

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 27th January 2022 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 M J Spurling, C R Sawyer, Mrs. C E Goodman and J Tivnan BEM with the Operations Manager in attendance.

ALSO PRESENT: - Councillors Mrs. J M Martin and R M Willoughby.

	ACTION
<p>87-21AMOC Apologies for absence Apologies for absence were submitted on behalf of Councillor L E Keise.</p>	
<p>88-21AMOC Declarations of Interest relating to items on the Agenda None.</p>	
<p>89-21AMOC Minutes of the previous meeting It was resolved that the minutes of the Asset Management and Operations Committee meeting held on Thursday 25th November 2021 were taken as read, confirmed and signed by the Chairman.</p>	
<p>90-21AMOC Matters arising from the minutes a) Ellis Monument: - Pursuant to minute 75-21AMOC (a) the approved Stone Mason has completed the repointing on the monument, the cleaning contractor will commence work once the lime mortar has had sufficient time to set. 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 75-21AMOC (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. A further site meeting has been arranged for 9.30am Tuesday 1st February to progress this project. c) Christmas tree electrical supply: - Pursuant to minute 75-21AMOC (c), a second survey has been carried out. As the council is still awaiting the quote for this work and another Christmas has passed by, it is agreed this project is not needed as the higher voltage is only needed for the NHS sign. d) Electrical 5-year survey Council Chambers: - Pursuant to minute 75-21(g), the Operations Manager reported the 5-year electrical survey has been completed, with paperwork outstanding. e) Quinquennial survey Council Chambers: - Pursuant to minute 75-21AMOC (h), the quinquennial survey of the Council Chambers building has been received and circulated to members, the Operations Manager will aim to complete the first year recommendations within this financial year. f) P50 Fire extinguishers: - Pursuant to minute 75-21AMOC (i), all P50 Fire Extinguishers are installed. The Operations Manager will contact the previous fire extinguisher supplier to offer for sale the old extinguishers. A suggestion was put for these to be used as training aids for any staff or members that have not</p>	<p>Ops Mgr</p> <p>Ops Mgr</p> <p>Ops Mgr</p> <p>Ops Mgr</p> <p>Ops Mgr</p>

used a fire extinguisher before.

g) Christmas lights bolts safety testing: –

Pursuant to minute 76-21AMOC, the Operations Manager summarised the results of the Christmas Lights eye bolt testing quotations, which had been received and are copied here: -

- IMES INTERNATIONAL, Saltash, are able to undertake the test, but without any visible CE or Kite mark visible on the eyebolts the response "I cannot issue a certificate under LOLER/POWER without design verification being done on what loadings they are suitably designed for."
- WGS POWER AND LIGHTING LTD, Royal Wootton Bassett, recommended by Festive Lighting and are contracted to undertake some of the new installations for Festive Lighting. Tests would be similar to previous testing to 5kn, this would be ample for the Christmas Lights displayed on Fore Street. For two engineers to attend site, using MEWP platform maximum height 12.5 Mts with a view of anchor bolt testing includes transport, cost £1,550.00 + £45.00 per bolt tested, with 18 bolts, Total cost = £2,360.00 plus VAT.
- ENCORE ELECTRICAL, unable to test open eye bolt.

The last survey undertaken, with details on file was in 2008, cost £1,500.00.

Following debate, it is **recommended** to instruct WGS Power and Lighting Ltd, Royal Wootton Bassett, to undertake the eye bolt testing, for suspending the Christmas Lights in Fore Street, at a cost of £2,360.00 plus VAT and for the works to be carried out in this financial year.

Council

91-21AMOC Operational Report

a) Operations Report from the Operations Manager: -

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	Building survey completed	Completed
	5 year electrical survey completed awaiting results	Completed
	Loose slates – Committee Room roof	Ongoing
	Rooms 1 and 2 – (Grace and Glamour treatment rooms) damp issue	Ongoing
	Water leak into Pearn's passage continues. Main area of ingress seems to be around the route of electric cable, between main building and G&G.	Ongoing
	Some carking around the window needs replacing, this could be an entry point.	Ongoing
	Ladies and Gents Toilets window hinge in need of repair	Ongoing
	SMP called out for Central heating fault, unexplained loss of pressure.	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 &	One window surround has fallen off, water ingress into library when	

