



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

Our Reference:

RTC/460/2/Mtg

Date:

28th February 2024

See Distribution

Dear Councillor

Operations Committee Meeting – 4th March 2024

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 March 2024 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 'AH'.

Abigail Hunt
Operations Officer & Interim Proper Officer

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 Thomas
Cllr Tremayne

Information:

All other Councillors
Cornwall Council Members
Press & Public

Redruth Town Council
Operations Committee Meeting – 4th March 2024

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 receive a presentation from Daniel Sargison, Grassroots Garden CIC
7. To confirm the Minutes of the Meeting of the Operations Committee held on 8th January 2024
8. Clerk's Report
9. To receive correspondence
10. 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]



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

Minutes of a Meeting of the Redruth Town Council Operations Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 8th January 2024

| | | |
|----------------|--------------------|--------------------------|
| Present: | Cllr W Tremayne | Chair |
| | Cllr A Biscoe | |
| | Cllr S Barnes | |
| | Cllr H Biscoe | |
| | Cllr M Brown | |
| | Cllr B Ellenbroek | |
| | Cllr R Major | |
| | Cllr D Reeve | |
| | Cllr C Skinner | |
| | Cllr I Thomas | |
| | Cllr P Broad | |
| In attendance: | Ms A Hunt | Operations Officer |
| | Ms C Coomber | Administration Manager |
| | Mr C Strugnell | Facilities Manager |
| | Ms S White | Engagement Officer |
| | Mrs J Pelham-Wales | Administration Assistant |
| | Mr K Fentham | Local Resident |

PART I - PUBLIC SESSION

- 1563.1 The Town Mayor gave a short speech regarding the recent passing of former Town Clerk, Peter Bennett. A Minutes' Silence in Honour of Mr Bennett was observed.
- 1563.2 **To receive apologies for absence**
Apologies were received from Cllrs Garrick & Craze (unwell).
- 1563.3 **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.
- 1563.4 **To confirm the Minutes of the Meeting of the Operations Committee held on 7th November 2023**
RESOLVED by Majority to accept the Minutes of the Meeting of the Operations Committee held on 7th November 2023 as a true and accurate record of proceedings. [Proposed Cllr H Biscoe; Seconded Cllr A Biscoe]. Cllr Reeve abstained as she had not been present at the meeting.

1563.5 Clerks Report

A report had been circulated prior to the meeting. The Clerk advised that written permission had been received from Cornwall Council to allow a sports club to use Strawberry Fields, were a suitable request to be received. A request to acquire the freehold of the site had been made, however the anticipated time frame was 18-24 months. A large depression had recently appeared at Strawberry Fields. A mining company had been engaged to make further investigations and the area had been cordoned off. An update would be provided when appropriate. Following the decision to revisit refurbishment of the public conveniences at New Cut car park, possible options would be provided to the Committee at a future meeting. It was confirmed that the Post Office was still working to re-establish a service to the town centre, but there was no further update at this time. Work was still in progress to make a case for the provision of a banking hub in Redruth. The report was noted.

1563.6 To receive correspondence

Correspondence in relation to closure orders for Trevingey Road and Glen Leigh was noted. Further correspondence had also been received regarding upcoming road works at Sandy Lane. It was anticipated that there would be a road closure in place for a period of 5-6 weeks in early March. The correspondence was noted.

1563.7 To receive a report on the work of the Facilities Department

A report had been circulated prior to the meeting. The Facilities Manager confirmed that he was awaiting quotations for upgrading the boiler at the Civic Centre. There was currently on single and one double unit available in Market Way. ASB at the public conveniences had dropped, however a door had been damaged and would need to be replaced. A bench at East End Playing Field had been removed due to health & safety concerns, following confirmation from Cornwall Council that they considered it to be the property of the Town Council. The bench would be replaced. Cllr Ellenbroek asked if there had been any communication from Cornwall Council regarding trees adjoining Raymond Road allotments. The Facilities Manager responded saying work had been completed, but there was more to be done. Cllr Ellenbroek offered to chase this up with the relevant department if needed. The report was noted.

