

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 22nd July 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor C R Still (Chairman), Councillor Miss R A Evans BEM (Town Mayor), Councillors Mrs. C E Goodman, L E Keise, M J Spurling and R M Willoughby plus the Operations Manager in attendance.

	ACTION
<p>33-21AMOC Apologies for absence Apologies for absence were submitted on behalf of Councillors G J Davis (Deputy Town Mayor), C R Sawyer and J Tivnan BEM.</p>	
<p>34-21AMOC Declarations of Interest relating to items on the Agenda None.</p>	
<p>35-21AMOC Minutes of the previous meeting It was resolved that the minutes of the virtual Asset Management and Operations Committee meeting held on Thursday 24th June 2021 were taken as read, confirmed and signed by the Chairman.</p>	
<p>36-21AMOC Matters arising from the minutes a) Ellis Monument – (minute 22-21AMOC (a) refers). The proposed cleaning, stonemasonry works and planning application for Listed Building consent are all in progress. Online planning application completed 15/07/2021. 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 22-21AMOC (c) refers). Works penciled in by contractor to be carried out during September. d) Planting of Diamond Wedding Anniversary tree (Mr & Mrs Cooper) (minute 22-21AMOC (g) refers). Commemorative plaque now in position – project complete. e) Verge cutting (minute 22-21AMOC (h)). i. A meeting with CORMAC has been suggested for August to view potential sites for scarifying to further enable rewilding. ii. Torpoint Promenade has been selected to be a demonstration site for CORMACs new weed control lance, date to be confirmed. iii. After complaints from residents about Borough Play Park Field, the Operations Manager contacted CORMAC Environment Operations Manager. This area has now been cut and will be cut regularly. iv. The Chairman asked for a review of some of the smaller verges.</p>	<p>Clerk/ Ops Mgr</p> <p>Cllr Tivnan/ Ops Mgr</p> <p>Town Clerk/Ops Mgr</p> <p>Ops Mgr</p> <p>Ops Mgr/ Clerk</p>

37-21AMOC Operational Report

a) Operations Report from the Operations Manager: -

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	<p>Loose slates – Committee Room roof – quotation to be sought. Ops Manager chasing 2nd quotation</p> <p>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.</p> <p>Water leak into Pearns passage where litter had blocked down pipe, Ops Manager has researched and found an option to enable repair in house. UPDATE 2nd leak around skylight Ops Manager proposes obtaining quotes to remove felt and replace with GRP (fiberglass/ resin)</p> <p>Window in main hall and room 7 not opening, quotation for repair received works pencilled in for 16/07/2021</p> <p>5-year fixed wiring test October, Ops. Man. Obtaining quotes</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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>Ongoing</p>
PARKS	<p>Skate Park Team Rubicon skate park event in conjunction with Millbrook PC. Date set 18th (Torpoint) & 19th September (Millbrook).</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 small fires lit using toilet paper from nearby Toilets.</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 at the installation of ‘memorials’ in the park to commemorate the passing of two past Chairmen of the Torpoint Twinning Association.</p> <p>Caretaker continuing constructing signs and installation with Operations Manager.</p> <p>Mowing. Regular mowing is now taking place since weather has</p>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

	<p>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. Update Awaiting research on liability for wall repairs.</p> <p>Thanckes Park Play Park More ASB and damage to the willow tunnel, FOTP repaired.</p> <p>Rendel Park Report of cracks appearing between path and railings. Ops manger has attended and does not think it poses an immediate risk. Update Tamar Crossings Staff are in discussion with CORMAC awaiting report due September. 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 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>Cambridge Field 1st hedge cut has happened Replacement cradle swing installed</p> <p>Tennis Courts Works on 2nd phase of fencing given go ahead and POs issued</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		
PUBLIC CONVENIENCES	<p>Antony Road development – meeting held – new drawing expected.</p> <p>Increase in amount of faecal matter that the evening Caretaker has had to clean as the evening are getting lighter.</p> <p>Wallgate hand cleaning units in Benodet conveniences in need of service, only option is to sign up for 3-year servicing n which only covers minor repairs not parts or vandalism. After a conversation with the Chairman the Operations Manager is in discussions to see if it is feasible to replace with stainless steel basins and hand driers.</p>	<p>Ongoing</p> <p>Monitor</p> <p>Ongoing</p>	Clerk	
ENFORCEMENT	<p>Continuing – Operations Manager to undertake Enforcement training.</p> <p>Increased presence requested in Rendel Park and Defiance Field to support antisocial behaviour and dog fouling.</p>	<p>Ongoing</p>		
JAPANESE KNOTWEED	<p>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 1st spray Carried out in early July.</p>	<p>Ongoing</p>		
BENCHES	<p>Regular cleaning now in progress</p>	<p>Ongoing</p>		

