



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:

27th November 2024

Dear Councillor

Operations Committee Meeting – 2nd December 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 2nd December 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 – 2nd December 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 2nd September 2024
5. To receive correspondence [schedule attached]
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 consider the current condition of Tolgus Roundabout
9. To consider the Operations Committee budget for Financial Year 2025-26 and to make recommendations to the Finance Committee [proposed budget attached]

PART II – 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

10. To receive a verbal report on the subject of the Clocktower



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: Ms C Caldwell

Minutes of a Meeting of the Redruth Town Council Operations Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 2nd September 2024

Present: Cllr W Tremayne Chair
Cllr S Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr P Broad
Cllr M Brown
Cllr B Ellenbroek
Cllr R Major
Cllr D Reeve
Cllr C Skinner
Cllr I Thomas

In attendance: Ms A Hunt Operations Officer
Ms C Caldwell Town Clerk
Mrs C Rundle Administration Manager
Mr C Strugnell Facilities Manager
Miss K O'Dell Administration Assistant
Wales & West Utilities (four representatives)
Five local business owners and two members of the public were also in attendance

PART I - PUBLIC SESSION

- 1592.1 **To receive apologies for absence**
Apologies were received from Cllrs Craze and Garrick.
- 1592.2 **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.
- 1592.3 **Public participation session – to enable the public to put questions to the Council relating to any items on the agenda**

The representatives for Wales and West Utilities introduced themselves. It was explained that they were attending the meeting in response to a letter from the Town Clerk asking if upcoming gas works could be pushed back from October 2024 to January 2025. This would be extremely difficult. The work had been approved by Cornwall Council Streetworks and was essential as the pipes needed upgrading to be HSE-compliant. A full road closure would be necessary as one pipe needed to be removed in a specialist way, however the remainder of the time one lane would be kept open, controlled by traffic lights. The aim was to keep disturbance to a minimum, but it would be dependant on what

was uncovered when digging began. Work would be halted over Christmas and recommenced in January.

Several Councillors commented that the work being completed during the summer months would have been a better option for Redruth. Concerns were also expressed in relation to how little notice had been given, and that the Cornwall Councillors for Redruth had no recollection of being informed of the works. It was agreed that better communication was needed all round. A local business owner stated that she had only found out about the community meeting to discuss the works the day after it had been held and she felt it was unfair that she had been unable to express her views. She was worried for her own and other town businesses survival over the festive period. The representatives from Wales & West agreed that the frustrations with communication were valid, and this would be fed back to senior managers. Those present were advised that compensation would be available for affected businesses, with claim packs delivered to the Civic Centre. In response to a question, it was stated that Wales & West had been in contact with all bus providers and a follow up meeting was arranged.

The Town Clerk stated that she would have liked a written response to her letter asking if the works could be delayed. Those representing Wales & West advised that they were in attendance to offer an in-person explanation, and that what had been said during the meeting would be fed back to senior managers. Cllr Reeve issued a final plea on behalf of all small business owners to reconsider delaying the works until January.

- 1592.3.1 Unanimously RESOLVED to write to Highways detailing the concerns from Councillors, local business owners and members of the public raised at the meeting [Proposed Cllr Thomas; Seconded Cllr H Biscoe].

The four representatives for Wales and West Utilities left the meeting at this point.

One member of the public raised the issue of rubbish in the Iceland car park. He had noticed some of the Facilities Team clearing some up, but he knew that it was not the Town Council's responsibility. He asked if pressure could be put on Iceland and the car park owners to keep it cleaner. The Facilities Manager agreed and said it had been an ongoing issue for some time.

- 1592.3.2 Unanimously RESOLVED to write to Iceland and the owners of the car park asking them to clean up the rubbish [Proposed Cllr Tremayne; Seconded Cllr A Biscoe].

One local business owner said she had attended to raise the spraying of weeds but noted that it was already on the agenda. She asked if there was any progress in reopening the footpath next to the old Clotworthy's building. Cllr Ellenbroek replied that she had been chasing this since the closure and that although Cornwall Council owned part of the land, the substructure was owned by another party. Cllr Ellenbroek would continue to discuss this matter with the Highways Manager and would keep local businesses informed. She agreed that the alternate routes were not suitable. Another member of the public added that he had obtained a copy of the New Cut car park income for last year and was planning to compare it to this year to see the financial impact of the closure.

A further member of the public raised several issues, including a broken light at the bus stop at South Park, use of the bus stop as a toilet, parking on double yellow lines and cyclists using pavements. It was confirmed that these matters were all the responsibility of Cornwall Council and that the representative for that area was Cllr Ellenbroek. Cllr Ellenbroek had spoken to the member of the public about his concerns and would be taking the matters forward. It was stated that dangerous parking was an issue everywhere. A conversation through the Police Liaison Group or the Safer Streets meetings was suggested.

