



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

**Town Mayor: Cllr R S Barnes**

**Town Clerk: P B Bennett**

See Distribution

*Our Reference:*  
RTC/460/2/Mtg  
*Date:*  
28<sup>th</sup> June 2023

Dear Councillor

**Operations Committee Meeting – 3<sup>rd</sup> July 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 3<sup>rd</sup> July 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 Ellenbroek  
Cllr Garrick  
Cllr Reeve  
Cllr Skinner  
Cllr Smith  
Cllr Thomas  
Cllr Tremayne

Information:

All other Councillors  
Cornwall Council Members  
Press & Public

**Redruth Town Council**  
**Operations Committee Meeting – 3<sup>rd</sup> July 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 2<sup>nd</sup> May 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 an update on the current position relating to the town's public conveniences [report attached]
11. 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](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 Tuesday 2<sup>nd</sup> May 2023

Present: Cllr D Reeve Acting Chair  
Cllr S Barnes  
Cllr M Brown  
Cllr B Craze  
Cllr B Ellenbroek  
Cllr I Thomas

In attendance: Ms A Hunt Clerk/Operations Officer  
Ms C Coomber Administration Manager  
Mrs J Pelham-Wales Administration Assistant  
Mr R Williams Redruth Revival CIC  
Cllr C Skinner

PART I - PUBLIC SESSION

- 1527.1 **To elect an Acting Chair in the absence of both the Chair and Vice Chair**
- 1527.1.1 Unanimously RESOLVED that Cllr Reeve act as Chair for the meeting in the absence of both the Chair and Vice Chair. [Proposed Cllr Brown; Seconded Cllr Barnes.]
- 1527.2 **To receive apologies for absence**
- Apologies were received from Cllrs A Biscoe, H Biscoe, Smith and Garrick (other commitments), Cllr Broad (family commitments) and Cllr Tremayne (unwell).
- 1527.3 **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.
- 1527.4 **To confirm the Minutes of the Meeting of the Operations Committee held on 6<sup>th</sup> March 2023**
- 1527.4.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Operations Committee held on 6<sup>th</sup> March 2023 as a true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr Barnes] Cllrs Brown and Ellenbroek abstained as they had not been present at the meeting.
- 1527.5 **Clerk's Report**
- A report had been circulated prior to the meeting. The Town Clerk had earlier stated that there was no update in relation to Strawberry Fields as he had yet to hear from Cornwall Council. The Operations Officer further advised that the telephone kiosk adopted by the

Council would be returned to its previous location once the site was ready. Cornwall Cllr Donnithorne had provided an update with regard to progress at Treskerby Playing Fields at the Meeting of the Full Council the previous week. Members were advised that a contractor had been appointed to construct the pathway at East End Playing Field, and that it was anticipated work would commence in May. The report was noted.

**1527.6 To receive correspondence**

Correspondence from Redruth Revival CIC regarding a request for the installation of banners in Market Hall had been circulated prior to the meeting. Mr Williams provided Councillors with further information relating to the banners and answered a number of questions which were put to him. It was confirmed that consent was being sought by Redruth Revival to hang decorative banners in Market Hall for the duration of the works currently taking place at The Buttermarket.

- 1527.6.1 Unanimously RESOLVED to approve the erection of three temporary banners in Market Hall for the duration of the current works taking place at The Buttermarket, with the following conditions: (i) Redruth Revival accept all risk; (ii) Redruth Revival make the relevant insurance provisions and (iii) Redruth Revival make good any holes made once the banners were removed. [Proposed Cllr Reeve; Seconded Cllr Brown]

**1527.7 To receive a report on the work of the Facilities Department**

A report had been circulated prior to the meeting. The Facilities Supervisor was not present, having sent his apologies. The Operations Officer advised that the Facilities Team had been working hard to build relationships, both with other Town and Parish Councils and partners such as Cormac.

Cllr Ellenbroek asked if the Town Council was aware of Cornwall Council doing anything about the roundabout at Tolgus/Tesco. The Clerk confirmed that there had previously been conversations with Cornwall Council relating to the roundabout but that any additional support from Councillors to push for it to be tidied would be welcomed. The Administration Manager confirmed that Cornwall Council were responsible for maintenance of the roundabout and would circulate previously supplied contact details to all three Cornwall Councillors for their assistance. The Operations Officer would clarify with the Town Clerk the position as to maintenance of the replica Murdoch Flyer sited on the roundabout.

Cllr Ellenbroek stated that she had received complaints about noise and lights at the Skatepark. Cllr Ellenbroek had advised members of the public to contact Redruth Town Council about their complaints. The Clerk advised that she was not aware of the Town Council having received any complaints regarding this matter.

