



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

**Town Mayor: Cllr A Biscoe**

**Town Clerk: C Williams**

See Distribution

**Our Reference:**  
RTC/Asset Mgt Comm  
**Date:**  
25<sup>th</sup> February 2026

Dear Councillor

**Asset Management Committee Meeting – 2<sup>nd</sup> March 2026**

You are summoned to attend a meeting of the Asset Management Committee to be held in The Langman Room, Redruth Civic Centre, Alma Place on Monday 2<sup>nd</sup> March 2026. Proceedings will commence at 7:00pm.

The Agenda and associated papers are included for your reference and information.

Yours sincerely

A handwritten signature in black ink that reads "Charlotte Williams".

Charlotte Williams  
Town Clerk

Enclosures

Agenda and associated documentation

Distribution:

Action:

Cllr Tremayne  
Cllr Ellenbroek  
Cllr Allen  
Cllr Barnes  
Cllr A Biscoe  
Cllr H Biscoe  
Cllr Broad  
Cllr Jolly  
Cllr Morrison  
Cllr Reeve  
Cllr Thomas

Information:

All other Councillors  
Cornwall Council Members  
Press & Public

**Redruth Town Council**  
**Asset Management Committee Meeting – 2<sup>nd</sup> March 2026**  
**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. Public participation session - to enable the public to put questions to the Council relating to any items on the agenda.
4. To confirm the Minutes of the meeting of the Asset Management Committee held on 1<sup>st</sup> December 2025. [Minutes attached].
5. To receive a report from the Asset Management Team. [report attached]

PART 11 – PRIVATE SESSION – Exclusion of the Press and Public

The Council is invited to pass the following resolution:- That pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the following item of business, by reason of the confidential nature of the business to be transacted.

6. To receive a report from the Deputy Town Clerk/Responsible Finance Officer about maximising income from and usage of assets. [report attached]



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**Town Mayor: Cllr A Biscoe**

**Town Clerk: C Williams**

Minutes of a Meeting of the Redruth Town Council Asset Management Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 1<sup>st</sup> December 2025

Present:

Cllr W Tremayne  
Cllr B Ellenbroek  
Cllr S Barnes  
Cllr A Biscoe  
Cllr H Biscoe  
Cllr P Broad  
Cllr K Cunningham  
Cllr R Jolly  
Cllr J Morrison  
Cllr I Thomas

Chair

In attendance:

Mrs H Bardle  
Mr J Molloy  
Mr G Coombs  
Mrs J Cockerham-Harris  
Mr D Teare  
Mr W Rundle

RFO/Deputy Town Clerk  
Asset Manager (Consultant)  
Facilities Manager  
Administrator  
Facilities Technician  
Office Manager

One member of the public was also in attendance.

## **PART I – PUBLIC SESSION**

### **1643.1 To receive apologies for absence**

Apologies were received from Cllrs Reeve and Morrison.

### **1643.2 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.

**1643.3. Public participation session – to enable members of the public to put questions to the Council relating to any items on the agenda**

No members of the public wished to speak.

**1643.4 To confirm the Minutes of the meeting of the Asset Management Committee held on 22<sup>nd</sup> September 2025**

1643.4.1 Unanimously RESOLVED to confirm the minutes of the Asset Management Committee held on 22<sup>nd</sup> September [Proposed Cllr Thomas; Seconded Cllr H Biscoe].

1643.4.2 Cllr Allen and the Deputy Town Clerk began audio recording the meeting after the Chair announced that the meeting would be recorded.

**1643.5 To receive a report from the Asset Management Team**

1643.5.1 The Deputy Town Clerk stated the report was a combined effort of the Facilities Manager, the Asset Manager and herself.

The Facilities Manager went through his report, stating the maintenance for the assets and footpaths was complete as scheduled, with a recommendation of creating a survey directory of the footpaths to gain a better understanding of the covered areas. He updated that the team were partway through the construction of the polytunnel, which would help provide flowers and vegetation for the town in the future. The East End upcoming improvement works would make the parks more accessible, and the New Cut toilets and Strawberry Fields would continue to be monitored for anti-social behaviour, adding that the team had recently been busy assisting with the festivals. Cllr Cunningham asked for benches to be added to the East End Playing Fields for the path circuit, as well as adding a dog poo bin to the Fields for local walkers, and the Facilities Manager answered that this would be feasible, and that they would have responsibility for the emptying the bin.

