

**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:*  
26<sup>th</sup> April 2023

Dear Councillor

**Operations Committee Meeting – 2<sup>nd</sup> May 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 Tuesday 2<sup>nd</sup> May 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 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 – 2<sup>nd</sup> May 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 6<sup>th</sup> March 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]



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Tel No: 01209-210038 e-mail: 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 6<sup>th</sup> March 2023

Present: Cllr A Biscoe Chair  
Cllr S Barnes  
Cllr H Biscoe  
Cllr L Collins  
Cllr B Craze  
Cllr C Garrick  
Cllr D Reeve  
Cllr E Smith  
Cllr I Thomas

In attendance: Ms A Hunt	Operations Officer
Miss S White	Engagement Officer
Mr C Strugnell	Facilities Supervisor
Ms C Coomber	Administration Manager
Miss K O'Dell	Administration Assistant
Cllr Skinner	

PART I - PUBLIC SESSION

**1517.1 To receive apologies for absence.**

Apologies were received from Cllrs Tremayne, & Broad (work commitments) and Cllr Brown (unwell).

**1517.2 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.

**1517.3 To confirm the Minutes of the Meeting of the Operations Committee held on 9<sup>th</sup> January 2023**

1517.3.1 RESOLVED by the majority to accept the Minutes of the Meeting of the Operations Committee held on 9<sup>th</sup> January 2023 as a true and accurate record of proceedings [Proposed Cllr Reeve; Seconded Cllr Garrick] Cllr Smith abstained as she had not been present at the meeting.

**1517.4 Clerk's Report**

A report had been circulated prior to the meeting.

The Clerk confirmed that the invitation to tender for works on the East End Playing Field pathway had been released. The Engagement Officer confirmed that meetings with interested parties had already commenced.

The Engagement Officer advised that the possibility of enhancing the lighting in Market Way, by installing festoon lighting, was being considered. The funding for this work would be coming from the HSHAZ, with the aim to brighten the area prior to the completion of works in the Buttermarket. Blachere Illumination, (the same contractor used for the Christmas lights) had been approached to quote.

Cllr Barnes asked if there was any further information regarding the removed telephone kiosk. The Engagement Officer confirmed that following removal, the kiosk was currently being refurbished. Due to the scaffolding on the building next door, Historic England had given permission to delay the kiosk's return and reinstallation. The report was noted.

**1517.5 To receive correspondence.**

None received.

**1517.6 To receive a report on the work of the Facilities Department**

A report had been circulated prior to the meeting.

The Facilities Supervisor confirmed that a new Facilities Technician had been successfully recruited and was due to commence work on the 7<sup>th</sup> March 2023.

A proposal for continuing to improve and maintain all areas of St Rumon's Gardens had been circulated prior to the meeting. The Facilities Supervisor advised that the ivy and other vegetation would be removed from both St Rumon's Gardens and the Civic Centre. Cllr Reeve confirmed that the mural was previously located in the offices at Penryn Street. Comments were made by several Members regarding the different areas of the gardens including the stage and shrubbery in front of the stage. Cllr Smith suggested that it may be helpful to install signage, explaining the history of the gardens and area. The Engagement Officer suggested putting Perspex into the windows to help reduce traffic noise, and make the area look more attractive. Cllr Collins suggested decorative glass, or something that could be installed and removed as necessary.

The Facilities Supervisor confirmed that there was still lighting in the gardens, but that it needed to be checked to confirm if it was still connected and safe to use.

Cllr Reeve asked if the area could be used as a function space that Redruth Town Council could charge for. The Operations Officer confirmed that it would be investigated along with use of other Council-owned spaces. The Engagement Officer suggested that now people were allowed to get married outdoors the gardens could potentially be used as a wedding venue.

**1517.6.1 Unanimously RESOLVED** for the Facilities Supervisor to investigate the cost for the removal and repair of the mural, and to investigate options for Perspex glass for the windows. [Proposed Cllr Reeve; Seconded Cllr Collins] The report was noted.

**1517.7 To receive a report on the work of the Administration Department.**

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

**1517.8 To consider a request for purchase of Redruth Town Council land at East End Playing Field.**

A report had been circulated prior to the meeting.