COM HUB	<p>windows were cleaned – reported to CC for action, escalated since last meeting.</p> <p>Condition Survey Carried out by Cornwall Council. Com hub Manager and Ops team working through the list.</p> <p>Central heating timer serviced, Cornwall Council liability.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Completed</p>	
PARKS	<p>Skate Park CCTV camera cable repaired awaiting service by contractor. 2nd camera also replaced.</p> <p>The new sign has been vandalised with graffiti, unfortunately this is in a CCTV blackspot. Reported damage to the police. Crime number logged. Operations tried and successfully removed graffiti (21/01/22).</p> <p>Bénodet Park Evidence of class A drug use found by one of the Caretakers. Unfortunately, this was while the 2nd CCTV camera was off line, Town Clerk discussed with Police.</p> <p>Mural commissioned by Twinning Association, Operations team to remove mosaics and any fixings. They are also looking to install something to commemorate the passing of 2 past Chairmen of the Twinning Association.</p> <p>Thanckes Park Donkey springer has come off its footings. Reported to the police as suspected criminal damage. Incident number logged with the Town Clerk. After speaking to Sports and Play consulting cost to repair not prudent due to Parks redevelopment expected to start in March.</p> <p>Water drainage blocked and after periods of heavy rainfall water streaming out under wall of Bénodet Park, CORMAC have identified the issue as needing capital investment.</p> <p>Mowing – no mowing carried out this month, all equipment awaiting collection for winter service.</p> <p>Rendel Park Awaiting outcome of Cornwall Council survey proposals.</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>Conservation works on the Ellis Monument have started, 'pointing' all completed. Awaiting 2 week setting period before cleaning can start.</p> <p>Cambridge Field Damage to boundary wall adjacent to Wellington Street being</p>	<p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>No further action</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

	<p>monitored by operations team. Quote to replace safety matting due for consideration at D&L Committee meeting 3rd February 2022.</p> <p>Tennis Courts Works on 2nd Phase is 90% complete, work on final snags has started.</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. Chasing revised quote for service and replacement unit costs.</p>	Ongoing Ongoing	
ENFORCEMENT	Continuing – Operations Manager to undertake Enforcement training.	Ongoing	
BENCHES	<p>Regular cleaning now in progress. Programme of repair started by operations team, weather permitting.</p> <p>Permission granted by Cornwall Council and South West water to install memorial bench on Chapeldown Road, below Sango Road roundabout. Bench quotation sought; Operations team will undertake install.</p>	Ongoing Ongoing	
FOOTPATHS	No current issues.		
JAPANESE KNOTWEED	Operations Manager started dialogue with Cornwall Council about renewing SLA for Knotweed treatment.	Ongoing	
CHRISTMAS LIGHTS	<p>All taken down.</p> <p>Christmas lights tenders received, for consideration at this meeting.</p> <p>Need to confirm weight testing survey</p>	Completed Ongoing Ongoing	
OTHER	Bunting.		
<p>92-21AMOC Matters arising from the Operational Report</p> <p>a) Operations Manager to liaise with the bunting installation contractor to confirm how much length of bunting will be required. It was suggested, as the current bunting has not lasted as long as expected, the council considers purchasing non plastic bunting. Also, a suggestion was made to purchase some lengths of bunting commemorating The Queen’s Platinum Jubilee celebrations.</p>			Ops Manager
<p>93-21AMOC To consider the results of the tender for the delivery, collection and hire of Christmas Lights for the years 2022-2023, 2023-2024 and 2024-2025.</p> <p>a) A summary of the results from the Christmas Lights tender information had been previously circulated. The information included the expected visuals of the Christmas Lights in situ, as well as the quotations as shared below: -</p>			

For six Crossings for Fore Street, Torpoint

Company	Tender response	Option 1 (if applicable)	Option 2 (if applicable)	Option 3 (if applicable)	Notes
The Christmas Decorators (SW) Ltd	No Tender Submitted				Unfortunately this is a type of hire not included in their services
LITE Ltd	No Tender Submitted				Unable to tender for this project on this occasion
Blanchere Illumination	Tender Received	1 x Ulysse, 1 x Grande Stella Warm White, 1 x Double Arabesque Folia, 1 x Double Givre Eterbel, 1 x Double Zephyr, 1 Carmen			
		Product Hire £1,780.00 (per year) +	Services Delivery to and from site £610.00 (per year) +	Services Storage £270.00 (per year)	
Festive Lighting	Tender Received	OPTION 1 Different motifs can be chosen from stock list each year to the value shown on the quote	OPTION 2 New motifs on 3 month hire, many more designs available to choose from in different colours	OPTION 3 Refurbished motifs at a discounted price for long term customers	Please note that none of the options are set in stone and can be changed to preference, all quotes include delivery, storage (our owned motifs included), collection, storage and maintenance on hired motifs
		£2,465.94 each year	£2,856.26 per year	£2,870.94 each year	

Following consideration of the quotations it is **recommended** to set up a 3-year hire Agreement with Festive Lighting for the hire of six cross string lights, Option 2, for a cost of £2,856.26 per year, plus VAT. It is suggested that a quotation to inspect the town motifs, as well as storage, is obtained.