Cllr H Biscoe asked about the reported incidents of anti-social behaviour at New Cut toilets. The Deputy Town Clerk clarified that there were two incidents involving members of the public that had since been resolved. Cllr Barnes asked if the map of the footpaths, with the jurisdictions of the Councils, could be available for the next Asset Management meeting, which was agreed by the Deputy Town Clerk and the Facilities Manager. Cllr Thomas commended the Facilities team for their recent efforts in building the Grotto for the Redruth in Lights Festival, echoed by Cllr Jolly for the greenery in the Buttermarket.

1643.5.2 The Asset Manager went through his section of the report. Cllr Thomas asked if there was anything to be concerned about in the survey of The Chambers building, but the Asset Manager answered there was not. The survey had revealed a few structural issues but ones that were easily fixed and not unexpected, with a few other expected repairs. Cllr Barnes asked when the Chambers building had originally been purchased, and the Asset Manager answered it was bought 20 years ago. Cllr Ellenbroek stated that she thought it was good and refreshing for someone to be appointed to enact this work, stating the importance of keeping the assets of the town up to standard.

The Asset Manager discussed various images on a presentation reviewing the works being undertaken on the Market Way Toilets and roof, and the Community Centre. Cllr Broad stated that he had spoken to one of the residents in the flat above Market Way, who had witnessed young people climbing on the roof, raising concerns over safety and further damage, which was being addressed to alleviate that behaviour. Cllr Thomas expressed his own concern over the damage and safety issues. Cllr Ellenbroek said she had raised it at a previous Safer Towns meeting and asked if it was worth writing to their co-ordinator to address the serious issue due to the concern over damage and real harm the roof-running may cause. The Asset Manager stated that the Town Clerk was aware of this and a meeting had been arranged between the Town Clerk and LiveWest to discuss concerns.

1643.5.3 RESOLVED by majority to write to the Co-ordinator of Safer Towns to address this issue with serious concern over anti-social behaviour of roof running. [Proposed Cllr Ellenbroek; Seconded Cllr Thomas]. Cllrs Allen and Jolly abstained.

1643.5.4 The Deputy Town Clerk stated that the Civic Centre boiler had been serviced with the need to replace it next year, which had been incorporated into the budget. The alarm panel at the Civic Centre has been replaced. She stated that Market Hall and Market Way floor repairs, works to the roof and other repairs were budgeted for in the reserve and that she would work with the Asset Manager to establish a maintenance budget. She stated that the Asset Manager will be looking at overhauling the way Market Way and Market Hall is managed.

Cllr Jolly asked if Market Hall was available for events, to which the Deputy Town Clerk answered that it was, but the importance was on defining the policy and marketing its availability in order to increase the purpose of use.

Cllr Ellenbroek stated concern over the impact of the table layout restriction in the Langman room, at the Civic Centre to which the Deputy Town Clerk said this is being looked at to enhance flexibility. Cllr Thomas stated that he had a discussion with the previous Town Clerk around his hearing difficulties, the uses of the Langman room was discussed of having the potential to be expanded and reconfigure the whole space of the building, with the potential of organising a museum. Cllr Barnes stated that the Langman room was fit for purpose but expressed concern over the need to keep rental units in Market Way as retail properties. Cllr Allen added her concern over choosing quality shops, expressing the idea of using the units as a popup shop for smaller businesses, akin to the Buttermarket's kitchen system. The Deputy Town Clerk, agreed with the need to choose quality businesses with differing business hours, stating that she would ask the prospective tenants about pitching their ideas of utilising the space.

Cllr Allen asked for clarification about the current ownership of Gwealan Tops. This was clarified, RTC lease it from Cornwall Council, who then sub-lease to Gwealan Tops which is a charity.

Cllr Allen asked if there was any shortfall from the rent of the building to which the Deputy Town Clerk answered they did not pay any rent

Cllr Cunningham suggested ideas for Market Hall, including a farmer's market which would increase footfall, showcase local rural crafts and demonstrate interest in local small businesses. Cllr Thomas asked for an update regarding the Banking Hub. The Deputy Town Clerk responded by saying that they were staying for the foreseeable

future in Market Way, with a long-term goal of finding somewhere more permanent in the town. She also answered Cllr Cunningham by stating that Redruth Revival managed local markets in the town, and that currently, the Town Council did not have an interest in running any additional markets alongside these.

The Deputy Town Clerk moved on to discuss the health and safety assessments of the Town Council's assets.