Cllr Tremayne thanked all those present for attending the meeting and reiterated the value of members of the public attending meetings and raising their concerns.

The five local business owners left the meeting at this point.

1592.4 To confirm the Minutes of the Meeting of the Operations Committee held on 3rd June 2024

1592.4.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Operations Committee held on 3rd June 2024 as a true and accurate record of proceedings [Proposed Cllr Barnes; Seconded Cllr Thomas]. Cllrs A Biscoe, H Biscoe, Broad, Ellenbroek and Tremayne abstained as they had not been present at the meeting.

1592.5 To receive correspondence

No correspondence had been received.

1592.6 To receive a report from the Operations Officer

A report had been circulated prior to the meeting. The Operations Officer further advised that in recent weeks, the level of antisocial behaviour had increased. Additional training for staff members was being considered, including active bystander training. Cllr Ellenbroek would pass the details of the area Tri-Service Officer to the Operations Officer.

The Operations Officer stated the calibre of candidates for the Summer Intern role had been incredibly high, and for the first time two Interns had been recruited, one based in the Admin Team and another in the Facilities Team. Both Interns had done an exceptional job and the team had very much enjoyed working with them. A new, permanent Facilities Team member would be starting in two weeks' time.

It was reported that the trial of opening the Civic Centre at 9am had been a success, with plenty of people coming in earlier. This would be reviewed going forward and Councillors kept informed. Cllr Ellenbroek asked if the Saturday opening hours would be reviewed as many people could only access the Library at the weekend. The Town Clerk agreed that this was needed and that it would also be reviewed.

The Town Clerk had been actively pursuing devolution opportunities, and the Member of Parliament for Redruth had agreed to lobby Cornwall Council on behalf of the Town Council in relation to Strawberry Fields.

The report was noted.

1592.7 To receive a report on the work of the Facilities Team

A report had been circulated prior to the meeting. Cllr Major reported that a bin alongside the leats between Redruth School and Tesco had been moved, however a better place for it would have been nearer to Kresen Kernow. The Town Clerk confirmed that following a recent site meeting, she had written to Kresen Kernow to request re-siting of their bins and seating.

Cllr Barnes suggested it would be a good idea to have a map of all the footpaths that the Facilities Team maintain to be put up in the library so that members of the public could see it.

Cllr Ellenbroek asked the Facilities Manager if he had enough pallets for his planting project and suggested several places to contact. Other Cllrs also made suggestions of where they could be obtained.

The report was noted.

1592.8 To receive a report on the work of the Summer Intern Admin Assistant

A report had been circulated prior to the meeting. The Intern had sent her apologies that she was unable to attend the meeting. Cllr Thomas admired the confidence and content of the report. All Councillors agreed they were very impressed and asked that their congratulations be passed to the Intern via a letter. The Operations Officer advised that it was hoped the Intern would return to give a presentation to Full Council in December.

The report was noted.

1592.9 To consider the future of the 'Meet Your Councillor' events

A report had been circulated prior to the meeting.

- 1592.9.1 Unanimously RESOLVED that: (i) Meet Your Councillor events are scheduled and well-advertised on a quarterly basis over the upcoming twelve months; (ii) each event is attended by three or four Councillors, meaning that no Member will be expected to attend more than one event over the course of the year; (iii) an Enquiry Box is created and located in the Civic Centre entrance area, with written enquiries considered at each Meet Your Councillor event and responses provided directly to the individual who has submitted the enquiry (if contact details have been provided), as well as being made publicly available, where appropriate; (iv) Councillors provide the Operations Officer with suggestions of any outside parties they would like invited to the events to respond to specific questions and concerns; (v) Councillors advise the Operations Officer by the end of September of their general availability over the next twelve months, in order that a proposed rota can be drafted to include a trialling of different days and times of the week; (vi) the Engagement Officer be asked to identify opportunities for greater community interaction by Councillors; (vii) Councillors continue to be encouraged to attend the town festivals in support of Redruth, the Town Council and its officers [Proposed Cllr H Biscoe; Seconded Cllr Barnes].

1529.10 To consider weed control within the Parish

A report was circulated prior to the meeting. It was reiterated that the Facilities Team does not use chemical weedkiller on any of the sites maintained directly by the Town Council, however there is a contract in place for a third party to weed spray roads within the Parish. Contact had been made with other councils to see how they dealt with weeds and viable alternatives to chemical weedkiller continued to be explored. An agreement had been reached with Camborne Town Council to trial the equipment used by their team. Feedback would be provided in due course. The need to balance environment and biodiversity with accessibility and safety was noted. A scheme was suggested where people clear the weeds around their own properties, but Cllr Tremayne said care would need to be taken if using that type of approach to avoid any individual persecution, particularly in the case of hidden disabilities. Cllr Ellenbroek advised she received complaints about weeds and overgrown areas all the time and that there needed to be a balance. She gave an example of a safety issue with tree roots growing and breaking up pavements, which was then dangerous for wheelchairs and pushchairs as well as anyone with mobility problems. Cllr Barnes said Cornwall Council used to send teams out to weed but this was cut due to Covid. The Town Clerk would include the issue of weeds in the letter she was sending to Highways.

