

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 7<sup>th</sup> May 2015 at 7.00pm in the Mayor's Parlour, 1-3 Buller Road, Torpoint.

**PRESENT:-** Councillor L E Keise (Chairman), Councillor M N Pearn MBE (Town Mayor), Councillors E H Andrews, Mrs. K Brownhill, Mrs. C E Goodman, G J Davis, J Tivnan plus the Assistant Town Clerk (ATC) with the Town Clerk in attendance.

### **1-15 AMO Apologies for absence**

Apologies for absence were submitted on behalf of Councillor Mrs. C A Jackson.

### **2-15 AMO Declaration of Interest relating to items on the Agenda**

Non-Registerable Interests (NRI) were declared by:

Councillor Mrs. K Brownhill – Agenda item 13 (Planning Application PA15/03430 as known to the applicant)

Councillor J Tivnan – Agenda item 13 (Planning Application PA15/03430 as known to the applicant).

### **3-15 AMO Minutes of the previous meeting**

The minutes of the Asset Management Committee meeting held on the Thursday 2<sup>nd</sup> April 2015 were taken as read, confirmed and signed by the Chairman.

### **4-15 AMO Matters arising from the minutes**

a) Salt Bins:-

Pursuant to minute 112-14FP the ATC reported on the current state of the salt bins within the town, having authorised an audit of the town. Fourteen bins in total, with up to four in a very poor state of repair. After much discussion, the following is **recommended**:

- i) Contact Cornwall Council to establish the plans for Cornwall Council owned salt bins
- ii) Prepare a summary of the bins and identify which ones need replacing, with consideration for commencing a rolling programme of replacement
- iii) Obtain a price list from Cornwall Council to replace old bins with new and fill with salt

Councillor G J Davis added that if the decision in the future is to buy salt bins, if there is a discount for bulk purchase, it may be worth contacting Antony Parish Council as two of their bins are in a state of disrepair.

b) CCTV installation at Skate Park:-

Pursuant to minute 143-14FP (i) the ATC confirmed that a CCTV camera has now been installed at the skate park, signs have been erected and a collar is already in situ on the camera pole.

Councillor J Tivnan indicated concerns that the collar may not be a sufficient deterrent for damage to occur to the camera. He added that he has now inspected the cable laid for the CCTV camera and had not found any immediate faults. The ATC confirmed receipt of the appropriate installation certification from the contractor in answer to a question from Councillor J Tivnan. Following the report of criminal behavior to the Police, they now require these images to be updated with specific

time and dates. It was noted that there have been other incidents of arson and criminal damage on the Rame Peninsula.

### **5-15 AMO Report from the Assistant Town Clerk**

- c) Water consumption: - the ATC has received a summary of water consumption over the last 12 months indicating an increase in usage, this is to be expected in line with the increase in Vanity Rooms as occupiers and also the increase in the use and hire of facilities.
- d) Fire Alarms: - Councillor J Tivnan explained that as well as the age of the existing system, the Council does not have automatic transmission to the Fire Brigade. Explaining the process for operating a dry sprinkler system at the Chambers, he suggested that the current system is out of date and should be considered for replacement.
- e) Fire Risk Assessment: - Councillor J Tivnan and ATC have reviewed the fire risk assessment, and note that the recommendations should be implemented to comply with legislation/best practice. These will include: retaining the fire exit via the garage, by providing better ease of exit via the garage door; an additional muster point outside Vanity Annexe; fit audible closures to Vanity Rooms internal doors; consider re-instatement of fire door beside the Vanity reception desk (although wheelchair users need to be considered) and other issues to meet regulations.
- f) Hall Heating: - the ATC has made contact with an adviser for Cornwall Council, who has suggested use of an expert to assist with the design of this heating project. Members **recommend** that this was an appropriate way forward for the Council, especially considering the high value of expenditure which this project will incur.
- g) Electrical circuits: - Councillor J Tivnan clarified that an electrical installation condition report is required annually for the premises, explaining that the upgrading of the RCD/RCBO circuits will have to be included in the next Development Plan as these will be highlighted once again in the next report from the electrical company.
- h) Kitchen area: - in advance of the internal asset review the ATC identified that the current deep fat fryers have not been used in the last twelve months, suggesting that it may be more beneficial to replace these with an additional cooker/hob/oven. The fryers could be offered for sale under closed bids and advice over replacement with a new cooker would be sought from those firms that use the kitchen prior to a purchase being made. It is **recommended** to proceed with this proposal subject to compliance with any policy or financial regulation that would apply to this process.
- i) External gable end, render fallen off: - Pursuant to minute 180-14 where it was resolved to proceed with this repair, it has now been confirmed that the damage and deteriorated condition of this part of the building works is far worse than expected and further quotes are being obtained. The current quotation is now being disregarded until further quotations have been received.
- j) Defibrillator: - It is understood that the Torpoint and Rame Peninsula Lions Club have been approached for assistance to purchase a defibrillator for the site occupied by Torpoint Community College, Children's Centre, Carbeile Junior School and the YMCA. It is believed discussions have been in progress for almost a year and have reached the point of a defibrillator being purchased to be sited in the reception area of the YMCA, giving the greatest time coverage over a longer period than would be available at any of the other sites. The Lions have indicated that to increase public awareness they would like to work with the Town Council on

this project together. They are considering buying a Philips Heart Start FRx Defibrillator with a carry case and cabinet, with an 8 year warranty. A year ago they were offered a package deal of £1317.10 against a list price £1672.00 (the defibrillator was £1425-00 reduced to £1079.00, providing most of the discount). It is **recommended** that the:

- i) Council to work alongside The Torpoint and Rame Peninsula Lions Club regarding this purchase, as discount for two units may be possible, following Financial Regulations whilst seeking best value.
- ii) Agree the location of this unit, specifying whether the unit is sited internally or externally
- k) St. John Ambulance Hall area: - first cut and clear away of rubbish has been instructed.
- l) Benodet Park & Skate Park: - Steel electrical box has now been installed; first cut of grass undertaken by contractor who has been reminded to remove the cut grass when appropriate. The Town Clerk has met with the current contractor to propose improvements to the weeding and planting in the park. The ATC added that the gates at Benodet Park need re-painting.
- m) Public Conveniences: - quotation for installation of electrical socket at Antony Road being obtained.
- n) Footpaths: - the Town Clerk is accompanying the contractor along each footpath to monitor condition of the paths related to vegetation growth in line with the Maintenance Partnership agreement with Cornwall Council.
- o) Security: - the ATC is making progress with finishing the key audit to record the keys issued as highlighted in the Internal Audit scrutiny document.
- p) Dog Fouling/Litter Patrol: - the Casual Care taker has commenced patrols of the town and responded to a complaint from a member of the public regarding dog fouling. Fly tipping notices have been placed along the foreshore and a press release has been issued. He will commence patrol of Defiance Field on Sunday mornings in response to dog fouling problems occurring at Torpoint & St Columba RFC.

#### **6-15 AMO Policies Reviewed by this Committee**

None

#### **7-15 AMO To consider the Business Risk Management Plan**

The inspection of the internal fixed assets is still to be completed by the Chairman and Assistant Town Clerk.

#### **8-15 AMO Items Referred to this Committee**

None.

#### **9-15 AMO Health and Safety**

- a) Fire Risk Assessment and Issues: - already noted (see minute 5-15AMO (e) above).

#### **10-15 AMO Correspondence**

None.

#### **11-15 AMO Park in Rowe Street**

The Town Clerk drew attention to the circulated email on this small park for consideration by this Committee. Cornwall Council have inspected the land and felt that it could be disposed of through the usual channels and have asked whether the Town Council would be interested in acquiring the land. This would be done through a transfer at a cost of £1 and the legal costs which would be approximately £450 + VAT. Cornwall Council would have to put an overage clause on the land should at any time in the future the Town Council were to obtain a change of use that would increase its value and this would be 50% of the uplift in value. The land is being advertised for sale under the s123 of the Local Government Act before Cornwall Council can instruct their legal department. It was proposed that as the land is being advertised, it is **recommended** that this matter is referred for further consideration at the next meeting of the Town Council.

### **12-15 AMO Parish Lengthsman Scheme**

The Chairman explained the Parish Lengthsman Scheme and gave examples of other Councils who use the scheme. Councillors G J Davis and E H Andrews expressed their initial concerns regarding the financing, however, it is **recommended** to obtain more detailed information from Cornwall Council regarding their scheme. This discussion prompted Councillor J Tivnan to highlight the current poor state of the landscaping at the front of the recently opened Health Centre in Trevol Road, it is **recommended** to compose a letter highlighting these issues to the Practice Manager.

### **13-15 AMO Planning Applications**

- a) PA15/03430 – Gravesend Cottage, Albion Road – New single storey conservatory on the front elevation of the property.  
No objections or observations.

### **14-15 AMO Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
Trebor Maintenance	Parks maintenance (April)	208.00	34.67	173.33

### **15-15 AMO Date of next meeting**

Thursday 4<sup>th</sup> June 2015.

### **16-15 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting**

- Councillor G J Davis wished to congratulate Cornwall Councillor M N Pearn MBE (Town Mayor) as he had recently reported to him a severely overgrown hedge on the pavement on the walking route to HMS Raleigh, within the same day the hedge had been cut back and the growth removed.
- Councillor G J Davis reported a recent incident where a lost mobile phone was handed in to The Garden in Torpoint, reported to the Police, a notice was subsequently posted on Facebook and the phone claimed the same day, a great outcome.
- Councillor E H Andrews commented that this is his last meeting of serving on this Committee for 16 years, he wished to add that he had enjoyed his time and would be more than willing to substitute for members who are unable to attend.
- Councillors Mrs. K Brownhill and G J Davis commented it will be their last meeting on this Committee also.

- Councillor M N Pearn (Town Mayor) thanked all those who attended and helped organise the recent Charity Mayors' Ball, held at the Council Chambers, it had been a superb event.

Meeting closed 8.30pm.....Chairman