



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:
30th August 2023

Dear Councillor

Operations Committee Meeting – 4th September 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 4th September 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 read 'PB', with a horizontal line drawn through it.

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 Major
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 – 4th September 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 3rd July 2023
7. Clerk's Report
8. To receive correspondence
9. To receive a report on the work of the Facilities Department [report attached]
11. To receive a report on the work of the Administration Department [report attached]
12. To consider a draft policy on the provision of salt bins



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Town Mayor: Cllr R S Barnes

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 3rd July 2023

Present: Cllr A Biscoe
Cllr S Barnes
Cllr H Biscoe
Cllr M Brown
Cllr B Craze
Cllr B Ellenbroek
Cllr R Major
Cllr D Reeve
Cllr C Skinner
Cllr I Thomas

In attendance: Ms A Hunt
Ms C Coomber
Mr C Strugnell

Operations Officer
Administration Manager
Facilities Supervisor

PART I - PUBLIC SESSION

1538.1 To receive apologies for absence.

Apologies were received from Cllrs Broad, Garrick and Smith (other commitments) and Cllr Tremayne (unwell).

1538.2 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.

1538.3 To Confirm the Minutes of the Meeting of the Operations Committee held on 2nd May 2023

RESOLVED by the Majority to accept the Minutes of the Meeting of the Operations Committee held on 2nd May 2023 as a true and accurate record of proceedings. [Proposed Cllr Reeve; Seconded Cllr Thomas] Cllrs A Biscoe, H Biscoe and Major abstained as they had not attended the meeting

1538.4 Clerks Report

A report had been circulated prior to the meeting.

The Clerk gave an update regarding the potential closure of Redruth Post Office. The Engagement and Operations Officers had visited Redruth Post Office in person to obtain more detail and also contacted the Post Office by email to request clarification of the situation. The Operations Officer read out an official statement received from the Post

Office in response. As far as the Town Council is concerned, it was agreed that it was essential that a form of Post Office services remained in the town centre. Any further updates would be relayed to Members as and when they were received.

The Clerk advised that no further information had been received from Cornwall Council in relation to Strawberry Fields. Cllr Barnes suggested the Town Clerk confirm who had been contacted previously, and another letter be written. Cllr Thomas asked if the Town Clerk could also clarify the current conditions of the lease in relation to sub-leasing.

Cllr Reeve asked what information had been received from the community consultation undertaken on Murdoch Day as to future use of the former telephone kiosk outside the old London Inn. The Operations Officer confirmed that a popular idea appeared to be a book swap, although that would not necessarily be the final option. Cllr Reeve wished to note that Make-A-Mends had suggested a project they were keen to work on. The Clerk advised that consultation was being undertaken by the Engagement Team, who were best placed to provide further information. The report was noted.

1538.5 To receive correspondence.

Correspondence had been circulated prior to the meeting. In relation to the request for the supplying of a salt bin, the Operations Officer advised that the Town Clerk had stated several concerns, including (but not limited to): lack of budget for the purchase or maintenance of salt bins; concerns over health & safety aspects; theft/antisocial behaviour and liability for insurance purposes. Cllr Ellenbroek commented that it would be useful for Cornwall Councillors to have a policy from Redruth Town Council that could be advised to residents regarding salt bin provision. Cllr Barnes asked if it would be possible to find out the costs of a salt bin.

1538.5.1 RESOLVED by Majority: (i) that the request to supply a salt bin not be supported, based on the recommendations of the Town Clerk; (ii) to ask that a policy be drafted regarding Redruth Town Council's position on salt bin provision. [Proposed Cllr Brown; Seconded Cllr H Biscoe] Cllr Barnes voted against.

1538.6 To receive a report on the work of the Facilities Department

A report had been circulated prior to the meeting. The current condition of The Chambers was discussed. Cllr Ellenbroek asked if it would be possible to provide an estimate for the short-, medium- and long-term works required, together with a priority statement for works.

Cllr Reeve asked for an update on the Murdoch Flyer replica sited on Tolgus roundabout. The Facilities Supervisor confirmed that the team was awaiting Cornwall Council to carry out works on the roundabout to enable access to make the relevant repairs. The Administration Manager confirmed that Cornwall Council had been contacted but no response had been received. Cllr Thomas commented that as a key entrance point to the town, the general condition of the roundabout was incredibly poor. The report was noted.

1538.6.1 Unanimously RESOLVED to approve the inclusion of a sum in future budgets to allow for expected required works at The Chambers, both to the roof and to bring the building up to an appropriate level of energy efficiency. [Proposed Cllr Ellenbroek; Seconded Cllr H Biscoe]

1538.7 To receive an update on the current position relating to the town's public conveniences.

A report had been circulated prior to the meeting. Cllr Ellenbroek asked what had happened regarding the funding for the Changing Places facility as the grant needed to be spent within the deadline of the original funding application. The Facilities Supervisor

confirmed that he was awaiting quotations for UV lighting to be fitted in the public conveniences, and that the changing of opening hours had seemed to deter some of the antisocial behaviour. Cllr Barnes asked if the Police had been advised of the antisocial behaviour and was advised that there had been repeated reports to the Police. Cllr Ellenbroek suggested contacting the Community Safety Partnership, who may be able to provide some guidance. The Facilities Supervisor asked Councillors to advise how they wished the team to move forward in relation to the current closure of the New Cut Public Conveniences.

