



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr R S Barnes

Town Clerk: P B Bennett

See Distribution

Our Reference:

RTC/460/2/Mtg

Date:

3rd January 2024

Dear Councillor

Operations Committee Meeting – 8th January 2024

You are summoned to attend a Meeting of the Redruth Town Council Operations Committee to be held in the Langman Room, Redruth Civic Centre on Monday 8th January 2024 commencing at 7pm.

The Agenda and associated papers are enclosed for your reference and information.

Yours sincerely

A handwritten signature in black ink, appearing to read 'AA' with a long horizontal stroke extending to the right.

Abigail Hunt
Operations Officer & Interim Proper Officer

Enclosures:

Agenda and associated documentation.

Distribution:

Action:

Cllr Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr Broad
Cllr Brown
Cllr Craze
Cllr Ellenbroek
Cllr Garrick
Cllr Major
Cllr Reeve
Cllr Skinner
Cllr Thomas
Cllr Tremayne

Information:

All other Councillors
Cornwall Council Members
Press & Public

Redruth Town Council
Operations Committee Meeting – 8th January 2024

AGENDA

PART I – PUBLIC SESSION

1. To receive apologies for absence
2. Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda
3. *To suspend Standing Orders to allow the public to speak*
4. To allow the public to put questions to the Council on any item on this agenda
5. *To reinstate Standing Orders*
6. To confirm the Minutes of the Meeting of the Operations Committee held on 7th November 2023
7. Clerk's Report
8. To receive correspondence [schedule attached]
9. To receive a report on the work of the Facilities Department [report attached]
10. To receive a report on the work of the Administration Department [report attached]
11. To discuss the gate way to North Country [Cllr Barnes]
12. To exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (contracts in confidence), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act

PART II – PRIVATE SESSION

13. To consider charges for cleansing of devolved land for financial year 2024-25
14. To confirm the provision of the Redruth Floral Display 2024



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Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr R S Barnes

Town Clerk: P B Bennett

Minutes of a Meeting of the Redruth Town Council Operations Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 7th November 2023

Present: Cllr W Tremayne Chair
Cllr A Biscoe
Cllr H Biscoe
Cllr S Barnes
Cllr P Broad
Cllr M Brown
Cllr B Craze
Cllr B Ellenbroek
Cllr R Major
Cllr C Skinner
Cllr I Thomas

In attendance: Ms A Hunt Operations Officer
Ms C Coomber Administration Manager
Mrs H Bardle Responsible Finance Officer
Mrs J Pelham-Wales Administration Assistant

PART I – PUBLIC SESSION

1555.1 To receive apologies for absence.

Apologies were received from Cllrs Smith (family commitments), Garrick and Reeve (other commitments)

1555.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.

None were declared.

1555.3 To confirm the minutes of the Operations Committee Meeting held on 4th September 2023

1555.3.1 RESOLVED by Majority that the minutes of the Operations Committee meeting held on the 4th September 2023 are a true and accurate record of proceedings. [Proposed Cllr H Biscoe; Seconded Cllr I Thomas] Cllr Ellenbroek abstained as she had not been present at the meeting.

1555.4 Clerk's Report.

A report had been circulated prior to the meeting. The Clerk further advised that she had been approached by another sports club enquiring about use of Strawberry Fields. She had made contact with the Community Link Officer to clarify Cornwall Council's position in relation to sub-letting. The telephone kiosk adopted by the Town Council had been fully prepared and secured by the Facilities Team and handed over to the Engagement Team for

a decision on its future use. It was reported that the possible devolution of Treskerby Playing Field remained in the hands of Cornwall Councillor Donnithorne. The Town Clerk had been advised of the request for a wider discussion relating to public toilet provision to be placed on the Agenda for Full Council. The tender process in relation to New Cut was ongoing. A discussion took place with regard to existing provision of Changing Places facilities in the parish. No further update available in relation to either the Post Office on Fore Street or the request for a Banking Hub. Finally, it was reported that confirmation had been received from the Highway Manager that residents were unable to attend the Cormac depot and obtain a personal salt provision.

1555.5 To receive correspondence.

None had been received.

1555.6 To receive a report on the work of the Facilities Department

The Facilities Manager had submitted a report prior to the meeting but had sent his apologies. Cllr Brown asked if there was a time frame for improvements to the heating system in the Langman Room. The Operations Officer confirmed that the team were working on issues related to heating throughout the Civic Centre. Cllr Ellenbroek asked if different types of boilers had been considered, commenting that it may be worth contacting Mitchell & Webber following the HVO renewable heating project they had undertaken in Kehelland. The Operations Officer confirmed that all avenues were currently being explored, and that the Facilities Manager would present all available options to the Operations Committee before any final decision.

