

MINUTES of a **VIRTUAL** meeting of the Asset Management and Operations Committee held **via Zoom** on Thursday 25th February 2021 at 7.00pm via the Zoom link:

<https://us02web.zoom.us/j/83469048194?pwd=QmwwwMVUyc0VxaHc4L3VWMnhrQllkQT09>

Meeting ID: **834 6904 8194**

Passcode: **896516**

Virtually PRESENT: - Councillor C R Still (Chairman), Councillor Mrs. C E Goodman (Town Mayor), Councillors E H Andrews, G J Davis, Miss R A Evans BEM (Deputy Town Mayor), T J Gulley OBE, Miss L J Hocking, L E Keise, Mrs. J M Martin, K J Moon, C R Sawyer, M J Spurling, J Tivnan BEM plus the Town Clerk & RFO (Clerk) in attendance.

					ACTION																														
99-20AMOC Apologies for absence There were no apologies for absence.																																			
100-20AMOC Declarations of Interest relating to items on the Agenda a) The Town Mayor (Councillor Mrs. C E Goodman) declared an NRI (Non-Registerable Interest) in correspondence, which may be considered, under agenda item 4.b. at the meeting.																																			
101-20AMOC Minutes of the previous meeting It was resolved that the minutes of the virtual Asset Management and Operations meeting held on Thursday 28 th January 2021 were taken as read, confirmed and will be signed by the Chairman in due course.																																			
102-20AMOC Matters arising from the minutes a) Ellis Monument: - i) To consider the Ellis Monument masonry works tender quotations (tender deadline 27/02/21) as circulated and copied here: - Tender for Ellis Monument Repairs Responses Specification i) Cut out and repoint all open and defective joints with lime mortar; ii) To re fix x 2 (in number) loose colonettes (columns) supporting gabled hood details; iii) Repair broken masonry within the circular former watering troughs; iv) Any additional stone repairs as necessary; v) Disposal of all waste from site.																																			
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Pursuant to minute 87-20AMOC (a) the tender quotations for the repair work to the Ellis Monument were considered and it is **recommended** to instruct Robinsons Stonemasons to undertake the renovation works as per the specification, once planning permission has been granted from Cornwall Council, at a full and fixed price of £1,865.00 plus VAT.

Council

The Clerk explained that following the recommendation from the Historic Environment Planning Officer at Cornwall Council, a patch test of the proposed DOFF clean has been undertaken earlier this week and the photographs will be included as evidence with the Listed Building planning consent, being submitted to Cornwall Council.

Clerk

b) Rendel/Sparrow Park/Bénodet Parks (to include sign for Sparrow Park): - Pursuant to minute 87-20AMOC (b) two Members and the Clerk are seeking advice on the structural capability of the designs, which incorporate the ferry chain. Councillor J Tivnan BEM has contacted two possible metal contractors and is waiting for further contact with one possible contractor. Councillor Tivnan explained, having sought more details about the weight of the ferry chain, all this information is needed prior to consideration as this will impact on the structural footings needed for the installation of a sign (i.e. reinforced concrete). Councillor G J Davis added, having had a conversation with a Tradesman at the Dockyard, this could be a community project for the Dockyard Apprentices. Members acknowledge the priority is to ensure the planned constructed sign is correct for the location at Sparrow Park.

Clerk/
Cllrs Davis
& Tivnan

The Clerk drew attention to correspondence, recently received, from Mr C Goodman regarding allowing dogs to exercise in Rendel Park, members agreed that the correspondence will be considered at the next meeting of this Committee.

Clerk

c) Christmas Lights 2020 and Christmas tree: - Pursuant to minute 87-20AMOC (c) following the Chairman concerns about the power supply used for the Christmas Tree lights at Sparrow Park, the Clerk had contacted the proposed contractor to obtain a quotation for the installation of an additional electrical 'spur' at Sparrow Park. The Clerk had received the quotation earlier the same day and had circulated it prior to the meeting, adding, that a further site visit is needed; Councillor M J Spurling volunteered to support the second site visit with the proposed contractor and will then feedback to the committee.

