


MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 23rd September 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), Councillor G J Davis (Deputy Town Mayor), Councillors L E Keise, M J Spurling C R Sawyer, J Tivnan BEM R M Willoughby and Mrs Julie Martin plus the Operations Manager in attendance.

	ACTION
<p>43-21AMOC Apologies for absence Apologies for absence were submitted on behalf of Councillor Mrs. C E Goodman</p>	
<p>44-21AMOC Declarations of Interest relating to items on the Agenda None.</p>	
<p>45-21AMOC Minutes of the previous meeting It was resolved that the minutes of the Asset Management and Operations Committee meeting held on Thursday 22nd July 2021 were taken as read, confirmed and signed by the Chairman.</p>	
<p>46-21AMOC Matters arising from the minutes a) Ellis Monument – (minute 36-21AMOC (a) refers). The proposed cleaning, stonemasonry works and planning application for Listed Building consent has been granted. Operations Manager to proceed with the scheduling of the work. b) All Parks to include Rendel/Sparrow Park/Bénodet Park/ongoing maintenance of devolved play parks – (minute 36-21AMOC (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. ii) Proposal to move the sound hut at Bénodet Park (minute 46-21AMOC refers). After discussion members agreed to delay this project indefinitely due to more pressing matters requiring funding. c) Christmas tree electrical supply (36-21AMOC (c) refers). During Initial works carried out on 22/08/21 the route of the electric cable was not as direct as initially assumed. More investigation work is to be carried out to find a suitable place to join the cable. d) Verge cutting (minute 36-21AMOC (e)). Members agreed that even though Cormac have started summer grass cutting around the town the presentation standards of these areas still need improving and it was agreed for Councillor J Tivnan BEM to discuss the issue with Cormac.</p>	<p>Ops Mgr</p> <p>Cllr Tivnan/ Ops Mgr</p> <p>Town Clerk/Ops Mgr</p> <p>Cllr Tivnan</p>

47-21AMOC Operational Report

a) Operations Report from the Operations Manager: -

FACILITY	PROJECT	STATUS
<p>COUNCIL CHAMBERS</p>	<p>Loose slates – Committee Room roof – quotation to be sought. Ops Manager chasing 2nd quotation</p>	<p>Ongoing</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. Contractor to make right water damage, re paint etc. Licensee has asked if they can purchase a rain canopy for the corner (Disabled) entrance.</p>	<p>Ongoing</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) 3rd Leak in passageway to gents toilets. Ops team have added flashing tape to the joins on the flat roof in this area, in hope that this solves this particular leak.</p>	<p>Ongoing</p>
	<p>Fire Annual service of Fire system by ASG. New Battery's required.</p>	
	<p>Air conditioning service and Repairs carried out. Regular servicing should be carried out £427 . Regular servicing quotes to be sought.</p>	<p>Completed</p> <p>Ongoing</p>
<p>Window in main hall and room 7 not opening, quotation for repair received works pencilled in for 16/07/2021. Ladies Toilets window hinge in need of repair</p>	<p>Completed</p>	

	<p>Flag pole repair</p> <p>5-year fixed wiring test October, Ops. Man. Obtaining quotes</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>	Ongoing	
PARKS	<p>Skate Park Team Rubicon skate park event in conjunction with Millbrook PC. Date set 18th & 19th September</p> <p>Bénodet Park ASB small fires lit using toilet paper from nearby Toilets. This has ceased since children returned to school.</p> <p>Torpoint 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 2 past chairmen of the Twinning Association</p> <p>Bespoke signs all constructed by caretaker installation with Ops manger, only the Tennis Court sign awaiting installation.</p> <p>Mowing. Regular mowing is now taking place since weather has improved, cutting approx. every 10 days. Slowing now to hopefully once per month</p> <p>Wall – in the past have considered installation of netting to prevent climbing – as coping stones being damaged. Update after reviewing the lease and Land Registry TTC responsible for Boundary wall</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. Update Tamar Crossings Staff are in discussion with Cormac awaiting report due September. Ops man will then meet with Leon Brimble Health, Safety and Environmental Officer, Tamar Crossings.</p>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Clerk