**Council
Town Clerk**

<p>94-21AMOC To consider the Council Business Risk Management Plan a) Budget Monitoring – Asset Management & Operations Committee responsibilities (December 2021 Financial Information as circulated). The budget variance was considered, with no concerns. The Operations Manager detailed the outstanding invoices which are awaited for services / orders undertaken.</p>	
<p>95-21AMOC Items Referred to this Committee None.</p>	
<p>96-21AMOC Policies Reviewed by this Committee a) Audio Recordings Policy: - Members considered the updated Audio Recordings Policy, as circulated and it is recommended to accept the Audio Recordings Policy, there was one abstention.</p>	Council
<p>97-21AMOC Health and Safety a) There are no updates or changes to health and safety policies, since the last meeting.</p>	
<p>98-21AMOC Correspondence a) Borough Park 'footpath', behind Torpoint Community College: - Members considered the correspondence as circulated, questioning whether this is the correct time to commit to infrastructure investment with the proposed development opportunities in this area. It is suggested this is forwarded to Councillor J Tivnan BEM, [in his capacity as Cornwall Councillor], for him to follow up the installation of a safety barrier as part of the Community Road Network Scheme. The Town Mayor (Councillor Miss. R A Evans BEM) will discuss this with the Torpoint Community College, as the land is within their ownership. b) Pedestrians being splashed on Trevol Road, Torpoint, a resident and response from Cormac: - Members considered the correspondence, as circulated, noting this, including the response from Cornwall Highways. c) Security to protect access to Thanckes Park Top Field: - Members considered the correspondence as circulated, which is noted. This is also being considered by Councillor J Tivnan BEM, in conjunction with the Cornwall Open Spaces team. d) Trevorder Park: - Members considered the correspondence as circulated, it is suggested the Town Clerk replies to the correspondent highlighting the MOD ownership of Trevorder Park, with a reminder to report any antisocial behaviour to the relevant authorities. e) Maintenance of Torpoint Promenade, plus request for signage at the Torpoint Ferry waiting area "Please switch off engines whilst waiting": - Councillor J Tivnan BEM explained that he has spoken to the resident in question, advising him that he has corresponded with the Torpoint Ferry Operations Team, they have advised that a 'Switch off Engines' sign has been ordered. f) Highways Scheme UPDATE, Rame Cluster meeting will be on Tuesday 1st February at 6.00pm: - Noted. Potentially Councillor L Sanderson will attend this meeting. g) Continued Parking Issues on Pentire Road (following recent installation of bollards): - Further to the correspondence it is suggested to correspond, via email, sympathising with the correspondent, however, unfortunately, there is nothing more the Town Council can do to assist with the ongoing parking problems. h) Support for skate park improvements: - It is agreed the Operations Manager will meet the correspondent to have an initial conversation and then feedback to this Committee along with the Friends of Thanckes Park group.</p>	<p>Town Clerk Cllr Evans Town Clerk Town Clerk Ops Manager</p>

						Ops Manager
99-21AMOC Planning Applications None.						
100-21AMOC Accounts for payment						
Contact Name	Invoice Number	Total	Tax Total	Net	Description	
Complete Business Solutions Group Ltd	Inv SINV0303 7749	29.09	4.85	24.24	Stationery	
ITEC	Invoice 671187	74.09	12.34	61.75	ITEC Monthly fee Gold Support	
Security Dynamics	Invoice 1535	110.00	0.00	110.00	Attended site to check camera after vandalism - lowered pole, checked camera is working and repaired cables	
101-21AMOC Date of next meeting Thursday 24 th February 2022.						
102-21AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.						
<ul style="list-style-type: none"> ➤ Part funding of CO2 monitors for meeting spaces. As there is plenty of air flow and space to social distance in the council meeting spaces, it is agreed that monitors are not required. ➤ Welcome Back Fund – urgent email correspondence from Cornwall Council, with an opportunity for the town to host a Free Crazy Golf Day, during the February half term week. Members of the committee supported this idea and request the Town Clerk proceeds with applying for this to be held in Torpoint, if an appropriate venue can be found. ➤ 'Poop a Scoop' mobile App being used by Saltash Town Council – Agreed to monitor their use before proceeding any further. 						
Meeting closed at 8.12pm _____ Chairman						