



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

See Distribution

Our Reference:

RTC/460/2/Mtg

Date:

2nd November 2022

Dear Councillor

Operations Committee Meeting – 7th November 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 7th November 2022 commencing at 7 p.m.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'PB', followed by a horizontal line.

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 McEvoy
Cllr Reeve
Cllr Thomas
Cllr Tremayne

Information:

All other Councillors
Cornwall Council Members
Press & Public

Redruth Town Council
Operations Committee Meeting – 7th November 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 the Meeting of the Operations Committee held on 5th September 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 the Operations Committee budget for Financial Year 2023-24 and to make recommendations to the Finance Committee [proposed budget attached].



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Town Mayor: Cllr M J Brown

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 5th September 2022

Present: Cllr W Tremayne Chair
Cllr A Biscoe
Cllr S Barnes
Cllr H Biscoe
Cllr M Brown
Cllr L Collins
Cllr B Craze
Cllr D Reeve
Cllr I Thomas

In attendance: Ms A Hunt Operations & Facilities Officer
Miss S White Engagement Officer
Mr C Strugnell Facilities Supervisor
Ms C Coomber Administration Assistant
Cllr C Skinner

PART I - PUBLIC SESSION

1486.1 To receive apologies for absence

Apologies were received from Cllrs Broad and Garrick (other commitments).

1486.2 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.

1486.3 To confirm the Minutes of the Meeting of the Operations Committee held on 4th July 2022

1486.3.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Operations Committee held on 4th July 2022 as a true and accurate record of proceedings, with the amendment that Cllr Reeve had suggested that the meeting be held at Gwealan Tops Adventure Playground rather than Redruth Civic Centre. [Proposed Cllr Brown; Seconded Cllr H Biscoe]. Cllrs Reeve, Collins, and Craze abstained.

1486.4 Clerk's Report

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

Cllr Reeve asked about the resurfacing of Gwealan Tops car park, and the funding, as it was no further forward. Cllr Reeve commented that the current surface is deteriorating. Cllrs Tremayne and Reeve expressed their concerns over the safety of users of Lowen Harts and Gwealan Tops. The Operations & Facilities Officer advised that it would be

discussed with the Town Clerk and requested that the issue be placed on the agenda for the next Full Council meeting on Monday 26th September 2022.

1486.5 To receive correspondence

No correspondence had been received.

1486.6 To receive a report on the work of the Facilities Department

A report had been circulated prior to the meeting.

The Facilities Supervisor had been in contact with Redruth Revival CIC and a local pest control company to look at a 6–8-week programme of pest control, before building work commenced.

The Facilities Supervisor would arrange to discuss with the Town Clerk regarding the re-painting and lime washing of the Clock Tower.

Due to recent heavy rain, there had been leaks in Market Way, flooding four of the units. There was fortunately no damage to stock, but blocked litter had been removed from downpipes and drains.

The possibility of a permanent deterrent to gain access at East End Park is being investigated, following the recent unauthorised access.

Cllr Reeve enquired about the cleaning contract for the toilets, as in her opinion the current service had not been satisfactory. The Facilities Supervisor confirmed that work was ongoing to find a suitable replacement. It was advised that other Councils were also struggling to employ suitable cleaning companies. Cllr Barnes suggested that Redruth Town Council approach Portreath Parish Council to see who they used to clean their toilet block. Cllr Thomas suggested that Redruth Town Council could employ someone as a Maintenance Operative, who could undertake this role, as it was potentially becoming a health and safety risk.

1486.6.1 RESOLVED by Majority for Redruth Town Council to consider the employment of a Maintenance Operative for the cleaning of the toilets. [Proposed Cllr Thomas; Seconded Cllr Collins]. Cllrs H Biscoe and Brown abstained.

1486.7 To consider future use of Units 11 & 12 Market Way

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

A discussion continued around the content of the report. The Operations Committee concluded that the given recommendations were a good idea, in view of the imminent closure of The Buttermarket.

Cllr Thomas requested the potential interest in the units on behalf of the Redruth Heritage Museum be placed on record and considered by Redruth Town Council without prejudice.

1486.7.1 RESOLVED by Majority: (i) to approve the use of Units 11 & 12 as a combined Town Council space and pop-up space for small local businesses and start-ups and (ii) that this use commence with immediate effect and is reviewed by the Committee at its meeting scheduled for 6th March 2023. [Proposed Cllr H Biscoe; Seconded Cllr Reeve] Cllr Thomas abstained.

