

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 24th March 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 C R Sawyer, L E Keise, J Tivnan BEM with the Operations Manager in attendance.

	ACTION
<p>118-21AMOC Apologies for absence Apologies for absence were submitted on behalf of Councillors Mrs. C E Goodman and M J Spurling.</p>	
<p>119-21AMOC Declarations of Interest relating to items on the agenda None.</p>	
<p>120-21AMOC Minutes of the previous meeting It was resolved that the minutes of the Asset Management and Operations Committee meeting held on Thursday 24th February 2022 were taken as read, confirmed and signed by the Chairman.</p>	
<p>121-21AMOC Matters arising from the minutes a) Ellis Monument: - Pursuant to minute 106-21AMOC (a) the Operations Manager shared images of the Ellis Monument, now it has been cleaned. 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 106-21AMOC (b) the Operations Manager explained there has been a delay in issuing the Tender document to Metal Fabricators. It is expected that tenders will be received in time to discuss at the June meeting of this committee. c) Electrical 5-year survey Council Chambers: - Pursuant to minute 106-21(d) a quotation to rectify the highlighted code C2 issues from the 5 year survey has been received at a total of £3,770 (+VAT). Members acknowledge the works are essential and it is recommended to instruct AP Electrical Contractors Ltd. to undertake these works at a cost of £3,770 (+VAT). d) P50 Fire extinguishers: - Pursuant to minute 106-21AMOC (d), P50 Fire Extinguishers are installed. The Operations Manager has approached some suppliers to potentially purchase the old equipment, all of whom have declined. It is agreed to retain them for the purpose of in-house staff training. e) Christmas Lights bolt safety testing: - Pursuant to minute 106-21AMOC (9) the approved contractor WGS Power and Lighting have completed the survey, all fixings have passed and a certificate has been issued. The Operations Manager explained, the approved contractor recommends a safety testing survey is carried out annually. Councillor J Tivnan BEM suggested contacting the Town Councils insurance provider to enquire whether the safety testing could be undertaken every two to three years instead of annually. f) Bunting: - Pursuant to minute 91-21AMOC (a) the Operations Manager explained there has been a delay in</p>	<p>Ops Mgr</p> <p>Cllr Still- Clerk</p> <p>Council</p> <p>Ops Mgr</p> <p>Ops Mgr</p> <p>Ops Mgr</p>

the delivery of the Platinum Jubilee bunting from the supplier. Kernow Aerials is aware of the delay and will endeavour to install the bunting as soon as possible following delivery.

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 the Cornwall Council Open spaces team.

h) Skate Park Jam 2022: -

Pursuant to minute 110-21AMOC (a), a quotation to hold a slightly different Skate Jam to the one held last year, has been received from Team Rubicon, for a suggested date of Saturday 6th August, at the cost of £1,200 (+ VAT). It is **recommended** to instruct Team Rubicon to organise a Skate Jam at the Skate Park in August 2022.

Ops Mgr

Cllr Still
Clerk

Council

122-21AMOC 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 quotation for works received.	Ongoing
	Large blockage in sewer caused ladies toilet to back up. Cleared by the Operations team, but professional call out would be prudent.	Further action required
	Loose slates – Committee Room roof	Ongoing
	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 windows needs replacing his could be an entry point.	Ongoing
	Ladies and Gents Toilets window hinge in need of repair	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
	An updated Energy Performance Certificate has been issued. Energy rating of B. Clerk and Ops Manger researching suppliers of DEC.	Ongoing
PARKS	Skate Park Meeting held with FOTP and Matthew Pontin to discuss future engagement opportunities and development of the skatepark. Following Council approval at March 2022 meeting, Team Rubicon have been approached to run an event this summer.	Ongoing

