



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: C Caldwell

See Distribution

Our Reference:
RTC/460/2/Mtg
Date:
29th May 2024

Dear Councillor

Operations Committee Meeting – 3rd June 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 3rd June 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 read 'C. Caldwell', with a long horizontal flourish extending to the right.

Charlotte Caldwell
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 Thomas
Cllr Tremayne

Information:

All other Councillors
Cornwall Council Members
Press & Public

Redruth Town Council
Operations Committee Meeting – 3rd June 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. 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 Operations Committee held on 4th March 2024
5. To receive correspondence [None at time of publication]
6. To receive a report from the Operations Officer [report attached]
7. To receive a report on the work of the Facilities Team [report attached]
8. To receive a report on the work of the Administration Team [report attached]
9. To consider strategic objectives for the Operations Team for the year 2024-2025 and receive feedback on the strategic objectives set by the Operations Committee in March 2023 [report attached]
10. To receive a brief training session on GDPR and confidentiality [Town Clerk]



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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 4th March 2024

Present:	Cllr S Barnes	Chair
	Cllr M Brown	
	Cllr B Craze	
	Cllr R Major	
	Cllr D Reeve	
	Cllr I Thomas	
In attendance:	Ms A Hunt	Operations Officer
	Mr C Strugnell	Facilities Manager
	Ms C Coomber	Administration Manager
	Mrs J Pelham-Wales	Administration Assistant
	Cllr K Grasso	
	Mr D Sargison	Grassroots Garden CIC
	Mr P Allison	Grassroots Garden CIC

PART I - PUBLIC SESSION

- 1572.1 Unanimously RESOLVED that Cllr Barnes act as Chair for the meeting, in the absence of the Chair and Vice Chair of the Operations Committee [Proposed Cllr Brown; Seconded Cllr Thomas].
- 1572.2 **To receive apologies for absence**
- Apologies were received from Cllrs Garrick, Ellenbroek, Tremayne, A Biscoe, H Biscoe and Skinner (other commitments).
- 1572.3 **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.
- 1572.4 **To receive a presentation from Daniel Sargison, Grassroots Garden CIC**
- Mr Sargison stated that he ran a Community Supported Agriculture farm in Radnor, which used human-scale regenerative agriculture to produce ecologically grown, nutrient-dense food by hand for the people of Redruth. The intention was to feed more families, donate more to food banks, and educate more volunteers and trainees on growing, using efficient methods.

Mr Sargison further stated that he was representing a group of individuals and organisations intending to create a more cohesive and food-educated town via the 'incredible edible' model. The wider strategy was to increase real food security and move towards the possibility of self-sufficiency with enough plants, seeds, land, tools and knowledge to feed everyone. Mr Sargison reported that many local landowners had already expressed an interest in having a perennial edible collection growing in their soil and the intention was to find as many suitable sites as possible. It was hoped that Redruth's parks could be a public beacon of hope, community and education.

Mr Sargison stated that he was seeking the Town Council's support and, if possible, assistance with permissions, site selection, facilitation and consultation. Mr Sargison was advised that, were financial assistance sought in future, a grant application form would need to be completed and the application would then be considered by the Finance Committee.

Mr Sargison ended his presentation by advising that Grassroots Garden CIC were also working towards starting their own locally adapted seed co-op and that Redruth Town Council would be contacted for support in due course.

Cllr Barnes thanked Mr Sargison for his presentation. Mr Allison left the meeting at this point.

1572.5 To confirm the Minutes of the Meeting of the Operations Committee held on 8th January 2024

1572.5.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Operations Committee held on 8th January 2024 as a true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr Brown]. Cllr Craze abstained as he had not been present at the meeting.

1572.6 Clerk's Report

A report had been circulated prior to the meeting. Councillors had been advised by email of the recent good news with regards to the request for a banking hub in Redruth. Officers had been advised by Link that the town would have a new Deposit Solution. Although not a full banking hub, this was a very positive development and thanks to a lot of work behind the scenes. The report was noted.

1572.7 To receive correspondence

None had been received.

1572.8 To receive a report on the work of the Facilities Department

A report had been circulated prior to the meeting. The Facilities Manager reported that the weather recently had not been helpful, but the team had been pressure washing around the town and had received positive feedback from the public. To provide a greater understanding of the work carried out by the team, Councillors were shown a schedule of tasking undertaken throughout the year across the parish. The report was noted.

