



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 Caldwell

See Distribution

Our Reference:
RTC/Asset Mgt Comm

Date:
17th September 2025

Dear Councillor

Asset Management Committee Meeting – 22nd September 2025

You are summoned to attend a Meeting of the Redruth Town Council Asset Management Committee to be held in the Langman Room, Redruth Civic Centre on Monday 22nd September 2025 commencing at 7pm.

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

Yours sincerely

A handwritten signature in dark ink, appearing to read 'C. Caldwell', followed by a long horizontal flourish.

Charlotte Caldwell
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 – 22nd September 2025
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 2nd June 2025. [Minutes attached].
5. To receive a report from the Deputy Town Clerk/Responsible Finance Officer on the work of the Asset Management Team. [report attached]
6. To receive a verbal report from the new Asset Manager.

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.

6. To receive a report on the Clock Tower.



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Town Mayor: Cllr A Biscoe

Town Clerk: Ms C Caldwell

Minutes of a Meeting of the Redruth Town Council Asset Management Committee held at Redruth
Civic Centre, Alma Place, Redruth on Monday 2nd June 2025

Present: Cllr W Tremayne Chair
Cllr B Ellenbroek
Cllr E Allen
Cllr S Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr R Jolly
Cllr R Major
Cllr D Reeve

In attendance: Ms C Caldwell	Town Clerk
Mrs H Bardle	Responsible Finance Officer
Miss R Pearce	Communications Manager
Mrs J Pelham-Wales	Administrator

PART I - PUBLIC SESSION

1623.1 To receive apologies for absence

Apologies were received from Cllrs Broad and Thomas.

1623.2 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.

1623.3 Public participation session – to enable the public to put questions to the Council relating to any items on the agenda

No members of the public were present.

1623.4 To receive a report from the Town Clerk

A report had been circulated prior to the meeting. The Town Clerk stated there were two items needing a decision on the report, numbers 2.4 and 2.5.

2.4

- Devolution of Victoria Park and its sister park, Trefusis Park from Cornwall Council.
- Existing lease of Strawberry Fields to be changed from leasehold to freehold.

The Town Clerk stated that there had been a number of site visits, that due diligence had been adhered to and reports done on both of these sites. Cornwall Council have confirmed that there were no TUPE implications arising from the devolution of the sites. The Town Clerk then stated that she would be asking for capital sums, which would cover the backlog of maintenance and also any other fundamental capital work that would be needed once we took ownership of the sites. Cllr Allen asked if the cost of £60,000 which was the cost to re-tarmac the basketball court had been included in the Circa £100,000 as per the report. The Town Clerk responded that it had not, and this cost would need to be added. Councillors asked about various other costs being added, including the possibility of more facilities being added to Victoria Park and benches which had previously been removed by Cornwall Council at both parks. It was suggested that these costs should be included in the capital sums requested. Cllr Tremayne stated that he felt that security could potentially be a problem, if the Facilities Yard were to be relocated to Strawberry Fields, and this would potentially need to be included in our costs.

At this point Dave Trevena, the Secretary of the Friends of Victoria Park arrived late to the meeting, Cllr Ellenbroek proposed to suspend standing orders in order for him to speak.

- 1623.4.1 RESOLVED by Majority to suspend standing orders [Proposed Cllr Ellenbroek; Seconded Cllr Tremayne]. Cllr Barnes abstained.

Mr Trevena said that the Friends of Victoria Park had already been working very closely with Cornwall Council and Cormac teams, also with Trewirgie School, and that he wanted to see this work is carried on when Redruth Town Council takes it over.

The Town Clerk responded by saying that Redruth Town Council have already employed a staff member to look after these sites and will match the commitment that is already in place and positively improve upon the work that has already been done.

- 1623.4.2 Unanimously RESOLVED to reinstate standing orders [Proposed Cllr Tremayne; Seconded Cllr Ellenbroek]

The meeting continued.

- 1623.5 The Town Clerk stated that a request from Cornwall Council had been received, seeking a decision regard accepting a transfer of the land at Miners Row. The Town Clerks recommendation is that we accept this transfer.

