

TORPOINT TOWN COUNCIL

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

PRESENT: - Councillor E H Andrews (Chairman), Councillors M J Crago (Town Mayor), P R Edwards (late arrival), Mrs C E Goodman, Mrs. C A Jackson, L E Keise, M N Pearn MBE, Miss R Tanner BEM, J Tivnan plus the Deputy Town Clerk.

Also present: - Councillor G J Davis.

	ACTION
<p>1-17AMO Apologies for absence Apologies for absence were declared on behalf of Councillor J F Creek.</p>	
<p>2-17AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>3-17AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 23rd March 2017 were taken as read, confirmed and signed by the Chairman.</p>	
<p>4-17AMO Matters arising from the minutes a) Disability Access, Sparrow Park:- Pursuant to minute 132-16 AMO (a) Councillor J Tivnan explained briefly speaking to the transport officer from Cornwall Council at his recent visit. The Mayor suggested, making an assumption that permission from Cornwall Council is granted, the installation of a stainless steel hoop alongside the steps. This would provide a bar to support disability access up and down the steps. Members recommended costings are sought for the installation of a steel hoop/bar on the steps at Sparrow Park and permission from Cornwall Council to install is investigated.</p> <p>Councillor P Edwards joined the meeting.</p> <p>b) Cleaning/Repairs Ellis Memorial:- Pursuant to minute 132-16AMO (b) the photographic details of the proposed repairs have been forwarded to the Masons and quotations to repair and clean are awaited.</p> <p>c) Gazebo Purchase:- Pursuant to minute 132-16AMO (d) the Chair read the proposed terms of hire/use for the gazebo which had been prepared. Charges for the gazebo to be applied as follows:</p> <ul style="list-style-type: none"> i) Businesses/commercial organisations - £20.00 hire ii) Charities/non-profit making/community voluntary sector - £10.00 hire or at no cost at Officers discretion iii) Torpoint Town Council initiatives free of charge. <p>Members' accepted these terms of hire/use and asked that they are implemented with immediate effect.</p> <p>d) Benodet Park Sound Hut:- Pursuant to minute 132-16AMO (e) Councillor J Tivnan explained he had visited the site recently with Andy Martin Production Support who has suggested making contact with Clockwork Audio Systems before proceeding any further. Councillor J Tivnan volunteered to</p>	<p style="text-align: center;">Council</p> <p style="text-align: center;">Officers</p> <p style="text-align: center;">DTC</p>

<p>pursue this contact adding that a contribution of financial assistance from the Torpoint and Rame Lions Club is anticipated for this work.</p> <p>e) Boilers Council Chambers:- The Deputy Town Clerk reminded members that approval to be proceed with the service and repair (including new parts) of two gas boilers was resolved at the April 2017 Council meeting.</p> <p>f) Commercial Dog Fouling enforcement:- Pursuant to minute number 133-16AMO Councillor J Tivnan explained that the organisation charges approximately £5,000 per month, which includes one worker on 37 hours per week, plus one motor vehicle. Any income generated from fines would be deducted from the expenditure incurred. Councillor Miss R A Tanner BEM questioned the incentive to this Council, and others, for committing to this contract. Councillor G J Davis enquired if a response had been received from Torbay Council (who are apparently engaging in the scheme); Councillor J Tivnan explained that he had endeavored to make contact with Torbay Council, however had not had been answered. Councillor G J Davis offered to pursue an alternative contact with Torbay Council, which members agreed. The Chair added that if this is to be considered in the town then it would only be accepted on the same terms and conditions as other councils in the scheme.</p> <p>g) Fire Alarm Panel/Detection system:- Pursuant to minute number 133-16AMO the Deputy Town Clerk explained that estimates to replace the fire alarm panel and detection system at the Council Chambers, which are now obsolete and out of date, are being sought.</p>	<p>JT</p> <p>GJD</p> <p>DTC</p>
<p>5-17AMO Operational Report</p> <p>➤ The Deputy Town Clerk reported the Caretaker/Enforcement Officer has recently issued a verbal warning for dog fouling to a member of the public, whilst undertaking enforcement at Thanckes Park. The Deputy Town Clerk reminded members that a date for a further enforcement training course is awaited from Cornwall Council to be able to train the second Caretaker in this role. The Deputy Town Clerk reminded members that five hours per week enforcement is currently undertaken and the Council have already approved additional hours, once training has been completed by the Caretaker. Councillor G J Davis explained that enforcement should be about the visible presence in the town; adding that as he is a dog owner who regularly walks around the town, he has noticed that there are very few dog owners who do not pick up the fouling of their dogs. The Mayor asked members to remind residents to inform the Deputy Town Council of "dog fouling hot spots", who can then in turn ask the Enforcement officer to patrol these areas. Members suggested that further penalty notices for dog fouling stickers and posters are obtained and placed at various locations. Councillor G J Davis added that there are several small concrete signs located in walls around the town, warning about dog fouling and suggested that perhaps permission from Cornwall Council could be sought to upgrade these signs. Councillor G J Davis volunteered to provide photos of the signs. Councillor Mrs C E Goodman noted that when the number of enforcement hours is increased this is a useful publicity opportunity.</p>	<p>All Cllrs</p> <p>DTC</p> <p>GJD</p>
<p>6-17AMO Policies Reviewed by this Committee None.</p>	
<p>7-17AMO To Consider the Council Risk Management Plan The Deputy Town Clerk reported the following fixed assets have recently been purchased and have therefore been added to the council fixed asset register:</p> <ul style="list-style-type: none"> ➤ Reconditioned mains powered Victor Pro 17" Floor Buffer ➤ 1 x Hex up Gazebo, canopy, sidewalls, plus 4 x weights (stored at Benodét Park) <p>It was noted that officers will arrange a mutually convenient time to complete the survey of</p>	