1572.9 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 the public access defibrillator would be installed in the Civic Centre entrance area imminently. In response to a question, the Administration Manager advised that the defibrillator, once activated, would provide step-by-step instructions to follow. Cllr Brown enquired whether Redruth Town Council had a member of staff trained in First Aid on site each day the building was open to the public. The Administration Manager advised that the only day a First Aider would potentially not be on site was Saturday. This could be

looked into but would be dependent on whether any more staff who worked on a Saturday would want to be trained in First Aid as it was not obligatory. There were now First Aid kits in all departments and a staff forum every two months for those staff trained in fire safety and First Aid to keep everyone up to date. The Administration Manager reported that Unit 7, Market Way was currently empty as the applicant offered the unit had turned the opportunity down. The unit had been readvertised and the Administration Manager would report back to Members when appropriate. The report was noted.

Chair

1. SUMMARY OF IMPLICATIONS

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

2. TERMS OF REFERENCE

To report upon the work carried out by the Operations Officer since the last meeting of the Operations Committee and provide an update in relation to ongoing matters under the responsibility of the Operations Team.

3. REPORT

3.1 Strawberry Fields

We have yet to hear from Cornwall Council following submission in December 2023 of the request for transfer of the freehold to the Town Council. As the site is currently on a long lease, we have been advised that the timeframe we should expect for completion is 18 to 24 months. Transfer of the freehold will give the Town Council much greater autonomy over the site and enable full discussions over how best to maximise use of the site for the benefit of the community.

3.2 New Cut Public Conveniences

Members will recall that in November the Full Council resolved to revisit the refurbishment of the public conveniences at New Cut. Since then, I have had a number of discussions with both the Facilities Manager and the Town Clerk about the site. Work continues to identify those facilities of most benefit to Redruth and its residents. Updates and options for future provision will be provided to this Committee as appropriate.

3.3 Possible Devolution of Treskerby Playing Field to the Town Council

This matter remains in the hands of Cornwall Cllr Donnithorne, with Cornwall Council having been advised that they should proceed with the playscheme in order to expedite the desired outcome. Cornwall Council are aware that the Town Council will not consider entering into a memorandum of understanding for the devolution of the site until the transfer has been fully investigated, costs analysed and the Operations Committee given the opportunity to make an informed decision. No update has been received from Cornwall Cllr Donnithorne on this matter since the previous meeting of the Operations Committee.

3.4 Community Event

Thank you to those Councillors who attended the community event held at the Civic Centre on 16th May. We were very pleased with the turnout and welcomed the opportunity to share the work of the Town Council, engage with the community and explain the support that can be provided. We hope to hold further events and have already identified some tweaks which can be made to ensure the continued smooth-running of such occasions. As part of the preparation for the community event, and to address the long-held desire to better communicate the role of the Town Council, a large information poster clearly stating the division of responsibilities between Cornwall Council and the Town Council was designed. Copies will now be permanently sited on our noticeboards, both in the Civic Centre entrance area and in the town centre. A booklet was also compiled incorporating key information about the Town Council. Copies were handed to guests who attended the event, while additional copies are available for distribution as appropriate.

3.5 Councillor Engagement

We have now reached the conclusion of the monthly 'Meet Your Councillor' trial programme. I will be compiling feedback for consideration by Members in their decision as to the future of such events. Discussions are also ongoing as to how we as officers can best support Councillors in their engagement with the wider community. A report will be submitted for consideration at an appropriate meeting of the Full Council.

4. **RECOMMENDATIONS**

It is recommended that this report is noted.

Abigail Hunt
Operations Officer

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of the Operations Committee on Monday 3rd June 2024

SUBJECT OF REPORT: To update the Committee on the work of the Facilities Team

1. **SUMMARY OF IMPLICATIONS**

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

2. **TERMS OF REFERENCE**

To provide an update to the Committee on the work of the Facilities Team.

3. **REPORT**

3.1 Redruth Civic Centre

Since the last meeting of this Committee, our contractor has fixed the hot water boiler in the Langman Room kitchen and an exit button has been fitted from the Langman Room/toilet corridor into the Library space. Ongoing building maintenance is carried out by the Facilities Team, with weekly fire alarm tests completed.

3.2 The Chambers

Regular inspections and weekly fire alarm tests are carried out by the Facilities Team.

3.3 Clock Tower

Following receipt of advice from a conservation and heritage expert, the clock tower is now closed to all until further notice on health and safety grounds. A verbal update will be given at the meeting.

