

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Asset Management and Operations Committee held on Thursday 25<sup>th</sup> October 2018 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

**PRESENT:** - Councillors Mrs. C E Goodman (Chairman), Councillor L E Keise (Town Mayor), Councillors E H Andrews, Miss L J Hocking, Mrs. K Jackson, Mrs. J M Martin, G J Davis plus the Town Clerk (Clerk).

	ACTION			
67-18AMO Apologies for absence				
Apologies for absence were submitted on behalf of Miss R A Tanner BEM and J Tivnan BEM.				
68-18AMO Declarations of Interest relating to items on the Agenda None.				
69-18AMO Minutes of the previous meeting				
The minutes of the Asset Management Committee meeting held on Thursday 27 <sup>th</sup> September 2018 were taken as read, confirmed and signed by the Chairman.				
70-18AMO Matters arising from the minutes				
<ul> <li>a) Perch seating: -</li> <li>Pursuant to minute 55-18AMO (c) the Clerk explained the perch seating for the bus shelter has been ordered and will be installed when the suppliers are in the vicinity.</li> <li>b) Bénodet Park Toilets refurbishment: -</li> </ul>				
Pursuant to minute 55-18AMO (c) the Clerk detailed one task is still outstanding to complete the Bénodet Park toilets refurbishment. c) Library benches: -				
Pursuant to minute 55-18AMO (d) the Clerk has tasked the probation service to undertake the bench renovation outside the library and the materials are being sought for the work. d) Recycling opportunities: -				
Pursuant to minute 55-18AMO (e) the Clerk highlighted an immediate short-term solution to recycling being undertaken at the Council Chambers, which will be reconsidered in the future. All hirers and licensees are now being encouraged to recycle their waste and separate bins will be purchased to separate the waste, to assist with recycling.	Clerk			
e) Ellis Monument: -				
Pursuant to minute 55-18AMO (f) a meeting with the stonemason who is undertaking the clean of the Monument is being scheduled, this will coincide with a site visit being arranged for the war memorial being planned next to St. James Church/in Eliott Square. An application for Planning Permission and listed building consent for alterations will be completed and submitted to Cornwall Council. A statement from the stonemasons with the planned works will be	Clerk			
included in the planning application. Any possible road closures or closures to the pedestrian crossing, due to the proximity of the Monument to the road, will be discussed at the site meeting and contact made with the Highways Department, should this be necessary. f) Rendel/Sparrow Parks: -				



Pursuant to minute 55-18AMO (g) the Chair was delighted to report that planting at Rendel Park is now complete, with photographs of the planted beds circulated. The Chair is planning a further tidy up at Sparrow Park, in advance of Remembrance Sunday and anticipates this will be on Monday 5 <sup>th</sup> November. The possible removal of the broken mosaic at Sparrow Park was discussed as it has fallen into disrepair, the Clerk to investigate the proposed cost. g) Wash hand basins (at the public conveniences): - The Clerk highlighted a small reduction in the contract price to service and maintain the wash hand basins at the public conveniences and after discussion it is agreed not to recommend the renewal of the service and maintenance contract for the wash hand basins. h) Foodbank: - Pursuant to minute 66-18AMO the Clerk highlighted the report received from the Liskeard and Looe Foodbank Project Manager, outlining the history of the service. Over the last nine years the Foodbank has provided emergency food aid which has been distributed to more than 2,000 people in the Torpoint area, working with Agencies in the town and beyond. The report highlighted a severe reduction in the number of referrals received, which the Foodbank believes is due to the lack of Agencies in the town where people in crisis can go to for help. Members discussed contacting local services, including the local G.P. surgery, to establish their position on this matter.	All Clerk Clerk Clerk
71-18AMO Operational Report	
<ul> <li>The Clerk highlighted further issues with the poor, unhygienic condition Antony Road public conveniences are being left in (again). Signs have been put up to discourage and the Clerk is hopeful the poor behaviour will improve.</li> <li>The Clerk is assisting the Police with an investigation and is checking CCTV footage at Bénodet Park public conveniences.</li> </ul>	
72-18AMO To consider the Council Business Risk Management a) The Fixed Asset Survey report was reviewed: -	
<ul> <li>The replacement salt bin at the end of North Road has been placed on site and the broken one disposed of;</li> <li>A replacement St Pirran Flag [for Sparrow Park] is being ordered, the existing one is beyond repair;</li> <li>Render work to be undertaken at the skate park;</li> <li>A bench at Bénodet Park is damaged and requires repair;</li> <li>The Millennium Beacon will undergo a gas safety check prior to use on 11<sup>th</sup> November;</li> <li>The bus shelter grant funding for Cornwall Council has been received;</li> <li>Freezer – the Clerk is seeking a quotation for a replacement domestic freezer.</li> </ul>	Clerk Clerk
<b>73-18AMO</b> Asset Management and Operational Plan a) It was agreed to defer this to the next meeting of this committee, in advance of the 3 <sup>rd</sup> December council budget meeting.	Clerk
74-18AMO 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/JT



