



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:

31st August 2022

See Distribution

Dear Councillor

Operations Committee Meeting – 5th September 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 Monday 5th September 2022 commencing at 7 p.m. The meeting will conclude with a site visit to East End Playing Field.

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.

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:

All other Councillors
Cornwall Council Members
Press & Public

Redruth Town Council
Operations Committee Meeting – 5th September 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 Operations Committee held on 4th July 2022 [Minutes attached].
7. Clerk's Report [schedule attached].
8. To receive correspondence [none at time of publication].
9. To receive a report on the work of the Facilities Department [report attached].
10. To consider future use of Units 11 & 12 Market Way.
11. Upgrade of the Redruth Town Council website.
12. 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

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Minutes of a Meeting of the Redruth Town Council Operations Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 4th July 2022

Present:	Cllr W Tremayne	Chair
	Cllr S Barnes	
	Cllr A Biscoe	
	Cllr H Biscoe	
	Cllr P Broad	
	Cllr M Brown	
	Cllr D Reeve	(from the point mentioned)
	Cllr I Thomas	
In attendance:	Mr P B Bennett	Town Clerk
	Ms A Hunt	Operations & Facilities Officer
	Miss S White	Engagement Officer
	Mr C Strugnell	Facilities Supervisor
	Ms C Coomber	Administration Assistant
	Cllr B Ellenbroek	

PART I - PUBLIC SESSION

1477.1 To receive apologies for absence

Apologies were received from Cllrs Collins, Craze and Garrick (other commitments).

1477.2 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.

1477.3 To confirm the Minutes of the Meeting of the Amenities Committee held on 3rd May 2022

1477.3.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Amenities Committee held on 3rd May 2022 as a true and accurate record of proceedings [Proposed Cllr Brown; Seconded Cllr Thomas]. Cllrs Broad and Brown abstained as they had not been present at the meeting.

1477.4 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. Cllr Barnes requested that a letter be written to Cornwall Council asking them for an update. Cllr Ellenbroek asked that the information be forwarded to her, to be raised as evidence with the Chief Executive of Cornwall Council.

1477.5 To receive correspondence

Correspondence had been circulated prior to the meeting. The correspondence was noted.

1477.6 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 he had taken advice from a potential contractor to reposition the flagpole. The viable options appeared to be repositioning the flagpole on: (i) the side of the Clock Tower or (ii) the Civic Centre (dependent on Listed Building Consent).

Cllr Ellenbroek advised members that she had received complaints from residents of Fore Street about the time of the watering of the Floral Display baskets. The Facilities Supervisor confirmed he had spoken to the contractor regarding the times and resolved the situation.

Cllr Barnes raised the issue which had been brought to the Full Council meeting about the safety of the basket swing in Plain-an-Gwarry Play Area. The Facilities Supervisor confirmed that all equipment underwent safety checks on a regular basis and that it was designed with a level of tolerance factored in.

Cllr Reeve asked how discussions were progressing with Regans in relation to the outstanding repairs to the roof at The Chambers. The Facilities Supervisor was asked to bring a report to the next Operations meeting.

Cllr Ellenbroek asked about the RoSPA report, and the Facilities Supervisor confirmed that the main concern of medium was the re-surfacing. The Town Clerk confirmed that the money for this task was available within the budget. The report was noted.

1477.6.1 RESOLVED by Majority to look into Listed Building Consent for the flagpole to be positioned on Redruth Civic Centre. [Proposed Cllr Brown; Seconded Cllr Thomas] Cllr Tremayne abstained.

1477.7 To receive a report on the work of the Administration and Finance Department

A report had been circulated prior to the meeting. The Administration & Finance Officer had sent apologies.

Redruth Revival had now received funding for the proposed redevelopment of The Buttermarket. Discussions were ongoing to work out how the Town Council and Market Way would be affected by the building works. The report was noted.

1477.8 To discuss further the possible devolution of Treskerby Playing Field to the Town Council

A report had been circulated prior to the meeting which the Clerk asked Members to consider. Cllr Ellenbroek also gave some background information on Treskerby Playing Field. She commented that it was part of the Green Infrastructure for Growth scheme and from that, residents had identified an area for a playscheme. A discussion around potential issues followed.

1477.8.1 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. [Proposed: Cllr Brown; Seconded: Cllr Biscoe]

1477.9 **To consider the erection of new football posts at East End Playing fields.**

Information from Cllr Broad had been circulated prior to the meeting.

The Clerk informed members that when the issue was last discussed in September 2021, it was agreed to consider the reinstatement of the goalposts once the Skatepark was completed.