	<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. Awaiting Drawing</p> <p>Cambridge Field Damage to wall boundary wall adjacent to Wellington Street Reported by Councillor Walsh. Contractor Repairs need to prevent further damage or collapse.</p> <p>Tennis Courts Works on 2nd phase due to commence on 17th September and POs issued Operations Team swept surface with pedestrian road sweeper. Approx. 8-wheel barrows of chippings and dust removed.</p>	Ongoing	
PUBLIC CONVENIENCES	<p>Antony Road development – meeting held – new drawing agreed by Council.</p> <p>Wallgate hand cleaning units in Benodet conveniences in need of service, only option is to sign up for 3-year servicing, £3,680.70 which only covers minor repairs not parts or vandalism. After a conversation with the Chairman the Ops manager is in discussions to see if it is feasible to replace with stainless steel basins and hand driers. Awaiting information from other Parishes with similar issues and agreement from Cornwall Council</p>	Ongoing	
ENFORCEMENT	<p>Continuing – Operations Manager to undertake Enforcement training.</p> <p>Social media post advising community about the Enforcement team.</p> <p>Volunteers being recruited for road Marshalling for upcoming Freedom and Civic Parades.</p>	Ongoing	
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>	Ongoing	
BENCHES	<p>Regular cleaning now in progress. Programme of repair planned for over the Autumn/Winter</p>	Ongoing	
OTHER	<p>Defibrillators. Work progressing to renew the monitoring licence next year with Duchy Defibrillators. The defib from the Council Chambers has been taken out twice in the last month. Duchy Defibrillators have replaced the Cabinet at the Chambers and</p>	Ongoing	

	<p>The Carbeile Inn. This will allow us monitor the contents more closely without having to call to get the cabinet unlocked. We also now have access to 24hr monitoring this will automatically notify us when a defib is removed.</p> <p>Watering Sparrow Park planting, Harvey Street Flat planters and gifted hanging baskets. Started regular watering twice a week, weather dependant</p> <p>Reports to CORMAC via the HANDEE reporting system</p> <ul style="list-style-type: none"> • Bollard at the Lawn/Tennis court needs replacing. • Repairs to the Bollard at Horson Field. • Damaged Bin at Borough Farm, Reported by Councillor Sanderson. • Corroded Inspection cover on Chapeldown Road. • Salt bin Replenishment. <p>Site visits with Trevor Jones CORMAC. Weed burning on the Promenade and a new weed brush at Harvey Street Flats</p>	<p>Ongoing</p>	
<p>Matters arising from Ops Manager Report Contact Wallgate with photos of existing machines for updated service agreement with quotes for new machine.</p>		<p>Ops Manager</p>	
<p>48-21AMOC To consider the Council Business Risk Management Plan</p> <p>a) Budget Monitoring – Asset Management & Operations Committee responsibilities (July and August 2021 Financial Information as previously circulated). All considered with no concerns.</p> <p>b) To consider Budget requirements for 2022-23, 2023-24 and 2024-25. Other Projects for Consideration 2022/23</p> <p>PARKS - Bénodet Park sound hut move - Defer PARKS - Skate Park renovations – Following debate it was agreed the skate park renovations will be deferred until the Play Park redevelopment has been completed. PARKS - Grounds Maintenance Equipment - Propose £5000 per Annum COUNCIL CHAMBERS - Roof repairs - Proposal to continue patching and look at diverting downpipes from discharging on flat roof areas. COUNCIL CHAMBERS - Outside decoration - Defer COUNCIL CHAMBERS - Quinquennial Survey – Following an in depth debate it is recommended to immediately instruct a quinquennial survey to be undertaken, at a price to be confirmed, immediately. PUBLIC CONVENIENCES - Wallgate contract - Ops Manger to seek quotes OTHER - Town Clock repairs/renovations OTHER – Enforcement – Following an in-depth discussion it is recommended a more flexible approach to the current 5 hours per week allocated specifically to enforcement is undertaken, freeing up caretaker time when needed and allowing enforcement to be targeted at points where community need is felt highest.</p>		<p>Council</p> <p>Town Clerk/Ops Manager</p> <p>Council</p>	