75-18AMO Health	-					
a) No further updates.						
b) Work to add door retainers and closures to Rooms 1 and 2 is scheduled for November.						
	or has been contacted to review the en	nergency lig	ht fixture -	- Main Hall.		
76-18AMO Corres	-					
a) Fencing off a part of						
Following discussion and an update from Councillor G J Davis highlighting that Cornwall						
Council are investigating the exact location of the Public Right of Way, it is <b>recommended</b>						
to:- i) Seek legal advice following the erection of the fencing on the un-adopted land known as Adela Road and						
ii) Correspond with the Land Registry to make it clear this Town Council objects to the						
registration of the land as it is a public highway.						
(Councillor G J Davis I	eft the meeting at this point.)					
77-18AMO Planni	ing Applications					
a) PA18/00003/SPD -	Cornwall Council is publishing the draft	Housing Su	pplementa	ry Planning		
document for a six week consultation period between Friday 19th October and 5pm 30th						
November 2018. The document explains how Cornwall Council will implement the policies in						
the adopted local plan with regard to housing and the provision of affordable housing.						
Copies of the docume	nt can be downloaded from https://www	w.cornwall.c	jov.uk/env	<u>ironment-</u>		
and-planning/planning	g/planning-policy/adopted-plans/plannin	<u>ig-policy-gui</u>	dance/hou	<u>ısing-</u>		
supplementary-planni	<u>ng-document/</u> .					
It was agreed to defe	r any comment on the consultation, unt	il the Noven	nber Coune	cil meeting,	Council	
when all members wo	uld be present.					
	t Monitoring Report					
	e September 2018 financial comparison	(as circulate	ed), the ar	nount in		
allocated reserves for	Parks improvements was noted.					
79-18AMO Accou	nts for payment					
PAYEE	REASON	GROSS		NETT		
ITEC	photocopier charges	96.30	(VAT) 16.05	NETT 80.25		
Rame Refuse		48.00	8.00	40.00		
Rame Refuse	removal & disposal of broken salt bin	46.00	0.00	40.00		
80-18AMO Date o	of next meeting					
Thursday 22 <sup>nd</sup> Novem						
81-18AMO Any B	usiness that has been disclosed to t	the Chairm	an and m	nembers		
prior to the mee						
-	-	es are now i	Civic event	ts last vear		
The Chair highlighted as Remembrance Service/Parades are now Civic events, last year there was a problem with vehicles remaining parked at Eliot Square on the morning of						
there was a problem with vehicles remaining parked at Eliot Square on the morning of the event. It was <b>resolved</b> for three large Ne Parking signs, along with chains and						
the event. It was <b>resolved</b> for three large No Parking signs, along with chains and padlocks to be purchased and installed at this location.						
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Meeting closed at 8.43pm Chairman						
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