1486.8 Upgrade of Redruth Town Council Website.

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

1486.8.1 Unanimously RESOLVED to 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. [Proposed Cllr Reeve; Seconded Cllr A Biscoe].

1486.9 To consider the erection of new football posts at East End Playing fields.

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

An aerial map outlining the location of the recently planted trees, the Skatepark and the covenanted area of East End Playing Field, was presented.

1486.9.1 Unanimously RESOLVED: (i) to approve the installation of junior goal posts at East End Playing Field, parallel to the railway line and (ii) that the Town Council seek permission from the landowner to potentially create access on foot directly from Drump Road onto East End Playing Field. [Proposed Cllr H Biscoe; Seconded Cllr Thomas].

Chairman

Redruth Town Council
Clerk's Report – Operations Committee
Meeting Date: 7th November 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		BT authorised 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
1486.6.1	New Cut Public Conveniences		Contractor identified to provide cleaning services, contract in process of being drafted. Market Way conveniences open and being maintained by Facilities Team on interim basis
1486.7.1	Units 11 & 12, Market Way		Space now being used by Engagement Team. Lease for pop-up space being drafted
1486.9.1	East End Playing Field		Goalposts purchased. Delivery and installation expected imminently. Interim pathway installed pending discussions on permanent solution

REDRUTH TOWN COUNCIL

REPORT FOR: Operations Committee Meeting 7th November 2022

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. I have currently received one quote for the removal of the Kresen Kernow sign situated on the front of the building. It was rather high and I am currently waiting on other quotes for a comparison.

2. The Chambers

The Facilities Team will continue to do regular inspections and weekly fire alarm tests until instructed otherwise. Regular cleaning of the interior/exterior of The Chambers continue.

The Union flag was flown at half-mast from The Chambers Building for the passing of HM Queen Elizabeth II. It was flown on the Saturday for the new King and then brought back down to half-mast on the Sunday.

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 has been completed. Work highlighted in the report has also been completed. The damp and green algae are drying out but we are unsure if this is because of the extremely dry weather we have experienced this year. Regular photos and inspections over a period of time over the winter months are taking place. Discussions over removal of the flagpole are ongoing.

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 the toilets continues. The Facilities Supervisor is currently cleaning the toilets twice a day and opening /closing so that the Town has an open toilet facility whilst we are waiting on the new cleaner to take over. The team are currently painting/maintaining shop fronts on wet days. After extremely heavy rain four units had water ingress. The leak was traced back to a drain which had been blocked by a plastic bottle. The bottle had come from the roof and into a downpipe which in turn blocked it and resulted in the leaks. The Facilities Supervisor and Operations Officer have had a good meeting

with The Foyer about litter being thrown out the windows. The pest controller has now finished the six-week baiting with great results. There is no evidence of rats in Market Way and very little in The Buttermarket. Discussions are ongoing regarding future pest control in this area.

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 Remembrance Day.

6. Town Centre

The floral displays around town have now been taken down. I am awaiting prices for next year's display.

The Facilities Team are still getting an increase in reports from the public regarding ASB and are finding more offensive graffiti/vandalism around Redruth. Liaison with representatives of local schools and police is ongoing.

7. New Cut Car Park & Public Conveniences

After a long period of the cleaning contractor not fulfilling their contract, this has now been cancelled. This has left the facility at New Cut closed. Signage on the building is directing the public to Market Way toilets so that the town is still offering a free, clean facility six days a week. I am currently cleaning the Market Way toilets but this is time consuming. A new contractor will start cleaning both sets of public toilets in the near future.

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. The derelict buildings around the site are getting worse and safety concerns have been forwarded to Kresen Kernow/Cornwall Council.

9. St Rumon's Garden

The Gardens are open and regularly maintained by the team. I have noticed that this area is continuing to be used more by local people and visitors to the town. A remembrance rose called Elizabeth has been planted by the Facilities Team in the garden and a plaque will follow at a later date.

10. Play Areas/Skate Park

Routine Play Area Surveys are completed regularly. Cleaning and maintenance work are carried out as required. We are currently waiting on a more in depth quote for the large surface at Plain an Gwarry play area and a date to start the work on the small safety surfaces at the play areas.

I am 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. Graffiti tags have started to appear on the skate park. Removing it is very time consuming and the product to remove it is expensive. We have made the decision to only remove names, phone numbers and anything offensive. We have not had anything of this type in the area yet.

Facilities team has put down a temporary path from the top gate to the skatepark/play area. They have received good feedback from the public and it works well.

The Gwealan Tops tree survey has been completed and we are currently waiting for the report.