Cllr Biscoe commented that the land had been gifted to the children of Redruth many years ago therefore he would agree with the Town Clerk's recommendation that we refuse the request to sell the land.

**1517.8.1 RESOLVED** by Majority to refuse 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 Redruth Town

Council access improvements, and the likely costs involved to Redruth Town Council. [Proposed Cllr H Biscoe; Seconded Cllr Reeve] Cllr Thomas abstained.

**1517.9 To consider future use of Units 11 and 12, Market Way.**

A report had been circulated prior to the meeting.

The Operations Officer stated that six months ago it had been agreed by the Committee that Units 11 & 12 Market Way would be used as a combined Town Council space and pop-up shop. Initially the units were well used, but since Christmas the take up has been very low. The Operations Officer suggested that a potential solution would be to let the builders who were working on the Buttermarket rent the units until the building works had been completed. This would ensure a regular rent, and they would not be affected by any reduced footfall in Market Way. It would also ensure a regular presence overlooking Market Hall. Cllr H Biscoe agreed that the Town Council needed to make the best financial gain from the space, so agreed it was a good solution.

Cllr Collins expressed his concern that it would be a shame to lose more retail space and may set a precedent for less retail in the town centre. Cllr Smith also raised concerns about the space not being used for retail and asked the Engagement Officer how well the units were advertised. The Engagement Officer confirmed that advertising for the units had been widely circulated by the Engagement Team, but reminded Councillors that it was a sign of current financial struggles affecting businesses. Few could grow a retail business, therefore leasing to the builders offers a pragmatic solution.

**1517.9.1 RESOLVED** by Majority to approve the use of Units 11 & 12 as a site office for those carrying out the building works at The Buttermarket. [Proposed Cllr H Biscoe; Seconded Cllr Barnes] Cllr Collins and Cllr Smith voted against the proposal. The report was noted.

**1517.10 To consider options for the Redruth Floral Display 2023.**

A report had been circulated prior to the meeting.

The Operations Officer confirmed that the previous maintenance contractor had decided not to continue their involvement in the floral displays. She and Facilities Supervisor had made repeated attempts to locate a new contractor, who would be willing to take on the maintenance of the floral display. The Facilities Team did not have the capacity to bring the maintenance of the full floral display in-house. Due to the timescales involved in organising the display, the Operations Officer confirmed that there was no further time available to continue the search for a suitable contractor for this year.

The only viable options for 2023 would be: (i) no floral display or (ii) have a reduced display with the baskets only being placed on property owned by the Town Council. The Facilities Team would make temporary scheduling amendments to maintain the reduced display. Cllr H Biscoe suggested that as the floral displays were so popular, it would be better to have a reduced display. Floral Baskets could be also offered to retailers who wished to maintain them themselves. The Operations Officer confirmed that this could be an option, however the Town Council would need to be very clear with regard to liability insurance.

**1517.10.1 Unanimously RESOLVED** to approve a reduced floral display for 2023, with any surplus baskets offered to retailers on the proviso that they maintain them themselves and have suitable insurance in place. [Proposed Cllr H Biscoe; Seconded Cllr Collins].

**1517.11 To consider strategic objectives for the Operations Team for the year 2023-2024.**

A report had been circulated prior to the meeting.

The Operations Officer commented that as the Operations team moved towards the end of the current Council year, the team were intending to set new objectives for the

forthcoming year. She explained that it would greatly assist and benefit the team at this point if the Operations Committee could advise of its priorities, as it saw them.

The Operations Team was looking to understand three objectives at a strategic level. There was a desire for the Operations Team to be less reactive and more proactive within their work. The Operations Officer was looking at ideas for all Redruth Town Council owned spaces, with East End Playing Field and St Rumon's Gardens already being prioritised.

Following a discussion by Committee members, it was generally agreed that the Town Council needed to maximise use of all available spaces, even on weekdays and potentially looking at renting spaces for use as entertainment venues. Cllr Reeve suggested strengthening partnerships with other Town Councils and sharing equipment and resources. Cllr Reeve also suggested that the team could focus on ensuring that the Town Council was being sustainable and environmentally friendly whilst also meeting its climate priorities. Cllr Thomas suggested that accessibility of the play areas be looked at, as access was restricted at some entry points. The report was noted.