Cllr Thomas asked if there were any 'No Alcohol' signs located in Market Way and Market Hall. The Clerk advised that there was an ongoing issue with signs being removed from Market Hall and that she could not confirm whether there were any such signs at present, but that efforts were made to replace signage as soon as it was noted as missing and she would speak to the Facilities Supervisor in relation to the current position.

Cllr Reeve asked for an update in relation to the floral display. The Clerk confirmed that the Facilities Supervisor had spoken to the supplier advising of reduced numbers for the upcoming display and that no indication had been given a surplus would need to be accepted.

A discussion took place around the issue of people accessing the roof of the Civic Centre. The Clerk confirmed that The Foyer staff were doing all they could to deter their residents from accessing the roof but that the problem of young people on rooves was in no way

solely down to residents of The Foyer. Anti-climb paint had been used on Town Council sites and the Police had also been contacted, however it was currently a town-wide issue and the Police were under-resourced. Cllr Barnes agreed to raise this issue at a meeting he was due to attend. Cllr Ellenbroek suggested that the issue regarding lack of available Police officers be raised at the Safer Towns partnership by the Town Council's representatives.

1527.7.1 Unanimously RESOLVED to invite the local Chief Inspector to a future meeting of the Full Council in order to discuss concerns over the current level of antisocial behaviour. [Proposed Cllr Reeve; Seconded Cllr Brown]

1527.8 **To receive a report on the work of the Administration Department.**

A report had been circulated prior to the meeting.

Cllr Reeve asked if the Town Council always received responses from Cornwall Council when reporting issues such as potholes. The Administration Manager advised that Cornwall Council responded via an email confirmation along with a reference number. These were all logged and followed up by the Administration team if necessary. Cllr Ellenbroek suggested that the Town Council send Cornwall Cllr Donnithorne a regular update of these complaints to keep him informed.

The Clerk reported that there was an ongoing discussion taking place with Cornwall Council regarding excessive amounts waste being left out on collection days, some businesses not disposing of their commercial waste properly and fly-tipping. This had included Enforcement Officers becoming involved and a site visit having been paid by Cornwall Council officers on collection day. Unfortunately, however, it had not yet led to any substantive improvements to the situation. The report was noted.

**Chairperson**

**Redruth Town Council**  
**Clerk's Report – Operations Committee**  
**Meeting Date: 3<sup>rd</sup> July 2023**

<b>Minute No.</b>	<b>Item</b>	<b>Action</b>	<b>Response</b>
1418.3	Strawberry Fields	Site leased from Cornwall Council. Sub-letting or leasing of land currently not permitted. Town Clerk has written to Cornwall Council enquiring as to a variation or offer of freehold transfer	Nothing further heard from Cornwall Council
1426.9.1	Adoption of former red telephone kiosk outside the London Inn	Unanimously RESOLVED to adopt the red telephone box outside The London Inn, Fore Street, to enable consultation to take place with the community with regards to its future use	Kiosk removed for refurbishment. Engagement Officer liaising to agree date for reinstatement. Community consultation undertaken at Murdoch Day
1477.8	Possible devolution of Treskerby Playing Field to the Town Council	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	In the hands of Cornwall Cllr Donnithorne
1527.5	East End Playing Field	Members advised that a contractor had been appointed to construct the pathway at East End Playing Field, and that it was anticipated work would commence in May	Pathway completed. Further update to be provided by Facilities Supervisor

**Redruth Town Council**  
**Operations Committee**  
**Correspondence Schedule**  
**Meeting Date: 3<sup>rd</sup> July 2023**

1. Cornwall Highways – Request for supplying of salt bin

## OPS (Redruth Town Council)

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**From:** Peter Bennett (Town Clerk)  
**Sent:** 15 June 2023 08:58  
**To:** OPS (Redruth Town Council)  
**Subject:** FW: Salt bin

**Categories:** Operations

**From:** Adrian Drake [REDACTED]  
**Sent:** Wednesday, June 14, 2023 5:01 PM  
**To:** Peter Bennett (Town Clerk) <[townclerk@redruth-tc.gov.uk](mailto:townclerk@redruth-tc.gov.uk)>  
**Cc:** Cornwall Highways Enquiries <[enquiries@cornwallhighways.co.uk](mailto:enquiries@cornwallhighways.co.uk)>  
**Subject:** FW: Salt bin

Information Classification: CONTROLLED

Hi Peter

Below is a request for salt bins. These can only be supplied if funded by the TC. Is this something you wish to support (financially)?

Thank you.

Regards

**Adrian Drake**

Please consider the environment. Do you really need to print this email?

**From:**  
**Sent:** 10 June 2023 23:21  
**To:** Cornwall Highways Enquiries <[enquiries@cornwallhighways.co.uk](mailto:enquiries@cornwallhighways.co.uk)>  
**Subject:** Salt bin

**CAUTION:** This is an **EXTERNAL** email which was sent from outside of Cornwall Council's network. Do not click links, open attachments, or reply unless you recognise the sender and know the content is safe. Do not provide any login or password details if requested.