Cllr Thomas asked how best to utilise the parking spaces on Cross Street, to which the Deputy Town Clerk answered that the Health and Safety Assessor will look into this.

1643.5.5 Unanimously RESOLVED to accept the report [Proposed by Cllr Barnes; Seconded by Cllr A Biscoe].

1643.5.6 RESOLVED by Majority in favour of the decision in 5.5 section, that a service level agreement is drawn up between the Town Council and Redruth Community Association [Proposed by Cllr Tremayne; Seconded by Cllr Jolly] Cllr Barnes Abstained.

### **1643.6 To consider the draft Budget for 2026/27**

1643.6.1 The Deputy Town Clerk summarised the draft budget report and invited questions. The budget included renewal of PPE, replace petrol driven equipment with electric, including the extension of leasing the electric vehicles. She stated that the floral displays contract had seen an increase this year, leading them to look at reducing costs in this area and that the Business Liaison Manager was also looking at sponsorship to cover costs for the future.

The Market Way units were budgeted for a 90% take-up on their normal rent, and that if the Banking Hub continued as forecast, the income should be higher. She stated the costs of the Christmas Lights had increased due to expansion, with demand for more infrastructure the budget was increased to reflect this. She finished by stating the budget for the buildings and actions needed would be circa £30k, as a result of the health and safety audits.

Cllr Allen queried the cost of fuel and the cost of vehicle leasing which was explained by the fact the Facilities team drive around a fairly small town, hence lower fuel costs. She also asked about the lack of funding to deal with Japanese knotweed, to which the Facilities Manager answered that the knotweed was currently not on any of the Town Council's properties, and any on the footpaths would fall under Cornwall Council's jurisdiction. Cllr Allen went on to ask if the other Councils were paying any rent for the CCTV use, as only 10% was covered by the income of the building, and that she was concerned over the estimated amount attributed to the Festival lights budget, stating she believed it needed to be higher to deliver quality expectations. The Deputy Town Clerk answered by stating the cost from other Councils was not included in the rent, and was in the Community budget, but that it was considered, adding that there was also a feasibility study to discover the best way to cover costs of the building. She stated that regarding the Christmas Lights, the engineer was coming back to address the issues of the lights not working, and that in January there would be a meeting to plan the event for the next year to get ahead of any issues. She also added that the lights were expensive to rent this year, and they were looking at buying lights which could be most cost effective.

Cllr Cunningham stated that in order to save costs, the watering of flower baskets and vegetables, could there be talks to involve Incredible Edible to manage both. She added that it might be cheaper to buy equipment than contract it out, to which the Facilities Manager answered this will be considered.

Cllr Thomas asked about Japanese knotweed, stating that the survey would be a good way to report to Cornwall Council the locations it had been found. He continued by stating there was an unsatisfactory account of the income for the Chambers, to which the Deputy Town Clerk answered that she would be happy to do a recharge of this report to accurately show the differing amounts. Cllr Thomas went on to ask about the location of the old Christmas lights, to which Cllr Biscoe answered that they were cleared when the Chambers building was cleaned out due to damage.

Cllr Thomas referred to his request for Microsoft Office to be added to the Cllrs devices. Cllr Tremayne stated that this had been raised before and was currently in the process of negotiation. The Deputy Town Clerk confirmed this saying that there was still work to do on comparative costs. She stated that Acronyms would be willing to offer digital support directly to Cllrs, with them setting up access to the software needed. Cllr Thomas stated he was under the impression it still needed to be made a motion, and the Deputy Town Clerk stated that it could be agreed as part of the budget. Cllr Thomas stated he would be willing to make a proposal instead to which Cllr Allen wanted clarification regarding the issue, with the focus being on ease of access rather than specific software being bought. Cllr Thomas read aloud the specific wording of his proposal/motion and Cllr Tremayne clarified by stating the motion should state the Cllrs should have easy access to suitable software with digital support readily available.

1643.6.2      **RESOLVED** by Majority to support the motion that Cllrs should have easy access to suitable software to perform duties [Proposed by Cllr Thomas; Seconded by Cllr H Biscoe] Cllr Barnes Abstained.