**1517.12 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 (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.**

1517.12.1 Unanimously RESOLVED to exclude the press and the 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 (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. [Proposed Cllr Reeve; Seconded Cllr H Biscoe].

**1517.13 To consider a Cornwall Council consultation on a property asset in Redruth Parish.**

1517.13.1 RESOLVED by the Majority to respond that the Town Council had no interest in the property in question [Proposed Cllr A Biscoe; Seconded Cllr H Biscoe] Cllr Thomas abstained.

**Chairman**

**Redruth Town Council**  
**Clerk's Report – Operations Committee**  
**Meeting Date: 2<sup>nd</sup> May 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 to take place when site ready
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		Contractor appointed to construct pathway. Work due to commence in May

**Redruth Town Council**  
**Operations Committee**  
**Correspondence Schedule**  
**Meeting Date: 2<sup>nd</sup> May 2023**

1. Redruth Revival – Request to hang banners in Market Hall



## OPS (Redruth Town Council)

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**From:** Sam White  
**Sent:** 14 April 2023 11:42  
**To:** OPS (Redruth Town Council)  
**Subject:** FW: Banners in Market Hall

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**From:** [REDACTED]  
**Sent:** Thursday, April 13, 2023 12:52 PM  
**To:** Sam White <[Engagement@redruth-tc.gov.uk](mailto:Engagement@redruth-tc.gov.uk)>  
**Subject:** RE: Banners in Market Hall

Hi Sam

Thanks for that. The current proposal is for them to be printed on fabric and to have eyelets for tying to screw eyes in the wall. The designers suggest 1500mm wide by 3000mm high but I think that's probably too large for the space – maybe 1000 x 2500?

We'd obviously make good any holes once the banners come down – I'd hope they'd have a longer life than just the next 12 months and we could reuse them elsewhere later.

Best wishes

Ross

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**From:** [REDACTED]  
**Sent:** Wednesday, April 12, 2023 4:06 PM  
**To:** Sam White <[Engagement@redruth-tc.gov.uk](mailto:Engagement@redruth-tc.gov.uk)>  
**Subject:** Banners in Market Hall

Hi Sam

Hope you got a bit of an Easter break.

We've been working with Venn Creative, our designers for the Buttermarket image and branding, on some signage to go around the site during the building contract. There'll be an 'official' site sign board with the usual funders' logos, design team credits and so on, but we'll also do some more celebratory banners and information boards. For example, we're doing some boards with text and images that can be tied to the heras fencing across the courtyard for each market day when that access is open.

We'd like to hang 3 vertical banners in Market Hall – probably against the end wall but they could be elsewhere – very rough suggestion here:



**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

After having issues with people on the roof, The Foyer has had CCTV cameras fitted to the roof of the Civic Centre. The Facilities Team have also used anti-climb paint on the areas identified as where people were gaining access. I am looking into the cost of cleaning the front of the Civic Centre building. The Mayor's board will go to the engravers on 28<sup>th</sup> April.

2. The Chambers

JDS are currently working on the roof to repair the water ingress issues on the top floor of the building. Whilst up there they reported other issues with the roof which will be rectified before the scaffolding is removed. When the work is completed we can decorate the areas in the office space that were damaged by the water ingress then look at how we use the space.

If the scaffolding has been removed in time the Facilities Team will fly the Union Flag over the Coronation weekend from The Chambers.

3. Clock Tower

Regular inspections and cleaning of the Clock Tower continue.

4. Market Way and Market Hall

Decoration of Market Way is complete. New, larger 'NO SMOKING' signs have been put up through Market Hall/Market Way.

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 Facilities Team will assist the Events Team with the build up to the Coronation weekend.

6. Town Centre

The team has noticed and reported an increase in graffiti and ASB around the town centre.

The metal grilles at the base of the trees in Fore Street have been removed by Cormac. The grilles were beginning to damage the trees. They are Town Council property and have a really nice design and it would be good to repurpose them. They are currently being stored at the yard.

