

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 24th June 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor Miss R A Evans BEM (Town Mayor), Councillors G J Davis (Deputy Town Mayor), Councillors Mrs. C E Goodman, L E Keise, C R Sawyer, M J Spurling (late arrival), C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager (Ops Mgr) in attendance.

	ACTION
<p>17-21AMOC Apologies for absence There were no apologies for absence.</p>	
<p>18-21AMOC Election of Chairman for the Civic Year 2021-22 The Town Mayor called for nominations for the position of Chairman for the Civic Year 2021-22, Councillor Mrs. C E Goodman proposed that Councillor C R Still is elected to serve as Chairman for the Civic Year 2021-22. Councillor L E Keise seconded the proposition and there being no other nominations the motion was put and Councillor C R Still was duly elected as Chairman for the Civic Year 2021-22.</p>	
<p>19-21AMOC Election of Vice Chairman for the Civic Year 2021-22 The newly elected Chairman (Councillor C R Still) called for nominations for the position of Vice Chairman for the Civic Year 2021-22, the Town Mayor proposed that Councillor M J Spurling is elected to serve as Vice Chairman for the Civic Year 2021-22. The Deputy Town Mayor seconded the proposition and there being no other nominations the motion was put and Councillor M J Spurling was duly elected as Vice Chairman for the Civic Year 2021-22.</p>	
<p>20-21AMOC Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - The Town Mayor (Councillor Miss R A Evans BEM) – (Agenda item 13a. Planning application PA21/05584 – 10 Kempton Terrace, as knowing the applicant.)</p>	
<p>21-21AMOC Minutes of the previous meeting It was resolved that the minutes of the virtual Asset Management and Operations Committee meeting held on Thursday 22nd April 2021 were taken as read, confirmed and are signed by the Chairman. There is a typing correction at 2-21AMOC (c), Clerk to action. (Councillor M G Spurling joined the meeting at this point.)</p>	Clerk
<p>22-21AMOC Matters arising from the minutes a) Ellis Monument: - The proposed cleaning, stonemasonry works and planning application for Listed Building consent are all in progress. b) All Parks to include Rendel/Sparrow Park/Bénodet Park/ongoing maintenance of devolved play parks – (minute 4-21AMOC (b) refers). i) To include sign for Sparrow Park. A meeting with Cormac, two Members, the Clerk and the Operations Manager took place on Friday 23rd April to progress this project further and a draft drawing is being put together. c) Christmas tree electrical supply (minute 4-21AMOC (c) refers). Cormac has now given approval for this project to proceed. Clerk/Ops Mgr to instruct works,</p>	Clerk Cllr Tivnan/ Ops Mgr Town Clerk/Ops