### **1643.7      To consider correspondence (via email) received from Cornwall Highways regarding proposed restoration and potential devolution of the Tolgus Roundabout.**

1643.7.1      Cllr Thomas raised concern over the 'potential devolution' of the Tolgus roundabout and wanted evaluation of risks and costs of the proposal. Cllr Tremayne stated that the Facilities Team were unable to perform maintenance due to specific licences and certification held by Cormac operatives. Cllr Allen stated the roundabout was the topic of concern amongst the public and supported improvement plans. Cllr Thomas stated the Murdoch flyer on the roundabout was a non-working replica belonging to the Council, but that the Facilities Team were unable to access it currently for the reasons stated above.

Cllr Broad suggested a maintenance agreement, where Cornwall Council could pass on responsibility to the Town Council upon the condition they train the Facilities Team to have the proper certification for free. Cllr Tremayne asked if the Facilities Manager if his Team would have the capacity to maintain this, to which he answered that they would.

Cllr Barnes stated the Murdoch Flyer replica could find a home elsewhere, and the Facilities Team just manage the vegetation on top. Cllr Ellenbroek agreed with Cllr Barnes to remove the Flyer from the roundabout and replace it with something sturdier with a consciousness to safer driving. Cllr A Biscoe agreed with the opinion to remove the flyer but restated the issue lay with access to the roundabout, not the maintenance.

Cllr Cunningham asked if the decision went ahead, that a wildlife and nature survey take place. Cllr Thomas stated that Cornwall Council once promoted sponsorships of roundabouts with the idea of exploring that as a potential avenue. He continued to state his desire to move the Murdoch Flyer somewhere within the Council's maintenance capabilities, such as moving it outside Murdoch House, or St Rumon's Gardens.

Cllr Barnes stated that the new venue for the Flyer could be explored at a later date after the motion came to move it. Cllr H Biscoe proposed the response to Cormac be to take on responsibility of the roundabout on the condition they train and licence the Facilities Team with proper certification and access.

1643.7.2 Unanimously RESOLVED to write to Cormac to ask for more information regarding the 'potential devolution', and to ask for training and certification of the Facilities Team and licence to access. [Proposed by Cllr H Biscoe; Seconded by Cllr Broad].

**Chair**

DRAFT

**SUBJECT OF REPORT: To update the Committee on the work of the Asset Management Team**

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1. SUMMARY OF IMPLICATIONS

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

2. TERMS OF REFERENCE

To report upon the work of the Asset Management Team since the last Committee meeting.

3. FACILITIES MANAGER'S REPORT

3.1 Staffing and resourcing

We have appointed Jason Hatton to fill the vacancy of Facilities Technician with effect from 2 February 2026. He had previously been working as a temporary member of staff.

We still have one staff member on long-term sick leave, who is expected to return later this year. As the wet weather has meant that the team cannot do some of the preparatory work outdoors that they would normally be doing at this time of year, we have agreed to leave appointing any further temporary staff cover until Spring 2026.

We have also successfully appointed a Caretaker, who is due to start in April 2026.

3.2 Update on activity

- Assisting with setup for Redruth in lights and the programme of improvements at the Civic Centre/Market Hall.
- Rectifying issues caused by extreme weather including storm Goretta.
- Implementation of horticultural best practice across all sites following RHS guidelines to support biodiversity enrichment and sustainability practices.
- Winter maintenance including hedge-cutting, mulching and bed preparation.
- Propagation of plants for new pollinator friendly beds across town.
- Programme of health and safety improvements across all sites as highlighted by H&S audit including physical improvements and documentation systems.
- Cleansing of street furniture including bus shelters and improvements to external spaces at the Community Centre.
- Assessment of parks in conjunction with Asset Manager Consultant/Strategic Projects Officer to identify best course of action for programme of improvements, focusing a strategic project on East End park as previously

reported.

### 3.3 Forward Priorities

- Preparing and planting series of new beds around town to increase visual appeal and support biodiversity.
- Continue to improve public realm assets and parks addressing issues highlighted by H&S audit.
- Implementation of recommendations from Climate Action Plan including identification and removal of Invasive species and support species of concern as identified in UK Biodiversity Action Plan.
- Continue to build comprehensive Asset register to include maintenance plans to reduce single person dependency and ensure best practice.

