

**REDRUTH TOWN  
COUNCIL**



**CONSEL AN DRE  
RESRUDH**

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:*  
1<sup>st</sup> March 2023

Dear Councillor

**Operations Committee Meeting – 6<sup>th</sup> March 2023**

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 6<sup>th</sup> March 2023 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 be '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 Smith  
Cllr Thomas  
Cllr Tremayne

Information:

All other Councillors  
Cornwall Council Members  
Press & Public

**Redruth Town Council**  
**Operations Committee Meeting – 6<sup>th</sup> March 2023**  
**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 9<sup>th</sup> January 2023
7. Clerk's Report
8. To receive correspondence
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 consider a request for purchase of Town Council land at East End Playing Field [report attached]
12. To consider future use of Units 11 & 12, Market Way [report attached]
13. To consider options for the Redruth Floral Display 2023 [report attached]
14. To consider strategic objectives for the Operations team for the year 2023-2024 [report attached]
15. To exclude the press and public from the meeting for the remaining item of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (commercial 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**

16. To consider a Cornwall Council consultation on a property asset in Redruth parish



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

Tel No: 01209-210038 e-mail: [admin@redruth-tc.gov.uk](mailto:admin@redruth-tc.gov.uk)

**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 9<sup>th</sup> January 2023

Present: Cllr A Biscoe Chair  
Cllr S Barnes  
Cllr H Biscoe  
Cllr M Brown  
Cllr L Collins  
Cllr B Craze  
Cllr C Garrick  
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 Skinner

PART I - PUBLIC SESSION

**1504.1 To receive apologies for absence**

Apologies were received from Cllrs Tremayne, McEvoy (family commitments) & Cllr Broad (work commitments)

**1504.2 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.

**1504.3 To confirm the Minutes of the Meeting of the Amenities Committee held on 7<sup>th</sup> November 2022**

1504.3.1 Unanimously RESOLVED by to accept the Minutes of the Meeting of the Operations Committee held on 7<sup>th</sup> November 2022 as a true and accurate record of proceedings [Proposed Cllr Barnes; Seconded Cllr Thomas].

**1504.4 Town Clerk's Report**

A report had been circulated prior to the meeting.

The Clerk confirmed that there was nothing to report on the first three items on the Town Clerks report. The Engagement officer advised members that the electric connection to the Telephone box was due to be disconnected imminently, the box would be able to be removed for restoration. Market Way Units 11 & 12 has been used over the Christmas Period by the Engagement Team. The lease for the Pop- up space in these units is currently being formalised. Cllr Barnes asked if the space would be leased to a trader. The Clerk

confirmed that the space will remain in use by RTC for the moment, but this would be reviewed in March, once more will be known about the impact of the Buttermarket building works. The Engagement officer confirmed that there will be a Site meeting at 12:00pm on Tuesday 17<sup>th</sup> January 2023 at East End park playing field to discuss redesign of the pathway with the designers. The report was noted.

**1504.5 To receive correspondence**

None received

**1504.6 To receive a report on the work of the Facilities Department**

A report had been circulated prior to the meeting.

The Facilities Supervisor informed members that a JDS a local building company have been instructed to remove the Kresen Kernow sign from the front of the building. JDS will be visiting the Chambers to perform a site assessment specifically relating to the top floor.

A damaged cable within the Clock tower had recently been identified and was due to be repaired on Wednesday 11<sup>th</sup> January 2023.

Greens will be attending Gweal-an-Tops on Thursday 12<sup>th</sup> January to continue with the Ash die back work.

**Chairman**

**Redruth Town Council**  
**Clerk's Report – Operations Committee**  
**Meeting Date: 6<sup>th</sup> March 2023**

<b>Min No</b>	<b>Item</b>	<b>Action</b>	<b>Response</b>
1477.4	Strawberry Fields		Nothing further heard from Cornwall Council
1455.4	Adoption of former red telephone kiosk outside the London Inn		Kiosk removed for refurbishment. Reinstatement expected on removal of scaffolding from site
1477.8	Possible devolution of Treskerby Playing Field to the Town Council		In the hands of Cornwall Cllr Donnithorne
1486.9.1	East End Playing Playing Field		Invitation to tender issued in relation to redesigned pathway

**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. The Kresen Kernow sign has now been removed from the front window and is currently stored at the facilities yard. I am looking into the possibility of using the sign as a replacement for the wooden barriers on the main path to Kresen Kernow as the wooden ones that are in place are beginning to rot.

