

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 4th June 2015 at 7.00pm in the Committee Room of the Council Chambers, York Road, Torpoint.

PRESENT:- Councillor M N Pearn MBE (Town Mayor), Councillors Mrs. C E Goodman, Councillors L E Keise, J Tivnan plus the Assistant Town Clerk (ATC) with the Town Clerk in attendance.

17-15 AMO Apologies for absence

Apologies for absence were submitted on behalf of Councillors J F Creek, P R Edwards, Mrs. C A Jackson.

18-15 AMO To appoint Chairman for the Civic Year 2015-16

The Town Mayor called for nominations for the position of Chairman for the Civic Year 2015-16. Councillor J Tivnan proposed that Councillor L E Keise is elected Chairman for the Civic Year 2015-16. Councillor Mrs C E Goodman seconded the proposition and there being no other nominations the motion was put and Councillor L E Keise was duly elected Chairman for the Civic Year 2015-16.

19-15 AMO To appoint a Vice Chairman for the Civic Year 2015-16

The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2015-16. Councillor J Tivnan proposed that Councillor Mrs C E Goodman is elected Vice Chairman for the Civic Year 2015-16. Councillor M N Pearn (Town Mayor) seconded the proposition and there being no other nominations the motion was put and Councillor Mrs C E Goodman was duly elected Vice Chairman for the Civic Year 2015-16.

20-15 AMO Declaration of Interest relating to items on the Agenda

None.

21-15 AMO Minutes of the previous meeting

The minutes of the Asset Management Committee meeting held on the Thursday 7th May 2015 were taken as read, confirmed and signed by the Chairman.

22-15 AMO Matters arising from the minutes

a) Salt Bins:-

Pursuant to minute 112-14FP the ATC provided a summary of the bins, identifying their current state. Members **recommended:**

- i) Cornwall Council are contacted to inform them of the current condition of their salt bins, asking if they have any plans to replace the damaged ones
- ii) The bin located at Langdon Down Way, to be added to the Council Fixed Asset Register
- iii) All salt bins in the town are agitated, to make the salt usable, if needed.

b) Hall Heating:-

A letter of contract will be drawn up and issued to David Raspison of Cornwall Compliance Ltd, to instruct assistance with the design and replacement of the central heating in the Main Hall.

c) Replacement new cooker:-

Members agreed that quotes are obtained for the cost of a replacement cooker in the kitchen and in the meantime sealed bids can be obtained for the sale of the two deep fat fryers.

d) Defibrillator:-

Pursuant to minute 05-15 AMO (j) the proposed location of the defibrillator was discussed with consideration given to where others are already sited in the town, also with the likely addition of one at the Torpoint and Rame Community Sports Centre. With this in mind, Councillor J Tivnan suggested the fuel station Clifford Motors on Antony Road, would be ideal, as it is open 7 days a week from early till late and it is also a well-known location in the town. It is therefore **recommended** that contact is made with Clifford Motors to ask if the Council's defibrillator could be located inside their shop.

e) Park in Rowe Street:-

Pursuant to minute 11-15 AMO, the ATC reported from Cornwall Council that two adverts have been placed in the local press and there has not been any response to the adverts from members of the public. Members **recommend** that the decision on whether Torpoint Town Council wish to purchase this piece of the land is deferred to the next meeting of Council.

23-15 AMO Report from the Assistant Town Clerk

a) Key Audit: - The ATC reported this as 90% complete, still has to obtain the signatures from all licensees as some are currently unavailable.

b) Fire Alarms: - Councillor J Tivnan reiterated that the current system is out of date and should be considered for replacement. Members **recommend** that the decision to replace the fire alarm system is deferred to the next meeting of Council.

c) Fire Risk Assessment: - Operational activities relating the fire risk assessment are in progress: installation of exit bars and appropriate signage on the garage fire exit doors are to be installed; additional muster point for Vanity Hair; audible closure for door between Vanity Beauty and the Committee Room; door seals being replaced; the emergency lighting repairs have now been completed and fire door stickers added.

d) Hall Heating: - as previously noted (minute 22-15AMO (b) refers).

e) Vanity Rooms: - verbal request received requesting the possible installation of a Velux window. Since this request was made the ATC has spoken to Vanity Rooms who have indicated that their capacity of treatment rooms for their clients has now outgrown the rooms currently available to them. The ATC agreed to investigate any possible changes to room usage, to enable the Vanity Rooms to lease one further treatment room and then will feedback at the next meeting.

f) External Gable end / Roof / Outside Chambers repairs: - A complete external survey has been recently undertaken of all work required to bring the exterior of the Chambers to a suitable standard, to prevent any further damage to the various roofs, walls and outside. Due to the value of the quotation received, under Financial Regulations further quotes are required. It is therefore **recommended** that additional quotes for all of this work are sought.

g) Electrical circuits: - Councillor J Tivnan explained that as the annual survey for the Chambers is due in the near future, contractors could be offered the opportunity to provide a quotation for this work. It is therefore **recommended** that additional quotes for the survey are obtained. It is anticipated that once the survey has been completed there will be recommendations within it to secure the electrical circuits which are not currently protected.