Cllr Barnes asked what the issues were regarding damp in the Town Clock. Cllr Tremayne confirmed that a recent flood during heavy rain had affected the clock mechanism. Repairs were being carried out to try and get the clock operational again. A drain blockage had also been cleared and was now free flowing. Cllr Brown asked if it would be possible to investigate historical building grant funding for repairs to the clock tower. The Operations Officer confirmed this was something that would be looked into but that the Facilities Manager first wanted to assess the impact of the actions set out in his report. Cllr Ellenbroek asked if there had been any communication from Cornwall Council regarding trees adjoining Raymond Road allotments. The Administration Manager confirmed that no response had been received. Cllr Ellenbroek would chase this up with the relevant department. Cllr Ellenbroek further asked if there had been any developments regarding clearance of the leats on the Kresen Kernow site. The Operations Officer confirmed that there was no update so far, but that it was being followed up. The report was noted.

1555.7 To receive a report on the work of the Administration Department

A report had been circulated prior to the meeting. The report was noted.

1555.8. To consider the Redruth Floral Display 2024

A report had been circulated prior to the meeting outlining options for the 2024 town floral display. The Operations Officer further produced a presentation detailing the financial implications of the display to the Town Council over previous years, in addition to other considerations. The Operations Officer advised that a contractor interested in maintenance of the display had been identified, however no costings had yet been received.

The Operations Officer asked Members to confirm which option they would like the Operations Team to pursue for the 2024 floral display. Councillors acknowledged that there were potential concerns over biodiversity and the impact of climate change but commented that they felt a return to a full display would be preferable as businesses had seemed willing to support the display in the past, and the lack of availability this year had resulted in some disappointment.

- 1555.8.1 Unanimously RESOLVED to: (i) revert to a floral display available to town centre businesses and ask that the Operations Team continue in their efforts to identify a maintenance contractor and (ii) approach all businesses in the town centre at this time to gauge interest in the 2024 display [Proposed Cllr H Biscoe; Seconded Cllr Thomas].
- 1555.9 **To consider the budget for the Operations Committee for Financial Year 2024-25 and to make recommendations to the Finance Committee.**
- 1555.9.1 Unanimously RESOLVED that the budget for the Operations Committee for the Financial Year 2024-25 be forwarded to the Finance Committee as presented. [Proposed Cllr Brown; Seconded Cllr H Biscoe].

Chairman

Redruth Town Council
Clerk's Report – Operations Committee
Meeting Date: 8th January 2024

Minute No.	Item	Action	Response
1418.3	Strawberry Fields	Site leased from Cornwall Council. Sub-letting or leasing of land currently not permitted. Town Clerk has written to Cornwall Council enquiring as to a variation or offer of freehold transfer	Verbal update to be given at the meeting
1477.8	Possible devolution of Treskerby Playing Field to the Town Council	Unanimously RESOLVED: (i) to advise Cornwall Council that they should proceed with the playscheme as the Town Council did not have the capacity at present and this would expedite the outcome wanted; (ii) to advise Cornwall Council that the Town Council would not consider entering into a MOU for the devolution of the site until the transfer has been fully investigated, costs analysed, and this Committee given the opportunity to make an informed decision	In the hands of Cornwall Cllr Donnithorne. Update provided in report for Full Council on 18/12/23.
1558.15.1	Provision of Public Conveniences	RESOLVED by Majority to revisit the refurbishment of the public conveniences at New Cut, to include a fresh look at proposed layout	Updates and options will provided to the Operations Committee as appropriate
1538.4	Post Office on Fore Street	Updates to be relayed to Members as and when received	Post Office working to re-establish a service in the town centre
	Banking Hub	Updates to be relayed to Members as and when received	Work ongoing with Engagement Officer to make case for provision of a banking hub in Redruth
1555.8.1	Floral Display 2024	Unanimously RESOLVED to: (i) revert to a floral display available to town centre businesses and ask that the Operations Team continue in their efforts to identify a maintenance contractor and (ii) approach all businesses in the town centre at this time to gauge interest in the 2024 display	See reports from Facilities Manager and Administration Manager

Redruth Town Council
Operations Committee
Correspondence Schedule
Meeting Date: 8th January 2024