- 1623.5.1. Unanimously RESOLVED that the members accept the recommendation and ask that the Town Clerk write to all Redruth Town Council members regarding 2.4 with capital sum figures for an email decision. [Proposed Cllr H Biscoe; Seconded Cllr Reeve].

Cllr Ellenbroek asked about East End Playing Fields redevelopment project (item 2.7 in the report) and requested a PDF plan of the redesign. The Town Clerk confirmed would be included within the minutes of this meeting. {See attached document}

The remainder of the report was noted.

- 1623.6 **To receive a report from the Responsible Finance Officer on the work of the Facilities Team.**

A report had been circulated prior to the meeting. The Responsible Finance Officer referred to 3.2 in her report, advising that the Town Clerk and Senior Management Team had visited the Chambers to inspect the CCTV control room. She confirmed the contractor will be providing a more detailed quotation following the site visit. She went on to say that checks will be made to ensure there is suitable access, lighting and security in place before the control room goes live.

Cllr Barnes asked about 3.9 in the report – Play Areas/Skate Park and he queried when the crossbar will be replaced. The RFO responded that she would look into this and report back to Members.

Cllr Allen asked about 3.4 in the report – Market Way and Market Hall and said that the lighting was poor. The Town Clerk said this will be looked at along with Market Hall for the necessary improvements to be made. Cllr Ellenbroek added that the outside shop lighting could also be looked at. Cllr Tremayne suggested this matter could be added to the agenda of the next Asset Management Meeting.

Cllr Allen spoke about 3.10 of the report – Allotments, and the dangerous tress that have been reported. The Responsible Finance Officer responded and said that the Facilities Manager had already escalated this to Cornwall Council as it is their responsibility.

The Town Clerk added that members should escalate any issues with their divisional Cornwall Councillors, as this would help escalate matters accordingly.

1623.6.1 Unanimously RESOLVED for the report to be noted and approval granted for corresponding works and purchases [Proposed Cllr H Biscoe; Seconded Cllr Barnes].

1623.7 **To receive a verbal report from the Communications Manager on the Totally Locally proposal for markets in St. Rumon's Gardens.**

The Communications Manager had received an approach by Totally Locally proposing that St. Rumon's Gardens be a venue for Totally Locally markets. The Communications Manager suggested to Members it could possibly be an extension of Redruth Town Markets once a month as long as risk assessments and public liability were in place. The Cllrs then discussed various issues that might arise, including charging per market stall, and whether this was a one off or a regular series and whether each stall holder would have their own public liability insurance. The Town Clerk stated this was an initial approach and warranted further discussion. She went on to say that the Town Council needs a mandate from Council, for the team to explore the concept of having markets in St. Rumon's Gardens.

1623.7.1 Unanimously RESOLVED for Totally Locally to write a proposal to Redruth Town Council regarding the market. Once received, Members will consider this. It was agreed that the Council would offer a 3-month trial period, for a market in St. Rumon's Gardens, free of charge, providing risk assessments and public liability are put in place [Proposed Cllr H Biscoe; Seconded Cllr Morrison].

Chair

REPORT FOR: Meeting of the Asset Management Committee on 22nd September 2025

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

1. **SUMMARY OF IMPLICATIONS**

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

2. **TERMS OF REFERENCE**

To report upon the work of the various strands of the wider Asset Management team since the last Asset Management Committee meeting.

3. **REPORT**

3.1 **Staffing and resourcing**

The Facilities Manager has decided to step down and take up the vacant Facilities Technician role, with effect from 15th September 2025. The vacant Facilities Manager post has been advertised online with interviews scheduled to take place towards the end of September.

George Coombs has agreed to take on the Facilities Supervisor role with effect from 18th August 2025, following a successful interview.

We are delighted to welcome Jonathan Molloy as interim Asset Manager on a 9-month consultancy basis from September 2025. Jonathan has worked for Cornwall Council and Shetland Islands Council and has a wealth of experience in property matters. He is a chartered surveyor (RICS). He has initially taken on the project-management of the refurbishment of the Community Centre toilets and will also be responsible for project-managing the Section 106 enhancement works at East End Playing Field, the refurbishment of Market Hall/Way and the feasibility study for The Chambers, utilising the successful TRIP (Town Regeneration Investment Programme) funding.

