO (c) the photographic details of the proposed repairs are still awaited from the Mayor and Officers to the Ellis Memorial for onward transmission to the Masons for consideration. d) Bus Shelters:- Pursuant to minute 104-16 AMO (e) the Clerk reported that the shelters are now the property of the Town Council and the Deed of Gift" template is still awaited from Cornwall Council. The Clerk will chase this matter with the relevant officer at Cornwall Council. If the Council are not successful in receiving the template within the timeframe then legal assistance will be obtained in producing this council's own "Deed of Gift" template. The Mayor, Councillor Tivnan and the Deputy Town Clerk will convene a site meeting to investigate a suitable location for the proposed bus shelter in Harvey Street. e) Electrical Report:- Pursuant to minute 105-16AMO Councillor Tivnan reported that he has reviewed the electrical report and encouraged the staff to work through the report to implement the non-urgent "C3" recommendations. f) Gazebo Purchase:- Pursuant to minute 108-16AMO (a) (Gazebo purchase – as referred by Council) Councillor J Tivnan who has been pursuing this item informed the meeting that a local company Print Options can produce a simple "Torpoint Town Council" logo with a total estimate of £499 including VAT. The Clerk would pass this information to the Deputy Town Clerk for</p>	<p style="text-align: center;">JT</p> <p style="text-align: center;">Mayor/ Officers</p> <p style="text-align: center;">Clerk/ Members/ DTC</p> <p style="text-align: center;">DTC</p>

<p>implementation.</p> <p>g) Benodet Park Sound Hut:- Pursuant to minute 114-16AMO Councillor Tivnan considered the estimate from the contractor was too low and will request that the contractor re-considers the estimate so that it can be reported to the Torpoint and Rame Lions Club for consideration and the allocation of financial assistance to install the additional electrical cable. A report from Councillor Tivnan is awaited.</p>	<p>JT</p>
<p>119-16AMO Operational Report</p> <p>The Clerk reported that the Deputy Town Clerk and operational staff had received a demonstration of a floor buffer. Attention had been drawn to the need to periodically buffer the floors as the condition was deteriorating without this maintenance taking place. The information and advice had come with strong recommendation from the Deputy Town Clerk to proceed with the purchase. The cost of the machine was £825 with ancillary equipment being in addition. Councillor G J Davis suggested that the machine was unlikely to be used more than possibly twice a year and therefore rather than make an outlay for the equipment consideration should be given to the cost effectiveness of hiring a machine. The Clerk after discussing this matter with the Deputy Town Clerk, was of the opinion that the frequency of use of the equipment was likely to be higher than that suggested by Councillor Davis and he understood would be used on all the non-carpeted areas of the complex. After considering the matter further it is recommended that the cost of hiring the equipment together with frequency of use is investigated by the Deputy Town Clerk and a decision on the way forward would be made at Council.</p>	<p>DTC/ Council</p>
<p>120-16AMO Policies Reviewed by this Committee</p> <p>None</p>	
<p>121-16AMO To Consider the Council Risk Management Plan</p> <p>The tour and asset condition survey has still to be completed and Town Mayor, Councillor Tivnan and officers would arrange a mutually convenient time to complete the tour and survey.</p>	<p>Mayor</p>
<p>122-16AMO Items referred to this Committee</p> <p>a) Roof over the steps in the Bar area:- Following delegation of this matter by Council the Clerk advised that the Deputy Town Clerk had been in contact with the Insurance company who had advised that negligence would have to be proven in this circumstance. The Clerk then explained that the key issue and one that had been identified by other roofing contractors, was of an insufficient "pitch" on the roof that allowed water ingress especially during windy weather. This problem had been experienced previously and in particular on the Archives area of roof and this had been resolved by replacing the tiles with a membrane sealing the roof. Previous repairs had been undertaken on this roof but eventually it had been replaced and the suggestion is that this method of repelling water is more effective than the suggested repairs. The Clerk also reported that work to this roof should be undertaken as soon as possible as a result of infrastructure problems with the ceiling and electrical installation. Councillor Tivnan suggested that the Council write to the original contractor explaining that in the absence of a satisfactory repair by the scaffolding sub-contractor and without prejudice, the council will undertake repairs to the roof and that the insurance company will be advised of the council's action.</p>	<p>DTC/ Council</p>
<p>123-16AMO Health and Safety</p> <p>Public Protection (Cornwall) – Regulation (EC) No 852/2004 (The Food Safety and Hygiene (England) Regulations 2013. Councillor Tivnan advised that he has spoken to the author of the</p>	

letter and advised that the only users of the kitchen area of the complex were certified catering contractors and the only input from this council was to ensure the contractors held the appropriate documentation to allow them to operate.
 LCAS Meeting – the Clerk advised attendance by the Deputy Town Clerk and himself to this health and safety seminar organised by Zurich Municipal. Items discussed included the claims review, Winter maintenance policy and also events organisation and management.

124-16AMO Correspondence

- a) South West Water – Changes to the Water Industry from 1st April 2017.
Noted.
- b) Cornwall Council – Street Works Fees from 1st April 2017.
Noted.

125-16AMO Planning Applications

- a) PA17/00935 – Trevol Business Park, Trevol Road, Torpoint – Erection of 15 two storey business units with ancillary car parking, landscaping and new vehicular access (x2).
No objections but Council wish to see an improvement to the aesthetics to screen or improve the buildings on the approach from Trevol Road so as not to give a negative impact. Council also does not wish to see the HMS Fisgard memorial plaque removed or disturbed during the erection of the units.

126-16AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Nisbets	Kitchen Utensils	52.71	8.78	43.93
Clifton Emery Design	NDP Printing and production	1,542.00	257.00	1,285.00
Aston Energy	EPC Inspection and Production (Annex)	145.00	0.00	145.00
M Acton	Laundry Service	66.00	0.00	66.00
British Gas	Electricity - Public Conveniences	18.20	0.86	17.34

127-16AMO Date of next meeting

Thursday 23rd March 2017.

128-16AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

- Councillor J Tivnan sought permission to fly the Lions 100th anniversary flag from the pole in Sparrow Park on the 11th May. It is **recommended** that permission is granted.
- Councillor J Tivnan also wished to have a memorial bench installed on Harvey Street hill adjacent to the flower beds and for this council to take on future maintenance of the bench. A letter will be forwarded to the Council containing the request.
- Cornwall Council will be asked to carry out the repairs to the wall at Sparrow Park and also attend to the deteriorating condition of the railings in Harvey Street.

Council

Meeting closed at 7.46pm _____ Chairman