1563.8 To receive a report on the work of the Administration Department

A report had been circulated prior to the meeting. The Administration Manager reported that she had received a number of expressions of interest in the vacant units at Market Way. Cllr Barnes suggested that the Town Council should prioritise retail. Cllr Reeve asked if the double unit would be reinstated back into two single units. The Administration Manager confirmed that if this were to happen structural work would have to be carried out first, and currently several applicants were interested in the double unit. Once all the application forms had been sent out and received, a decision would be made on the most suitable applicants. The report was noted.

1563.9 To discuss the gate way to North Country

Cllr Barnes set out the current situation and confirmed that he was in contact with the Highways Manager at Cornwall Council to try and resolve the issues.

1563.10 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 (contracts in confidence), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of the Schedule 12 [A] of the 1972 Local Government Act

1563.10.1 Unanimously RESOLVED 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 (contracts in confidence), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of the Schedule 12 [A] of the 1972 Local Government Act. [Proposed Cllr A Biscoe; Seconded Cllr H Biscoe].

1563.11 To consider charges for cleansing of devolved land for financial year 2024-2025

1563.11.1 RESOLVED by Majority: (i) to note the estimated cost of waste cleaning services in relation to Redruth Community Centre (including Plain an Gwarry Play Area), East End Playing Field and St Rumon's Gardens; and (ii) ask that Cornwall Council continue to deliver waste and cleansing services, through its waste contractor, on devolved land under the control of the Town Council from 1st April 2024 to 31st March 2025, for which an annual charge will be applied. [Proposed Cllr Ellenbroek; Seconded Cllr Brown] Cllr Barnes abstained.

1563.12 To confirm the provision of the Redruth Floral Display 2024

1563.12.1 Unanimously RESOLVED to: (i) accept the estimate from Millennium Plants for provision of the Redruth floral display 2024 and (ii) accept the estimate from Cows and Sows for delivery, hanging, maintenance and removal of the Redruth floral display 2024 [Proposed Cllr Ellenbroek; Seconded Cllr Brown].

Chair

Redruth Town Council
Clerk's Report – Operations Committee
Meeting Date: 4th March 2024

| Minute No. | Item | Action | Response |
|-------------------|--|--|---|
| 1563.5 | Strawberry Fields | Appearance of large depression on site | Exploratory drilling completed with no concerns raised. Safety cordon removed and site returned to normal |
| 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 |
| 1558.15.1 | Provision of Public Conveniences | RESOLVED by Majority to revisit the refurbishment of the public conveniences at New Cut, to include a fresh look at proposed layout | Updates and options to be provided to the Operations Committee as appropriate |
| 1538.4 | Post Office on Fore Street | Updates to be relayed to Members as and when received | Post Office working to re-establish a service in the town centre |
| | 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 |
| | Kernow Credit Union | Anniversary celebrations | Work ongoing to support KCU as landlord during their anniversary year, including hanging of banners, smartening of entrance and building frontage. Engagement Officer asked to consider opportunities for publicity available through RTC |

| | | | |
|---------|----------------------------|--|---|
| 1563.11 | Cleansing of devolved land | Queries over frequency of wiping down of litter bins and whether or not disposal of fly-tipped waste is included | Confirmation from Cornwall Council that there is no set frequency for cleansing of bins and that disposal of fly-tipped waste is excluded from the contracted costs |
|---------|----------------------------|--|---|

REPORT FOR: Operations Committee Meeting 4th March 2024

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

Fixed wire testing has been completed.

Buddleia has been removed from the front and rear of the building and the Civic Centre has been pressure washed.

An emergency call out was made to a plumber to unblock the public toilet. It is suspected that a nappy had been flushed down the toilet. In addition, there was an issue with the waste pipe for the staff toilets. We think the pipe was possibly broken by someone climbing up the building. This issue has now also been fixed. A leak from The Foyer caused minor damage to a ceiling tile and the wall now needs painting.

The Town Clerk's office has been painted and has a new desk and chair replacing the old furniture.

Weekly fire alarm tests are completed.

2. The Chambers

Regular inspections and weekly fire alarm tests are carried out. Since the previous meeting, the fire alarm has been set off by burning toast. CRCC and the Credit Union evacuated the building and the alarm has been returned to normal.