Cllr
Spurling

d) Request for memorial tree for Mr M Walmsley: - Pursuant to minute number 87-20AMOC (d) the Clerk explained there has been a delay with the delivery of the tree and having returned to the correspondent, with other options, sourcing of the original variety of tree is continuing. At all times the correspondent has been communicated with and when the tree is received, it will be swiftly planted.

e) Roof repairs Pearn's Passage: - Pursuant to minute 88-20AMOC (b) the Chairman explained, having met with the roofing contractors and looked at the roof problems, he is agreement the works needs to be completed urgently. The updated quotation has been circulated and in order to hasten repairs and prevent any further damage it is **resolved** to instruct DFR Roofing to undertake the repairs, as per the revised quotation (number 20005024) at a full and fixed price of £784.00 plus VAT.

Clerk

f) Proposed legal agreement with Cornwall Council and developer to develop the Antony Road public conveniences: -
Pursuant to minute 88-20AMOC (d) following in depth debate about the revised plan, as circulated, it is agreed to arrange a meeting of members of the working party (Councillors K J Moon, C R Still and J Tivnan BEM), with the developer to move this project forward.

Clerk

103-20AMOC Operational Report

a) Operations Report from the Clerk: -

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	Repairs for roof above Pearn's Passage DFR Roofing Cllr Still investigating	Ongoing
	Boiler Service and Repair – SMP Pipe Service Ltd 19/02/21 SMP Pipe Systems contacted as one boiler unable to reset	Completed Ongoing
	Repairs to Radiator in Committee room access hall – SMP Pipe Service Ltd	Completed
	Gas Safety Cert Catering Equipment booked 24/02/21 – Phil Crew Commercial Gas Services 25/02/21	Completed
LIBRARY & COM HUB	Memorial Bench for Mrs Pearce delivered and stored until plinth is ready, invoice now issued	Ongoing
PARKS	Skate Park Water Issue – 12.01.21 No update from SWW	Completed
	Drains Issue Update from Cormac – See notes below	Ongoing
	Hybrid Vehicle PO to Vospers	Ongoing
	Hybrid Charging Point EVC Anticipated middle February	Ongoing
	Delivery of ride-on lawnmower expected early March 2021	Ongoing
Criminal damage to CCTV camera at Bénodet Park, crime reported to Police – replacement CCTV camera ordered.	Ongoing	
A further two CCTV cameras out of action – awaiting contractor to attend site.	Ongoing	
18/02/21 Two benches at Bénodet Park moved to the skate park, Caretakers called to carry benches back. Consider purchase of bench(es) for installation at skate park?		
PUBLIC CONVENIENCES	Bénodet Broken soap dispenser replaced by Caretaker	Completed
ENFORCEMENT	Request from Millbrook Parish Council for Dog Enforcement and Skate Park Services – agreed by	

	Council and Millbrook PC – Service Level Agreement to be set up and agreed between both parties.	Ongoing	
JAPANESE KNOTWEED			
OTHER	Bunting – Purchase order placed for bunting to be put up before middle of March 2021. Refill Salt Bin at Sainsbury's Po issued 15 th Jan and awaiting delivery and invoice Lift service booked for 25/02/21	Ongoing Ongoing Ongoing	
<p>Cormac Drains Update Email – Public Space Officer Cornwall Council</p> <p><i>"There are some major, long standing problems with the drains in the area. We suspect there are blockages caused by tree roots damaging pipes, which can't be cleared by any ordinary means. The knock-on effect is to cause drains to back up and potholes appear in tarmac and holes keep reopening further down in the Park. In the heavy rain the water is starting to scour channels out in the tarmac. So Cormac are trying to identify someone who can undertake a full drainage CCTV survey and help draw together a repair plan. Until this is done we can merely monitor and make-safe the worst potholes."</i></p> <p>Councillor Mrs J M Martin highlighted with Step 2 of the Government's lockdown roadmap, non-essential shops are permitted to re-open on 12th April, therefore it would be a real boost for Fore Street to have the bunting put up before this re-opening – members all concurred with this suggestion.</p> <p>The Chairman highlighted the opportunity to consider purchasing benches for installation at the skate park. The Deputy Mayor (Councillor Miss R A Evans BEM) was of the opinion that as this council had not been able to close the skate park during the recent lockdown, there appears to be a need to install benches at the skate park for users and their families. Members debated using this as an opportunity to liaise with the skate park community, highlighting the different age groups who use the skate park and remembering the views of the Friends of Thanckes Park are also valued. It was highlighted that the lease of the skate park land (with Cornwall Council) is coming up for renewal. Councillor G J Davis reminded members this council has already indicated that a significant investment is planned for the skate park in the financial year 2022/23. Following a proposal put by the Deputy Mayor (Miss R A Evans BEM) and seconded by Councillor E H Andrews it is recommended for the Clerk to liaise with local skate park user(s) and agree the purchase of either a bench for skating on (if this is the preferred option) or two picnic benches, to the value of £1,500 (excluding VAT), to be installed at a suitable place in the skate park, utilising funds from reserves - bench replacement programme. Councillor Davis highlighted the importance of the council representatives communicating with skate park users, as well as keeping the community advised on the council's plans. The Mayor (Councillor Mrs. C E Goodman) noted conversations undertaken with young skate park users, recognising the need for improvements to the site. Following a suggestion for the appointed Operations Manager to <i>perhaps</i> liaise with some of the young skate park users, Councillor Miss L J Hocking spoke about whether this council need to ensure some employees undergo a DBS (Disclosure and Barring Service) check.</p>			
			Clerk
			Council
			Clerk
			F & P Committee