3.4 Market Way and Market Hall

Cleaning and maintenance of the site continues. Failing guttering around Market Hall is causing water ingress issues to Market Hall, the office space and a couple of units. The Mansafe system has failed due to new regulations. Work on the guttering cannot start until a new Mansafe system has been fitted. I am waiting on a quote for the work.

3.5 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 has also put out road closure information signs for the upcoming Murdoch Day festival.

3.6 Town Centre

Street furniture and bins are currently being cleaned and painted throughout the town.

3.7 New Cut Car Park & Public Conveniences

The facility is open six days a week from 7.30am to 4.30pm and is checked daily. Discussions on the refurbishment of the public conveniences are ongoing.

3.8 Public Realm at Brewery Site

Maintenance of green spaces continues. The 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 made to Kresen Kernow/Cornwall Council.

3.9 Play Areas/Skate Park

Routine play area surveys are completed regularly. Cleaning and maintenance work is carried out as required. 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 issue with parking across the main gate by the general public continues.

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

ROSPA play inspections have been completed and we are currently waiting for the reports.

3.10 Allotments

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

3.11 Local Maintenance Partnership & Green Spaces

The new LMP contract has commenced.

3.12 East End Playing Field

The team remains very busy completing routine tasking. In addition, we have been looking at how to develop the Town Council's spaces for the benefit of the community.

At the Town Council community event we presented the early stages of the plans for East End Playing Field. The aim is to create an open space for the community which can be used for leisure and recreational activities.

We are looking to create more hard surface, inclusive pathways to meet up with the current tarmac path and install a hard surface distance-marked track of 500m using a more natural but inclusive surface.

A number of waist-height community planters are planned for the site along with extra seating. We will plant a variety of plants/ trees and wild flowers suitable for the area and with the future climate in mind. Within this area we would also like to create a picnic seating area with sensory planting using octagonal inclusive picnic benches.

The play area will be updated with more inclusive play equipment. Using ideas from the Youth Council, a climbing wall is also planned for the site but slightly away from the main play area. Cornwall Pétanque have been contacted regarding use of an area within the site for a court, which I hope will bring in a different age demographic to the recreational side of the park.

A hard surface is planned near the entrance gate for a coffee/food van, with the aim of the Council then renting out the space to generate income.

On top of all this, we have planned for new entrance signage, a noticeboard, gates, wildlife information signage and signage with food preparation and cooking ideas for the community planters area.

Various funding options are being looked into for the development of this project.

3.13 Community Engagement

The Facilities Team are creating a new town entrance planting display at Lower Mount Ambrose in the area of the Factory Shop roundabout. This will consist of a number of blue Agapanthus being planted around the stones.

Alongside this we are also planting up the boat with the help of Treleigh School. The Facilities Team, Town Clerk and Town Mayor will be making another visit to the school and the pupils will design the planting scheme with a selection of plants chosen by the team. The following week, the children will be coming out to the boat to plant it up.

I have identified twelve suitable areas for community planters which I hope has given an opportunity for the whole Redruth community to have access to a planter. These sites are open to change.

The town floral display will be going up the week leading up to Murdoch Day.

3.14 Health and Safety

Reviews of PPE provision and training needs are ongoing.

4. **RECOMMENDATIONS**

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

Chris Strugnell
Facilities Manager

1. **SUMMARY OF IMPLICATIONS**

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

2. **TERMS OF REFERENCE**

To update the Committee on the work of the Administration Department.

3. **REPORT**

3.1 **General Administration**

Implementation of the new HR system is going well and staff are successfully navigating their way around the new procedures. A further update will be provided at the next meeting of the Staffing Committee.

3.2 **Reports to Cornwall Council / Devon & Cornwall Police**

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

The main issues continue to include reports of illegal dumping and parking. We are in regular communication with Cornwall Council and the Neighbourhood Policing Team regarding these issues.

3.3 **Market Way**

Unit 7 is now occupied by McMinns Gallery and the tenant is excited about using her new space within the community.

3.4 **Public Access Defibrillator**

In early May, the defibrillator was deployed for the first time. The whole process worked well and although the defibrillator was ultimately not used on this occasion, it does demonstrate the need for this community device. We are grateful to Councillors for supporting the installation of the defibrillator.

3.5 Health & Safety

We are in the process of completing Display Screen Equipment (DSE) assessments with all staff who use computers on site.

4. **RECOMMENDATIONS**

It is recommended that this report is noted.

