



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT
Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

Our Reference:
RTC/460/2/Mtg
Date:
29th June 2022

See Distribution

Dear Councillor

Operations Committee Meeting – 4th July 2022

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 Tuesday 4th July 2022 commencing at 7 p.m.

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

Although the Covid-19 guidelines have now been relaxed, we request that Members do not attend the Council building before 6:50 p.m. Entry to the building will be through the main access doors to the Library and we ask that you continue to wear a face covering, unless exempt, and sanitise hands on entry. At the conclusion of the meeting members are asked to vacate the building promptly through the external door in the Langman Room to Alma Place.

Yours sincerely

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

Peter Bennett
Town Clerk

Enclosures:

Agenda and associated documentation.

Distribution:

Action:

Cllr Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr Broad
Cllr Brown
Cllr Collins
Cllr Craze
Cllr Garrick
Cllr Reeve
Cllr Thomas
Cllr Tremayne

Information:

Other Town Councillors
Press & Public

Redruth Town Council
Operations Committee Meeting – 4th July 2022

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:
 - 6.1 the Meeting of the Amenities Committee held on 3rd May 2022 [Minutes attached].
7. Town Clerks Report [see schedule attached].
8. To receive correspondence [see schedule attached].
9. To receive a report on the work of the Facilities Department [report to follow].
10. To receive a report on the work of the Administration & Finance Department [see report attached].
10. To discuss further the possible devolution of Treskerby Playing Field to the Town Council [see report attached].
11. To consider the erection of new football posts at East End Playing Fields [Cllr Broad].



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Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

Minutes of a Meeting of the Redruth Town Council Amenities Committee held at Redruth Civic Centre, Alma Place, Redruth on Tuesday 3rd May 2022

Present: Cllr W Tremayne Chair
Cllr A Biscoe
Cllr H Biscoe
Cllr M Brown
Cllr L Collins
Cllr C Garrick
Cllr D Reeve (from the point mentioned)
Cllr I Thomas

In attendance: Mr P B Bennett Town Clerk
Ms A Hunt Operations & Facilities Officer
Mr C Strugnell Facilities Supervisor
Ms C Coomber Administration Assistant
Cllr C Skinner

PART 1 - PUBLIC SESSION

1465.1 To receive apologies for absence

Apologies were received from Cllrs Mrs Ellenbroek, Broad & Barnes (other commitments).

1465.2 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.

1465.3 To confirm the Minutes of the Meeting of the Amenities Committee held on 7th March 2022

1465.3.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Amenities Committee held on 7th March 2022 as a true and accurate record of proceedings [Proposed Cllr Biscoe; Seconded Cllr Mrs Biscoe]. Cllrs Brown, Garrick and Tremayne abstained as they had not been present at the meeting.

1465.4 Town Clerk's Report

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

There was no update on the Strawberry Fields issue, despite the Town Clerk raising the issue again two weeks ago.

The adoption of the red phone box in Fore Street had all gone through, however the removal had been halted due to ongoing electrical issues.

Cllr Reeve entered the meeting at this point.

1465.5 To receive correspondence

No correspondence had been received.

1465.6 To receive a report on the work of the Facilities Department

A report had been circulated prior to the meeting.

The Facilities Supervisor informed the meeting that there had recently been more water leaks which resulted in temporary disconnection of water supply to The Foyer. Communication was being kept open with the LiveWest support workers.

The Clocktower was not working correctly and chiming not quite on the hour, but Cllr Tremayne was confident the issues would soon be resolved.

The Operations and Facilities Officer and the Engagement Officer were due to attend a meeting at Redruth School to discuss various topics including ASB within the town.

The litter picker provided at the Skate Park was being used to keep the area clean. The recently planted trees were growing well. The Engagement Officer would be discussing the pathway and signage issues with the Skate Park Association.

The Facilities Supervisor commented that there may be a need to investigate funding for replacing the ash trees which may need to be felled due to ash die back but that the number of trees would be reassessed later in the year. The report was noted.

1465.7 Changing Places facility

A report had been circulated prior to the meeting.

The Town Clerk asked members to confirm if the status of their view on the Changing Places facility was the same as it was when last discussed back in September 2021.

