



**MINUTES** of a **VIRTUAL** meeting of the Asset Management and Operations Committee held **via Zoom** on Thursday 22<sup>nd</sup> April 2021 at 7.00pm via the Zoom link:

<https://us02web.zoom.us/j/83933601153?pwd=ODRuYVdnNXJjUjhMYmVZb3FOeTVaUT09>

Meeting ID: **839 3360 1153**

Passcode: **919798**

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

	<b>ACTION</b>
<p><b>1-21AMOC Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors G J Davis, Miss L J Hocking and K J Moon.</p>	
<p><b>2-21AMOC Declarations of Interest relating to items on the Agenda</b> a) The Chairman (Councillor C R Still) declared an NRI (Non-Registerable Interest) in Agenda item 10 f., as a resident of Woodland Way. b) Councillor T J Gulley OBE declared an NRI (Non-Registerable Interest) in Agenda item 10 f., as a resident of Woodland Way. c) Councillor L E Keise declared an NRI (Non-Registerable Interest) in Agenda item 10 f., as a resident of Woodland Way. d) The Deputy Mayor (Miss R A Evans BEM) declared an NRI (Non-Registerable Interest) in Agenda item 10 h., as personally knowing the correspondents.</p>	
<p><b>3-21AMOC Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the virtual Asset Management and Operations Committee meeting held on Thursday 25<sup>th</sup> March 2021 were taken as read, confirmed and will be signed by the Chairman in due course.</p>	
<p><b>4-21AMOC Matters arising from the minutes</b> a) Ellis Monument: - The proposed cleaning, stonemasonry works and planning application for Listed Building consent are all in progress.  b) Rendel/Sparrow/Bénodet Parks: - i) To include sign for Sparrow Park): - Pursuant to minute 117-20AMOC (b) a meeting with Cormac, two Members, the Clerk and the Operations Manager has been arranged to progress this project further. ii) Rendel Park – dogs on leads signs: - Pursuant to minute 118-20AMOC (c) the Operations Manager reported a sign advising dogs to be kept on leads has been put up at Rendel Park and although increased enforcement had been planned, there have not been as many enforcement visits as originally expected.  The Operations Manager drew Members' attention to a 'run' of problems which had occurred with the recently procured hybrid van, which had resulted in many calls to the AA and subsequent</p>	<p>Clrs Still/ Tivnan/ Mrs Goodman/ Ops Mgr &amp; Clerk</p>

travel to Plymouth, along with securing a replacement hire vehicle to enable the continued business of the Council. The Operations Manager explained the van had been transferred to Vospers and a recall issued on the Transit which needed to be re configured and it is hoped this will resolve the problem.

c) Christmas tree electrical supply: -

Pursuant to minute 117-20AMOC (c) following the council resolving to place the purchase order for the electrical works, a meeting with Cormac/Highways Department has been arranged to discuss the proposed works.

Cllrs Still/  
Tivnan/  
Mrs  
Goodman/  
Ops Mgr &  
Clerk

d) Request for memorial tree for Mr M Walmsley: -

Pursuant to minute number 117-20AMOC (g) the Clerk explained the project is now completed and the resident is delighted with the tree planted and its location. However, unfortunately the correspondent has indicated there is a balance of £14.85 outstanding on the project (from the donations received) and it is **resolved** to fund the balance from the Town Council parks budget.

Clerk

e) Skate park benches: -

Pursuant to minute 117-20AMOC (g), the Clerk explained the two picnic benches for the skate park have been received and assembled, wood staining is being undertaken.

Ops Mgr

f) Skate park event (Team Rubicon): -

Pursuant to minute 118-20AMOC (a) the Clerk understands Millbrook Parish Council would definitely like to work together on this proposal. Unfortunately, however the Clerk has not yet heard back from Team Rubicon despite sending correspondence chasing for a reply.

### 5-21AMOC Operational Report

a) Operations Report from the Clerk/Operations Manager: -

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	Electrician to be instructed to check for damage caused by water ingress now roof of Pearn's passage is repaired.	Completed
	Loose slates – Committee Room roof – quotation to be sought.	Ongoing
	Rooms 1 and 2 – (Grace and Glamour treatment rooms) damp issue which is affecting both rooms, being investigated. Quotes received from DFR roofing, other quotes expected this week from 2 other contractors for comparison.	Ongoing
	General maintenance and improvements to outside of building will be undertaken (in the Spring) by contractors and Operations Team. Pressure washing of outside of building undertaken by Kernow Cleaning Solutions.	Ongoing
LIBRARY & COM HUB	One window surround has fallen off, water ingress into library when windows were cleaned – reported to CC for action escalated since last meeting.	Ongoing