<p>104-20AMOC To consider the Council Business Risk Management Plan a) Asset Condition Survey and Security: - The Clerk explained the Council Asset Condition Survey is being updated with additional assets when purchased. No further issues to report.</p>	
<p>105-20AMOC Items Referred to this Committee None.</p>	
<p>106-20AMOC Policies Reviewed by this Committee None.</p>	
<p>107-20AMOC Health and Safety a) Proposed legislation and current issues: - Councillor J Tivnan BEM will arrange to meet with the Operations Manager once the person is in place, to review the Fire Risk Assessment at the Council Chambers, also the Health and Safety Policy (March 2021) and anticipates prioritising the fire extinguisher survey for May/June 2021.</p>	<p>Clr Tivnan/ Ops Manager</p>
<p>108-20AMOC Correspondence a) Weed control quotation to supply three treatments in 2021 – Complete Weed Control (South West): - Members considered the weed control quotation as circulated and it is recommended to instruct Complete Weed Control (South West) to supply and apply herbicide for the control of broad-leaved weeds and grasses, three treatments in 2021, for the full and fixed price of £3,780 (plus VAT). b) Skateboard Park Annual Inspection Report – The Play Inspection Company Ltd: - Members considered the skateboard park Annual Inspection Report, as circulated and it is agreed for the Council Officers to consider the improvements needed for the skate park. Councillor J Tivnan BEM reminded Members the Operations Team are now using the Play Inspection application for routine inspections and the park inspection data should be transferrable across the applications.</p>	<p>Council</p>
<p>109-20AMOC Planning Applications a) PA21/01444 Proposed Repairs and Refurbishments to Grade II listed building. Trevol House, Trevol Road, Torpoint PL11 2NL. The in depth Heritage Statement was considered and there are no objections to the proposals. b) PA21/01445 Proposed Repairs and Refurbishments to Grade II listed building. Trevol House, Trevol Road, Torpoint PL11 2NL. The in depth Heritage Statement was considered and there are no objections to the proposals.</p>	
<p>110-20AMOC Budget Monitoring Report The January 2021 Financial Information, as previously circulated, was considered and shared on the screen. The Clerk explained the funds for the proposed benches for the skate park would be sought from reserves - bench replacement programme.</p>	
<p>111-20AMOC Accounts for payment None.</p>	

112-20AMOC Date of next VIRTUAL meeting

Thursday 25th March 2021.

(Councillor E H Andrews left the meeting at this point, due to his internet connection.)

113-20AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Mayor (Councillor Mrs C E Goodman) highlighted concern about the current condition of the Horson Cemetery Chapel, as several slates have fallen from the roof, right beside the outside bench. The Mayor, on looking through the window, expressed her disappointment that the altar appears to have the cross and candlesticks on it, but the surface is covered in what is either building rubble or animal excrement. The Mayor continued that the pews appear to be in a good state and would like to seek Cornwall Council's permission to tidy up, sweep and give a general clean to the inside of the Chapel. Members agreed permission should be sought from Cornwall Council to undertake a general tidy up inside Horson Cemetery Chapel.
- Councillor M J Spurling suggested Cornwall Council should be advised about the current poor condition of the seafront at Chapeldown Road, plus the area over the bridge at The Mill, where South West Water have been undertaking remedial works.
- Councillor K J Moon highlighted that following the council's skate park discussions he had been advised that residents would also like to see a cycle pump track introduced at this or an alternative location.

Clerk

Clerk

Meeting closed at 8.29pm _____ Chairman