1. Cornwall Streetworks Team – Closure Order, Trevingey Road, 15th January 2024
2. Cornwall Streetworks Team – Closure Order, Glen Leigh, 13th February 2024

OPS (Redruth Town Council)

From: Peter Bennett (Town Clerk)
Sent: 02 January 2024 09:16
To: OPS (Redruth Town Council)
Subject: FW: Closure Order - Trevingey Road, Redruth

From: Cornwall Streetworks Team <noreply@one.network>
Sent: Monday, January 1, 2024 6:01 AM
Subject: Closure Order - Trevingey Road, Redruth

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

Location: Trevingey Road, Redruth

Timing: 15th January 2024 (09:30 to 15:30 hours)

Contact: Sunbelt Rentals on behalf of Openreach - Tel: 03700 500 792

The above closure has been approved. Please click the following link to view a map and associated documents:

<https://one.network/?tm=136125049>

Applicants are reminded that they have undertaken to notify all interested parties known to be directly affected by the closure including, if appropriate, bus companies and all frontagers on the length of the road such as local residents and businesses as well as other traders who may have to make deliveries and/or collections in the area. Applicants and contractors are also reminded that they are responsible for the provision, erection, maintenance and removal of all necessary signing.

Kind regards,

Streetworks

Transport and Infrastructure Service

Cornwall Council

Tel: 0300 1234 222

[Click here if you no longer wish to receive this email alert](#)

OPS (Redruth Town Council)

From: Peter Bennett (Town Clerk)
Sent: 15 December 2023 16:00
To: OPS (Redruth Town Council)
Subject: FW: Closure Order - Glen Leigh, Redruth

From: Cornwall Streetworks Team <noreply@one.network>
Sent: Friday, December 15, 2023 1:35 PM
Subject: Closure Order - Glen Leigh, Redruth

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

Location: Glen Leigh, Redruth

Timing: 13th February 2024 (09:30 to 15:30 hours)

Contact: Sunbelt Rentals on behalf of Openreach - Tel: 03700 500 792

The above closure has been approved. Please click the following link to view a map and associated documents:

<https://one.network/?tm=136359452>

Applicants are reminded that they have undertaken to notify all interested parties known to be directly affected by the closure including, if appropriate, bus companies and all frontagers on the length of the road such as local residents and businesses as well as other traders who may have to make deliveries and/or collections in the area. Applicants and contractors are also reminded that they are responsible for the provision, erection, maintenance and removal of all necessary signing.

Kind regards,

Streetworks

Transport and Infrastructure Service

Cornwall Council

Tel: 0300 1234 222

[Click here if you no longer wish to receive this email alert](#)

REPORT FOR: Operations Committee Meeting 8th January 2024

SUBJECT OF REPORT: Summary of Facilities Department progress

SUMMARY OF IMPLICATIONS

a.	Policy	-	No
b.	Financial	-	No
c.	Legal	-	No

TERMS OF REFERENCE

To report upon the responsibilities within the Facilities Department.

REPORT

1. Redruth Civic Centre

I have been making enquiries about replacing the current boiler. I have received one quote from South West Heating. This quote is for moving away from gas/fossil fuels to an electric heating system. The initial cost will be more expensive as we would have to change over the radiators within the building. I am still awaiting two other quotes which I expect to be a lot less expensive but still using gas. This option would probably have to be upgraded again in the near future due to gas boilers being gradually phased out to achieve net zero greenhouse gas emissions.

Greens will be removing the buddleia from the front and rear of the building. I am awaiting dates for the work to commence.

Weekly fire alarm checks are completed followed by monthly emergency lighting and fire extinguisher checks.

2. The Chambers

Regular inspections and a weekly fire alarm test are carried out. The lift has been serviced. Brackets for the floral displays need replacing outside the Credit Union. I am meeting an energy assessor at the end of January to discuss options for the building.

3. Clock Tower

Regular inspections and cleaning of the Clock Tower continues. Green algae has returned to the middle floor of the clock tower. Water ingress is worsening. I will inspect lead on the top of the clock tower in suitable weather conditions. I have been advised by Mr Electric that the fuse box within the clock tower should be replaced with a water proof type.

4. Market Way and Market Hall

Cleaning and maintenance of the site continues. Mr Electric will be fixing the entrance lighting at Market Way on 3rd January 2024. We have encountered ASB issues with people dying hair in the toilets, which has permanently stained some of the surfaces.