	Automatic door sensor cover has fallen off and shattered, Community hub and Library Manager reported to CC.	Ongoing	
PARKS	<p>Ramps for vehicle – ordered – 4 week lead time (D R Grounds Maintenance instructed for March 2021 cut).</p> <p>Covid awareness signs supplied by CC put up throughout all parks.</p> <p><b>Skate Park</b> – March 2021 Council resolved to purchase two picnic benches – these are ordered, constructed awaiting labour to move to site (FOTP). A metal storage box, with cleaning kit, being installed with combination padlock – for adult skate park users. Team Rubicon, possible skate park event in conjunction with Millbrook PC.</p> <p><b>Bénodet Park</b> Drains Issue Update – South West Water visited the site 19/03/21 – water leak tested positive for chlorine and now being investigated.</p> <p>Wall – in the past have considered installation of netting to prevent climbing – as coping stones being damaged. Ops Manager has met one contractor to look at feasibility, height difference between Skate Park and Benodet Park around 1 meter, steps or slope and hand rail would be needed. 2nd opinion being sought.</p> <p><b>Thanckes Park Play Park</b> Friends of Thanckes Park planting willow – co-ordinated with Operations Manager.</p> <p><b>Rendel Park</b> Correspondence from resident regarding dogs in the park. <b>Update</b> signage for control of dogs now in place</p> <p><b>Sparrow Park</b> Planting suggestions being agreed and removal of green waste</p> <p>Town sign meeting in diary with fabricator and Cornwall highways</p> <p><b>Tennis Courts</b> Fencing installation in progress. Once this has been completed the operations team will complete final clean of area prior to installation new posts and nets</p>	<p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p>	

<p>PUBLIC CONVENIENCES</p>	<p>Antony Road development – meeting held – new drawing expected.</p> <p>6th April reports from evening Caretaker that faeces had been smeared over the wall and floor of Antony Road Gents toilet, between approx. 2.30pm when the ops Manager did the surface clean and 7pm when the Toilets were locked for the night. The urinals were also filled with Toilet Paper.</p> <p>11th April evening Caretaker reports that faeces again on the floor and toilet seat of Antony Road Gents toilet.</p> <p>Anti-Social Behaviour -Caretaker asked 3 girls to leave Antony Road conveniences after he discovered them smoking a suspected illegal substance.</p>	<p>Ongoing</p> <p>Monitor</p> <p>Monitor</p>	
<p>ENFORCEMENT</p>	<p>Continuing – Operations Manager to undertake Enforcement training</p>	<p>Ongoing</p>	
<p>JAPANESE KNOTWEED</p>	<p>Operations Manager to work with Operations team – support available from Cllr Spurling.</p> <p>Communication from resident of Albion Court regards Knotweed on bank between Albion Court and Sainsbury’s carpark. Escalated by Ops Manager to Cornwall Council. Cornwall Council has added it to the action list.</p>	<p>Ongoing</p> <p>Completed</p>	
<p>BENCHES</p>	<p>A programme to spring clean all the benches is being compiled.</p> <p>Proposal for new memorial bench to be situated on grass at corner of Bellevue Square and Ferry St. to be discussed with family and residents.</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p>OTHER</p>	<p>Bunting – PO placed for bunting to be put up before middle of March. Licence application for the erection of bunting in Fore Street approved.</p> <p>Defibrillators – replacement pads being order for Carbeile Inn defib. Work progressing to renew the monitoring licence next year with Duchy Defibrillators – which is a cheaper option.</p> <p>Anonymous correspondence – van leaking oil – investigated and reported to Environment agency.</p> <p>Covid Stencils resprayed.</p> <p>Covid awareness signs supplied by CC put up throughout Fore St.</p> <p>Recruitment of replacement cleaner in progress, new role title Facilities Operative in line with other Towns and Parishes.</p>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p>	