- 1529.10 Unanimously RESOLVED that viable alternatives to weed spraying should be monitored, with the Town Council to move to an alternative solution as soon as operationally viable to do so [Proposed Cllr H Biscoe; Seconded Cllr Thomas].

The Facilities Manager and remaining members of the public left the meeting at this point.

PART II – PRIVATE SESSION

1529.11 The Council is invited to pass the following resolution:- That pursuant to the provisions of the Public Bodies (Admission 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 [Proposed Cllr Brown; Seconded Cllr H Biscoe]

1529.12 **To receive a verbal report on the subject of the Clocktower**

The Town Clerk gave a verbal report on the subject of the Clocktower.

1529.12.1 Unanimously RESOLVED to note the verbal report [Proposed Cllr Barnes; Seconded Cllr A Biscoe].

Chair

Redruth Town Council
Operations Committee
Correspondence Schedule
Meeting Date: 2nd December 2024

1. Cornwall Association of Local Councils – Hedgerow Management Consultation
2. Cornwall Council – Free Trees for National Tree Week

Abigail Hunt

From: Charlotte Caldwell
Sent: 18 November 2024 18:04
To: Abigail Hunt
Subject: FW: CALC: INFORMATION SHARING: HEDGEROW MANAGEMENT AND BURIAL & CREMATION CONSULTATION PAPERS

From: [REDACTED]
Sent: 18 November 2024 17:55
To: CornwallALC Enquiries [REDACTED]
Cc: Training Cornwall ALC [REDACTED]
Subject: CALC: INFORMATION SHARING: HEDGEROW MANAGEMENT AND BURIAL & CREMATION CONSULTATION PAPERS

Information Classification: CONTROLLED

Dear Members,

We would like to draw your attention to the following **2** consultations which you may find of interest :

1. DEFRA are holding a consultation on the regulatory approach and use of civil sanctions for hedgerow management.

Hedgerows are a vital part of our countryside. They benefit our wildlife, the environment, and our landscapes. We know that farmers, land managers, and the general public greatly value hedgerows. The Management of Hedgerows (England) Regulations 2024 ('the Regulations') set out the rules for hedgerow management together with our approach to enforcement and the civil sanctions which may apply. The RPA has been appointed by the Secretary of State for the Department for Environment, Food and Rural Affairs to act on his behalf as Regulator in respect of the Regulations.

This consultation seeks views on the approach to the use of civil and criminal sanctions. The RPA has a range of actions or 'sanctions' available to help them enforce the Regulations including both civil sanctions and criminal sanctions. Criminal sanctions will only be used for the most serious offences.

We have already spoken to a range of interested parties and received valuable feedback about how we might best enforce these regulations. We now welcome responses to this formal consultation from farmers, land managers, NGOs, consultants, charitable organisations, the general public, and any other person or group who has an interest in the future management and regulation of hedgerows in England following the end of cross compliance.

The consultation will close on 10 December 2024 - please use the following link to view the consultation and leave your feedback:

[Consultation on the regulatory approach and use of civil sanctions for hedgerow management - Introduction - Defra - Citizen Space](#)

2. The Law Commission are consulting on reforms to burial and cremation law and invite responses on the Burial and Cremation Consultation Paper.

[Law Commission Consultation Paper](#)

The consultation will close on 9 January 2025 - responses to the consultation may be submitted using an online form accessible at: <https://lawcom.gov.uk/project/burial-and-cremation/>

Where possible, it would be helpful if this form was used. Alternatively, comments may be sent: By email to bcnfm@lawcommission.gov.uk OR By post to Burial and Cremation Team, Law Commission, 1st Floor, Tower, 52 Queen Anne's Gate, London, SW1H 9AG. If you send your comments by post, it would be helpful if, whenever possible, you could also send them by email.

Kind regards,



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Heron Way
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Cornwall TR1 2XN

Tel : 01872 326969

Email : training@cornwallalc.org.uk or enquiries@cornwallalc.org.uk

URL: www.cornwallalc.org.uk

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Pick up a free tree to plant for National Tree Week

Thousands of free tree saplings are being given away starting from this month as residents are encouraged to plant trees, [increase nature in their communities](#) and contribute to a [carbon neutral Cornwall](#).