Goalposts for East End have been purchased. When they arrive the team will erect them in the position agreed by the Committee.

11. Allotments

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

12. LMP & Green Spaces

Contracted first cuts have been completed. Second cuts are ongoing.

13. Facilities Department

The Facilities Team continues to work in a safe and responsible way, whilst maintaining our areas to a high standard. The team have been very busy trying to keep on top of everything for a small team and increasing workload. I cannot praise their commitment enough, even when receiving lots of negativity from certain members of the public "Don't know why your bothering", "waste of time" etc. so could I please ask if you see the team around town to have a chat and be positive with them as we are all working hard to make the town an inviting place for everyone and the negativity can get you down.

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
Operations Committee Budget 2023-24

				<u>Budget</u>	<u>Budget</u>
				<u>2022-23</u>	<u>2023-24</u>
102	General Adr	4201	Stationery	1200	1400
		4202	Telephone/Internet	1200	1350
		4203	Mobile Phones	2880	3400
		4204	Annual Subscriptions	9185	10100
		4205	Photocopier Contract	1250	1375
		4206	Postage	550	150
		4207	Advertising	1000	1000
		4208	Audit	3250	3400
		4210	Mayor's Budget	2000	2000
		4212	Development Resources	1000	1000
		4213	Tablets	3065	3065
		4215	Refreshments	400	400
		4220	Miscellaneous Expenses	200	200
		4221	Loan Repayment	16958	16670
		4222	IT Support	10850	12200
		4223	HR Outsourcing	7500	7500
				62488	65210
203	Administrat	4701	Elections	5000	0
		4703	Office Equipment	1500	2000
		4706	Council Website	6300	1500
		4711	Youth Council	1000	1000
				13800	4500

207	Amenities S	4601	Non-domestic Business Rate	2400	2000
		4604	Electricity	500	500
				2900	2500
210	Other Servi	4501	Purchases & Works	7000	7500
		4506	Signs	5000	0
		4507	Town Clock Maintenance	3500	1750
		4520	Weed Control	5000	5750
		4521	Vehicle Fuel	2000	2400
		4522	Machinery Fuel	600	500
		4523	Floral Displays	15000	16000
		4524	GWaT Maintenance	4000	4000
		42100	37900		
301	The Chamb	4209	Insurance	6500	7300
		4601	Non-domestic Business Rate	3000	0
		4602	Gas	200	250
		4603	Water	100	125
		4604	Electricity	100	750
		4605	Waste	0	0
		4606	Lifts	420	460
		4610	Building Maintenance	2000	4000
		4611	Air Conditioning	850	935
		4615	Hygene Contracts	0	0
4616	Security Systems	100	100		
		13270	13920		

302	Market Way	4209	Insurance	4000	4700
		4220	Miscellaneous Expenses	2500	
		4601	Non-domestic Business Rate	32960	32960
		4602	Gas	3200	3200
		4603	Water	3100	3200
		4604	Electricity	10000	16000
		4605	Waste	4000	4600
		4606	Lifts	420	460
		4607	Cleaning	13600	15000
		4610	Building Maintenance	7000	4000
		4611	Air Conditioning	1000	1000
		4615	Hygene Contracts	2000	2000
		4616	Security Systems	1500	1650
		NEW	Security MW		5000
		NEW	Security Mtgs		2330
		85280	96100		
304	Public Toile	4601	Non-domestic Business Rate	0	0
		4603	Water	2500	2500
		4604	Electricity	1000	1000
		4607	Cleaning	10700	25200
		4610	Building Maintenance	2000	2000
		4615	Hygene Contracts	375	420
		NEW	Refurb	25000	0
				41575	31120
305	St Rumons	4603	Water	50	95
		4604	Electricity	600	600
		4605	Waste	875	920
		4610	Building Maintenance	1000	1000
				2525	2615

306	EEPF	4511	Grounds Maintenance	2800	3400
		4512	Play Equipment Inspections	250	275
		4513	Play Equipment Maintenance	8000	5000
		4605	Waste	985	1050
		NEW	Sk8 Park Maint	2000	2000
				14035	11725
307	Plain-an-Gw	4512	Play Equipment Inspections	250	275
		4513	Play Equipment Maintenance	6500	2500
		4605	Waste	625	660
				7375	3435
320	Capital	4502	Grounds Equipment	2000	2000
		4504	Bus Shelters	2000	0
		4508	Yard Rental	2000	2000
		4510	Vehicles	20500	21000
		4936	Community Centre	4000	4000
				30500	29000
				302048	298025