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 continues.

Water ingress is still an issue within the large office on the top floor. We have accepted a quote for scaffolding to be erected on the front of The Chambers and are currently awaiting a date for it to be erected. The contractor will then be able to find the cause of the water ingress then quote for the repair.

We will be looking into the possibility of the facilities team taking the opportunity to clean the front of the building and clean windows etc whilst the scaffolding is in place.

3. Clock Tower

Regular inspections of the tower interior are being carried out by the Facilities Team. Damp green algae on one wall has failed to dry out on the second floor of the tower. The other floors seem dry apart from a few areas of algae and paint flaking. Discussions re removal of 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 for markets continues. The Team are currently painting/maintaining shop fronts on wet days. The Market Way toilets are now being cleaned six days a week and are open to the public.

Jewell Construction have erected the fire exit in the Market Hall/Buttermarket boundary. This will stay in place until the work in this area is completed. A fire alarm drill has been completed for the unit holders.

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 of St Piran's Day.

6. Town Centre

To date, I and Millennium Plants have both been unable to find a contractor to maintain the hanging baskets (see separate report).

Red bollards, fingerposts and street furniture are currently being painted. 400 daffodil bulbs were kindly donated to the Council by Cormac. The Facilities Team have planted these at the bases of the Redruth signs at the entrances to Redruth and various other places around town. They were donated/planted late in the season so it will be next year that we see the full bloom.

There have been a few issues with graffiti around town but nothing on Council-owned property.

7. New Cut Car Park & Public Conveniences

AGK Cleaning continues to clean both sets of public toilets with hardly any issues at either site. Redruth continues to have two sets of free public toilets open to the public six days a week.

8. Public Realm at Brewery Site

Maintenance of green spaces continues. There has been a decrease in ASB at this site. Damage to a Cornwall Council-owned fence has been repaired. Liaison still 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. This area is continuing to be used more by local people and visitors to the town. Maintenance of the doors and iron railings has been completed.

Please see the attached proposal for St Rumon's Gardens.

10. Play Areas/Skate Park

Routine Play Area Surveys are completed regularly. Cleaning and maintenance work are carried out as required. Work on all safety surfaces at both play areas has been completed.

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

Tree work has been completed at Gwealan Tops.

Goalposts have been erected in the position agreed by the Council. The Facilities team are looking to put the other goal in place to create a pitch.

11. Allotments

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

12. LMP & Green Spaces

Contracted first cuts will commence in late April/early May 2023.

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 work load I cannot praise their commitment enough. The team are still receiving negative comments from the public. An additional Facilities Technician will join the team very shortly.

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



## ST RUMON'S GARDENS

The aim of the project is to make better use of the area at St Rumon's Gardens. In the corner at the bottom of the steps there is a door that is permanently closed, behind it is a small space that has gone wild with ivy and sycamores. The hope is to clear out the area of all the ivy etc, lay a membrane then cover the ground with granite chippings. This will make it easy to maintain. Unfortunately, I don't think we can leave it open as it is out of sight and we already have the odd issue with ASB in the gardens. The idea is to have a strong metal grilled gate that is locked. This space can then be opened and used for various activities during town festivals or as a safe locked area where you could view a sculpture. If this went ahead, we would create an inclusive access path down to the area so it can be used by all.

The lower area under the trees is in shade so we would look to put in a mixture of shade-loving shrubs and herbaceous planting to encourage bees, bugs and birds. Alongside this we would have bird boxes/bat boxes in the trees, bug hotels and a hedgehog door making an urban wildlife hub in the centre of Redruth. If we get lucky and have birds/bats nesting we could erect a web cam and stream it to the Council website.

This could all be created with help from the community. Schools/the library could be involved with making bird/bat boxes and bug hotels. The local community could be asked for plant donations.

Visitors are also interested in the history of the gardens and I think it would be beneficial to have new signage in areas where they can be read as currently some can't because of positioning and condition.

I think a discussion should be had regarding the mural on the stage. The Perspex cover condensates due to the mural being damp. This in turn then makes it difficult to view the picture. It was painted 20 years

ago but I am unsure how long it has been up in the gardens. I think this would be a suitable time to look into either getting the original artist to touch it up and offer advice on the best way to view it without the current issues or remove and discuss options for a replacement.

I think all of this would really make great use of the space and offer a lovely area for the local community and visitors to enjoy and relax.