The [Forest for Cornwall](#) team are behind the initiative which will start during [National Tree Week](#) from November 23 to December 1 and continue throughout the planting season.



How the Forest for Cornwall scheme can support your planting project

Cornwall Council

01:47

All the saplings have been supplied free of charge by construction company Morgan Sindall through Cornwall Council's [Local Investment in Nature Cornwall](#) scheme.

The Forest for Cornwall programme has surpassed the milestone of a million trees planted earlier this year, making up more than 600 hectares.

This winter there are a further 400 hectares planned to include field corners, orchards and more than 20 kilometres of hedgerows.

As part of National Tree Week the Forest for Cornwall team are continuing with their [Back Garden Forest tree giveaways](#) at various locations.

There are a choice of native species to choose from including spindle, rowan, whitebeam, hazel, crab-apple, and dogwood.

Each sapling will come with a leaflet with information on the tree species and how to care for it.

The locations and times are:

- Newquay: Saturday 23 November, 10.30am -12.30pm, Newquay Library, Marcus Hill, TR7 1BD
- Camborne: Saturday 30 November, 10.30-12.30, Kehelland Trust Shop, Commercial Square, Trelowarren Street, TR14 8AT
- Padstow: Saturday 11 January 2025, 10.30am-12.30pm, Padstow Church Rooms, Church Street, PL28 8B
- Bude: Saturday 18 January 2025, 10.30am-12.30pm, Bude Library, The Wharf, EX23 8LG
- Helston: Saturday 1 February 2025, 9.30am-12.30pm, The Old Cattle Market, Porthleven Road, TR13 0SR
- Redruth: Saturday 15 February 2025, 10.30am-12.30pm, Market Way and Redruth Library, TR15 2AU
- Liskeard: Saturday 22 February 2025, 10.30am-12.30pm, The Workshed, Fairpark Road, PL14 4BA

Some libraries are also taking part in the tree giveaway too with saplings supplied by community equipment services company Medequip UK.

The libraries taking part are:

- Camelford Library (Saturday, November 30, 6-8pm)
- St. Austell (Tuesday, November 26, 2-4pm)
- Wadebridge (Wednesday, November 27, 2-4pm)
- St. Ives (Saturday, November 30, 10am-12pm)
- Falmouth (Tuesday, November 26, 10am-12pm)

Libraries are being offered the opportunity to plant a 'knowledge tree' in their garden and some will have tree themed displays and interactive materials suitable for all ages.

Other National Tree Week events include:

- A free talk by Forest for Cornwall project officer Joe Harris aimed at anyone who would like to learn about trees, planting and maintenance. It takes place at [St Ives Community Orchard](#) on Tuesday 26 November, 1pm -3pm. You can also find out more about the wide range of support the Forest for Cornwall team offer to help plant trees in a variety of settings, from your local community to farms and landholdings. Go to for directions and further information.
- Seventeen Women's Institutes are planting celebratory trees at their halls or other venues where there is public access.
- Tree-planting in St Aubyn Crescent and Whitegate Road, Newquay, where the first of this year's Urban Tree Challenge Fund street trees will be planted following a public consultation.
- Volunteers from Suez and Cormac are helping out with tree maintenance on 26 November at a new woodland at Notter Bridge near Saltash.
- Cornhill Farm near Camborne has teamed up with Kehelland Trust and Kehelland Village School whose students will be mucking in to help with the planting during National Tree Week. The farm produces free range eggs and is planting trees to provide a better environment for their chickens.

Cllr Martyn Alvey, Cornwall's portfolio holder for environment and climate change, said:

"Tree-planting season has started and National Tree Week is nearly here so we're celebrating with some fantastic events to get involved in, organised by the Forest for Cornwall team and our partners.

"Trees are a vital tool in our mission to help nature recovery and to mitigate climate change. Our Forest for Cornwall team is working hard to ensure that the right tree is planted in the right place for the right purpose.

"Come and pick up a free tree for your back garden and help restore nature in your community."

National Tree Week is an annual event organised by the Tree Council highlighting the importance of trees and their multiple benefits including providing shade, shelter, blossom, fruit, habitat and highways for nature, as well as improving our air quality, mental wellbeing and absorbing emissions.

[Watch some more videos about the Forest for Cornwall >](#)

Story posted November 11, 2024

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 **Operations Team**

Since the last meeting of this Committee, the Facilities Team has been joined by an additional Facilities Technician. Danny immediately proved himself to be a good fit for the team and has been a very welcome addition. If you see him out and about in Redruth, please take the time to introduce yourself and say hello.

The Facilities Team continues to perform to a very high level, with the Facilities Manager working hard to balance routine tasking with ever increasing additional demands on the team's time. I hope Councillors will join me in thanking the team for their efforts over the past year.