FOOTPATHS	Footpath between the Mill and Chestnut Playpark cut by Ops team. Contractors instructed to carry out cut of HMS Raleigh to St John footpath and apply Herbicide to St James Road to Carbeile Road footpath.	Completed Ongoing	
OTHER	Defibrillators. Work progressing to renew the monitoring licence next year with Duchy Defibrillators – which is a cheaper option. Watering Ops Manager is looking into options for watering Sparrow Park planting, Harvey Street Flat planters and gifted hanging baskets.	Ongoing Ongoing	
At the Chairman's request an update was also given on progress to the second phase Tennis Courts works.			
38-21AMOC To consider the Council Business Risk Management Plan a) Asset Condition survey as circulated. Operations Manager to review and report any findings. b) Budget monitoring Asset Management & Operations Committee responsibilities (May 2021 Financial information as previously circulated). No immediate concerns.			Ops Manager
39-21AMOC Items Referred to this Committee None.			
40-21AMOC Policies Reviewed by this Committee None.			
41-21AMOC Health and Safety a) Councillor J Tivnan BEM and the Operations Manager are in the process of reviewing the asbestos report. b) Purchase of P50 fire extinguishers – Operations Manager to provide measurements to enable supplier to complete calculations for adequate extinguisher cover in all buildings. c) Eye Bolt Testing - Fore Street. Operations Manager to contact to arrange quote and visits. d) 5 Year fixed wiring test due October 2021. Operations Manager seeking quotations. e) Operations Manager has recently completed a review of the General working and Machinery reassessments. f) Training opportunities for Operations Team being reviewed including dealing with difficult conversations/confrontation. g) PAT testing carried out 22 nd July 2021.			Cllr Tivnan/ Ops Manager
42-21AMOC Correspondence None.			
43-21AMOC Planning Applications None.			

44-21AMOC Accounts for payment

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Drgrounds	inv no 143	355.00	0.00	355.00	Cut back footpath from Raleigh to St. John & Weed spraying
C Burchell UPVC Window & Door Care	Inv No 001	205.00	0.00	205.00	Repair to windows council hall and Room 7
Spot On Supplies	Inv No 21521111	7.69	1.28	6.41	Mop Sweeper Sleeve 28" for chambers
EDF Energy	Acc no 294456816 1	104.57	4.98	99.59	Christmas Lights 2020-21
Cornwall Council	Inv No 810015298 1	59,624.89	72.00	59,552.89	Employee Salary Apr - Jun 2021
Francis Thomas Mobile Servicing Limited	Inv No 3812	39.60	6.60	33.00	Deck belt mower
Cornwall ALC Limited	Inv No 2122-322	72.00	12.00	60.00	Finance training for Councillors x 2

45-21AMOC Date of next meeting

Thursday 23rd September 2021.

46-21AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.

- a) Closure Intention Notice Fore St to Tamar St.
Action feedback to CORMAC access required for deliveries. Residential area as well as commercial, working hours should reflect this.
- b) Communication from Go South West, as circulated.
- c) The Mayor asked if the proposal to move the sound hut at Bénodet Park could be revisited.
- d) The Mayor gave an update on Cornwall Council's approach to the current Traveller situation at the Lawn. As the land owner Cornwall Council has taken appropriate action in line with their Gypsy & Traveller Unauthorised Encampment Policy.

Clerk/ Ops
Manager

Clerk/
Budget
setting
meeting

Meeting closed at 7.54pm _____ Chairman