

**MINUTES** of a meeting of the Asset Management and Operations Committee held on Thursday 28<sup>th</sup> April 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), Mrs. C E Goodman, L E Keise, J Tivnan BEM with Councillors R Willoughby, Mrs L Fellows and the Operations Manager in attendance.

	<b>ACTION</b>
<p><b>1-22AMOC Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors M J Spurling and Councillors C R Sawyer.</p>	
<p><b>2-22AMOC Declarations of Interest relating to items on the agenda</b> None.</p>	
<p><b>3-22AMOC 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 24<sup>th</sup> March 2022 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>4-22AMOC Matters arising from the minutes</b> a) 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 121-21AMOC (b) the Operations Manager updated that an invitation to tender has been circulated to various fabricators, also advertised on social media and the website. It is expected that tenders will be received in time to discuss at the June meeting of this committee. b) Electrical 5-year survey Council Chambers: - Pursuant to minute 121-21AMOC (c), the approved contractors have commenced the electrical 5-year survey works at the Council Chambers, it is estimated that these works will be finished week commencing 2<sup>nd</sup> May 2022 c) P50 Fire extinguishers: - Pursuant to minute 121-21AMOC (d) the P50 Fire Extinguishers are installed. The Operations Manager gave an update on the circulated information relating to the shelf life of the foam used in the P50s, this will be added to the fire safety file. d) Security to protect access to Thanckes Park top Field: - Pursuant to minute 121-21AMOC (g), Councillor J Tivnan BEM provided an update of ongoing conversations with the Cornwall Council Open spaces team. e) Skate Park Jam 2022: - Pursuant to minute 121-21AMOC (h), Team Rubicon have been issued with a purchase order and have sent through the poster for this year's event, scheduled for Saturday 6<sup>th</sup> August 2022. f) Caravan disposal and gazebo purchase for St. John Ambulance: - Pursuant to minute 123-21AMOC (a) regarding the caravan disposal, the Town Clerk and Operations Manager are due to meet with a St. John Ambulance representative on 29<sup>th</sup> April 2022. The discussions will include proposals for purchasing an item to support the local branch.</p>	
<p><b>5-22AMOC Operational Report</b> a) Operations Report from the Operations Manager: -</p>	

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	<p>5-year electrical results received quote received.</p> <p>Large blockage in sewer caused ladies Toilet to back up. Cleared by the Operations team, but professional call out would be prudent.</p> <p>Loose slates – Committee Room roof</p> <p>Plumber called out to look at pressure issue on heating system</p> <p>Water leak into Pearns passage on continues. Main area of ingress seems to be around route of electric cable, between main building and G&amp;G. Some calking around the window needs replacing his could be an entry point.</p> <p>Ladies and Gents Toilets window hinge in need of repair</p> <p>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.</p>	<p>Ongoing</p> <p>Further action required</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
LIBRARY & COM HUB	<p>One window surround has fallen off, water ingress into library when windows were cleaned – reported to CC for action escalated since last meeting.</p> <p>An updated Energy Performance Certificate has been issued. Energy rating of B. Clerk and Ops Manger researching suppliers of DEC.</p>	<p>Ongoing</p> <p>Ongoing</p>
PARKS	<p><b>Skate Park</b> Meeting held with FOTP and Matthew Pontin to discuss future engagement opportunities and development of the skatepark. Following Council approval at the April 2022 meeting, Team Rubicon will be contacted to run an event this summer.</p> <p>Damage to the bench on the Basketball court. Reported as crime and CCTV footage is being handed to the police</p> <p><b>Bénodet Park</b> 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><b>Water</b> 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><b>Mowing.</b> Ongoing</p> <p><b>Rendel Park</b> Awaiting outcome of Cornwall Council survey proposals on retaining</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