<p>ensuring works undertaken are the same as the quotation. d) Skate park benches (minute 4-21AMOC (e) refers). No more vandalism has been observed since initial installation, regular monitoring as part of the parks inspections to continue.</p>	Mgr									
<p>e) Skate park event (Team Rubicon) (minute 4-21AMOC (f) refers). A date for this joint event has been set for Saturday 18th September for Torpoint and Sunday 19th September for Millbrook. Clerk is liaising with Millbrook Parish Clerk and Team Rubicon and the event will be publicised in due course.</p>	Clerk									
<p>f) Defibrillator purchase by resident (Mr P Smith) (minute 10-21AMOC (a) refers). The Clerk explained the difficulties should this council choose to take on the cost of the annual monitoring, plus the initial installation cost, for the defibrillator which has already been purchased by a local resident. Members concurred with the situation and agreed the Chairman will meet with the correspondent to consider submitting a Section 137 grant application to the Town Council, to fund the installation cost, plus annual monitoring (for up to three years). The Mayor highlighted the funding application could be included in the July Council meeting agenda.</p>	Chairman/ Clerk									
<p>g) Planting of Diamond Wedding Anniversary tree (Mr & Mrs. Cooper) (minute 10-21AMOC (g) refers). The silver birch tree planted to commemorate Mr and Mrs. Cooper's Diamond Wedding Anniversary was planted by the Operations Team on 21st June 2021, delivery of the commemorative plaque is awaited. Mr and Mrs. Cooper have already expressed their thanks.</p>	Ops Mgr									
<p>h) Verge cutting (from council meeting correspondence). i) Correspondence from Mr T Gulley. Issue resolved between date of correspondence and date of meeting ii) Demonstration of the "Grillo machine". Awaiting response from Cormac Environment Operations Manager to allow singular joint messaging from Cornwall Council and Town Council on current approach to verge cutting and wildlife habitat, this will then be published on social media and the website.</p>	Clerk									
<p>23-21AMOC Operational Report a) Operations Report from the Operations Manager: -</p>										
<table border="1"> <thead> <tr> <th data-bbox="99 1528 358 1570">FACILITY</th> <th data-bbox="358 1528 1182 1570">PROJECT</th> <th data-bbox="1182 1528 1390 1570">STATUS</th> </tr> </thead> <tbody> <tr> <td data-bbox="99 1570 358 1917" rowspan="2">COUNCIL CHAMBERS</td> <td data-bbox="358 1570 1182 1675">Loose slates – Committee Room roof – quotation to be sought. Ops Manager chasing 2nd quotation</td> <td data-bbox="1182 1570 1390 1675">Ongoing</td> </tr> <tr> <td data-bbox="358 1675 1182 1917">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. UPDATE temporary repair made with resin full repair. Full replacement of lead work recommended in near future. Ops Team to make right water damage, re paint etc.</td> <td data-bbox="1182 1675 1390 1917">Ongoing</td> </tr> </tbody> </table>	FACILITY	PROJECT	STATUS	COUNCIL CHAMBERS	Loose slates – Committee Room roof – quotation to be sought. Ops Manager chasing 2 nd quotation	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. UPDATE temporary repair made with resin full repair. Full replacement of lead work recommended in near future. Ops Team to make right water damage, re paint etc.	Ongoing		
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	<p>Water leak into Pearn's passage where litter had blocked down pipe, Ops Manager has researched and found an option to enable repair in house.</p> <p>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.</p> <p>Window in main hall and room 7 not opening seeking quotation for repair</p>	<p>Ongoing</p> <p>Completed</p> <p>Ongoing</p>		
LIBRARY & COM HUB	<p>One window surround has fallen off, water ingress into library when windows were cleaned – reported to CC for action escalated since last meeting.</p> <p>Automatic door sensor cover has fallen off and shattered, Community hub and Library Manager reported to CC.</p>	<p>Ongoing</p> <p>Completed</p>		
PARKS	<p>Skate Park New Benches secured in place and no more significant damage, some scratches and some writing Team Rubicon skate park event in conjunction with Millbrook PC. Date set 18th & 19th September</p> <p>Bénodet Park Drains Issue Update – South West Water visited the site 19/03/21 – water leak tested positive for chlorine and now being investigated.</p> <p>ASB during half term small fires lit using toilet paper from nearby Toilets. Cabling on bandstand cut, repair being instructed. Evening Caretaker shut in park after asking a group of youths to leave.</p> <p>Twinning Association have started to weed and tidy up the corner flower beds. They are also going to approach Torpoint Community College to rejuvenate the Mosaics. They are also looking to install something in the park to commemorate the passing of two past Chairmen of the Torpoint Twinning Association</p>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		

	<p>Caretaker has constructed the park sign and installed with Ops Mgr; other signs being constructed.</p> <p>Mowing. Regular mowing is now taking place since weather has improved, cutting approx. every 10 days.</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. UPDATE Initial quote £15,900 Ops Manager. 2nd potential contractor visited the site but has since said they do not have capacity. Clerk to review the lease with Cornwall Council.</p> <p>Thanckes Park Play Park Some ASB and damage to the willow tunnel, FOTP repaired, but unfortunately the spare willow that they were saving for a second project were too badly damaged to be saved.</p> <p>Rendel Park Report of cracks appearing between path and railings. Ops Manager has attended and does not think it poses an immediate risk, but perhaps an inspection of the river wall would be advisable. Clerk has contacted the Ferry Management and a reply is awaited.</p> <p>A gift of a Palm tree for this area has been collected and is being looked after by the Ops team.</p> <p>Sparrow Park Planting suggestions being agreed, Ops Manager has added some plants, donated by him and a Dahlia from a member of the community. Cosmos and geranium plants have been planted by Councillors Chris Still and Mrs Chris Goodman.</p> <p>Town sign meeting with Cornwall Highways took place, a change was suggested to initial design to allow compliance with road furniture legislation and simplify installation.</p> <p>Tennis Courts Awaiting costs on quote for remaining fencing works Ops team continuing with site tidying</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Clerk</p>
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PUBLIC CONVENIENCES	<p>Antony Road development – Council approved new drawing. Clerk liaising with the developer and council solicitor to establish development start date.</p> <p>Increase in amount of faecal matter that the evening Caretaker has had to clean as the evenings are getting lighter.</p> <p>A pair of trousers was found flushed down the Bénodet public conveniences.</p>	<p>Completed</p> <p>Monitor</p>	
ENFORCEMENT	Continuing – Operations Manager to undertake Enforcement training	Ongoing	
JAPANESE KNOTWEED	Operations Manager to work with Operations team – support available from Cllr Spurling. Ops Manger and R. Austin have reviewed the sites and will be carrying out 1 st spray before the end of June.	Ongoing	
BENCHES	<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. Discussions now with family regarding siting at the northern end of Chapeldown Road</p>	<p>Ongoing</p> <p>Ongoing</p>	
OTHER	<p>Bunting – One stretch of Bunting snapped Kernow Aerials repaired and refixed.</p> <p>Defibrillators. 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. Update Van no longer visible</p> <p>Recruitment of replacement cleaner in progress, new role title Facilities Operative in line with other Towns and Parishes. Rachel Lyons is now in post.</p> <p>Watering Ops Manager is looking into options for watering Sparrow Park planting, Harvey Street Flat planters and gifted hanging baskets.</p>	<p>Completed</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p>	