Cllr Ellenbroek asked if there had been a conversation with Cornwall Council regarding replacing the trees in Fore Street and was advised that incidents were reported to Cornwall Council but, as far as the team were aware, there had been no conversation as to a long-term resolution to the issue of people slipping.

1538.7.1 Unanimously RESOLVED: (i) that a wider discussion regarding New Cut and Market Hall public conveniences be placed on the Agenda of a future Full Council meeting; (ii) that signage be erected at New Cut advising of the availability of public conveniences at Market Hall and (iii) to proceed with repair works at New Cut Public Toilets, including investigating the possibility of UV lighting, then reopen the facility as soon as practical to do so on completion of the works. [Proposed Cllr Brown; Seconded Cllr H Biscoe]

1538.7.2 Unanimously RESOLVED that a formal request be made by Redruth Town Council to Cornwall Council asking to investigate the options of replacing the trees on Fore Street with more appropriate species which did not leak sap. [Proposed Cllr Ellenbroek; Seconded Cllr Barnes]

1537.8 **To receive a report on the work of the Administration Department**

A report had been circulated prior to the meeting. The Administration Manager gave an overview of the report and asked for any questions. The report was noted.

Chair

Redruth Town Council
Clerk's Report – Operations Committee
Meeting Date: 4th September 2023

Minute No.	Item	Action	Response
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 returned to site and secured by Facilities Team pending decision as to future use
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
1538.7.1	Provision of Public Conveniences	Unanimously RESOLVED: (i) that a wider discussion regarding New Cut and Market Hall public conveniences be placed on the Agenda of a future Full Council meeting; (ii) that signage be erected at New Cut advising of the availability of public conveniences at Market Hall and (iii) to proceed with repair works at New Cut Public Toilets, including investigating the possibility of UV lighting, then reopen the facility as soon as practical to do so on completion of the works	New Cut public conveniences now reopened to the public. No major ASB reported since reopening. Town Clerk advised of request for wider discussion to be placed on Agenda for Full Council

1538.4	Post Office on Fore Street	Updates to be relayed to Members as and when received	Facility remains closed following failure of Post Office to reach agreement with temporary postmaster. Confirmation received from Post Office of ongoing wish to reinstate a permanent Post Office in Redruth. Potential applicants/interested businesses should be encouraged to register their interest on the Post Office website
	Banking Hub	Updates to be relayed to Members as and when received	Work ongoing with Engagement Officer to make case for provision of a banking hub in Redruth
1538.5.1	Salt bin provision	RESOLVED by Majority: (i) that the request to supply a salt bin not be supported and (ii) to ask that a policy be drafted regarding Redruth Town Council's position on salt bin provision	See separate agenda item
1538.7.2	Fore Street surface	Unanimously RESOLVED that a formal request be made to Cornwall Council asking them to investigate the option of replacing the trees on Fore Street with more appropriate species which do not leak sap	Request communicated to Town Clerk to allow formal request to be made

REDRUTH TOWN COUNCIL

REPORT FOR: Operations Committee Meeting 4th September 2023

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

Free water saving devices have been ordered from South West Water to use in the Civic Centre and library toilets and kitchens. Weekly fire alarm checks are completed followed by monthly emergency lighting and fire extinguisher checks.

2. The Chambers

PJD Martin have replaced the old boiler on the ground floor of the Chambers which supplies the Credit Union with hot water. Fire alarm tests are completed on a weekly basis. Work being undertaken by the Facilities Manager to provide details of short-, medium- and longer-term works required to bring the building up to standard, together with a priority statement for the works. This will be brought to the Committee at a future meeting.

3. Clock Tower

Regular inspections and cleaning of the Clock Tower continues.

4. Market Way and Market Hall

Cleaning and maintenance of the site continues.

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 have placed out the road closure information signs for Pasty Festival and will assist the Events Team over the festival weekend.

6. Town Centre

Floral displays are still being maintained by the Facilities Team, who are on an early morning rota for watering. Due to the weather this summer we have reduced watering down to two days a week from three. We have managed use rain water collected from the Facilities Yard buildings to do most of the watering this season so far.

7. New Cut Car Park & Public Conveniences

New Cut public conveniences have been reopened for a few weeks and we have not experienced any of the previous issues to date. After looking in to UV lighting, I was advised the without adding more lighting to the disabled toilet we would not be able to reach the legal lighting requirements for UV lighting within the facility. The plumbing work has now been completed. The facility is now open 6 days a week 7.30am-4.30pm and is checked daily.