The Admin Assistants are currently being line managed by me on a temporary basis to allow the Admin Manager to focus on her HR and Health & Safety responsibilities. The Admin Assistants continue to signpost members of the public and businesses to the appropriate services and, where requested to do so, make reports on behalf of them. Many of the issues raised relate to litter and flytipping, dangerous parking or antisocial behaviour. A significant number of enquiries relating to traffic and safety were also received during the recent town centre road closures.

3.2 **Partnerships and Sharing of Knowledge**

In September, the Operations Team went on a teambuilding and factfinding visit to West Cornwall. The itinerary featured a visit to St Just, where we visited the excellent Mining and Mineral Museum. I, together with the Town Clerk, then had a meeting with the St Just Town Clerk. The team regrouped in Penzance, where we had arranged to meet the Town Council's Operations Manager and a member of their Leisure & Amenities Team. In addition to a very useful conversation around Penzance's approach to some of the areas we have in common, the visit happened to coincide with the first Penzance Food Festival, meaning that we were all able to experience a different approach to festival provision. The day was a huge success, with the team bringing a lot of positive ideas back with them to Redruth.

With thanks to Redruth Revival, a number of the Operations Team recently had a guided tour of The Buttermarket. This enables us to fully understand the site and the current schedule for

full opening, meaning that the team is able to accurately respond to queries from members of the public. It has also allowed us to begin to consider the impact and opportunities of the reopening for the Town Council's own property and services.

We continue to build on our relationships with local education providers and have offered work experience placements across each of the Town Council's teams for this academic year. Both the Admin and Facilities Teams will also be represented at the Redruth School Aspirations Fayre, where we will continue to convey to the wider community the extent of the work done by the Town Council and the opportunities available to young people.

The Facilities Manager is liaising on a regular basis with other local Town and Parish Councils, and the Facilities Team each recently paid a visit to a local manufacturer and global distributor of precision-made agricultural machinery. Once again, feedback was that the visit was a very interesting and useful exercise.

3.3 Redruth Civic Centre Opening Hours

Following a successful trial over the Summer, the Civic Centre is now opening to the public at 9am on Monday to Friday. With the Library now also opening at 9am, the Admin Team is no longer based in the entrance area to greet and assist visitors at the start of the day. Initial feedback suggests that a permanent 'Welcome Point' (separate to the Library front desk) would be well received by officers and visitors alike. This is something which is being considered as part of the project being led by the Engagement Officer to redesign the visitor information space.

3.4 Meet Your Councillor

Further to the resolution made at the last meeting of this Committee, Councillors are reminded to please provide their general availability to the Operations Officer in order that a new, quarterly rota can be drafted.

3.5 Strawberry Fields

We have yet to hear from Cornwall Council in relation to the request for transfer of the freehold to the Town Council. Transfer of the freehold will give the Town Council greater autonomy over the site and enable full discussions over how best to maximise its use for the benefit of the community.

3.6 New Cut Public Conveniences

Members will recall that the Full Council resolved to revisit the refurbishment of the public conveniences at New Cut. Work continues to identify those facilities of most benefit to Redruth, its residents and visitors, as well as exploring possible funding opportunities. Updates and options for future provision will be provided to this Committee as appropriate.

3.7 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.

4. **RECOMMENDATIONS**

It is recommended that this report is noted.

Abigail Hunt
Operations Officer

1. **SUMMARY OF IMPLICATIONS**

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

2. **TERMS OF REFERENCE**

To report upon the responsibilities within the Facilities Team.

3. **REPORT**

3.1 Redruth Civic Centre

Ongoing building maintenance continues.

I am waiting on dates for parts of the mansafe system to be inspected. The current access to guttering around Market Hall does not comply with the new regulations. I have requested a design for a new access point. Once this has been completed we can investigate repairing the leaks around the Market Hall.

We are still experiencing leaks from The Foyer above. These are reported to LiveWest and the cost of any labour and/or materials are charged to The Foyer. An option moving forward with these issues would be to ask for an in-depth report on the condition of the pipework in the ceiling space.

3.2 The Chambers

Regular inspections and weekly fire alarm tests are carried out.

3.3 Clock Tower

Following receipt of advice from an expert, the Clock Tower is closed to all until further notice. Scaffolding has been erected to enable a full, expert appraisal of the building. The Facilities Team are able to complete some very minor works whilst the scaffolding is in place but are limited as to what can be done due to the building's Grade II listed status. A verbal report will be provided as a separate item on this Agenda.

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/office and a couple of units.

Ongoing antisocial behaviour is occurring in the public conveniences. The team is also unblocking the toilets weekly. All sets of toilets are old and in need of updating. I believe this is one of the main reasons we are experiencing these issues.