Unit 5/6 and Unit 7 have been decorated and are ready for new tenants.

There is failing guttering around Market Hall which is causing water ingress issues around the building. JDS have had a look and I am awaiting options for repair.

5. Redruth Town Festivals and Markets

The Facilities Team continues to assist with distribution of monthly market signage in addition to the preparation of Market Hall. The team also assisted with the Christmas set up and pack down.

6. Town Centre

Street furniture will be cleaned throughout town in January.

I have received one quote for maintenance of the floral display and am awaiting another.

7. New Cut Car Park & Public Conveniences

The facility is checked daily. The door return on the disabled door will be fixed by the Facilities Team.

The site continues to experience minor ASB.

The facility is now open 6 days a week 7.30am-4.30pm.

8. Public Realm at Brewery Site

Maintenance of green spaces continues.

The Facilities Team regularly have to clean up glass and graffiti from the site on our daily inspections. Reports of ASB and deterioration of surrounding buildings continue to be reported to Kresen Kernow/Cornwall Council.

The Facilities Team will remove the sleigh and reindeer from Kresen Kernow and store them at The Yard ready for collection.

9. St Rumon's Garden

The Gardens are open and regularly maintained by the team. The Christmas decorations around the gardens have been removed.

The removal of the Perspex from the mural has not created any issues and has stopped the algae growing on the picture.

10. Play Areas/Skate Park

Routine Play Area Surveys are completed regularly. Cleaning and maintenance work are carried out as required.

Planting has been completed at the entrance to the playing fields.

After inspection the bench at the entrance to East End has been removed due to rust and weakening parts. This will be replaced with a bench made from recycled materials.

The Facilities Team continue to do daily inspections, litter pick the skatepark and empty bins. There have been very few issues with litter and ASB.

We are still having issues with parking across the main gate by the general public. This has been made worse by the removal of the bench.

11. Allotments

The new fence at Parc An Mengleth is regularly inspected by the Facilities Team.

After high winds a large branch fell on to the site. The team made safe the site and removed branches. The tree came from an area which is owned by Cornwall Council. They were informed and asked complete a tree survey on their site. The tree survey by Cornwall Council has been completed and works have been put in place to make this area safe.

12. LMP & Green Spaces

Contracted maintenance for 2023 is completed.

13. Facilities Department

The team continues to show great commitment to the Council.

Two members of the Facilities department will complete a 3-day first aid course in January.

Two members of the team have also passed Ipaf training in the use of mobile vertical scissor lifts and mobile boom equipment.

As Facilities Manager I have completed a biennial maintenance schedule for the town's street furniture and am currently working on open spaces site specific maintenance schedule.

14. Health and Safety

Reviews of PPE provision and training needs are ongoing.

15. **RECOMMENDATIONS**

It is recommended the report be noted and approval granted for corresponding works & purchases.

Chris Strugnell
Facilities Manager

REPORT FOR: Operations Committee Meeting on Monday 8th January 2024

SUBJECT OF REPORT: To update the Committee on the work of the Administration Manager

SUMMARY OF IMPLICATIONS

a.	Policy	-	No
b.	Financial	-	No
c.	Legal	-	No

TERMS OF REFERENCE

To report upon the responsibilities within the Administration Department.

REPORT

1. General Administration

We are now back up to a full team again in the Admin department following Kelly's return from sick leave, and looking forward to the New Year.

2. Reporting to Cornwall Council / Devon & Cornwall Police Local Neighbourhood Policing Team

We are continuing to report any incidents reported to us by members of the public using the Cornwall Council reporting functions, as well as logging the information separately.

3. Fire Warden and First Aid

We have held our inaugural First Aid & Fire Warden Forum meeting and compiled an action plan of priorities. These meetings will take place bi-monthly.

Two of the Facilities Team have been signed up for First Aid training in January 2024.

4. Market Way

Units 5 & 6 have now been vacated and are currently being advertised for Let. We have already received expressions of interest.

Unit 7 is also now vacant as the tenant gave notice and left just before Christmas. This single unit is also now being advertised for Let. We have a party interested in renting this unit until June / July 2024.

5. 2024 Floral Display

Following the suggestion from Cllr Ellenbroek at the last Operations meeting, we are in the process of finding out which businesses in the town would be interested in participating in this year's Floral Display. I shall give a verbal update on progress during the meeting.

RECOMMENDATIONS

It is recommended that this report is noted.

Claire Coomber
Administration Manager