Hi,  
I would like to request that you look in to the possibility of supplying a salt bin on the busy junction in our neighbour hood.

The location for this would be the crossing of Raymond Road and Trefusis Road in Redruth. The road is quite steep and very busy serving a number of subsidiary roads as well as being a shortcut avoiding the town.

Every winter without fail as soon as the temperature drops this higher end of the town attracts ice and the geography of

the road and hill means that slowing traffic once losing momentum ends up slithering into the curbs very often blocking the road and not being able to move without expert help or a rise in temperature.

A grit bin would solve all these problems as well as making the road safer for motorists and pedestrians and help to eliminate accidents caused by these winter events. There is adequate room to site a bin next to the post box on Trefusis road and the local residents would more than happy to use it to make their road less hazardous.

I hope you will explore and look favourably on this request, I'm bringing this to your attention now in the hope that there will be a positive outcome before the onset of winter.

My neighbours and I have discussed this and hope you give this a positive response.

Many regards

Raymond Road  
Redruth  
TR15 2HE

Sent from [Mail](#) for Windows

**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

Cllr H Biscoe is now cleaning the Civic Centre windows on a regular basis. The Foyer has had CCTV fitted to the roof. Regular fire alarm checks and building inspections are ongoing.

2. The Chambers

JDS have now completed the work at The Chambers. This has come with an advisory that the roof is not in the best state of repair. In addition, the Energy Performance Certificate (EPC) survey completed in July 2022 rated the building at level E. Existing or new commercial lettings must have a EPC rating E or above. The certificate lasts for ten years. It is recommended that the work should be budgeted for over the coming years, the building made more energy efficient and repairs to the building completed gradually rather than in one go. Decorating of the large upstairs office will commence in July.

3. Clock Tower

Regular inspections and cleaning of the Clock Tower continue.

4. Market Way and Market Hall

Cleaning and maintenance of the site continue.

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 team also assisted with Murdoch Day preparation, road closures and the pack up. The team felt the organisation for the set up, road closures and pack up was excellent and we all enjoyed the day.

6. Town Centre

The team has noticed and reported an increase in graffiti around the town centre. Maintenance and cleaning of street furniture continues.

The floral displays supplied by Millennium Plants have now been put up by the Facilities Team. The displays are on: The Chambers, St Rumon's Gardens, Tatie Court gas lamps, Market Way, Clock Tower, Civic Centre, Community Centre, New Cut Toilets and the crowns at Lower Mount Ambrose, Clijah, Buckets Hill. We also have tubs under the Redruth Town signs at Tesco Roundabout, Clijah, Blowing House, Bucketts Hill and Flowerpot car park. The Facilities Team are on an early morning watering rota for the summer.

7. New Cut Car Park & Public Conveniences

Please see separate report for the Public Conveniences.

8. Public Realm at Brewery Site

Maintenance of green spaces continues. The team have created two shrub beds in the sunken area. The Facilities Team regularly have to clean up glass and graffiti from the site on our daily inspections. Reports of ASB and deterioration of surrounding buildings continue to be reported to Kresen Kernow/Cornwall Council.

9. St Rumon's Garden

The Gardens are open and regularly maintained by the team. The team had noticed and reported to the Police people entering the gardens overnight. There was no damage to the site on these occasions. Anti-climb paint has been painted in the areas where we believe they get in.

10. Play Areas/Skate Park

Routine Play Area Surveys are completed regularly. Cleaning and maintenance work are carried out as required. ROSPA Routine Play Inspections have been completed for Plain an Gwarry, East End and Gwealan Tops. No major issues were highlighted and any repairs to Plain an Gwarry or East End have been added to the facilities work schedule.

The skatepark footpath has been completed. A new recycled plastic inclusive bench will be sourced for the space next to the children's play area. 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 Parc An Mengleth new fence is regularly inspected by the Facilities Team.

12. LMP & Green Spaces

Contracted maintenance for 2023 continues.

13. Facilities Department

No Mow May was successful and the team received a lot of positive comments. The team has also left certain areas to carry on growing, but still maintained and with invasive plants removed.

This year the team have taken on the grass cutting at East End which has been a success. They are also now maintaining and watering the floral displays around Redruth. Two staff members on a rota start work at 6.30am on Monday, Wednesday and Friday as it is quiet on the roads and the water/feeds stop dripping on the pavements by the time people arrive in town. I spoke with Richard Budge from Truro City Council Parks Department for advice on the best way to set up the watering system. This was a great help. We now use an IBC water tank with a boat bilge pump and a small ride on mower battery. It's cheap, quiet and very efficient. We also have

water collection tanks up at the yard and have watered a couple of times using rainwater from our system.

