

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 25th November 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, Mrs. C E Goodman, L E Keise, J Tivnan BEM with the Operations Manager in attendance.

Also, Present Councillor RM Willoughby

	ACTION
<p>72-21AMOC Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss. R A Evans BEM (Town Mayor),</p>	
<p>73-21AMOC Declarations of Interest relating to items on the Agenda None</p>	
<p>74-21AMOC Minutes of the previous meeting It was resolved that the minutes of the Asset Management and Operations Committee meeting held on Thursday 28th October 2021 were taken as read, confirmed and signed by the Chairman.</p>	
<p>75-21AMOC Matters arising from the minutes a) Ellis Monument: - Pursuant to minute 60-21AMOC (a), 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 60-21AMOC (b) 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. The Operations Manager was tasked to research other metal fabricators who could bring this project forward c) Christmas tree electrical supply: - Pursuant to minute 60-21AMOC (c) 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 60-21AMOC (d) the Operations Manager reported that preparation work had started in the Trevithick Ave and Goad Ave areas, this work is to be carried on throughout various town verges and a significant area of the Lawn. It was expressed that prior knowledge of the sites chosen would be preferable, to allow the Town Council time to inform residents. e) Grit bin Refill Delivery: - Pursuant to minute 62-21AMOC (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>Ops Mgr</p> <p>Ops Mgr</p> <p>Town Clerk & Ops Mgr</p> <p>Ops Mgr</p>

f) Canopy Ownership

Pursuant to minute 62-21AMOC (a). The Ops Manager has spoken to the Licensee about ownership and filling in any holes when should they leave.

Ops Mgr

g) Electrical 5-year survey –

Pursuant to minute 62-21AMOC (b) the Operations Manager has contacted the Contractor to get this work carried out as soon as possible.

Ops Mgr

h) Quinquennial Survey

Pursuant to minute 62-21AMOC (c) The survey was carried out on 14th November 2021, there were no findings of immediate concern but the Operations Manager is awaiting the full report P50 Fire extinguishers.

Ops Mgr

Pursuant to minute 66-21AMOC (a) a purchase order has been issued for the supply of the extinguishers. Awaiting conformation of delivery date.

Ops Mgr

76-21AMOC Operational Report

a) Operations Report from the Operations Manager: -

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	Loose slates – Committee Room roof – week commencing 29 th November	Ongoing
	Rooms 1 and 2 – (Grace and Glamour treatment rooms) damp issue Contractor to make right water damage, re paint etc.	Ongoing
	Water leak into Pearn's passage on continues. Main area of ingress seems to be around route of electric cable, between main building and Grace and Glamour. Some calking around the window needs replacing his could be an entry point.	Ongoing
	Ladies and Gents Toilets window hinge in need of repair	Ongoing
	5-year fixed wiring test October. Operations Manager awaiting dates.	Ongoing
	Annual Gas Safety test carried out by SMP solutions. Some faults detected and repair work carried out.	Completed
	As a result of faults, the boiler room gantry needs painting to prevent further corrosion. 1 fixing has failed but 9 still remain in place.	Ongoing
LIBRARY & COM HUB	One window surround has fallen off, water ingress into library when windows were cleaned – reported to Cornwall Council for action escalated since last meeting.	Ongoing

	Annual Gas Safety test carried out by SMP solutions.	Completed	
PARKS	<p>Skate Park CCTV camera cable has been damaged awaiting service by contractor. 1st visit and electrical test now awaiting parts.</p> <p>Bénodet Park 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>Water drainage blocked and after periods of heavy rainfall water streaming out under wall of Benodet Park, CORMAC have identified the issue as needing capital investment.</p> <p>Mowing. Slowing now to hopefully once per month weather permitting.</p> <p>Rendel Park Report of cracks appearing between path and railings. Operations 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. Operations Manager will then meet with Leon Brimble Health, Safety and Environmental Officer, Tamar Crossings</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 being monitored by operations team. Safety matting pulled up and thrown over the wall.</p> <p>Tennis Courts Works on 2nd Phase 90% complete work on final snags has started.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
PUBLIC CONVENIEN CES	Antony Road development – meeting held – new drawing agreed by Council.	Ongoing	

