


**MINUTES** of a meeting of the Asset Management and Operations Committee held on Thursday 28<sup>th</sup> October 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillor C R Still (Chairman), Councillor G J Davis (Deputy Town Mayor), Councillors M J Spurling, C R Sawyer and Mrs. C E Goodman with the Operations Manager in attendance.

	<b>ACTION</b>
<p><b>57-21AMOC Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor Miss. R A Evans BEM (Town Mayor), Councillors L E Keise, J Tivnan BEM and R M Willoughby</p>	
<p><b>58-21AMOC Declarations of Interest relating to items on the Agenda</b> Councillor Mrs. C E Goodman declared a Non-pecuniary interest in Agenda item 11. b. PA20/06823 (Householder application for proposed office/workshop) due to personally knowing the applicant.</p>	
<p><b>59-21AMOC Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Asset Management and Operations Committee meeting held on Thursday 23<sup>rd</sup> September 2021 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>60-21AMOC Matters arising from the minutes</b> a) Ellis Monument: - Pursuant to minute 46-21AMOC (a) refers, the Operations Manager has now spoken to both contractors. The appointed Stone Mason has arranged to liaise in December to arrange a start date in the New Year. The cleaning company will arrange their works around the stonemason. Both have assured that the works will be carried out within this financial year. b) All Parks to include Rendel/Sparrow Park/Bénodet Park/ongoing maintenance of devolved play parks: - i) To include sign for Sparrow Park. Pursuant to minute 46-21AMOC (b) a meeting with Cormac, two Members, the Clerk and the Operations Manager took place on Friday 23<sup>rd</sup> April to progress this project further and a draft drawing is being put together. c) Christmas tree electrical supply: - Pursuant to minute 46-21AMOC (c), the Operations Manager explained that during initial works carried out on 22<sup>nd</sup> August 2021 the expected underground route for the electric cable was not as direct as initially assumed. Following this a second survey has been carried out, currently waiting on a quote from RW Carter Excavations, to excavate through historic foundations. d) Verge cutting: - Pursuant to minute 46-21AMOC (d) 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. e) Grit bin Refill Delivery: - Pursuant to minute 52-21AMOC (b) the Operations Manager is replying to Cormac with the grit bin locations and this will ensure Cormac will top up the bins in the town.</p>	<p>Ops Mgr</p> <p>Cllr Tivnan/ Chairman</p> <p>Ops Mgr</p> <p>Cllr Tivnan</p> <p>Ops Mgr</p>

**61-21AMOC 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 2<sup>nd</sup> 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. Contractor to make right water damage, re paint etc. Awaiting quotes.</p> <p>Licensee has asked if they can purchase a rain canopy for the corner (Disabled) entrance. Ops Manager liaising with Licensee on installation.</p>  <p>Water leak into Pearns passage continues.</p> <p>Touch up of paint in gents' toilets.</p> <p>Fire Annual service of Fire system by ASG. New Battery's required.</p> <p>Ladies and Gents Toilets window hinge in need of repair</p> <p>5-year fixed wiring test in October, Ops. Man. 1 Quote received £1440+VAT other quotes being chased</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p>
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
PARKS	<p>Skate Park CCTV camera cable has been damaged awaiting service by contractor.</p> <p>Bénodet Park</p>	<p>Ongoing</p> <p>Ongoing</p>

	<p>Twinning Association have started to weed and tidy up the corner flower beds. They are also going to approach TTC 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 Paul Stinchcombe and installation with Ops manger, only the Tennis Court sign awaiting installation.</p> <p>Thanckes Park Damaged drum removed from wall.</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 are being damaged. Update after reviewing the lease and Land Registry, TTC are responsible for Boundary wall</p> <p>Rendel Park Report of cracks appearing between path and railings. Op’s 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. Op’s man will then meet with Leon Brimble Health, Safety and Environmental Officer, Tamar Crossings Donated Palm tree which is now planted</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. Awaiting Drawing</p> <p>Cambridge Field Damage to wall boundary wall adjacent to Wellington Street reported to Councillor Walsh. Contractor repairs needed to prevent further damage or collapse.</p> <p>Tennis Courts Works on 2<sup>nd</sup> Phase is 90% complete, Ops Man requesting site meeting with Contractor to review final snags.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
--	---	--	--