<p>The Operations Manager re-iterated: -</p> <ul style="list-style-type: none"> <li>➤ quotations are being sought for the damp issue affecting Rooms 1 and 2;</li> <li>➤ the 'spring clean' of the outside of the Council Chambers building is progressing and a programme of grass cutting is starting;</li> <li>➤ considerations of how to prevent the Bénodet Park wall being climbed are being looked into;</li> <li>➤ one contractor has highlighted that due to the height difference between the Skate Park and Bénodet Park, reinstating the original entrance would mean a 'ramp' or something similar would be needed;</li> <li>➤ anti-social behaviour has recently been reported at the Antony Road public conveniences and this behaviour is being monitored;</li> <li>➤ communication with a resident from Albion Court about Japanese Knotweed has resulted in correspondence with Cornwall Council, who have added this site to the action list,</li> <li>➤ a replacement Facilities Operative is being appointed.</li> </ul> <p>Councillor E H Andrews minuted thanks to the Operations Manager for the proactive approach to undertaking the operational activities of the council.</p>	
<p><b>6-21AMOC To consider the Council Business Risk Management Plan</b></p> <p>a) Asset Condition Survey: - The Clerk had previously circulated the Council Asset Condition Survey. Following a question posed, the additional Christmas Lights is included in the 'Outside Equipment'.</p> <p>b) Budget Monitoring – Asset Management &amp; Operations Committee responsibilities: - The March 2021 Financial Information, as previously circulated, was considered, with no areas of concern. Any cost centre surplus will be carried forward to the next years' budget.</p>	
<p><b>7-21AMOC Items Referred to this Committee</b> None.</p>	
<p><b>8-21AMOC Policies Reviewed by this Committee</b> None.</p>	
<p><b>9-21AMOC Health and Safety</b></p> <p>a) Proposed legislation and current issues: - Councillor J Tivnan BEM explained that he will be liaising with the Operations Manager and Clerk to seek permission from the council's insurers for a 3 month delay to the annual fire extinguisher annual servicing, in order to consider the replacement of fire extinguishers with P50 Fire Extinguishers.</p>	<p>Cllr Tivnan/ Ops Manager/ Clerk</p>
<p><b>10-21AMOC Correspondence</b></p> <p>a) New Defibrillator purchased – Mr Paul Smith: - The Clerk detailed the difficulties with the consideration of the council providing the funding for the cost of the installation of the new defibrillator, purchased by the resident, on the residents' property. Concern was expressed about the possibility of further requests for installation funding, should this request be agreed.</p> <p>b) Barclays Van – Cornwall Council: - It is agreed, for the Barclays Van to be located in Torpoint, and ideally located in the Antony</p>	<p>Cllr Still/ Clerk</p>

<p>Road car park.</p> <p>c) Electric charging point for Torpoint – Mr Christopher Burns: - Noted. Members acknowledged there are plans for Cornwall Council to install electric charging points in the county and anticipate Torpoint will be included in the installation plans.</p> <p>d) Circular routes that are mobility scooter friendly – via Cornwall Council: - Noted, with some routes suggested by Members.</p> <p>e) Sparrow Park planting – F Impey: - Noted.</p> <p>e) Woodland Way Road Safety – Mrs Priscilla Gulley: - The correspondence was debated at considerable length by all present. Additionally, Adela Road speeding concerns were also highlighted. Members drew attention to the need to ensure the whole town is considered when looking at road safety and it is agreed to defer discussion and any decision to the next meeting of the Development and Localism Committee, under the Highways Scheme.</p> <p>f) Citizens Advice Cornwall Newsletter: - Noted.</p> <p>g) Request to plant a tree at Sparrow Park for Diamond Wedding Anniversary – Mr &amp; Mrs Cooper: - Following discussion, it is <b>recommended</b> to liaise with the correspondents to agree a suitable tree to be planted at Sparrow Park, for their Diamond Wedding Anniversary.</p>	<p>Clerk</p> <p>Clerk</p> <p><b>Council</b></p>																		
<p><b>11-21AMOC Planning Applications</b></p> <p>a) PA21/03143 – Detached Garage – 50 Cremyll Road, Torpoint PL11 2DY. No observations or objections.</p> <p>b) PA21/03 No observations or objections. 636 – Replacing single storey extension – 60 Clarence Road, Torpoint PL11 2LT. No observations or objections.</p>																			
<p><b>12-21AMOC Accounts for payment</b></p> <table border="1" data-bbox="123 1297 1372 1570"> <thead> <tr> <th>Contact Name</th> <th>Invoice Number</th> <th>Total</th> <th>Tax Total</th> <th>Net</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Archer Safety Signs</td> <td>A116219/1</td> <td>51.48</td> <td>8.58</td> <td>42.90</td> <td>Road Closure sign</td> </tr> <tr> <td>LRM Planning Limited</td> <td>2866</td> <td>1140.00</td> <td>190.00</td> <td>950.00</td> <td>Ongoing work on the Neighbourhood Plan. Liaison with Clifton Emery Design &amp; Town Council and submission of draft for review, up to 31<sup>st</sup> March 2021.</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	Tax Total	Net	Description	Archer Safety Signs	A116219/1	51.48	8.58	42.90	Road Closure sign	LRM Planning Limited	2866	1140.00	190.00	950.00	Ongoing work on the Neighbourhood Plan. Liaison with Clifton Emery Design & Town Council and submission of draft for review, up to 31 <sup>st</sup> March 2021.	
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<p><b>13-21AMOC Date of next meeting</b> Thursday 24<sup>th</sup> June 2021.</p>																			
<p><b>14-21AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.</b> None.</p> <p>Meeting closed at 8.27pm _____ Chairman</p>																			