1465.7.1 Unanimously RESOLVED to confirm that Members wished to proceed with the original plans for four gender neutral cubicles, one disabled, and one changing place facility. [Proposed Cllr Thomas; Seconded Cllr Mrs Biscoe].

1465.8 To consider future potential devolution packages / projects.

A report had been circulated prior to the meeting.

There proceeded to be a lengthy discussion between Members regarding the potential devolution of packages and projects. The report highlighted the main priorities of moving St Rumon's Gardens and Strawberry Fields from leasehold to freehold transfers, and to decide on the current lease at Gweal-an-Top. All other devolution proposals should be considered and investigated further.

1465.8.1 Unanimously RESOLVED that the main priorities of Strawberry Fields and St Rumon's Gardens are actioned, and that devolution of the Cornwall Council owned car parks in Redruth is investigated further. [Proposed Cllr Biscoe; Seconded Cllr Garrick].

1465.8.2 Unanimously RESOLVED to agree with the prioritising breakdown on the report presented by the Town Clerk. [Proposed Cllr Brown; Seconded Cllr Garrick].

Chairman

Redruth Town Council
Town Clerks Report – Operations Committee
Meeting Date: 4th July 2022

Min No	Item	Action	Response
1455.4	Strawberry Fields		Still awaiting confirmation from CC that variation of lease or freehold transfer is acceptable – have raised issue with new CLO.
1455.4	Adoption of former red telephone kiosk outside London Inn		Phone Box now in RTC ownership – removal halted for now due to issues with electrical connections

Redruth Town Council
Operations Committee
Correspondence Schedule
Meeting Date: 4th July 2022

1. Network Rail – Safety-critical vegetation management in the Redruth area



Railway Neighbour
The Cornwall Centre
Alma Place
REDRUTH
TR15 2AT

45807/953



Community Relations
Western House
1 Holbrook Way
Swindon
SN1 1BD

24 hour National Helpline
03457 11 41 41

16 June 2022

Our reference **MLN4 310m 00ch to 312m 00ch**

Dear neighbour,

Safety-critical vegetation management

We wanted to let you know that we will be working in the **Redruth area** to carry out a controlled programme of tree and vegetation management.

Why do we need to undertake this work?

The safety of the general public, travelling passengers and our staff is our number one priority. Uncontrolled vegetation can pose a serious risk to the safe running of the railway.

This year, during Storm Eunice in February, we received more than 140 reports of fallen trees, branches, trampolines or other items on the track. Thankfully, no passengers were injured or train drivers harmed. However, the impact of a fallen tree could have been much worse. Incidents like this can lead to long delays for our passengers which affects the whole of the UK network.

When will this work take place?

Work will take place **overnight** between the hours of **11:30pm and 5:30am** from **Monday 4 July to Saturday 9 July**. We need to work during these times so our teams can work safely when trains aren't running.

What is involved in vegetation management?

We take our responsibility to manage the railway safely and look after the habitats on our land very seriously. Work will be carried out considering the safety risks to passenger trains and our staff, the natural environment, bird nesting season and the local community.

Before we undertake any work, we will inspect vegetation and undertake ecological surveys. Once we have done these assessments, we will clear vegetation in line with best practice and guidance issued to us.

Safety – See something suspicious? Contact British Transport Police 0800 405040.



The vegetation clearance will involve stripping or removing trees and vegetation 8m from the outer running rail or to the boundary fence, whichever is the lesser.

This programme will include investigating any vegetation growing on third party land that poses a risk to the railway. In this situation, we will contact the relevant landowner to discuss this with them directly.

How will we manage the impact on our neighbours?

The nature of our work often means some disturbance is unavoidable. Our teams are aware that they are working close to your home, and try to minimise disruption as much as possible, but we apologise in advance if you are disturbed during these works.

Contact us

I hope this information is helpful and we apologise for any inconvenience this essential vegetation management may cause.

If you have any additional questions or concerns about the work taking place in your area please call our dedicated 24-hour National Helpline on: 03457 11 41 41 or visit www.networkrail.co.uk/contactus.

For more information about living by the railway, please visit: <https://www.networkrail.co.uk/communities/living-by-the-railway/>

Yours sincerely

A handwritten signature in black ink that reads "Chris O'Connell".

