

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 24th February 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor C R Still (Chairman), 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, J Tivnan BEM with the Operations Manager in attendance.

	ACTION
<p>103-21AMOC Apologies for absence Apologies for absence were submitted on behalf of Councillor L E Keise.</p>	
<p>104-21AMOC Declarations of Interest relating to items on the agenda None.</p>	
<p>105-21AMOC Minutes of the previous meeting It was resolved that the minutes of the Asset Management and Operations Committee meeting held on Thursday 27th January 2022 were taken as read, confirmed and signed by the Chairman.</p>	
<p>106-21AMOC Matters arising from the minutes a) Ellis Monument: - Pursuant to minute 90-21AMOC (a) refers, the Operations Manager explained that the approved contractor for cleaning the Ellis Monument is not replying to communications. If this continues the Operations Manger will seek other quotations. 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 90-21AMOC (b) the Operations Manager has drafted a tender document to be circulated to metal fabricators. It hoped the tender will be issued and tenders received in time to discuss at the March meeting of this committee. c) Electrical 5-year survey Council Chambers: - Pursuant to minute 90-21(d) the 5-year electrical survey has been completed and paperwork now received. The Operations Manager is seeking quotations to rectify highlighted code C2 issues. d) P50 Fire extinguishers: - Pursuant to minute 90-21AMOC (d), the P50 Fire Extinguishers are installed. The Operations Manager is awaiting a reply from the previous supplier to purchase old extinguishers. It was also suggested that these could be used as training aids for any staff or members that have not used a fire extinguisher before. e) Christmas lights bolts safety testing: - Pursuant to minute 90-21AMOC (a) the approved contractor WGS Power and Lighting have been contacted and the survey is due to take place in either the second or third week in March. f) Bunting: - Pursuant to minute 91-21AMOC (a) the Operations Manager is ordering lengths of Platinum Jubilee bunting for Fore Street, to be erected by the contractor before the end of March. g) Security to protect access to Thanckes Park top field: - Pursuant to minute 93-21AMOC (c) Councillor J Tivnan BEM provided an update of ongoing conversations with Cornwall Council Open spaces team, regarding security to protect access to Thanckes Park top field.</p>	<p>Ops Mgr.</p> <p>Ops Mgr/ Clerk</p> <p>Ops Mgr</p> <p>Ops Mgr</p> <p>Ops Mgr</p> <p>Ops Mgr</p>

107-21AMOC Operational Report

a) Operations Report from the Operations Manager: -

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	Building survey 1 st year recommendations scheduled for completion this financial year.	Ongoing
	5-year electrical results received quotes being sought to rectify Cat 2 (urgent remedial action required) highlighted issues.	Ongoing
	Loose slates – Committee Room roof	Ongoing
	Rooms 1 and 2 – (Grace and Glamour treatment rooms) decoration complete	Completed
	Water leak into Pearns passage on continues. Main area of ingress seems to be around route of electric cable, between main building and Grace and Glamour.	Ongoing
	Some calking around the window needs replacing his could be an entry point.	Ongoing
LIBRARY & COM HUB	Ladies and Gents Toilets window hinge in need of repair	Ongoing
	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.	
	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	Condition Survey Carried out by Cornwall Council. Com hub Manager and Ops team working through list.	Completed
	An updated Energy Performance Certificate has been issued. Energy rating of B. Clerk and Ops Manger researching suppliers of DEC.	Ongoing
	Skate Park Meeting held with FOTP and Matthew Pontin to discuss future engagement opportunities and development of the skatepark	Ongoing
PARKS	Bénodet Park Mural commissioned by Twinning Association, Operations team have removed mosaics and any fixings. Also given an undercoat to the wall.	Ongoing
	Thanckes Park Minor repairs carried out by Ops team to fencing to prevent dogs gaining access to play park.	No further action
	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.	Ongoing

	<p>Mowing. All equipment now serviced. Mowing restarted when weather is favourable.</p> <p>Rendel Park Awaiting outcome of Cornwall Council survey proposals.</p> <p>Sparrow Park Town Sign Town Clerk and Ops Manager have drafted a Tender to be sent out to metal fabricators, results of tenders to be discussed at March meeting of this committee.</p> <p>Conservation works on the Ellis Monument have started, pointing all completed. Awaiting 2 week setting period before cleaning can start. At the time of writing approved contractor is not responding to correspondence or phone calls.</p> <p>Cambridge Field Damage to wall boundary wall adjacent to Wellington Street being monitored by operations team. Quote to replace safety matting due for recommended at D&L meeting 3/2/22.</p> <p>Tennis Courts Tennis Courts opening on Monday 21st February with steps closed off for safety. Tender has been circulated for replacement of steps, results of tender to be considered at March D&L meeting</p> <p>Play Park Developments. Site meeting held with Contract Manager, Contractor and Operations Manager, expected start date Monday 21st March 2022.</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> <p>Ongoing</p>	
PUBLIC CONVENIENCES	<p>Unfortunately, there has been an increase of human waste on the floors and walls of the Antony Road conveniences.</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, £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>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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>	<p>Ongoing</p> <p>Ongoing</p>	

FOOTPATHS	No current issues reported.		
JAPANESE KNOTWEED	Operations Manager started dialogue with Cornwall Council about renewing SLA for Knotweed treatment.	Ongoing	
CHRISTMAS LIGHTS	Christmas lights weight testing survey Ops Manager awaiting survey dates.	Ongoing	
OTHER	Bunting, Ops Manager in discussion with contractor to arrange install date.	Ongoing	
108-21AMOC Matters arising from the Operational Report a) Members of the Committee minuted thanks to the Operations Team and acknowledged the frustration regarding the ongoing issues at the Antony Road public conveniences. b) The Operations Manager will check the previous EPC for the Library and Community Hub, to confirm the increase in score.			Ops Manager
109-21AMOC To consider the Council Business Risk Management Plan a) Budget Monitoring – Asset Management & Operations Committee responsibilities. The January 2022 Budget Variance, as previously circulated, was reviewed and there were no concerns. The Operations Manager detailed the invoices which are expected in the next month, included the Play Inspection Company licence for the next 12 months, as well as the Christmas lights fixing test.			
110-21AMOC Items Referred to this Committee a) Request for a 'Skate Park jam', similar to one held last year, the Friends of Thanckes Park group. Following discussion and due to the success of the last event, it is recommended to investigate the cost to undertake a 'skate park jam', to be held in the summer, with the event providing sessions for all age groups.			Council
111-21AMOC Policies Reviewed by this Committee None.			
112-21AMOC Health and Safety No updates or changes to current policies.			
113-21AMOC Correspondence a) Defibrillator at Costcutter – J Hughes via email: - Following discussion it is recommended this council adds the defibrillator located outside the Costcutter shop on Trevithick Avenue to the Council asset register. b) Holiday lets' and second homes – Chairman of Calstock Parish Council: - The information as circulated is noted.			Council
114-21AMOC Planning Applications a) PA22/01432 – New UPVC window to side elevation at ground floor level – 1 Gwithian Close, Torpoint PL11 2Q. No objections or observations.			

115-21AMOC Accounts for payment

Contact Name	Invoice Number	Total	Tax Total	Net	Description
LRM Planning Ltd	Invoice 4032	420.00	70.00	350.00	Initial works towards the NDP.
Cornwall Council - Sea Gull Proof Sacks	Invoice 810022 6244	90.00	0.00	90.00	30 Seagull Proof Sacks

116-21AMOC Date of next meeting

Thursday 24th March 2022.

117-21AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 7.25pm _____ Chairman