The roundabout at Tesco is the responsibility of Cornwall Council and has not been maintained for a long time now. The Facilities Team are unable to do any work on this area. With the roundabout looking as it is and the state of buildings around Kresen Kernow, the local community regularly stop the team to express their concerns that this area is beginning to look run down.

7. New Cut Car Park & Public Conveniences

Over the last three weeks the Facilities Team have had to remove a rather large amount of graffiti in the Gents toilet at New Cut. This seems to be occurring on a Wednesday. The issues have been reported to the Police.

8. Public Realm at Brewery Site

Maintenance of green spaces continues. The derelict buildings around the site are getting worse and safety concerns are forwarded to Kresen Kernow/Cornwall Council. The team regularly gets stopped by local residents complaining about the buildings being in disrepair and an eyesore.

Bulbs and shrubs donated by Cormac have been planted in various areas that the Facilities Team maintain.

9. St Rumon's Garden

The Gardens are open and regularly maintained by the team. Cormac donated a large amount of plants to the Town Council which have now been planted to fill out the beds in the gardens. The corner area has had all the ivy/sycamore removed and ongoing improvements of the site continue.

The plaque for the Queen's Rose has now gone in thanks to the Mayor and members of the Youth Council.

10. Play Areas/Skate Park

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

During routine inspections at Plain an Gwarry play area, the team noticed the welding on the basketball frame had cracked. We have removed the basket and the damaged part of the frame. This will be rewelded and returned when completed.

The Facilities Team will be completing their Routine Daily/ Weekly Playground Inspections Course. We will be hosting the training in the Langman Room and have colleagues from Camborne Town Council and Carn Brea Parish Council joining us which has brought down the cost considerably.

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

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

George has now joined the Facilities Team and is currently getting all his relevant training.

Now having George in the team, we have been able to cancel the contract for the grass cutting at East End and we have now taken it on ourselves.

I am building a relationship with Fox Rosehill Gardens Nursery in Falmouth which is run by Cormac. We have already had 400 daffodil bulbs and a large selection of shrubs donated, which have been planted in the gardens and Kresen Kernow.

The team are participating in 'No Mow May' this year. We are going to do it in as many places we can, where safe to do so and leaving sight lines for cars at junctions/access to footpaths etc. On our larger sites like East End and Strawberry Fields we are going to leave chosen areas to grow. When May is over, we will cut the grass down, rake and clear away the cuttings and make good again.

The team this time of year are extremely busy but please take time to say hello. The team are currently receiving fewer negative comments from the public.

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

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### REPORT FOR: Operations Committee Meeting on 2<sup>nd</sup> May 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 & Finance Department.

#### **REPORT**

##### 1. General Administration

Comprehensive training on the main administration functions within the Town Council has been continuing with the Administration Assistants. We have continued to provide the usual high level of administrative support.

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

There has been an increase in reports from members of the public on the telephone and email regarding ongoing issues around Redruth. Records of these reports are kept by the admin team, as well as reported to the relevant agencies:

- **Potholes and other Highway issues** - Reported to Cornwall Council Highways using the online contact form.
- **Dumped Waste** – Reported to Cornwall Council Waste Department using the online contact form.
- **Graffiti** - Reported to the Local Neighbourhood Policing Team.
- **Antisocial behaviour in the Town Centre** – Reported to Local Neighbourhood Policing Team.

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

Unit 11 & 12 has been occupied by Jewell Construction Ltd since 3<sup>rd</sup> April who are happy with their base. All License holders have been issued with their fees for the 2023/24 financial year. I am carrying out regular inspections of Market Way / Market Hall to monitor any instances of antisocial behaviour and to keep regular contact with Licence holders.

##### 4. Health & Safety and First Aid Training

We now have potential dates and costings for Fire Warden training and First Aid training of employees. These will be booked as soon as possible.

5. HR Management

As I am now able to pass parts of my previous role to the Administration Assistants, I am now able to take on more of the HR Management roles. Reports will be provided to the Staffing Committee as and when necessary.

**RECOMMENDATIONS**

It is recommended that this report is noted.

Claire Coomber  
Administration Manager