- 1477.9.1 Unanimously RESOLVED that a plan needs to be made for the site. Cllr Barnes suggested a site visit prior to the next meeting of the Operations Committee on 5th September 2022 [Proposed Cllr Biscoe; Seconded Cllr Brown].

Chairman

Redruth Town Council
Clerk's Report – Operations Committee
Meeting Date: 5th September 2022

Min No	Item	Action	Response
1477.4	Strawberry Fields		Nothing further heard from Cornwall Council
1455.4	Adoption of former red telephone kiosk outside the London Inn		Waiting for BT to undertake necessary work as part of agreement
1477.8	Possible devolution of Treskerby Playing Field to the Town Council		Town Clerk awaiting meeting proposed by C Cllr Donnithorne
1477.6.1	Possible repositioning of flagpole on Redruth Civic Centre		Enquiries to be made into Listed Building Consent once work permitted under recent application has been completed

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

The Facilities Team continues to do daily inspections and weekly fire alarm tests. Two leaks from the air-con units in separate offices caused damage to ceiling tiles.

2. The Chambers

The Facilities Team have completed the decoration of the entrance stairwell and second floor corridor. New Fire Exit signage has gone up at the rear of the building. Fixed gas meter cupboard doors and added new safety signage.

Kernow Credit Union have had problems with the lighting within the office area. Currently waiting for a quote for the work.

The Facilities Team will continue to do regular inspections and weekly fire alarm tests until instructed otherwise.

3. Clock Tower

Regular inspections of tower interior are being carried out by the Facilities Team.

The Electrical Installation Condition Report for the clock tower is book for mid-September.

4. Market Way and Market Hall

The Facilities Team continues with regular maintenance and weekly cleaning of Market Hall.

Preparation of Market Hall, cleaning of Market Way and provision of toilet facility to traders during the monthly markets continues. Facilities Team have had reports of rats in the Buttermarket / Market Way area. We have seen evidence of them around the refuse cupboard in Market Way and have had reports from the public of them in the Buttermarket courtyard also. Facilities will be in contact with local pest control companies to find the best way forward for the Town Council and Buttermarket to get on top of this issue.

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. Road Closure information signs have gone out in preparation for the Pasty Festival.

6. Town Centre

The floral displays around town are still looking fantastic. It has been a tough year for the contractor watering with the dry summer we have had. The contractor was exempt from the hosepipe ban and was able to keep up the watering. With the hosepipe ban in place Facilities decided to reduce the use of water in other areas.

Facilities are still getting reports from the public regarding ASB and are finding offensive graffiti around Redruth. Liaisons with representatives of local schools and Police are ongoing.

7. New Cut Car Park & Public Conveniences

The facility has seen an increase in drug use over the last few weeks. The police have been informed and have increased their presence in the area. Sparkles Cleaning continue to be reminded that this facility is important for the town and that it needs to be open and clean. With continued regular inspections of this facility, we aim to be quick to rectify any ASB issues that might occur.

8. Public Realm at Brewery Site

Maintenance of green spaces continues. There has been an increase in ASB at this site. Mainly consisting of offensive graffiti and damage to a Cornwall Council owned fence. Liaison takes place with representatives of Kresen Kernow, Cornwall Council, local schools and Police to appraise the situation on a regular basis.

9. St Rumon's Garden

The Gardens are open and regularly maintained by the team. Facilities Supervisor has noticed that this area is continuing to be used more by local people and visitors to the town.

10. Play Areas/Skate Park

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

Currently waiting on quotes for the repair of the safety surfaces at both play areas.

In early July we had two groups of the travelling community enter the site by cutting the padlock and removing a post to gain access.

After they had left the Facilities Team spent some time putting in new large metal post filled with concrete at the entrance to East End playing field. They repeated this at the entrance to Strawberry Fields. They had a particularly horrible job of clearing the mess left behind.

We had about 20 bin bags full of rubbish, 1 big load of hedge cuttings and a large load of bark mulch. This all took a considerable amount of time to clear. Facilities Supervisor is visiting Cornwall Concrete to discuss options for more substantial barriers for our sites.

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

The Operations Officer has met with the Skatepark Project Manager to clarify responsibilities and discuss outstanding areas of concern. As a result, the Engagement Officer has been asked to act as the liaison point between the Town Council and Skatepark Association, and to work

with the Skatepark Project Manager to progress those issues identified in her previous reports to Councillors, most pressingly the lack of a pathway and the absence of effective signage. It is also hoped that having a named contact point will assist in development of new ideas and the progression of the Skatepark as a positive asset for the community.

11. Allotments

Coastline have completed the work on the escarpment at Parc An Mengleth.

12. LMP & Green Spaces

Contracted first cuts have been completed.

13. Facilities Department

The Facilities Team continues to work in a safe and responsible way, whilst maintaining our areas to a high standard.