## REDRUTH TOWN COUNCIL

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### REPORT FOR: Operations Committee Meeting on 6<sup>th</sup> March 2023

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

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#### **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. Administration

Since commencing my new role on 1<sup>st</sup> February 2023, we have appointed two new Administration Assistants who are both settling in well as a team. Much of my time has been allocated to providing them with comprehensive training on the main administration functions within the Town Council, whilst continuing to provide the usual high level of administrative support.

##### 2. Meeting Room Bookings

With the recent increase in requests to hire out the Langman Room and the small Meeting Room, I am in the process of writing a policy and procedure and proposed pricing structure. This work shall be presented before the appropriate committee where necessary.

##### 3. Market Way & Market Hall

I have visited some of the Market Way traders to introduce myself and resolved a situation around parking of vehicles at the entrance to Market Way. Unit 11 & 12 will be occupied as a pop-up shop in the week leading up to St Piran's Day. We have received a request from the building company carrying out the works on the Buttermarket asking if they would be able to rent Unit 11 & 12 as additional office space. (See separate report)

##### 4. Health & Safety

Fire Warden training and First Aid training of employees is one of my key priorities to undertake as a matter of urgency. I shall provide an update of the progress at the next meeting.

#### **RECOMMENDATIONS**

It is recommended that this report is noted.

Claire Coomber - Administration Manager

**REPORT FOR: Operations Committee Meeting on 6<sup>th</sup> March 2023**

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**1.0 SUBJECT OF REPORT: Request for purchase of Town Council land at East End Playing Field**

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**2.0 SUMMARY OF IMPLICATIONS**

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

**3.0 TERMS OF REFERENCE**

- 3.1 To consider a request for the sale of Town Council land to a local resident.

**4.0 REPORT**

- 4.1 We have been approached, through Cllr Ian Thomas, by a local resident who is interested in possibly purchasing a piece of land owned by the Town Council. The area of land in question is the small "flowerbed" area to the left of the vehicle entrance to East End Playing Fields, which we understand the prospective purchaser wishes to use for car parking along with the existing lane. A photograph is attached showing the access to East End Playing Field and the small area of land in question.
- 4.2 Having discussed the request with the Facilities Supervisor, we believe it would not be viable for us to consider any such sale. Having a vehicle parked there could hinder access for Council and contractor vehicles accessing the park (current parking there has caused issues in the past), and the land in question plus the existing lane is only approximately 2m wide. Furthermore, once the pathway to the play area and skatepark is completed, we need to look at the access gates themselves with a view to allowing for better access to those with disabilities, and also the prevention of illegal access by travellers. Selling off the area of land in question could impact greatly on how we achieve our aims in this area.
- 4.3 Another point for consideration is that within the freehold transfer of the land from Cornwall Council an overage clause was included which states that if the land is sold, Cornwall Council would get 80% of the profits. So, with such a small area for sale, it is likely that the legal costs involved with any transfer would far exceed any potential sales that we may achieve.

**5.0 RECOMMENDATION**

- 5.1 It is recommended that we refused the request to sell the small area of land to the left of the entrance to East End Playing Fields on the grounds of future impact on our access improvements, and the likely costs involved to the Council.

Peter Bennett  
Town Clerk



76 | 100% | Edit Street View

Google Earth

Imagery: Oct 11, 2020 50°14'12.00" N 1°13'26.64" W elev: 143 m eye alt: 114 m

09:43 28/02/2023

© 2023 Google

## REDRUTH TOWN COUNCIL

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### REPORT FOR: Operations Committee Meeting on 6<sup>th</sup> March 2023

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

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#### **SUMMARY OF IMPLICATIONS**

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

#### **TERMS OF REFERENCE**

To further consider the future use of Units 11 & 12, Market Way.

#### **REPORT**

Councillors will recall that in September 2022, this Committee approved the use of Units 11 & 12 in Market Way as a combined Town Council space and pop-up space for small local businesses and start-ups. It was further resolved to review this use in March 2023.

As the time for review has now been reached, this report has been produced to update the Committee on usage of the units and advise on options for future use. Councillors should note that a temporary 25% rent reduction is currently being applied to all units in Market Way, having been implemented in January of this year upon commencement of the building works at The Buttermarket. This reduction will be reviewed separately by the Finance Committee.