	<p>wall.</p> <p><b>Sparrow Park</b> Town Sign Town Clerk and Ops Manager have drafted a Tender sent out to metal fabricators.</p> <p><b>Harvey street Flats</b> Plants and Compost purchased, ready to plant</p> <p><b>Cambridge Field</b> Damage to wall 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><b>Tennis Courts</b> Results of tender to replace steps were considered at March D&amp;L meeting. Following Council approval at March 2022 meeting, contractor has been instructed and intends to start Mid-April.</p> <p><b>Play Park Developments.</b> Site meeting held with Contract Manager, Contractor and Operations Manager, expected start date Monday 28<sup>th</sup> March 2022.</p>	Ongoing	
		Ongoing	
		Ongoing	
		Ongoing	
		Ongoing	
		Ongoing	
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 service, only option is to sign up for 3-year servicing, <b>£3,680.70</b> 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	
		Ongoing	
ENFORCEME NT	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. Awaiting delivery of bench.</p>	Ongoing	
		Ongoing	
FOOTPATHS	<p>New SLA has been received from Cornwall Council</p> <p>Weed spraying contractor approached to complete 3 sprays this year, awaiting quotation</p>	Ongoing	
JAPANESE KNOTWEED	Operations Manager started dialogue with Cornwall Council about renewing SLA for Knotweed treatment.	Ongoing	
CHRISTMAS LIGHTS	Insurance provider contacted to enquire about inspection schedule	Ongoing	

OTHER	St Johns Caravan, Operations Manager has viewed the caravan liaise with A Martin to dispose of this asset Team supporting Torpoint Town Partnership with preparations for the Platinum Jubilee Celebration.	Ongoing  Ongoing	
<p><b>6-22AMOC Matters arising from the Operational Report</b></p> <p>a) Christmas Lights bolt safety testing: – Pursuant to minute 121-21AMOC (e) a reply has been received from the Councils approved insurer who recommends double checking with the contractor regards reasons for safety check time frame, however recommends supporting annual inspections if that is the advice of the contractor.</p> <p>b) The heating system at the Council Chambers has had a recurring loss of pressure, with no obvious leak noticeable, SMP Pipe Systems visited and serviced the pressure control unit. Whilst carrying out the service, they noticed a significant amount of sediment in the heating system. The contractor has provided two options to remedy the problem, which were detailed at the meeting:</p> <ul style="list-style-type: none"> <li>➤ Option A £ 356 + VAT</li> <li>➤ Option B £2,462.86 + VAT.</li> </ul> <p>Following discussion Members agreed to pursue Option A to initially resolve the problem with the heating system, at a cost of £356.00 + VAT, the Operations Manager will then liaise with the contractor about future proofing the central heating system inhibitor.</p> <p>c) Weed spraying contract, a quotation had been previously circulated from Complete Weed Control (South West) Ltd, at a cost of £1,360.00 + VAT for each spray, and it is therefore <b>recommended</b> to instruct Control (South West) Ltd, at a cost of £1,360.00 + VAT per spray, to undertake three sprays in 2022, it is understood there could be a rise in the cost, dependent on materials costs. It is further <b>recommended</b> that Financial Regulations number 11d. (Orders for goods, works or services) is waived, as this contract is being taken out with a previous former specialist supplier for these works.</p>			Ops Man             <b>Council</b>  <b>Council</b>
<p><b>7-22AMOC To consider the Council Business Risk Management Plan</b></p> <p>a) Budget Monitoring – Asset Management &amp; Operations Committee responsibilities. The March 2022 Budgets Variance, as previously circulated, was reviewed and there were no concerns raised.</p>			
<p><b>8-22AMOC Draft Town Council Accessibility Statement for the April 2022 Committee meeting.</b></p> <p>a) The Chairman (Councillor C R Still) invited Councillor Mrs. L Fellows and Councillor J Tivnan BEM to explain the documents, as previously circulated. Following discussion the Chairman thanked Councillor Fellows and Councillor Tivnan for their work on the Accessibility statement and it is <b>recommended</b> to: -</p> <ul style="list-style-type: none"> <li>➤ Adopt the Equality, Diversity and Inclusion Policy;</li> <li>➤ Operate in accordance with the Best Practice Document;</li> <li>➤ All members of Torpoint Town Council to attend Equality and Diversity training;</li> <li>➤ Form a disabled working party to ensure inclusivity;</li> <li>➤ Undertake an access audit of all premises.</li> </ul>			<b>Council</b>