Painting of Market Hall will commence after the Christmas festivities.

3.5 Redruth Town Festivals and Markets

The Facilities Team continues to assist with the distribution of monthly market signage in addition to the preparation of Market Hall. The team are also assisting with the Christmas festival preparations, including the creation of the grotto at the Community Centre, putting up Christmas trees at various sites and working at Redruth In Lights on the 30th November.

3.6 Town Centre

Street furniture continues to be cleaned on a regular basis. We are still finding offensive graffiti in areas around Redruth. This gets removed as soon as it has been reported.

Fly tipping from local businesses continues in the parking area in Cross Street. Photographic evidence has been forwarded to the relevant department at Cornwall Council.

The floral displays have now been removed. Once again, the Council received very positive feedback from the community regarding this year's displays. The Facilities Team managed to save the succulents featured in the display and are making two planters for the entrance to Market Way. I continue to investigate options for the town's floral displays. The Town Clerk and I were invited to visit Truro City Council's new yard at Idless Woods. They have done a fantastic job on this site and we have had discussions regarding future collaboration on the floral displays. I have compiled a list of plants for our displays and we will compare the price with our current supplier.

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. Ongoing maintenance issues continue, with regular visits by the Facilities Team to unblock toilets due to the age of the facility. There have been no issues with vandalism within the public conveniences for some time.

3.8 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 antisocial behaviour and deterioration of surrounding buildings continue to be reported to Kresen Kernow/Cornwall Council.

The Youth Council, with the assistance of Redruth Rotary, have planted over 1000 purple crocus bulbs. This is a follow on from the planting of approximately the same amount at St Rumons Gardens and East End last year. We are already looking at sites for next year.

3.9 Play Areas/Skate Park

Routine Play Area Surveys are completed regularly. Cleaning and maintenance work are carried out as required. I would like to replace the basketball hoop at Plain an Gwarry play area. This will not be expensive but will offer a lot to the local youth.

At East End, 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, although there are still issues with parking across the main gate by general public. The team is still waiting for Cormac to plant and maintain 1200 bare root native mix of trees/shrubs. These will go in various areas around the perimeter of the field. Development of green spaces and wildflower beds continues.

Cutting and chipping of trees/hedges at Miners Court has now been completed and the team used the bark mulch around the bases of all the trees on the site.

3.10 Allotments

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

I am waiting on a date for the tree inspection to be completed at Coach Lane allotments. After discussions with Cornwall Council, we have been informed that the collapsed wall on Church Lane is our responsibility. I will see if there is a college group which may be able to rebuild this as part of their course.

3.11 LMP & Green Spaces

The new LMP contract has commenced. First cuts have been completed, with second cuts nearly completed. We have made a request to Cornwall Council to take on a couple more paths within the parish.

3.12 Facilities Department

The team are currently maintaining all areas. In addition, they are maintaining and painting street furniture and bus shelters.

One member of the team has started a horticultural course. This involves spending one day per week at college.

The Town Clerk and I had a busy day visiting Truro City Council and were very privileged to be some of the first people to see the work on the new clock tower. We also visited their yard at Boscawen Park and were lucky enough to obtain a 30m polytunnel with cover and irrigation system. The team have already been over and removed it from the site. We now have a polytunnel and a greenhouse that has been kindly donated by the Mayor. This will give us more growing/floral display options in the future. We are looking for sites to erect these but will be building them on a smaller scale at the yard through the winter months until an appropriate long-term site has been found.

We have been investigating the Treemap app. With this app we can list all the trees in Redruth. Alongside this, the app will inform us of the benefits of each tree to the environment around them and this can help us with future planting. At a cost it can also be used for the team to move over to paperless inspections and reporting of any issues over all our sites. We will be trialling the app over the next few months.

The first community planters have been built. The planters will be placed out on various sites in the new year ready for planting in early spring.

Last week, I visited Truro again to meet up with their Facilities Department to watch the erection of the stage they use for their festivals. They have offered the Town Council the use of this at future festivals and will offer us a very competitive price to hire the stage. Whilst the Facilities Team is very capable of erecting the stage after training, we do not have capacity to do it on festival days. Truro can also offer their team to set up and pack down.

Danny has now joined the team and offers a different skill set. He has completed his first aid training and will receive his equipment training in the new year.

3.13 Health and Safety

Reviews of PPE provision and training needs are ongoing.