the council fixed assets.	Officers																									
8-17AMO Items referred to this Committee a) None.																										
9-17AMO Health and Safety <ul style="list-style-type: none"> ➤ Asbestos Survey – The Deputy Town Clerk explained that a non-invasive Asbestos Management survey had recently been undertaken, with the report being received the same day as this Committee meeting. A brief review of the report was made, Councillor J Tivnan summarised that most of the locations where asbestos may be present were classified as either low or very low risk. He advised a copy of the report should be placed near to the fire panel, noting that in the event of the fire brigade needing access to the building, this would enable information within the report to be appropriately shared. Councillor J Tivan explained that an annual review of the possible locations of asbestos could now be undertaken by Council staff in the future. Councillor J Tivnan was distributed with a hard copy of the report. The Chair asked for the report to be circulated to Committee members for any comments or concerns. 	DTC																									
10-17AMO Correspondence None.																										
11-17AMO Planning Applications a) PA17/01771 – Police Station, 4 Ferry Street, Torpoint PL11 2AZ – Demolition of existing police station and erection of 10 apartments and community police station. Councillor G J Davis declared a Non Registerable Interest (NRI) as related to a person overlooking the property and left the chamber. Council recommend refusal with the following observations and questions: The Town Council wishes to obtain answers to the following questions: 1. Has the applicant consulted the Vision for Torpoint document and the contents therein for the development of the town centre? 2. Council would like sight of a 3D image of the rear of the property with particular reference to refuse storage, bearing in mind seagulls are problematic in the town? 3. Request a site visit to remove any ambiguities which may arise as a result of viewing the 3D image. b) PA17/03338 – 5 Grove Park, Torpoint, PL11 2PP – Non-material amendment following grant of planning permission PA15/04263 (proposed family room and bedroom extensions) to allow reduction of proposed approved development and reduce build cost. No objections or observations.																										
12-17AMO Accounts for payment																										
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13-17AMO Date of next meeting																										

Thursday 22nd June 2017.

14-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Mayor explained that a regular hirer of the Council Chambers, Bodyworx (Mrs S Webber), is now using the hall on two separate occasions per week as a regular hirer and has been hiring the facilities regularly for at least three years. The Deputy Town Clerk explained that the Caretaker/Enforcement Office is currently employed to unlock the building for every hire, which is an expense incurred to the council. The Mayor proposed the issue of keys to Mrs S Webber for the front door of the premises; members **recommend** keys are issued to Mrs S Webber from Bodyworx, with the guarantee that:
 - i) Should the regular hiring of council facilities cease, keys are returned;
 - ii) Only keys giving access to the hiring area are issued;
 - iii) A formal record is kept of the issued keys.
- Councillor J Tivnan explained the President of the Torpoint and Rame Peninsula Lions is seeking permission from Cornwall Council to site a bench on the land immediately in front of the flats at Salamanca Street, to celebrate the 100 year Anniversary of the Torpoint and Rame Peninsula Lions. Members **recommend** giving their support for the project to install a bench by the Lions goes ahead.
- Councillor G J Davis highlighted a recent incident which had occurred at The Lawn, Thanckes Park (Thursday 27th April 2017) which had been shared on a local social media site. The incident detailed a member of the public who was found collapsed on the ground, during the daytime, with a syringe located near to them. The emergency services had been called to attend to the casualty. Councillor G J Davis explained he had reported this incident to the Police, who were looking at what had taken place at the incident. Councillor Miss R Tanner BEM expressed concern about this incident occurring at The Lawn, adding that she had recently found cylinders littered in the skate park and witnessed some abusive behaviour taking place in the skate park. Members were of the opinion that these incidents are unacceptable and wanted to make sure that Cornwall Council, as land owner of Thanckes Park, is informed. Members **recommended** an email is issued to Cornwall Council advising them of the incident.
- The Mayor distributed copies of a press release issued by Torpoint Community College, along with a copy of the College's recent Ofsted inspection report, where it was rated "good"; members congratulated the College on their recent Ofsted inspection report.
- The Chair thanked all members for their valuable contribution to this Committee over the last civic year.

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Meeting closed at 8.30pm _____ Chairman