<p>49-21AMOC Items Referred to this Committee None.</p>																															
<p>50-21AMOC Policies Reviewed by this Committee None.</p>																															
<p>51-21AMOC Health and Safety a) As per email circulated to the Chairman 25th June 2021 at 9.33am Councillor J Tivnan BEM has received a quotation for replacing existing fire extinguishers with P50 extinguishers plus suggested locations. It is suggested that the Council purchases these extinguishers once Councillor J Tivnan BEM has received confirmation from the Fire Safety Officer to ensure the Council is fully compliant with current regulations.</p>	Cllr Tivnan																														
<p>52-21AMOC Correspondence a) Grant of Listed Building Consent, Ellis Monument, Fore Street – Cornwall Council (as circulated). Operations Manager to proceed with the scheduling of the work. b) Winter Maintenance – Grit Bin Refill Delivery 2021 – Cormac (as circulated). Operations Manager to correspond with CORMAC Highways and Environment Steward. C) Dog mess around Torpoint – email correspondence from resident (as circulated). Further clarification required on affected areas to allow Enforcement officers to monitor and patrol. d) Wild flower seed bombs – 2nd Torpoint Watership Down Beaver Leader (as circulated). Operations Manager to Liaise with Beaver Leader find out more information to see if sites highlighted in recent public Facebook Poll would be suitable for the seed bombs. e) Nominations open for NALC Committees and leadership posts 2022/23 (as circulated). Noted.</p>	Ops Man Ops Man Town Clerk Ops Man																														
<p>53-21AMOC Planning Applications None.</p>																															
<p>54-21AMOC Accounts for payment</p> <table border="1" data-bbox="123 1388 1373 1787"> <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>Rame Refuse</td> <td>Inv 4148</td> <td>150.00</td> <td>25.00</td> <td>125.00</td> <td>Remove & dispose of commercial fridge - Benodet park</td> </tr> <tr> <td>LRM Planning Ltd</td> <td>Inv 3173</td> <td>570.00</td> <td>95.00</td> <td>475.00</td> <td>Preparation of Tender Documents re Scope of Works for Heritage Statement NDP x2 hrs Review of tenders with Town Council</td> </tr> <tr> <td>RD Johns Ltd</td> <td>Invoice 593327</td> <td>60.38</td> <td>5.15</td> <td>55.23</td> <td>Library Café supplies</td> </tr> <tr> <td>Cornish Tea & Cornish Coffee Co Ltd</td> <td>Inv SL53343</td> <td>33.89</td> <td>0.00</td> <td>33.89</td> <td>Library Café supplies</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	Tax Total	Net	Description	Rame Refuse	Inv 4148	150.00	25.00	125.00	Remove & dispose of commercial fridge - Benodet park	LRM Planning Ltd	Inv 3173	570.00	95.00	475.00	Preparation of Tender Documents re Scope of Works for Heritage Statement NDP x2 hrs Review of tenders with Town Council	RD Johns Ltd	Invoice 593327	60.38	5.15	55.23	Library Café supplies	Cornish Tea & Cornish Coffee Co Ltd	Inv SL53343	33.89	0.00	33.89	Library Café supplies	
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<p>55-21AMOC Date of next meeting Thursday 28st October 2021. Apologies in advance were received from The Town Mayor (Councillor R Evans BEM) and Councillor J Tivnan BEM.</p>																															



56-21AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.

- Data Protection fee reminder received and will be processed.
- The bunting in Fore Street is due to come down Sunday 17th October 2021.
- Eye bolt testing – the Ops manager sought details of any additional contractors who can undertake this. Councillor G J Davis and Councillor J Tivnan BEM will agree to respond.

Meeting closed at 20.40 _____ Chairman