<p>PUBLIC CONVENIEN CES</p>	<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, at a cost of £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. Awaiting revised quote for service and replacement unit costs.</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p>ENFORCEME NT</p>	<p>Continuing – Operations Manager to undertake Enforcement training.</p> <p>Volunteers being needed for road Marshalling for upcoming Remembrance Parade, Operations Team were stretched to provide safe cover for Freedom and Civic parades.</p>	<p>Ongoing</p>	
<p>BENCHES</p>	<p>Regular cleaning now in progress. Programme of repair started by Paul Stinchcombe.</p>	<p>Ongoing</p>	
<p>FOOTPATHS</p>	<p>Contractors instructed to carry out cut of HMS RALEIGH to St John footpath and apply Herbicide to St James Road to Carbeile Road footpath.</p>	<p>Ongoing</p>	
<p>OTHER</p>	<p>Defibrillators. Cabinets at the Council Chambers and the Carbeile have been replaced. They are both now easier to monitor with staff access to key codes and support from supplier</p> <p>Hanging Baskets are being removed this week.</p> <p>Bunting removed 17<sup>th</sup> October, it may need replacing next year</p> <p>New lawn mower delivered and Mountfield repaired.</p> <p>Operations team installed new Bench in FOTP reflection area.</p> <p>Operations Manager collating Quinquennial survey quotes.</p> <p>Operations Manager in early discussions with Local cleaning supply company, cost comparison against reducing the number of different cleaning products we use and store.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p>	

<p><b>62-21AMOC Matters arising from the Operational Report</b></p> <p>a) A Member questioned who would be owner of the canopy being installed on behalf of the licensee on the Council Chambers building, should the licensee leave the premises. The Operations Manager agreed to follow this up.</p> <p>b) Electrical quotation for 5 year survey of Council Chambers building: - The Operations Manager explained that having endeavoured to seek additional quotations to undertake the 5 year electrical survey at the Council Chambers, due to the complex nature of the Council Chambers building, it had been difficult to obtain further quotations. In order to keep the insurance valid and mindful of the need to meet statutory obligations, following consideration of the quotation as previously circulated, it is <b>recommended</b> to instruct APEC Ltd. to undertake the 5 year electrical survey at the Council Chambers building at a cost of £1,440.00 plus VAT.</p>	<p>Ops Manager</p> <p><b>Council</b></p>																
<p><b>63-21AMOC To consider the Council Business Risk Management Plan</b></p> <p>a) Budget Monitoring – Asset Management &amp; Operations Committee responsibilities (September 2021 Financial Information as circulated). All considered with no concerns.</p> <p>b) Renewal of Engineering and Construction Insurance from Allianz Engineering for the period from the 30<sup>th</sup> October 2021 to 29<sup>th</sup> October 2022:- As previously circulated, it was <b>resolved</b> that the Clerk &amp; RFO had instructed the renewal of the Engineering and Construction Insurance from Allianz Engineering for the period from 30<sup>th</sup> October 2021 to 29<sup>th</sup> October 2022 for the lift in the Council Chambers.</p> <p>c) To consider any further Budget requirements for 2022-23, 2023-24 and 2024-25. Following consideration of any other Projects for 2022/23, Members are mindful to ensure the Town Clock, turret and housing at St. James Church are maintained and kept in a reasonable condition. Councillor G J Davis proposed, this was seconded by Councillor C R Sawyer and it is <b>recommended</b> for £3,000.00 to be allocated from reserves, to cover the cost of repairs and allow contingency for an increase in materials and other costs between the date of the quote and the works being carried out.</p>	<p><b>Council</b></p>																
<p><b>64-21AMOC Items Referred to this Committee</b></p> <p>a) Quinquennial Survey: - Pursuant to minute 48-21AMOC Members considered the quotations for a quinquennial survey (QQ) and reinstatement valuation (RCA), to be undertaken at the Council Chambers, as previously circulated and copied here: -</p> <table border="1" data-bbox="110 1465 1377 1751"> <thead> <tr> <th>Quotation Number</th> <th>Name of Supplier</th> <th>Details Amount (plus VAT)</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>RTP Surveyors LTD</td> <td>QQ £2,750 + RCA £650 = £3,400</td> <td>If RCA only RCA £950</td> </tr> <tr> <td>2</td> <td>Jeffery's</td> <td>QQ+ RCA combined £3,500</td> <td></td> </tr> <tr> <td>3</td> <td>Vickery Holman</td> <td>QQ £1,950 + RCA £810 = £2,760</td> <td></td> </tr> </tbody> </table> <p>As this item has been delegated to this Committee, Councillor G J Davis proposed, this was seconded by Councillor C R Sawyer and it is <b>resolved</b> that the quotation from Vickery Holman Property Consultants, as detailed above is accepted and Vickery Holman are instructed to undertake the quinquennial survey and reinstatement valuation as soon as possible.</p>	Quotation Number	Name of Supplier	Details Amount (plus VAT)	Notes	1	RTP Surveyors LTD	QQ £2,750 + RCA £650 = £3,400	If RCA only RCA £950	2	Jeffery's	QQ+ RCA combined £3,500		3	Vickery Holman	QQ £1,950 + RCA £810 = £2,760		<p><b>Council</b> Ops Mgr</p>
Quotation Number	Name of Supplier	Details Amount (plus VAT)	Notes														
1	RTP Surveyors LTD	QQ £2,750 + RCA £650 = £3,400	If RCA only RCA £950														
2	Jeffery's	QQ+ RCA combined £3,500															
3	Vickery Holman	QQ £1,950 + RCA £810 = £2,760															

**65-21AMOC Policies Reviewed by this Committee**

None.