4. **RECOMMENDATIONS**

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

Chris Strugnell
Facilities Manager

Redruth Town Council					
Budget and Precept calculation					
2025-26					
FACILITIES AND PROPERTIES					
		2025-26 Budget - Full Year £	2024-25 Budget Full Year £	2024-25 Forecast £	
300 Facilities Team					
4209	Vehicle Insurance	2,750	2,500	2,372	15% increase on 2024/25
4501	Small tools and equipment	3,000	7,500	5,402	budget decreased - moved to PPE and eqpt maintenance
4502	Grounds Equipment	0	2,000	1,779	from EMR move to electrical equipment
4510	Vehicle Leasing	19,500	18,500	18,487	5% inflation
4520	Weed Control	6,500	6,000	5,925	increased cost of use of reduced glyphosate
4521	Vehicle Fuel	3,000	3,000	2,378	move towards electric vehicles over 3 years
4522	Machinery Fuel	1,000	1,000	642	move to electrical equipment over 3 years
4523	Floral Displays	16,800	16,000	16,100	5% inflation
4525	PPE	2,000	1,000	1,580	budget increased from 'Purchases and Works'
4605	Waste	0	0	43	
4614	Equipment Maintenance	3,000	0	0	budget increased from 'Purchases and Works'
		57,550	57,500	54,708	
Income					
1075	Floral Displays	16,800	3,000	2,816	Target = to cover entire cost through sponsorship/increased fees
1080	Footpaths LMP	3,000	2,054	2,055	Increased LMP agreement being negotiated
1100	Miscellaneous	0	0	298	
	Net cost	37,750	52,446	49,539	
Properties - net expenditure					
301	Civic Centre	107,425	92,368	85,235	
302	Market Way	(12,800)	(11,050)	(5,097)	
303	Chambers	9,990	5,420	4,764	
304	Public Toilets	35,225	33,570	29,756	
305	St Rumons Gardens	4,900	5,915	3,434	
306	East End Playing Field inc Skate park	8,900	10,775	8,918	
307	Plain-an-Gwarry	3,700	4,295	1,475	
308	Facilities Yard	5,560	5,000	4,953	
309	Clock Tower	1,750	1,750	1,584	
309	Gweal-an-Tops	0	4,000	2,082	
309	Community Centre	0	4,000	2,179	
309	Other	350	0	832	
		165,000	156,043	140,115	

Redruth Town Council					
Budget and Precept calculation					
2025-26					
		2025-26 Budget - Full Year	2024-25 Budget Full Year	2024-25 Forecast	
301 CIVIC CENTRE		£	£	£	
Costs					
4209	Insurance	7,150	6,600	6,214	15% increase over 2024/25
4409	Security	200	0	95	Keyholding costs plus call-outs
4601	Non-domestic Business Rate	35,020	33,008	33,515	Forecast plus 5%
4602	Gas	3,600	3,200	2,750	increased based on expected costs
4603	Water	1,700	1,600	1,430	5% inflation
4604	Electricity	24,000	18,000	17,906	increased standing charges from Dec 2025
4605	Waste	1,945	1,850	1,765	5% inflation
4606	Lifts	400	460	230	
4607	Cleaning	18,000	15,000	8,497	New contract sought for 2025/26
4610	Building Maintenance	8,500	8,000	7,191	
4611	Air Conditioning	1,270	1,000	1,042	Forecast plus 5%
4612	Fire Alarm Maintenance	600	0	571	
4614	Equipment Maintenance	1,130	0	1,077	Forecast plus 5%
4615	Hygiene Contracts	2,260	2,000	1,789	Addition of baby change contract plus 5%
4616	Security Systems	1,650	1,650	1,163	
	Planned Building Maintenance	0	0	0	moved to EMR
		107,425	92,368	85,235	

Redruth Town Council					
Budget and Precept calculation					
2025-26					
		2025-26 Budget - Full Year	2024-25 Budget Full Year	2024-25 Forecast	
302 MARKET WAY		£	£	£	
Costs					
4209	Insurance	2,300	2,000	2,000	15% increase over 2024/25
4601	Non-domestic Business Rate	1,700	1,600	1,584	5% inflation
4603	Water	1,400	1,600	1,016	
4604	Electricity	500	0	(46)	based on current usage
4605	Waste	500	2,750	3,621	Aim to recharge bulk of waste cost to tenants
4610	Building Maintenance	2,200	0	2,095	Forecast plus 5%
4615	Hygiene Contracts	1,000	0	45	Include legionella checks @ £750
4617	Security MW	7,600	6,000	7,814	Forecast plus 5%
	Planned Building Maintenance	0			moved to EMR
		17,200	13,950	18,129	
Income					
	Rental income	30,000	25,000	23,226	increased rents from 1 April
Net income		12,800	11,050	5,097	