8. Public Realm at Brewery Site

Maintenance of green spaces continues. 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 Summer Intern has been working on occasion with the Facilities Team during his time with the Council . Whilst with the team he made some bird boxes and bird feeders for the gardens. Planting in the lower area in the gardens has been completed.

10. Play Areas/Skate Park

Routine Play Area Surveys are completed regularly. Cleaning and maintenance work are carried out as required. The top entrance shrub bed has now been planted tidying this area up. Two inclusive benches which are made from recycled materials have been chosen and will be fitted by the Facilities Team. Two shrub beds will be created by the team to go in the area around the benches.

Recently we have had comments from the users of East End about the path not extending across to the other top entrance by MY Motors. We still have some matting that was used last year as a temporary path and as it is only a short distance, I suggest we could use this again to join up to the main path.

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

11. Allotments

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

12. LMP & Green Spaces

Contracted maintenance for 2023 continues.

13. Facilities Department

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. 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.

RECOMMENDATIONS

It is recommended the report be noted and approval granted for corresponding works & purchases.

Chris Strugnell
Facilities Manager

REDRUTH TOWN COUNCIL

REPORT FOR: Operations Committee Meeting on 4th September 2023

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

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

We have recently adjusted the layout of the admin office which has resulted in a more appropriate working environment, and better usage of space.

2. Administrative Assistant Summer Intern

We were fortunate to receive a number of applications for the Summer Intern position. We selected an applicant who carried out 4 weeks of employment as our Summer Intern. The Intern worked in each of the different departments and attended Council meetings.

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

We are continuing to report all reports from members of the public to the relevant agencies, as well as logging on our information spreadsheets where appropriate.

Dumped Waste – This is still an issue in the Town Centre, and we continue to liaise with Cornwall Council Enforcement, particularly prior to and following collection on a Friday.

4. Fire Warden and First Aid Training

We have a member of staff attending First Aid Training, and three members of staff attending Fire Safety Training in September.

5. Health & Safety

The Training matrix has been updated following the completion by all the Facilities Team of their Chapter 8 training.

We have scheduled the Health Surveillance for all Facilities Staff at the beginning of October. There will also be a General Health Check available for all members of staff who wish to take part.

RECOMMENDATIONS

It is recommended that this report is noted.

Claire Coomber
Administration Manager

REDRUTH TOWN COUNCIL

REPORT FOR: Operations Committee Meeting on 4th September 2023

SUBJECT OF REPORT: To consider a draft policy on the provision of salt bins

SUMMARY OF IMPLICATIONS

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

TERMS OF REFERENCE

To consider a draft policy on the provision of salt bins.

REPORT

Councillors will remember that at the previous meeting of this Committee, it was resolved to ask that a policy be drafted regarding Redruth Town Council's position on salt bin provision.

As a result, I have drafted the attached policy, which is based on the discussions which took place at the Operations Committee meeting in July. It also clarifies the position taken by Cornwall Council.

RECOMMENDATIONS

It is recommended that the attached policy on provision of salt bins be approved and adopted with immediate effect.

Abigail Hunt
Operations Officer



Policy on Provision of Salt Bins

Redruth Town Council

1. Principles

This document sets out the policy of Redruth Town Council in relation to requests for the provision of salt bins at locations within the parish. The policy has been drafted in response to a resolution of the Redruth Town Council Operations Committee made on 3rd July 2023.

2. Cornwall Council Policy

The current policy of Cornwall Council is that Cornwall Highways sites and maintains salt bins at the request of the relevant town or parish council. The town or parish council meets the cost of providing and refilling each salt bin. Cornwall Council meets the cost of filling up these salt bins once before the start of the winter season. After that, the relevant town or parish council can request that the salt bins are refilled at their own expense. Requests for a new salt bin are made to Cornwall Highways, who will ask the following:

- Is the requested bin on one of the precautionary salting routes?
- Is it safe to place the bin at the location requested?
- Is the local Town or Parish Council prepared to fund the bin?

If the requested salt bin is not on a route that is already salted, will be sited at a safe location, and agreement is reached with the local town or parish council that they will fund the cost of providing the bin and refilling it with salt, then Cornwall Council will provide it.

3. Redruth Town Council Policy

It is the policy of Redruth Town Council not to support requests for the provision of additional salt bins for the following reasons:

- The contents go hard with age if not used or allowed to get damp/wet
- Shovels are not provided, thus public spreading is problematic (especially in remote locations)
- In icy conditions, much of the salt ends up on private drives, accesses and paths, rather than on the road or highway
- Reports are often received of the theft of bins' entire contents, which is then sold on or used on commercial premises
- Salt bins are often used to dump litter and others attract antisocial behaviour
- Additional work would be created for the Facilities Team
- The Town Council has no budget for such provision

- Confusion over insurance liability, particularly where salt is spread by members of the public
- The precedent which could be set by the provision of any additional bin

This list is not intended to be exhaustive. Additional reasoning may apply to specific cases.

Date of Adoption:	
Minute Number:	
Date of Next Review:	