The front and side of building have been pressure washed.

South West Water are investigating a broken/leaking water meter at the rear of the building.

3. Clock Tower

Regular inspections and cleaning of the Clock Tower continue. Green algae has returned to the middle floor of the clock tower and water ingress is worsening. Contact has been made to obtain professional advice regarding this matter.

4. Market Way and Market Hall

Cleaning and maintenance of the site continues.

Mr Electric have fixed the street lighting on the entrance of Market Way, although we are having teething issues with one bulb. This will be changed at a suitable date.

During January we experienced multiple problems with the toilets in Market Way. ASB issues occurred within the ladies toilet which resulted in an emergency call out. Ball cocks were broken, toilet roll was shoved down toilets and soap was all over the walls. All issues have been reported to the police.

Failing guttering around Market Hall is causing water ingress issues around the building. One quote has been received and I am currently waiting on further quotes.

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 have also been providing assistance with St Piran's Festival.

6. Town Centre

Street furniture and bins are currently being cleaned throughout the town. The Miner's Statue has been pressure washed.

7. New Cut Car Park & Public Conveniences

New Cut public conveniences have also had ASB problems, causing an emergency call out to unblock a drain. The facility is now open 6 days a week 7.30am-4.30pm and is checked daily.

Discussions on the refurbishment of the public conveniences will be restarted when capacity allows.

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. Pressure washing of the floor and stage inside the gardens, paving outside Murdoch House and parking area has been completed.

Crocus bulbs are now in flower in the grass area of the gardens. Three small planters have been made by the team and have been placed in the gardens. Mixed herbs and a fruiting bush have been planted in one planter. Sweet peas will go in another and maybe tomato plants or strawberries in the last one.

Frost damage to parts of the building resulted in parts of the wall crumbling. Contact has been made to obtain professional advice regarding this matter.

10. Play Areas/Skate Park

Routine Play Area Surveys are completed regularly. Cleaning and maintenance work are carried out as required. A bench and swing seats have been replaced

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.

The team is still having issues with parking across the main gate by the general public.

Cormac will be planting and maintaining 1200 bare root native mix of trees/shrubs. These will go in various areas around the perimeter of the field.

11. Allotments

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

12. LMP & Green Spaces

The new LMP contract has been received and signed off and will commence in April.

13. Facilities Department

The team continues to show great commitment to the Council.

Personal risk and wellbeing assessments have been written in relation to known issues.

I have now written a yearly maintenance schedule for all open spaces and street furniture and am currently working on the building maintenance schedule.

14. Health and Safety

Reviews of PPE provision and training needs are ongoing.

15. RECOMMENDATIONS

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

Chris Strugnell
Facilities Manager

REDRUTH TOWN COUNCIL

REPORT FOR: Operations Committee Meeting on Monday 4th March 2024

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

The team have several different projects they are currently working on including the floral displays and the Fixed Asset Register.

The new HR system will be going live for all employees on 1st April which coincides with our new holiday year. The new system is requires a significant amount of initial data input, but this is well underway.

We have recently accepted two applications for work experience students to work in the Administration team, one in June and one in July.

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

We are continuing to report any incidents reported to us by members of the public using the Cornwall Council reporting functions, as well as logging the information separately.

Main issues include illegal parking in Alma Place, and issues with both rising bollards in the Town Centre. We are in regular communication with Cornwall Council and the Neighbourhood Policing Team regarding these issues.

3. Market Way

Units 5 & 6 are now tenanted by Redruth Revival CIC.

Unit 7 was offered to the preferred applicant as per the resolution made at the Full Council meeting in January, but unfortunately on this occasion has not been filled, so we are continuing to re-advertise.

4. 2024 Floral Display

Plans are well underway for the Floral Display. We have had a number of orders from local businesses and numbers are heading toward a similar total to that of previous years. The closing date was last Friday, but we shall continue to chase for late orders.

5. Defibrillator

Thank you to Councillors for your support in this matter. Further to the resolution made at the Full Council meeting on 26th February, a defibrillator has now been ordered and a further verbal update will be given at the meeting.

RECOMMENDATIONS

It is recommended that this report is noted.

Claire Coomber
Administration Manager