**66-21AMOC Health and Safety**

a) P50 Fire Extinguisher's: -

Pursuant to minute 51-21AMOC (a) the Operations Manager had previously circulated the email from Councillor J Tivnan BEM, detailing the quotation for replacing the existing fire extinguishers with P50 fire extinguishers, along with additional correspondence from the local Fire Safety Officer. Following debate Councillor G J Davis proposed and this was seconded by Councillor C R Sawyer and it is **recommended** to proceed with the purchase of the following, from Safelincs Fire and Safety Solution (plus delivery): -

Qty	Details	Price (£ plus VAT)	Total (£ plus VAT)
5	P50 Service-Free 6ltr Foam Fire Extinguisher	139.99	699.95
6	P50 Service-Free 2ltr Foam Fire Extinguisher	47.49	284.94
6	Fire Extinguisher wall signs	3.39	20.34
<b>TOTAL</b>			<b>1,005.23</b>

**Council**

The current annual maintenance charge is £600-£700 per year, so this should result in savings of up to £5,000 to the Council, over the next 10 years.

**67-21AMOC Correspondence**

a) M Foulds - Miller Estate Agents Advertising signs: -

The Chairman reported having spoken to the resident and suggested a way forward on this matter.

b) Tree Wardens – Cornwall Council: -

It is agreed for the Operations Manager to take on the responsibility from Councillor M G Spurling and become the nominated Tree Warden.

c) Music licence renewal (PPLPRS): -

It is agreed for the Clerk to action the renewal of the PPLPRS as previously as circulated.

Cllr Still

Ops Man

Clerk

**68-21AMOC Planning Applications**

a) PA21/09998 – Loft conversion with rear dormer windows - 35 Carbeile Road, Torpoint, Cornwall PL11 2HP: -

No observations or objections.

b) PA20/06823 – Householder application for proposed office/workshop – 10 Wellington Road, Torpoint, Cornwall (see information from Cornwall Council as circulated): -

Members supported Cornwall Council Planning Officer's proposals to not support the development, recognising that the importance of privacy to other residents is more important than the roof profile or pitch and therefore agree the application should be refused.

Clerk

**69-21AMOC Accounts for payment**

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Cornish Tea & Cornish Coffee Co Ltd	Invoice SL54384	33.89	0.00	33.89	Café supplies
Complete Business Solutions Group Ltd	Invoice SIN0290 9524	43.66	7.28	36.38	A4 Paper - box of 5
BS Embroidery Plus	Invoice 2892	59.28	9.88	49.40	YK002 Embroidered front printed back TTC logo 2xl
BT Chambers Maintenance Account	Acc no WW36491 759	73.99	12.33	61.66	rental / maintenance charges Oct - Dec 21
Everflow Water	Invoice 1196381	384.56	26.36	358.20	Public Conveniences Water Rates - Water 18.11.21 - 18.12.21
Western Web Limited	Inv 22774	180.00	30.00	150.00	Renewal of Cloud Above email account for Councillors using torpointtowncouncil.gov.uk 10.11.21 - 09.11.22
Atlas Graphics (South West) Ltd	Invoice 18160	118.80	19.80	99.00	Road closure signs
Cornwall Council - Sea Gull Proof Sacks	Invoice 81001828 47	90.00	0.00	90.00	Seagull proof sacks
Bea's Flowers	Invoice 39	265.00	0.00	265.00	Civic church flowers

**70-21AMOC Date of next meeting**

Thursday 25<sup>th</sup> November 2021.

**71-21AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.**

- Eye bolt testing – The Operations Manager explained that due to the difficulty in obtaining a contractor to carry out the testing and as there is no legal timeframe that inspections are carried out, it is suggested that a visual survey of all fixings to be carried out by the Operations team prior to the Christmas lights being installed. This information will be recorded on an Excel spread sheet, with the contractor testing to be carried out as soon as the Christmas lights are taken down in the New Year. There were no objections to this suggestion from the Committee members present.

Meeting closed at 7.56pm \_\_\_\_\_ Chairman