Asset	Update and Matters Arising	Action to be carried forward
Footpaths	The directory of paths has been started and all paths will be inspected and recorded in the next few months, in conjunction with reviewing the Local Maintenance partnership agreement	Continue work
East End Park	<p>This is now being managed by the Strategic Projects Officer working with the Asset Manager Consultant and Facilities Manager, to include;</p> <ul style="list-style-type: none"> <li>• Review of paths and access around the site</li> <li>• Potential for inclusion of a workspace for Library/Outreach and also provision of toilets</li> <li>• Upgrade to Skatepark</li> <li>• Upgrade to play equipment</li> <li>• Planting schemes, biodiversity projects, provision for natural habitats</li> </ul> <p>We are still waiting a decision on the Coastline Lottery funding but have S106 monies available with a plan approved by Cornwall Council. We have a longer deadline for expenditure than previously thought, so will focus on developing a robust plan that meets the needs of the community, before committing to any contracts for work to be carried out.</p>	Work with Strategic Projects Officer to formulate detailed plan.
Plain an Gwarry	<p>The Health and Safety audit revealed a number of areas where work is required, namely repairs to the walls, and a replacement/alternative fence.</p> <p>Residents have also reported that some of the equipment is not working, plus increased rubbish on the site.</p> <p>Any priority health and safety matters will be dealt with urgently. We will draw up a project plan for the remainder of works required at the site, and seek funding for unbudgeted expenditure.</p>	<p>Carry out essential works asap</p> <p>Prepare plan for improvements, obtain costs and apply for funding where required.</p>

The Facilities Yard	The polytunnel still needs to be completed – held up by the weather.	Complete polytunnel by installing plastic membrane when the weather allows.
New Cut Toilets	No major issues reported recently.	Continue to monitor.
Strawberry Fields / Kresen Kernow	No major issues reported recently. Checked twice a week.	
Allotments	We have had reports of a leaning telegraph pole at Raymond Road allotments. We have received confirmation from BT Openreach that the pole is safe, and have confirmed this to members of the Allotment Association.	
Other work	<p>All team members have been issued with improved quality PPE, which is more suitable for wet weather.</p> <p>Checks of the various sites around the town centre continue.</p> <p>There has been a persistent problem with fly-tipping in Cross Street. It is cleared by the team or Biffa where necessary.</p> <p>The Facilities Manager has called on local residents to inform them of how to dispose of rubbish properly.</p> <p>Preparation for St Piran's Festival</p> <p>Cleaning Market Hall after building works for grand opening.</p>	Continue to monitor

#### 4. ASSET MANAGER CONSULTANT'S REPORT

- 4.1 Contractors have completed the toilets refurbishment of the Community Centre and the refurbishment of Market Hall/Way toilets. Both projects secured funding by the deadline and were to the budget cap agreed with the contractor in line with the funding requirements.

4.2 **Asset update**

<b>Asset</b>	<b>Update and Matters Arising</b>	<b>Action to be carried forward</b>
Civic Centre and Library	<p>A review of the fire evacuation procedures in Market Way has been undertaken and we are in the process of training additional Fire Wardens.</p> <p>Met with Live/West on issues and communication and linking fire plans.</p> <p>Reviewed ventilation for office partitioned off in main area.</p> <p>Works for next financial year reviewed in the budget for safety audit.</p> <p>Overdue maintenance, repairs to the roof area and preventative maintenance and water ingress, contractors instructed and actioned.</p> <p>Schedule of Dilapidations and reactive and planning maintenance underway.</p>	
Market Hall and Market Way	<p>Guttering repairs obtained quotes for the work required for roof access and subsequent repairs to the guttering.</p> <p>Mansafe access to the roof renewed - required before guttering works can be safely carried out.</p> <p>Contractors have finished the refurbishment of Market Hall/Way toilets.</p> <p>The flooring in Unit 5 has been replaced.</p> <p>New light fittings and projectors currently being installed.</p> <p>Schedule of Dilapidations and reactive and planning maintenance underway.</p>	
The Chambers	<p>There have been issues with the heating and air conditioning in the Chambers, full Feasibility report will be presented to Members in March.</p> <p>Schedule of Dilapidations and reactive and planned maintenance completed as part of the feasibility study. (below)</p>	
Clock Tower	<p>Meeting with the Heritage Architect to discuss future restoration.</p> <p>Steeplejacks contacted to undertake maintenance.</p>	

New Cut Toilets	The outline plan will be prepared by the Asset Manager Consultant early in 2026. Reviewing the funding options with the Projects team.	This will be later than reported in December as we seek funding and feedback on the other refurbished facilities in the town center.
Redruth Community Centre	The solar panels, inverter and battery storage works, refurbishing the toilets are completed and reviewing permissions required for the next phases.	

## 5. RECOMMENDATION

5.1 It is recommended the report is noted.

Helen Bardle

Deputy Town Clerk/Responsible Finance Officer