- h) Alleged noise complaint: - The ATC reported that the Council are in receipt of a second alleged noise complaint from Cornwall Cornwall, on behalf of a local resident. The ATC has met with the Environmental Protection Officer from Cornwall Council, who is liaising directly with the complainant. The ATC explained that contact has not yet been made with the complainant and members therefore **recommended** that contact is made on behalf of the Council, with the aim of working towards reaching a solution to the noise levels emitted from the Council Chambers.
- h) Reconditioned bench which was situated beside the St John Ambulance Hall: - At the meeting of the Finance and Personnel Committee members recommended for the bench to be removed, repaired and replaced in its original position.
- i) Benodet Park & Skate Park: - The Skate park has been left in a messy state, with items discarded included chairs. Councillor Mike Pearn asked for Benodet Park and the public conveniences at Benodet Park to remain unlocked for the nights of Friday 19th and Saturday 20th June, this being the night prior to Armed Forces Day and the day itself, as there is a re-enactment camp being set up there. Explaining that a security management firm will be on patrol throughout the night to ensure the security of the park and toilets facilities.
- j) Public Conveniences: - Benodet and Antony Road public conveniences have been power washed inside and also the frontage of Antony Road.
- k) Footpaths: - Footpath 4 has been cut by the Contractor who has indicated that it is likely two further cuts will be required this year.
- l) Dog Fouling/Litter Patrol: - Patrols of the town have continued. The Enforcement Officer from Cornwall Council emailed to say that there has been a decline in the amount of dog fouling complaints received from residents of Torpoint. He believes this is as a direct result of the introduction of the Town Council Enforcement Officer. Complimenting Ian Beard's approach to his work, Simon continued that Torpoint Town Council is moving in the right direction in tackling those responsible for allowing their dogs to foul the public highways, highlighting that the Library and One Stop Shop have been selling a large number of Cornwall Council dog fecal bags. He concludes that he hopes this valuable partnership can continue in the coming months. Members **recommended** a press release is issued with an update following the introduction of the Enforcement Officer.
- m) Tennis Courts: - The Town Mayor reported that a coordinated clean-up of the tennis courts at top of Thanckes Park has been completed. The Mayor requested that the Town Council Caretakers open and close the courts on a daily basis and stated that by doing so Cornwall Council have confirmed that the Town Council is not accountable or takes any responsibility for anything related to the tennis courts. On this basis that the Town Council are not responsible for any matter relating to the tennis courts members concurred with the request from the Mayor.

24-15 AMO Policies Reviewed by this Committee

None

25-15 AMO To consider the Business Risk Management Plan

The inspection of the internal fixed assets has been completed by the Chairman and Assistant Town Clerk. The items will be recorded by the ATC and appended to the Council's Fixed Asset Report.

26-15 AMO Items Referred to this Committee

None.

27-15 AMO Health and Safety

a) Fire Risk Assessment and Issues: - already noted (see minute 23-15AMO (c) above).

28-15 AMO Correspondence

a) Stansfilm. Members noted receipt of the correspondence and following a discussion agreed to delegate responsibility for communicating back with the author to the Officers of the Council and if needed further professional advice would be sought.

29-15 AMO Parish Lengthsman Scheme

The Town Clerk explained that in future this initiative will be considered by the Development and Localism Committee and should the Council agree to participate in the scheme then it would become an operational matter and referred back to this Committee.

30-15 AMO Planning Applications

a) PA15/04438 – MOD Thanckes Oil Fuel Depot, Pengelly Hill, Wilcove – The demolition of the existing Yonderberry Jetty and construction of a replacement oil fuel jetty immediately to the north, comprising of associated fuel pipelines; sullage pipeline; potable water supply and cabling for communications on the jetty. Land based works within Thanckes Oil Fuel Depot (OFD) site are to comprise: replacement fire main; installation of new tank drenching sprinklers on 8 fuel storage tanks; fire-fighting control building; fire-fighting foam proportioner building; electrical feeder pillar; standby electrical generator; fire pump control room; security facilities and fencing including two CCTV columns; surface water drainage and oil interceptor (below ground); foul drainage retention tank (below ground); footbridge over pipework and site compounds (for construction period only).

No objections or observations.

b) PA15/04263 – 5 Grove Park, Torpoint, PL11 2PP – Proposed family room and bedroom extensions.

No objections or observations.

c) PA15/04840 – 41 Carbeile Road, Torpoint, PL11 2HP – Proposed alterations to existing rear kitchen and internal alterations including alteration and replacement of existing windows to rear elevation.

No objections or observations.

31-15 AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Trebor Maintenance	Parks maintenance (April)	208.00	34.67	173.33
Firewatch	Emergency Light Repairs	433.80	72.30	361.50

32-15 AMO Date of next meeting

Thursday 2nd July 2015.

33-15 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting

None.

Meeting closed 8.23pm.....Chairman