



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 22nd February 2018 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor Mrs C E Goodman (Chairman), Councillor L E Keise (Town Mayor), Councillors E H Andrews, Miss L J Hocking, Mrs S C Ryder, Miss R Tanner BEM and J Tivnan BEM plus the Town Clerk.

	ACTION
<p>109-17AMO Apologies for absence Apologies for absence were submitted on behalf of Councillor Mrs. C A Jackson.</p>	
<p>110-17AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>111-17AMO Minutes of the previous meeting The minutes of the Asset Management and Operations Committee meeting held on Thursday 25th January 2018 were taken as read, confirmed and signed by the Chairman.</p>	
<p>112-17AMO Matters arising from the minutes a) Benodet Park Sound Hut: - Pursuant to minute 96-17AMO (a) Councillor J Tivnan confirmed that discussions are progressing but that no progress has been made. b) Health and Safety Policy: - Pursuant to minute 96-17AMO c) Councillor J Tivnan explained that the Legionella survey has been undertaken and although the report is still awaited, some issues were identified in the recording and monitoring process. Councillor Tivnan also drew attention to the fire log recording and ventured that some of the deficiencies could be resolved by additional training but others were a recording issue. Councillor Tivnan suggested that independent monitoring of the recording process could be undertaken possibly monthly and any issues identified and rectified. Councillor Tivnan offered to undertake this and further ventured that if full compliance could be demonstrated it might have a positive effect in reducing the insurance premium. It was therefore recommended that the Council implements a monthly scrutiny programme for legionella and fire regulations recoding together with any other statutory monitoring system to ensure compliance. Councillor E H Andrews suggested that relying on a member of council to oversee an operational function is demonstrating a possible vulnerability. The Clerk advised that he has already identified this problem and within the new structure responsibility for this area of activity is contained in the job description and training/qualifications will be discussed and implemented as part of the appraisal process. c) Operational Report (Deep Fat Fryer): - Pursuant to minute 98-17AMO the Clerk reported that following approval at the Council meeting (minute 183-17 refers) negotiations are on-going with the organisation and it is anticipated this matter will be concluded shortly.</p>	<p>JT</p> <p>Council/ Clerk</p>
<p>113-17AMO Operational Report</p>	

<p>superior position to the union flag). By flying the union flag continuously from the principal flag pole would allow the Council to fly other nominated flags from the other pole. It is recommended that based on this principal the Council produce a flag flying policy using this principal and the DCLG document as baseline information.</p>	<p>Council</p>
<p>116-17AMO To consider the Council Business Risk Management plan</p> <p>➤ Asset Condition Survey and Security: -</p> <p>The Clerk reminded members that the annual condition survey was due. This would look primarily at progress made to rectify issues from the previous year's report and to identify further any problems that has arisen from last year. The asset security marking programme would also be reviewed. The Chairman would arrange for this task to be undertaken.</p>	<p>CEG</p>
<p>117-17AMO Skateboard Park renovation: -</p> <p>Receipt was reported of an email from the friends of Thanckes Park seeking permission to "graffiti art" the skateboard park equipment to replace the general graffiti currently on the equipment. The email was noted. Members considered that graffiti art would be a considerable enhancement to what is there at the present time. It is therefore recommended that the council gives permission to the Friends of Thanckes Park for graffiti art to replace the current general graffiti subject to there being no cost to this Council and that the officers are delegated to make the necessary arrangements with the friends of Thanckes Park to undertake the work. Receipt was also reported of a document from a company detailing proposals to rejuvenate the Skateboard Park following a meeting with the Friends of Thanckes park with the Committee Chairman. The proposals were noted. Receipt was also reported of a further email from the friends of Thanckes Park requesting a meeting with representatives of this Council. The email was noted. The Chairman advised members of the meeting during which the friends of Thanckes Park and the Skatepark company outlined aspirational proposals for the area. The Chairman warned of some issues and obstacles that might present themselves including no budget allocation from this Council, the limited length of the lease remaining for the area and also the presence of Japanese Knotweed in the vicinity of the proposed redevelopment. After considering the matter further it is recommended that the group are invited to address members prior to the April meeting of the council on proposals to rejuvenate the area. The Clerk advised the meeting that following reminders to Cornwall Council including the suggestion to add this item to devolution programme Cornwall Council had not responded. The Clerk was of the opinion that this council should now take control of the eradication programme on Town Council leased land and advise Cornwall Council of this Council's intention. Members again voiced disappointment at Cornwall Council's non interest in this potentially serious matter and recommend that the Council support the Clerk's call to implement an eradication programme on Council land. Members were also of the opinion that the Town Council advise Cornwall Council of the actions being taken and draw attention to the monitoring being untaken by the Friends of Thanckes Park and this Council on any potential spread of this pernicious weed. Councillor Tivnan suggested the Council explore the alternative method of burying the weed as a quicker means of eradicating the problem but acknowledged this would be at a far greater expense and issues with the land being a former refuse tip could also present problems.</p>	<p>Council</p> <p>Council</p>

118-17AMO Weed Spraying Contract: -

The Committee considered the estimates provided by suitably qualified contractors to spray the roads and pavements around Torpoint (outside of the Cornwall Council zone for applying herbicides).

COMPANY	DESCRIPTION	PER APPLIC. (£)
CORMAC	Application per specs and map	1,479.00
Complete Weed Control SW Ltd	Application per specs and map	1,200.00

After considering the estimates it is **recommended** that the Council award the contract to Complete Weed Control (SW) Ltd for 3 applications at a cost of £1,200 per application.

Council

119-17AMO Health and Safety.

- Councillor J Tivnan drew attention to the fire exit at the rear of the premises that was currently blocked with props and also disused pallets. The Deputy Town Clerk would be asked to make arrangements for the clearance of this area. .
- Councillor J Tivnan also drew attention to the paucity of road marshalls to manage events around the town. Councillor Tivnan suggested that the caretakers might be trained to the "Chapter 8" standard (the compliance standard) to boost the numbers available. It was acknowledged that this would likely be a voluntary arrangement as this task was currently not within the caretaker's job description. The Clerk would discuss further with the Deputy Town Clerk and the staff concerned. Councillor E H Andrews suggested that this task could be included in future job descriptions for the caretaking post.

120-17AMO Correspondence

None.

121-17AMO Planning Applications

a) PA18/01514 – 29, Woodland Way, Torpoint – Non material amendment in respect of decision notice PA17/02200.

No objections or observations.

122-17AMO Budget Monitoring Report

Members reviewed the January 2018 financial comparison (as circulated). Members considered the monitoring lines, in particular the Open Spaces/Contingency and Parks Improvement costs centres were discussed. Members noted their planned aspirations for taking on some parks maintenance from Cornwall Council, which had not yet materialised and hoped this would be forthcoming in the next financial year.

123-17AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Firewatch SW	Fire Risk Assessment	360.00	0.00	360.00
British Gas	Electricity Charges - Antony Road	19.99	0.95	19.04
Cornwall Academy MS	Drain Clearance	150.00	25.00	125.00



124-17AMO Date of next meeting

Thursday 22nd March 2018.

125-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

None

Meeting closed at 8.04 pm _____ Chairman