Claire Coomber
Administration Manager

1. SUMMARY OF IMPLICATIONS

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

2. TERMS OF REFERENCE

To consider strategic objectives for the Operations Team for the year 2024-2025 and receive feedback on the objectives set by the Operations Committee in March 2023.

3. REPORT

3.1 In May 2023, I requested that this Committee set out three strategic objectives for the Operations Team to focus on in 2023-2024. This request was made to help drive priority setting, align team efforts, allocate resources and assess capability requirements. The following objectives were set by the Committee:

- Maximise use of all available spaces
- Strengthen partnerships with other Town Councils, including sharing resources and equipment
- Ensure that the Town Council acts in a sustainable and environmentally friendly way, whilst also meeting its climate priorities
- Consider the accessibility of play spaces

3.2 Maximise use of all available spaces

The Administration Manager was tasked to create a policy, procedure and price structure for the hiring of space at the Civic Centre, to be extended to include other Town Council spaces as time permitted. While this work has yet to be signed off, progress has been made and the details will be brought to a future meeting.

Following work undertaken in line with the plan approved by this Committee for the improvement of St Rumon's Gardens, we have begun to use this space for events and activities on a more frequent basis, including offering the space for both one-off events and for more regular activities. While we are keen to promote further use, there is a need to ensure: (i) that the Town Council uses due diligence to comply with its obligations and ensure the safety of users and (ii) that any use does no harm to the structure or planting while maintaining the gardens' role as a town centre green space.

A plan has been prepared for the future use of East End Playing Field and we await transfer of the freehold for Strawberry Fields. Discussions are ongoing with the Responsible Finance Officer and Town Clerk to ensure that The Chambers is financially viable as a Town Council asset.

Market Way continues to operate at full occupancy and, while the use of Market Hall has been somewhat limited by the works currently taking place at The Buttermarket, we hope to be in a position to start looking at its future use later this year.

3.3 Strengthen partnerships with other Town Councils, including sharing resources and equipment

The Facilities Team has held joint training sessions with operatives from neighbouring Councils. Further training sessions are being discussed. Initial conversations have also taken place with other local Councils and Cormac to explore the possibility of sharing equipment, while relationships built by the Facilities Manager have also enabled the sharing and donation of plants.

The Facilities Team have paid a visit to Trebah, while the Facilities Manager has accompanied the Youth Council and me to St Michael's Mount, and also toured the green spaces in Penzance. These visits have enabled knowledge to be shared, as well as experiencing different approaches to maintenance of green spaces.

The Administration Manager was tasked with developing a system of learning from and sharing ideas/ information with other Councils and has already forged a link with a neighbouring Council in relation to HR responsibilities. As a team, we continue to monitor the projects undertaken by other Councils and actively seek advice on those ideas we would like to incorporate in Redruth.

3.4 Ensure that the Town Council acts in a sustainable and environmentally friendly way, whilst also meeting its climate priorities

Councillors will recall that last year's town floral display was maintained in-house largely using rainwater collected at the Facilities Yard. For this year's floral display, we have worked with our contractor to trial several baskets containing sustainable and drought-tolerant planting.

The Facilities Team actively considers biodiversity in planting schemes and has already introduced wildlife boxes in various locations, with more planned. We hope to reach a point where the team can grow their own plants from seed and have also discussed composting facilities. The team is keen to recycle and repurpose items where possible, and ideas are currently being discussed for the repurposing of the metal guards removed from the base of the town centre trees, as well as the 'Kressen Kernow' sign removed from the window of the entrance area in the Civic Centre.

The Facilities Manager has met with Grassroots Garden CIC and other members of the community interested in the Incredible Edible model, with spaces made available across a number of the sites owned or maintained by the Town Council and further joint working planned.

Within the wider staff team, officers have been reminded of the need to consider the Climate Action Plan and priorities when procuring goods and services.

3.5 Consider the accessibility of play spaces

Team capacity and budget have somewhat limited progress in relation to this objective, however the initial path at East End has been completed, enabling better accessibility to the skatepark and play area. Inclusive benches made from recycled materials have also been

installed in the space next to the children's play area. Inclusivity and accessibility have been actively considered in the drawing up of the plan for East End presented to this meeting.

4. **RECOMMENDATIONS**

It is recommended that Councillors advise three strategic objectives to be prioritised by the Operations Team for the year 2024-2025.

Abigail Hunt
Operations Officer