<b>9-22AMOC Policies Reviewed by this Committee</b>						
None						
<b>10-22AMOC Health and Safety</b>						
<p>a) Reports and any new, proposed regulations/legislations and current issues.</p> <p>i) Smoke Detector callout (report as circulated). The Operations Manger has discussed this with the hirer to prevent further re-occurrence.</p> <p>b) Fire Risk Assessment for all buildings. Councillor J Tivnan BEM and the Operations Manager are liaising to update the Fire Risk Assessments at all sites.</p> <p>c) Annual Inspection Report for: Torpoint Skateboard Park. The Operations Manger ran through the report. No high-risk points of concern in the report for this year.</p>						Ops Man/ Cllr Tivnan
<b>11-22AMOC Correspondence</b>						
<p>a) Cornish Building Group 'Building at Risk' Project – link to risk blog: - Noted.</p> <p>b) Portable / mobile defibrillator – Mrs J Hughes: - Following consideration the Chairman (Councillor C R Still) proposed the town council purchases a mobile defibrillator for free of charge use at community events, this was seconded by Councillor J Tivnan BEM, all were in favour and it is <b>resolved</b> to purchase a mobile defibrillator, up to the value of £1,000, with a donation to be received from the defibrillator fund.</p> <p>c) Torpoint AFC defibrillator box – Mrs J Hughes: - Noted.</p> <p>d) Homes for Cornwall Join a Growing Movement 16th May – Homes for Cornwall: - Noted.</p>						<b>Council Clerk</b>
<b>12-22AMOC Planning Applications</b>						
<p>a) PA22/02277 – Change of use of store to dwelling – 33 North Road, Torpoint PL11 2DH. Some Members had not visited the address of the application and therefore it is decided to defer this application to the next meeting of the Development and Localism Committee meeting on 4<sup>th</sup> May 2022.</p>						
<b>13-22AMOC Accounts for payment</b>						
Contact Name	Invoice Number	Total	Tax Total	Net	Description	
Complete Business Solutions Group Ltd	Invoice SINV03 155870	3.55	0.59	2.96	Stationery	
Cornwall Council - Sea Gull Proof Sacks	Invoice 810024 8250	96.00	0.00	96.00	Seagull sacks Ref: 101006061378	
LBS Horticulture Limited	Invoice SAJ/202 2/3104 17	336.35	56.06	280.29	Parks - compost	
Food, Events and Things (FEAT) Ltd	Invoice PG0133 48	30.00	5.00	25.00	The Purple Guide Subscription - One Year	
IAE (quotation had been	Invoice OP/1793	1,363.73	227.29	1,136.44	1m Prosafe gate in yellow – Cambridge Field entrance	

valid for 3 days only, due to raw material costs)	628				
Cornwall Council - Dog Waste Bags	Invoice 810024 7330	25.02	4.17	20.85	Dog Waste Bags
RD Johns Ltd	Invoice 805196	10.55	0.00	10.55	Café supplies
TClarke Contracting Ltd	Invoice SL- 220401 96	238.68	39.78	198.90	12 Month Contract Renewal May 22 - Apr 23
Sail Shades Direct*  * Grant funding already received from Cornwall Council.	Invoice SS22- 300	4,134.00	689.00	3,445.00	50% DEPOSIT - To design, supply & Install bespoke Pergola
<p>It is <b>resolved</b> that Financial Regulations number 11d. (Orders for goods, works or services) is waived, as this contract fulfils the following:-</p> <ul style="list-style-type: none"> <li>➤ This supports a local business;</li> <li>➤ It is a one off bespoke item;</li> <li>➤ The product is 100% funded by Cornwall Council;</li> <li>➤ The installation is included in the cost;</li> <li>➤ Payment up front (50%) for larger items, is not considered unusual.</li> </ul>					
<b>14-22AMOC Date of next meeting</b>					
<p><b>15-22AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.</b></p> <ul style="list-style-type: none"> <li>➤ Communication from CORMAC Tree Pits Roberts Avenue - noted no comments.</li> </ul>					
Meeting closed at 7.39pm _____ Chairman					