<p>24-21AMOC To consider the Council Business Risk Management Plan</p> <p>a) Asset Condition survey as circulated. Operations Manager to review and report any findings</p> <p>b) Budget monitoring Asset Management & Operations Committee responsibilities (May 2021 Financial information as previously circulated). No immediate concerns.</p>	Ops Manager																		
<p>25-21AMOC Items Referred to this Committee</p> <p>None.</p>																			
<p>26-21AMOC Policies Reviewed by this Committee</p> <p>None.</p>																			
<p>27-21AMOC Health and Safety</p> <p>a) Councillor J Tivnan BEM and the Operations Manager are in the process of reviewing the asbestos report.</p> <p>b) Purchase of P50 fire extinguishers – Operations Manager to provide measurements to enable supplier to complete calculations for adequate extinguisher cover in all buildings.</p> <p>c) Eye Bolt Testing - Fore Street. Operations Manager to contact to arrange quote and visits.</p> <p>d) 5 Year fixed wiring test due October 2021. Operations Manager seeking quotations.</p>	Cllr Tivnan/ Ops Manager																		
<p>28-21AMOC Correspondence</p> <p>a) See 6 h i.</p> <p>b) 'Let's Talk Homes' Consultation of the Housing Strategy – Cornwall Council: - Noted.</p>																			
<p>29-21AMOC Planning Applications</p> <p>a) PA21/05584 – Demolish existing single storey outbuilding and construct two storey extension – same footprint – 10 Kempton Terrace, Torpoint PL11 2DQ. No observations or objections.</p>																			
<p>30-21AMOC Accounts for payment</p> <table border="1" data-bbox="123 1268 1373 1470"> <thead> <tr style="background-color: #00b050; color: white;"> <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>Sustainable Furniture (UK) Limited</td> <td>Inv no SFO-43654</td> <td>5435.00</td> <td>905.84</td> <td>4529.16</td> <td>picnic benches, fittings and delivery</td> </tr> <tr> <td>CORSERV Ltd</td> <td>Inv no IG002307</td> <td>108.00</td> <td>18.00</td> <td>90.00</td> <td>Traffic Man Training Staff</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	Tax Total	Net	Description	Sustainable Furniture (UK) Limited	Inv no SFO-43654	5435.00	905.84	4529.16	picnic benches, fittings and delivery	CORSERV Ltd	Inv no IG002307	108.00	18.00	90.00	Traffic Man Training Staff	
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<p>31-21AMOC Date of next meeting</p> <p>Thursday 22nd July 2021.</p>																			
<p>32-21AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <p>a) Community Speed Watch (CSW) scheme. Information has been shared by the Chairman and volunteers are being sought. Former Councillors Lisa Hocking and Roz Baker to be contacted, to see if still interested to continue volunteering with the scheme.</p> <p>b) Advance notice of small grant programme for up to £5,000 per project to improve community spaces and deliver sustainable activities for communities across the UK</p> <p>Meeting closed at 7.54pm _____ Chairman</p>	Clerk																		