Chris O'Connell
Community Relations Executive

Enc. Vegetation management leaflet

Safety – See something suspicious? Contact British Transport Police 0800 405040.

REDRUTH TOWN COUNCIL

REPORT FOR: Operations Committee Meeting on 4th July 2022

SUBJECT OF REPORT: To update the Committee on the work of the Administration & Finance Team

SUMMARY OF IMPLICATIONS

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

TERMS OF REFERENCE

To report upon the responsibilities within the Administration & Finance Department.

REPORT

1. Administration

Our Administration Assistant has successfully completed her probationary period and is now a fully-fledged employee of Redruth Town Council. Her contribution to the Council has been a fantastic help and she is a great asset to us. We still have one vacancy to fill and as the team increases the amount of financial tasks it is undertaking, we can start to consider how best to move forward. The Staffing Committee is receiving regular reports on the progress of this.

2. Market Way & Market Hall

Over the last six months we have seen the arrival of two new licence holders. Both have taken on the licence with no issues and have been happy with the service we are currently providing. Unfortunately, we anticipate losing a licensee at the end of July, due to retirement. They currently rent a large sized unit and discussions have already started as to advertising for this unit to be let out to a suitable business as soon as possible.

3. Health & Safety

Since starting with the Town Council, I have taken on the role of Health & Safety Representative and have, together with the Facilities Supervisor, developed and trained employees on an updated fire safety & evacuation plan. We now have designated fire wardens in each area of the building trained to aid colleagues and customers of the library in case of a fire.

The Town Council currently does not have any employees with up-to-date first aid or fire extinguisher training, so I will need to investigate rectifying this as soon as possible, along with reviewing our risk assessments for all departments.

4. Youth Council

I have been attending Youth Council meetings with the Operations & Facilities Officer and have been really impressed with their enthusiasm and ideas to help the local community. The Youth Council will continue to provide regular updates on their work to the Full Council.

5. Finance

Since the start of my time with the Town Council, I have been taking on more financial duties and tasks as my training from the Town Clerk has permitted, allowing me to accumulate some outstanding monies owed from various sources. I have also set up regular payment plans, trackers and opened lines of communication to monitor our income and expenditure more closely. This work is ongoing and more detailed reports will be submitted to the Finance Committee.

RECOMMENDATIONS

It is recommended that Redruth Town Council has at least two people trained in first aid, and that, in addition, the library team all receive first aid training to ensure cover at all times of opening to the public.

It is also recommended that all fire wardens receive training on the correct use of fire extinguishers.

Steve Treloar
Administration & Finance Officer

REPORT FOR: Meeting of the Operations Committee on 4th July 2022

1.0 SUBJECT OF REPORT: Treskerby Playing Field – further discussions over possible devolution to the Town Council

2.0 SUMMARY OF IMPLICATIONS

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

3.0 REPORT

Initial Discussions

3.1 Members will recall that back in November 2020 we briefly discussed the possible devolution of the Treskerby Playing Fields. At the time any possible devolution could not be carried out until after April 2021, as with the site being part of the GI4G project it must remain with CC for at least 2 years after this was completed – if it were then devolved, we would have to maintain the site to an agreed schedule which forms part of the GI4G programme for at least the next 13 years. We were also advised that if the Town Council considered this matter positively, then s106 monies associated with adjacent sites could also be forthcoming to the tune of about £330k. Of these monies, funding had been earmarked to assist in the implementation of the Multi-Wheeled facility at East End Playing Field, and there was agreement about re-introducing play equipment or perhaps a green gym at Treskerby to compliment the work of the GI4G project, and potentially a new access to the site, though no amounts were specified.

3.2 Clearly any devolution needs to be looked at in some detail, not least the capacity to maintain within existing manpower, and the full extent of the use of public space s106 monies by the Town Council.

3.3 Nevertheless, Whilst the committee agreed in principle to this possible devolution, it was agreed that further reports are brought back to this committee before making a final decision.

Further discussions

3.4 Implemented by C.Cllr Donnithorne, I have now had further discussions about the site and potential devolution. Like his predecessor (C.Cllr Mrs Ellenbroek), Cllr Donnithorne is keen to progress the play area/green gym on the site which the local residents have been wanting and discussing for a number of years. The main purpose of these discussions were to look at options on implementation of the play scheme as part of the devolution conversation.