Redruth Town Council					
Budget and Precept calculation					
2025-26					
		2025-26 Budget - Full Year	2024-25 Budget Full Year	2024-25 Forecast	
		£	£	£	
303 CHAMBERS					
Costs					
4209	Insurance	4,600	4,000	4,000	15% increase over 2024/25
4601	Non-domestic Business Rate	7,500	5,000	8,214	Forecast plus 5%, although working towards split with CRCC
4602	Gas	560	250	(74)	Forecast plus 5%
4603	Water	125	125	(1,185)	
4604	Electricity	2,000	750	1,231	Forecast plus 5%
4606	Lift	400	460	230	
4610	Building Maintenance	4,000	4,000	2,080	
4611	Air Conditioning	900	935	468	
4616	Security Systems	105	100	0	5% inflation
	Planned building maintenance	0			moved to EMR
		20,190	15,620	14,964	
Income					
	Rental income	10,200	10,200	10,200	Assume no changes in rental income in 2025/26
Net costs		9,990	5,420	4,764	

Redruth Town Council					
Budget and Precept calculation					
2025-26					
		2025-26 Budget - Full Year	2024-25 Budget Full Year	2024-25 Forecast	
		£	£	£	
304 PUBLIC TOILETS					
Costs					
4603	Water	5,000	5,200	2,665	based on current usage
4604	Electricity	750	750	529	
4607	Cleaning	26,500	25,200	25,200	5% inflation
4610	Building Maintenance	2,000	2,000	1,112	
4615	Hygiene Contracts	975	420	250	includes legionella checks @ £630
		35,225	33,570	29,756	
308 FACILITIES YARD					
Costs					
4518	Rent	2,350	2,000	2,120	Forecast plus 5%
4601	Non-Domestic Business Rates	2,200	2,000	2,131	Forecast plus 5%
4603	Water	500	500	250	
4604	Electricity	510	500	452	
		5,560	5,000	4,953	

Redruth Town Council					
Budget and Precept calculation					
2025-26					
		2025-26 Budget - Full Year	2024-25 Budget Full Year	2024-25 Forecast	
		£	£	£	
305 ST RUMONS GARDEN					
Costs					
4603	Water	60	75	27	
4604	Electricity	840	840	727	
4605	Waste	1,000	2,000	1,000	
4610	Building Maintenance	3,000	3,000	1,680	
		4,900	5,915	3,434	
309/310 OTHER SITES					
4507	Town Clock Maintenance	1,750	1,750	1,584	no allowance for works
4511	Grounds Maint (Mt Ambrose)	200	0	464	
4512	Gweal-an-Tops	0	4,000	2,082	moved to EMR
4530	Community Centre	0	4,000	2,179	moved to EMR
4610	Building Maintenance (Town Centre painting)	150	0	368	
	Murdoch Flyer	245		232	service costs
		2,345	9,750	6,909	

Redruth Town Council
Budget and Precept calculation
2025-26

		2025-26 Budget - Full Year	2024-25 Budget Full Year	2024-25 Forecast	
306 EAST END PLAYING FIELD/SKATE PARK		£	£	£	
Costs					
4511	Grounds Maintenance	1,000	1,000	678	potential rise in Yr2 onwards
4512	Play Equipment Inspections	200	275	100	
4513	Play Equipment Maintenance	4,000	5,000	2,518	
4529	Skate Park Maintenance	2,000	2,000	1,000	predicted rise in future years
4605	Waste	1,700	2,500	4,622	waste disposal to be transferred in-house
		8,900	10,775	8,918	
307 PLAIN-AN-GWARRY		£	£	£	
Costs					
4512	Play Equipment Inspections	200	275	100	
4513	Play Equipment Maintenance	2,500	2,500	1,375	
4605	Waste	1,000	1,520	0	waste disposal to be transferred in-house
	Play Equipment - new	0			moved to EMR
		3,700	4,295	1,475	

Redruth Town Council					
Budget and Precept calculation					
2025-26					
<u>350 Office Administration</u>					
		2025-26 Budget - Full Year	2024-25 Budget Full Year	2024-25 Forecast	
		£	£	£	
4201	Stationery	1,500	1,500	2,180	
4202	Telephone/Internet	2,194	1,350	1,072	VOIP plus broadband plus FTTP
4203	Mobile phones	5,400	5,400	4,690	
4204	Annual subscriptions	5,000	5,365	4,186	
4205	Photocopier contract	2,000	1,400	1,526	Increase based on expected contract
4206	Postage	75	75	74	
4210	Mayor's Budget	2,000	2,000	1,744	
4213	Tablets	3,600	3,400	3,370	5% inflation
4215	Refreshments	300	100	181	
4222	IT Support	5,544	8,000	10,397	Support contract for 15 users, plus security per device
4226	Software	7,924	5,550	4,936	Microsoft, Rialtas, Adobe, Canva, Sage payroll and HR
4618	Security - meetings	1,500	1,500	1,348	
4703	Office Equipment	1,000	1,500	2,122	£1000 from EMR - 2 new laptops
		38,036	37,140	37,826	