While there have been some notable successes in usage of the unit since September, particularly as last year's Christmas Grotto, it is fair to say that the number of applications for the pop-up space has been disappointing (although there is, at the time of writing, a pop-up stall in place and open to the public). In addition, use by the Engagement Team has not reached anticipated levels. This has meant that the units have often been left unoccupied. This lack of use was compounded by a third party being permitted to use the space for storage. It is felt that continued use of the unit as approved is not providing sufficient added value to the Town Council or the wider community.

The Operations team has been approached by those in charge of the works at The Buttermarket to enquire as to the availability of Units 11 & 12 as a site office while the works are ongoing. This would benefit the site team by offering a secure, inside space in which they could conduct meetings. It would also benefit the Town Council as rent would be received on the units, the issue of reduced footfall within Market Way would not be an issue for the unit holder and, from a security point of view, there would be a regular presence overlooking Market Hall. On the downside, use of the units as a site office would prevent another, different type of business potentially moving in, the presence of the site office would be unlikely to bring about any increase in footfall for Market Way and the Engagement team would lose a space which is currently available to them (although not well-utilised). If approval were not given for use of the units as a site office, the fall-back position would be to commence the advertising process once again.

## **RECOMMENDATIONS**

It is recommended that:

- (i) The Operations Committee advise whether it wishes Units 11 & 12 to continue to be used as a combined Town Council space and pop-up space for small local businesses and start-ups and, if so, set a further date for review;
- (ii) If continued use as a combined Town Council and pop-up space is not approved, that the Operations Committee approve use of Units 11 & 12 as a site office for those conducting building works at The Buttermarket.

Abigail Hunt  
Operations Officer

## REDRUTH TOWN COUNCIL

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### REPORT FOR: Operations Committee Meeting on 6<sup>th</sup> March 2023

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### SUBJECT OF REPORT: To consider options for the Redruth floral display 2023

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#### **SUMMARY OF IMPLICATIONS**

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

#### **TERMS OF REFERENCE**

To consider options for this year's town floral display in light of the decision made by the maintenance contractor not to continue their involvement.

#### **REPORT**

Councillors will know that each year, the Operations team organises the town's floral display. The Town Council uses one contractor to supply the hanging baskets and a different contractor to maintain them. Unfortunately, following last year's display, we were informed by the maintenance contractor that they no longer wished to be considered for the display.

Since then, repeated attempts have been made to locate a contractor willing to take on the maintenance side of the floral display. These efforts have so far failed to identify a replacement.

I have discussed at length with the Facilities Supervisor the options available to the Town Council at this point. The Facilities team does not, even at full-strength, have the capacity to bring maintenance of the full floral display in-house and, owing to the timescales involved in organising the display, there is no further time available in which to continue the search for a suitable contractor for this year.

The viable options as we see them for 2023 are:

- (i) Have no floral display at all;
- (ii) Organise a reduced display, with baskets only being placed on property owned or maintained by the Town Council. The display would not be available for sign up by the town's businesses. The Facilities team should, with some temporary amendments made to schedules, have the capacity to maintain the reduced display. This will, however, impact on capacity for other tasking.

However the Committee chooses to proceed, it is our intention that the display be reviewed on an ongoing basis, with proposals for next year's display being brought before the Operations Committee at the appropriate time.

#### **RECOMMENDATIONS**

It is recommended that Councillors approve a reduced floral display for 2023, with the display not available to businesses and maintenance being brought in-house for this year only.

Abigail Hunt  
Operations Officer



## REDRUTH TOWN COUNCIL

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**REPORT FOR: Operations Committee Meeting on 6<sup>th</sup> March 2023**

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**SUBJECT OF REPORT: To consider strategic objectives for the Operations team for the year 2023-2024**

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### **SUMMARY OF IMPLICATIONS**

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

### **TERMS OF REFERENCE**

To consider strategic objectives for the Operations team for the year 2023-2024.

### **REPORT**

As the Operations team moves towards the end of the Council year, we are intending to set objectives for the forthcoming year. It would greatly assist the team at this point if the Operations Committee could advise of the priorities as it sees them.

We are looking to understand three objectives at a strategic level. Strategic goals will help managers within the Operations team to drive priority setting, allocate resources, assess capability requirements and implement processes to achieve those goals. They will also allow the wider team to work more proactively, while continuing the high standard of reactive tasking, and focus and align the team's efforts as we move forward.

### **RECOMMENDATIONS**

It is recommended that Councillors advise three strategic objectives to be prioritised by the Operations team for the year 2023-2024.

Abigail Hunt  
Operations Officer