	Wallgate hand cleaning units in Bénodet 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. Chasing revised quote for service and replacement unit costs.	Ongoing	
ENFORCEMENT	Continuing – Operations Manager to undertake Enforcement training.	Ongoing	
BENCHES	Regular cleaning now in progress. Programme of repair started by Stinch Weather permitting.	Ongoing	
FOOTPATHS	No Current Issues		
CHRISTMAS LIGHTS	All light strings tested and colour coded by operations team. Christmas light tender needed 2022 Visual hanging bolt test carried out. Pull test pencilled in for January 2022.		
OTHER	Operations Manager collating Quinquennial survey carried out. Initial understanding no major repair issues. Awaiting printed report. Van Recalled by Ford for update to Charging software. Ops Manger in early discussions with Local cleaning supply company, cost comparison against reducing the number of different cleaning products we use and store.	Ongoing Completed Ongoing	
77-21AMOC Matters arising from the Operational Report <ul style="list-style-type: none"> a) Once the CCTV camera is repaired it was recommended that the CCTV system is checked on a regular basis to enable any damage to be reported to the Police. b) Before instructing the fixed eyebolt test the Operations Manager is to check the previous report for recommended manufactures breaking strain. c) Benodet Park. The Twinning Association have asked that the Town Council pays for the render on the wall at Bénodet to be repaired prior to them commissioning a mural in place of the mosaics that are currently in a poor state. If any of the mosaics can be saved or repaired, they can incorporate them into the design. 			Ops Manager

<p>78-21AMOC To consider the Council Business Risk Management Plan a) Budget Monitoring – Asset Management & Operations Committee responsibilities (October 2021 Financial Information as circulated). All considered with no concerns.</p>																									
<p>79-21AMOC Items Referred to this Committee None</p>																									
<p>80-21AMOC Policies Reviewed by this Committee None.</p>																									
<p>81-21AMOC Health and Safety No updates or changes to policy's.</p>																									
<p>82-21AMOC Correspondence a) Ash Die Back Works Torpoint – Cornwall Council Correspondence (as circulated) Members asked whether proposed works signage could be put up in the selected areas and also shared on social media to enable the public to be forewarned. b) Wildanet Torpoint Open Day 27th November (as circulated) Noted. c) Thanckes Park works (copy) – from K Moon for and on behalf of the Friends of Thanckes Park (as circulated) Noted.</p>	<p>Ops Man Clerk</p>																								
<p>83-21AMOC Planning Applications No Planning Applications were presented to the committee on this occasion</p>																									
<p>84-21AMOC Accounts for payment</p> <table border="1" data-bbox="126 1100 1373 1367"> <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>SMP Pipe Systems Limited</td> <td>Invoice 3702</td> <td>1,736.29</td> <td>289.38</td> <td>1,446.91</td> <td>Heating works Carried out at the Council Chambers</td> </tr> <tr> <td>Complete Weed Control</td> <td>Invoice SW3261</td> <td>1512.00</td> <td>252.00</td> <td>1,260.00</td> <td>3rd Treatment October? November 21</td> </tr> <tr> <td>The Old Rowing Club</td> <td>Invoice 001</td> <td>56.70</td> <td>0.00</td> <td>56.70</td> <td>Cabinet Meeting refreshments</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	Tax Total	Net	Description	SMP Pipe Systems Limited	Invoice 3702	1,736.29	289.38	1,446.91	Heating works Carried out at the Council Chambers	Complete Weed Control	Invoice SW3261	1512.00	252.00	1,260.00	3rd Treatment October? November 21	The Old Rowing Club	Invoice 001	56.70	0.00	56.70	Cabinet Meeting refreshments	
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<p>85-21AMOC Date of next meeting Thursday January 27th 2022.</p>																									
<p>86-21AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting. The Operations Manager shared a confidential report commissioned by Tamar Crossings regarding the condition of the retaining sea wall at Rendel Park. Meeting closed at 7.43pm _____ Chairman</p>																									