Summary of discussion

3.5 This is a summary of the meeting held, which was attended by C.Cllr Donnithorne, Jon Mitchell, Public Spaces Officer at Cornwall Council, Vanessa Luckwell, CLO, and myself:

- a. Confirmation given that all of the money for the site has now been collected, and that there is a five-year implementation date which means funding must be spent by November 2026.
- b. On the 2nd of November 2020 we agreed in principle with devolution of this playing field, subject to further and more detailed discussions. A play area has always been considered for the site and due to it being a Making Space for Nature site, an overall management plan is attached an area has been predetermined for this. There were previous conversations with Cllr Ellenbrook in relation to the acquisition of land due to lack of road frontage. Cornwall Council would recommend a purchase of circa 500 sq. m. of land adjacent the northeast corner from the neighbour to :-
 - Facilitate an opening up of views in from the road for natural surveillance and to promote the park
 - Accommodate a second and safer means of accessing the park from Treskerby road
 - Enable vehicle access for installing & servicing the play equipment
 However, it was agreed this may be a future phase and the play scheme is the priority.
- c. In respect of the terms of delivering the play scheme Cornwall Council has outlined two possible options, each of which has both advantages and disadvantages:
 - i. the transfer of the site to the Town Council with the full Section 106 money to allow us to consult, design, project manage and implement the scheme. This would allow the Town Council to have full control of the project in terms of timescale, financial expenditure, and you may be able to deliver it cheaper than Cornwall Council.
 - ii. The alternative is to set up a MOU that states that Redruth Town Council intends to take on the site, and for Cornwall Council to instruct Cormac to take on the capital project and implement scheme on our behalf. The benefits of this will be a faster implementation process, but at the same time there will be a cost associated with consultation, design, project management etc.
- d. Cornwall Council's preferred option would be the first one, that they transfer the land and funding to ourselves and allow us to deliver the project direct. However, they are aware that the devolution programme which Cornwall Council manages is potentially fully committed, which may result in a delay. That said, as there is a time limit on the Section 106 funding it may be possible to seek acceleration of this particular devolution and the CLO is investigating this matter.

Implications of devolution

- 3.6 When considering the options above, and the devolution of the site per se, Members should also be aware of other influences that could affect any decision:
- Capacity – both now for the consultation/project management of any potential play scheme project, and future maintenance of said site given the GI4G status. Linked to this would be the cost of any specialist equipment needed to carry out the GI4G management plan (whether purchased or leased/rented etc) and in the future years in terms of maintenance and equipment replacement.
 - A further potential capacity issue could relate to the Town Council's ability to spend remaining funds before November 2026.

- Irrespective of investigations by the CLO to potentially accelerate any devolution due to time limit on s106 funding, experience has shown that historically the transfer of assets from Cornwall Council can be a notoriously drawn-out process, and this in itself is a major risk for the play scheme and any future projects.
- 3.7 Having discussed this matter at length with the Operations Officer, we are of the opinion that at present we do not have the capacity to tackle such a project, nor the manpower to presently carry out regular maintenance of the site, particularly as we are unaware of the exacting requirements under the management plan. Furthermore, the Operations team are already engaged in a major refurbishment project of the public conveniences in New Cut Car Park over the next 20 months, again something that is time limiting.
- 3.8 We believe that in choosing option 2 on this occasion would offer the best solution all round. It would give us the time to gather all the information required to ensure that capacity is at the right level to deal with this additional asset; ensure that the costs and capacity implications are analysed so that we are able to properly budget and recruit for such circumstances. Until such information is received it would be imprudent to make any commitments that we are unable to meet.
- 3.9 In considering this transfer, I should remind Members that we are still awaiting an answer to the variation of lease/freehold transfer of Strawberry Fields and should perhaps make this a condition of any potential transfer – if Cornwall Council wish to complete this transfer at pace, then they can surely do other, much simpler arrangements, in the same timeframe!
- 4.0 **RECOMMENDATION**
- 4.1 It is recommended that Members consider the report and agree on a way forward for the provision of a play scheme at Treskerby Play Area and the possible devolution of the site, with the accompanying s106 funding.

Peter Bennett
Town Clerk