	<p>Damage to the bench on the Basketball court. Reported as crime and CCTV footage is being handed to the Police.</p> <p>Bénodet Park Mural commissioned by Twinning Association, Operations team have removed mosaics and any fixings, also given an undercoat to the wall. Paint purchased awaiting prolonged forecast of dry weather to carry out painting.</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 - issue with Bearing on Mountfield mower. Repaired under warranty. All Parks have had at least one cut.</p> <p>Rendel Park Awaiting outcome of Cornwall Council survey proposals on retaining wall.</p> <p>Sparrow Park Town Sign Town Clerk and Ops Manager have drafted a Tender to be sent out to metal fabricators.</p> <p>Plants for the central bed have been purchased and will be planted as soon as the cleaning work on the Ellis monument has been completed.</p> <p>Conservation works on the Ellis Monument have started, pointing all completed. Cleaning works are scheduled to be carried out on 22/03/2022</p> <p>Cambridge Field Damage to the boundary wall adjacent to Wellington Street being monitored by operations team. Repairs planned to coincide with new opening being created at Kempton Terrace end of Wellington Street.</p> <p>Tennis Courts Results of tender to replace steps were considered at March Development and Localism Committee meeting. Following Council approval at March 2022 meeting, a contractor has been instructed and intends to start Mid-April.</p> <p>Play Park Developments. Site meeting held with Contract Manager, Contractor and Operations Manager, expected start date Monday 28th 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> <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> <p>Ongoing</p> <p>Ongoing</p>	
PUBLIC CONVENIEN CES	<p>Syphon on one of the cisterns at Thanckes Park replaced by ops team.</p> <p>Antony Road development – meeting held – new drawing agreed by Council.</p> <p>Wallgate hand cleaning units in Benodet conveniences in need of</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

	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.		
ENFORCEMENT	Continuing – Operations Manager to undertake Enforcement training.	Ongoing	
BENCHES	Regular cleaning now in progress. Programme of repair started by operations team, weather permitting. Permission granted by Cornwall Council and South West water to install memorial bench on Chapeldown Road. Awaiting delivery of bench.	Ongoing Ongoing	
FOOTPATHS	New SLA has been received from Cornwall Council	Ongoing	
JAPANESE KNOTWEED	Operations Manager started dialogue with Cornwall Council about renewing SLA for Knotweed treatment.	Ongoing	
CHRISTMAS LIGHTS	Weight testing was carried out 16/03/2022. All fixings passed. Awaiting paperwork.	Ongoing	
OTHER	Jubilee bunting has been ordered delivery expected this week. Contractor will install by 1 st April 2022. St Johns Caravan, Operations Manager has viewed the caravan and is researching options to ensure that it is road worthy. Operations Team supporting Torpoint Town Partnership with preparations for the Platinum Jubilee Celebration.	Ongoing Ongoing Ongoing	
123-21AMOC Matters arising from the Operational Report			
a) Following in-depth discussion Members recommended to: - i) Dispose of the former St. John Ambulance caravan, due to its age and the potential costs to make it safe for volunteers to tow on the road; ii) The Town Council purchase a Gazebo or similar for the St John Ambulance volunteers to use. The Operations Manager to liaise with the St John Ambulance volunteers within the organisation, to establish their specific needs.			Council Ops Man
124-21AMOC To consider the Council Business Risk Management Plan			
a) Budget Monitoring – Asset Management & Operations Committee responsibilities. The February 2022 Budgets Variance, as previously circulated, was reviewed and there were no concerns.			
125-21AMOC Draft Town Council Accessibility Statement for the April 2022 Committee meeting.			
a) This item is referred until the April 2022 meeting of this Committee.			
126-21AMOC Policies Reviewed by this Committee			
None			
127-21AMOC Health and Safety			Ops Man

<p>a) Reports and any new, proposed regulations/legislations and current issues. The Operations Manager is attending the IOSH Managing Safely course in April.</p> <p>b) Fire Risk Assessment for all buildings. The Fire Risk Assessment for all buildings is due.</p>						Ops Man																																																																																				
<p>128-21AMOC Correspondence</p> <p>a) Pothole Repair Fact Sheet February 2022 – Cornwall Council: - Noted.</p> <p>b) Housing Manifesto – Mevagissey Parish Council: - Noted.</p> <p>c) Sainsbury's Torpoint – A Hughes: - Noted.</p>						Town Clerk																																																																																				
<p>129-21AMOC Planning Applications</p> <p>None.</p>																																																																																										
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<p>131-21AMOC Date of next meeting Thursday 28th April 2022.</p>					
<p>132-21AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ Communication from resident regards Adela Road waste. Following discussion, it is agreed the Council will contact the various (three in number: Beat4autism CIC; Friends of Thanckes Park; Antony, Clarence and Sydney Road Residents Association) organisations' who appear to be involved in the Sensory Project, to find out the plans and final outcome for the project and to address any fears alluded to in the correspondence from the resident. 					
<p>Meeting closed at 7.56pm _____ Chairman</p>					