I am also 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 continues to show great commitment to the Council, especially with the early mornings, ongoing ASB around town which does effect the morale of the team, and the considerable amount of time this can take cleaning and repairing before we start our scheduled jobs for the day.

I have completed my Level 2 Fire Warden training.

Please stop and have a chat with the team if you see us working around town.

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

**REPORT FOR: Operations Committee Meeting July 2023**

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**SUBJECT OF REPORT: An update on the current position relating to the town's public conveniences**

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**SUMMARY OF IMPLICATIONS**

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

**TERMS OF REFERENCE**

To provide Councillors with an update on the current position relating to the town's public conveniences.

**REPORT**

Over the past couple of months there has been an increase in ASB and drug use at both New Cut and Market Way toilets.

The Facilities Team have had to clean graffiti from the toilets in New Cut on a weekly basis. It seems to have become a bit of a game for the perpetrators. There has also been repeated vandalism to the sinks, urinals and ladies cubicles. The decision was made to start closing the New Cut toilets at 4.30pm, which did seem to reduce these issues.

The disabled toilet is now being used on a daily basis for drug use. Several complaints of people opening the door and witnessing someone with a needle in their arm have been reported to the office by members of the public. I have also witnessed obvious drug use and seen blood, tin foil and needles in the toilets. There have also been reports of couples going in to use drugs. The cleaner has to regularly remove used needles, burnt tin foil, pipes etc. The situation is now a real safety concern for the cleaners, general public and Facilities Team.

The Police have been contacted via 101 online and we have a crime number. Regular reports are also made to the Redruth Neighbourhood Policing Team. The Police will be doing more checks at the facility when they are in Redruth and also suggested looking into using ultraviolet light in the toilet as this can help as a deterrent for the use of needles.

After reports over the weekend of the 24<sup>th</sup>/25<sup>th</sup> June of heavy drug use in New Cut toilets, the Operations Officer and I made the decision to close them because of safety concerns.

We need to decide the best way forward for this facility. Over years of abuse the facility is tired and now experiencing regular leaks and other issues due to age of the facility.

We have fewer issues at Market Way but there has been an increase in ASB and drug use in the facility. A vodka bottle wedged behind the cistern dislodged some pipe work which caused a rather large leak and on occasions the cleaners are also finding burnt tin foil in the facility.

These issues also have an impact on the Facilities Team work schedules. It can take a considerable amount of time to tidy, clean and fix the issues, before we even start our scheduled jobs. Again, this facility has old plumbing and could do with updating.

## **RECOMMENDATIONS**

Councillors are asked to advise how they wish the team to move forward in relation to both the New Cut and Market Hall Public Conveniences.

Chris Strugnell  
Facilities Supervisor

## REDRUTH TOWN COUNCIL

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**REPORT FOR: Operations Committee Meeting on 3<sup>rd</sup> July 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. General Administration

The two Administration Assistants have both undertaken and completed online training SWLCA in Local Council & Data Protection.

I have undertaken recent negotiations with Cornwall Council to lower the cost of the SLA contract for cleaning of the offices and library in line with RTC budget. I successfully agreed a reduced price, bringing the costs with budget, and ensuring that the level of cleanliness and service is not affected.

#### 2. Administrative Assistant Summer Intern

An advertisement has been placed for this year's Summer Intern in July, we are already receiving applications and look forward to welcoming the Intern to the team.

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

We have been receiving a consistent increase in reports from members of the public on the telephone and email regarding ongoing issues around Redruth, and we are continuing to report to the relevant agencies.

**Fore Street** - We have been receiving a high number of complaints regarding the sap coming from the trees in Fore Street and the stickiness/slipperiness of the ground underneath. This has all been reported to Cornwall Council, and they have inspected, initially saying that there was not an issue, but on further inspection agreeing that they would proceed with the appropriate actions.

**Dumped Waste** – We continue to liaise with Cornwall Council Enforcement regarding the dumping of waste in the Town Centre, particularly prior to collection on a Friday.

**Footpaths** – We are logging several complaints from members of the public regarding overgrown footpaths / verges. Relevant information is passed onto either our Facilities team, or Cornwall Council dependent on where the maintenance responsibility lies.

#### 4. Fire Warden and First Aid Training

One member of staff has recently attended and completed the First Aid at Work training, and three staff have attended and completed Fire Warden training. There will be more members of staff attending this training later in year.

#### 5. Health & Safety

We recently carried out a Fire Drill and a real Fire Alarm evacuation in the Civic Centre which went well. Everyone exited the building and headed to the muster point. There were a couple of things we identified and noted in our report that need further consideration.

I am the process of working with the Facilities Supervisor to create a COSHH matrix of items used in the Civic Centre.

### **RECOMMENDATIONS**

It is recommended that this report is noted.

Claire Coomber  
Administration Manager