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 Supervisor

REDRUTH TOWN COUNCIL

REPORT FOR: Operations Committee Meeting on 5th September 2022

SUBJECT OF REPORT: To consider future use of Units 11 & 12 at Market Way

SUMMARY OF IMPLICATIONS

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

TERMS OF REFERENCE

To consider the future use of Units 11 & 12, Market Way, in light of the upcoming closure of The Buttermarket.

REPORT

Councillors are aware of the plans for the future of The Buttermarket and its upcoming closure to allow the works to take place. As previously reported, it is anticipated the works will impact on the Town Council in a number of ways.

One area which it is anticipated will be particularly affected is Market Way. The Finance Committee has already approved a temporary 25% rent reduction to be applied to all units in Market Way, implemented upon commencement of the works and reviewed in January 2023.

One of the double units in Market Way is currently vacant, with the previous licence holder having departed at the end of July. This unit is adjacent to Market Hall and thus likely to be significantly impacted by works at The Buttermarket.

Discussions have taken place with the Town Clerk and Engagement Officer as to how the Town Council, as a responsible landlord, can best respond to this situation. It is felt that the unit being vacant at this time provides a real opportunity for the Town Council to demonstrate its commitment to the town and deliver its corporate objective of investing in the community to improve Redruth.

The Town Council is currently lacking a visible town centre space that could be used to promote events, festivals, markets and other happenings in town. Such a space could also have a role as a meeting space or additional workspace. It is felt by the Senior Management Team that using half of Unit 11 & 12 for this purpose would bring benefits to the Town Council but also to other Market Way traders. It would provide a literal shop window for the work of the Town Council, as well as a vibrant exhibition space for items such as parade artwork, and would attract footfall through the entirety of Market Way. The units would also be the ideal location for seasonal events such as the Christmas Grotto, offering a central location and potential for an experiential flow. A further benefit is that the risk of a retailer taking the unit, then leaving early due to the impact of the building work, would be reduced.

It is suggested that the remaining half of the unit could be offered on a very short-term basis to small local businesses or start-ups as a pop up at a nominal rent. This space has the added benefit of a second door and it is hoped that there constantly being something new in the space would boost footfall on an ongoing basis, provide an opportunity for the Town Council to support and showcase start-ups and small businesses and provide a unique shopping experience in the run up to Christmas.

RECOMMENDATIONS

It is recommended that:

- (i) The Operations Committee approves the use of Units 11 & 12 as a combined Town Council space and pop up space for small local business and start-ups;
- (ii) That this use commence with immediate effect and is reviewed by the Committee at its meeting scheduled for 6th March 2023.

Abigail Hunt
Operations & Facilities Officer

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of the Operations Committee on 5th September 2022

1.0 **SUBJECT OF REPORT: Upgrade of Town Council website**

2.0 **SUMMARY OF IMPLICATIONS**

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

3.0 **REPORT**

- 3.1 Council spoke a while ago that following an upgraded and new/redesigned website for the visitor element of Redruth, that we should look at the Town Council site. Central Government published 'The Code of Recommended Practice for Local Authorities on Data Transparency' which requires parish councils which have a gross annual income or expenditure (whichever is the higher) of a least £200,000 to publish 'Public Data', a number of years ago. The government implemented the Code of Practice to ensure that local authorities provide greater transparency and democratic accountability over how council tax and public money is spent.
- 3.2 The Town Council has had a website since about 2001, and we have used VisionICT as website hosts/support since 2006, with the site being upgraded on a couple of occasions during this time. Traditionally, Council websites contain much information that can be/is dull and boring, and as they all contain similar information are much of a muchness. However, we are expected to have this information available to the public. With this in mind, speed and simplicity of use is of the essence to the user. The existing website is getting tired, is often slow to respond, and is not the easiest to navigate.
- 3.3 We therefore believe that we need a new/redesigned website that attracts and welcomes the individual into the maze of information available; has a different appeal to the "usual" council website and have clear and intuitive navigation with the minimum of clicks to reach the information required. We would look to increase our brand awareness and have an eye-catching landing page to introduce people to Redruth Town Council.
- 3.4 We are aware that new/redesigned websites do not come cheaply but would look to set an initial budget of £10k, with £5k coming from budget set this year for this purpose and £5k coming from the Transition EMR. The Operations & Facilities Officer and I are currently working up a brief so that we are able to commence a tender process in the near future and will keep you updated on progress through this committee.

4.0 **RECOMMENDATION**

- 4.1 It is requested that Members consider the report and agree that we look at producing a new Town Council website, with an initial budget of up to £10k, and commence on a tender process as soon as practicable.

Peter Bennett
Town Clerk