Following a recent meeting, we have accepted an offer from Katie Grasso to volunteer for several hours per week, commencing 8th September 2025. Katie will be assisting the Deputy Town Clerk/RFO and Interim Asset Manager, in setting up an online robust asset management and recording system, to ensure all risk assessments, checks and other essential works are monitored and filed on a central system. The system will also create alerts to ensure that essential checks and maintenance is carried out on a timely basis. This will enable more dynamic management of the suite of assets in our portfolio.

We have advertised for the new role of Caretaker and hope to bring a verbal update to the meeting.

Due to long-term sickness absence with one of the Facilities team members, it has become necessary to contract in an agency worker on a short-term basis to ensure continuity of service delivery.

As previously reported, our Health and Safety consultant has commenced his review of all our sites. During September and October, he will carry out extensive reviews of all RTC properties and sites, as well as consider our systems for managing the assets, carrying out risk assessments and recording asset-related works. We are expecting a comprehensive report in October, with a structured plan for implementing any recommendations, which will be brought to the next Asset Management Committee.

3.2 Asset update

Asset	Update and Matters Arising	Action to be carried forward
Civic Centre and Library	<p>Discover Redruth Centre has been completed, except for graphics on window and under handrail.</p> <p>Follow up quotes to replace boiler at the Civic Centre. One quote is to replace existing gas boiler; two quotes are for electric boilers.</p>	<p>Follow-up to ensure graphics completed as soon as possible.</p> <p>Asset Manager to recommend best type of boiler; proceed with assessment of quotes or obtain new quotes if required</p>
Market Hall and Market Way	<p>Guttering to be replaced. We need to provide safe access to the roof before guttering works can be carried out. Quotes for this work are being obtained.</p> <p>Successful application for TRIP funding means we can move on with refurbishment of toilets and lighting, and other improvements. A detailed specification has been prepared and quotes are being obtained.</p> <p>A new licence holder has been found for Units 11-12, so we have full occupancy. There is currently a strong waiting list for any future vacancies.</p>	Obtain quotes for work on roof access.
The Chambers	<p>Refurbishment of the CCTV room and general cleaning on the top floor has been completed, ready for the CCTV control room, which is fully operational.</p> <p>The tenant has vacated the first-floor offices. The Asset Manager will oversee the TRIP funded Feasibility Study which will result in a full options appraisal for</p>	Feasibility Study to be commissioned and completed by December 2025.

	Council to decide how The Chambers asset should be used in future.	
Clock Tower	The Clock Tower remains closed for health and safety reasons. There will be an update in Part II.	
New Cut Toilets	The timeframe for completing the toilet refurbishment in Market Hall makes it unlikely that the New Cut Toilets can be refurbished at the same time. The Asset Manager will be tasked with preparing an outline plan and design for refurbishing New Cut Toilets as part of the budgeting process for 2026/27.	Outline plan to be drafted.
Redruth Community Centre	The contracts for replacing the solar panels, inverter and battery storage have been awarded and work is ongoing. We are in the process of finalising contracts for the toilet refurbishment.	All works will be completed by December 2025.

3.3 LMP (Local Maintenance Partnership) & Green Spaces

The new LMP contract has commenced. We will be requesting some additional footpaths for next year before September. We are currently bidding for a grant of up to £15k for an enhanced Local Maintenance Partnership so that essential repairs and replacements of signs etc can happen on our footpath network.

3.4 Devolution of sites from Cornwall Council

We are expecting to hear from Cornwall Council's devolution team very soon regards the devolution of Victoria Park, Trefusis Park and also for the transfer of Strawberry Fields from leasehold into freehold ownership.

Cornwall Council are currently carrying out an appraisal of safety and compliance matters which we highlighted to them regards the two parks. The devolution process will not proceed until Council is fully satisfied with the offer on the table from Cornwall Council. This will typically include a capital sum offer for each site to accompany the devolution of the asset, a maintenance plan which the Town Council must sign up to, to ensure quality standards are met and full due diligence from a legal perspective on all aspects.

4. **RECOMMENDATION**

It is recommended the report be noted.

Helen Bardle

Deputy Town Clerk/Responsible Finance Officer