

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 7th April 2016 at 7.00pm in the Committee Room of the Council Chambers, York Road, Torpoint.

PRESENT: - Councillor L E Keise (Chairman), Councillors M N Pearn MBE (Town Mayor), Mrs. C E Goodman, Mrs. C A Jackson and J Tivnan plus the Town Clerk.

135-15 AMO Apologies for absence

None.

136-15 AMO Declarations of Interest relating to items on the Agenda

None.

137-15 AMO Minutes of the previous meeting

The minutes of the Asset Management Committee meeting held on the Thursday 3rd March 2016 were taken as read, confirmed and signed by the Chairman.

138-15 AMO Matters arising from the minutes

a) Environment Policy:-

Pursuant to minute 124-15 AMO (b) the Clerk suggested that for good practice the Council should have a policy that would not only demonstrate the Council's commitment, where applicable, to environmental matters but if approved by Council would also feature within the Council's strategic programme and direction. Councillor J Tivnan concurred and will meet with the Clerk to compile a revised Environment policy for consideration by this Committee at the next meeting.

b) Fire Risk Assessment:-

Pursuant to minute 124-15AMO (c) it was reported that the Deputy Town Clerk and Councillor Tivnan will review the risk assessment and meet with the assessor to review the findings and in particular the re-instatement of the fire door at the entrance to the building adjacent to the reception area in York Road.

c) Flag Pole:-

Pursuant to minute 124-15AMO (d) this matter was referred to the Clerk and Deputy Town Clerk to pursue following advice from the Council's insurers and LCAS advisory team. Councillor Tivnan drew attention to the holding bolts at the base of the pole and suggested that this could be a vulnerable point. The methodology of inspection and recording findings was also discussed as part of the overall management strategy.

d) Gable End Repairs:-

Pursuant to minute 125-15AMO (a) receipt was reported of quotations to undertake repairs to the gable end on the Council Hall. The received quotations are as follows:-

CONTRACTOR	WORK	ESTIMATE(£)
LMS Plastering	As per works instruction	£995.00
C E Builders	As per works instruction	£1,680.00*
Cornwall Academy Maintenance Services Ltd	As per works instruction	£3,998.48*

*Prices plus VAT

After considering the above quotations it is **recommended** that a method statement and work guarantees are obtained from the contractors submitting the lowest two quotations.

139-15 AMO Operational Report

Members considered the Operational Report as compiled by the Deputy Town Clerk with the key points as follows.

a) Community Payback Team –

Following approval by Council of the contract with the Probation Service (Community Payback Team), it was reported that the general redecoration of the Council complex is continuing with the main hall redecoration to be scheduled. The public conveniences are being decorated by the team and grass cutting general maintenance/planting will also be scheduled. The Clerk confirmed that a self-propelled lawn mower will be purchased together with a brush cutter/trimmer that can be used on banks and footpaths. The Clerk also reported that the Community payback Team have estimated the amount of material required to build the three walls (in each corner) in Benodet Park and this will be ordered. It was noted that some of the bushes/ trees in the corner plots would be removed prior to filling with topsoil for planting. The Mayor suggested that some could be replanted in Thanckes Park this area is owned and operated by Cornwall Council and permission would have to be obtained. The Mayor offered to undertake this work.

b) Fixed Asset Condition Survey:-

It was reported that the defective bench at the entrance to footpath 1 off Antony Road has been removed, disposed of and written off. The Clerk sought to understand if members wished to have this bench replaced as part of the bench replacement programme. The Mayor was of the opinion that as part of the asset condition survey and bench replacement programme, members should tour and inspect the assets to not only record the condition but also prioritise maintenance work to be undertaken by the Community Payback Team. It is **recommended** that this initiative as outlined by the Mayor, forms the core to the Asset Condition Survey and arrangements are put in place for the tour and inspection.

c) Bus Shelters:-

It was reported that both applications for bus shelter funding have been successful and arrangements will be put in place including any necessary statutory permissions, to install them at the junction of Roeselare Avenue/Trevol Road and also at the junction of Cedar Drive/Trevol Road.

d) Enforcement Officer:-

It was reported that the Caretaker has completed the Enforcement Officer training and patrols will commence in April 2016. Councillor Mrs. C A Jackson reported there has been increased incidences of dog fouling in the town with a hotspot identified in the Carbeile Road/Maker Road area. Councillor J Tivnan suggested that the Council purchase a portable CCTV surveillance system so that it can be temporarily sited in areas identified as being a "hotspot" of dog fouling subject to the householder/landowners permission and also in compliance with any statutory and legal requirements. It is **recommended** that the council pursue this initiative subject to statutory compliance.

140-15 AMO Policies Reviewed by this Committee

None.

141-15 AMO To consider the Business Risk Management Plan

a) Fixed Asset Condition Survey:-

Minute 139-15AMO (b) (above) refers.

142-15 AMO Items Referred to this Committee

None.

143-15 AMO Health and Safety

It is **recommended** that the Council continues with the membership to LCAS and therefore pays the membership fee of £95 plus VAT.

144-15 AMO Correspondence

a) M A Watkiss – Court Order Town Beach Spring Clean/Torpoint Vision – Beach walk to the Ballast Pond.

Receipt was reported of a letter reminding this Council of the Beach Clean on Town Beach to be undertaken during April. The Clerk confirmed that he has emailed the agents for Antony Estates attaching a copy of the letter, reminding them of their obligation. It was also reported that a reply is still awaited on this Council's request that the Council is removed from the Court Order given that it no longer has any input on either the promenade or the beach. It is suggested that the Council inspects the beach in mid-April to ascertain if the beach has been cleaned and if not to send a reminder email to the agents for Antony Estates. It was reported that a copy of the letter has been forwarded to Councillor G J Davis for consideration as part of the Vision consultation process.

145-15 AMO Planning Applications

None.

146-15 AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Clear Sight	Window Cleaners	60.00	0.00	60.00
British Telecom	Telephone Invoice (01/0216-31/05/16)	565.34	94.22	471.12
Trebor Maintenance	Grounds Maintenance (March 2016)	208.00	34.67	173.33
Cornwall Council	Garage Rent (22/0216-03/04/16)	83.58	13.93	69.65

147-15 AMO Date of next meeting

Thursday 5th May 2016.

148-15 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting

None.

Meeting closed 7.41pm.....Chairman