



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:**  
27<sup>th</sup> May 2026

Dear Councillor

**Asset Management Committee Meeting – 1<sup>st</sup> June 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 1<sup>st</sup> June 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 Allen  
Cllr Barnes  
Cllr A Biscoe  
Cllr H Biscoe  
Cllr Broad  
Cllr Jolly  
Cllr Reeve  
Cllr Thomas  
Cllr A Mays

Information:

All other Councillors  
Cornwall Council Members  
Press & Public

**Redruth Town Council**  
**Asset Management Committee Meeting – 1<sup>st</sup> June 2026**

**AGENDA**

**PART I – PUBLIC SESSION**

1. To receive nominations for Chair of Asset Management Committee and to vote in the Chair for the municipal year 2026/27. (Chair takes rest of the meeting)
2. To receive nominations for the Vice-Chair of Asset Management Committee and to vote in the Vice-Chair for the municipal year 2026/27.
3. To receive apologies for absence.
4. Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.
5. Public participation session - to enable the public to put questions to the Council relating to any items on the agenda.
6. To confirm the Minutes of the meeting of the Asset Management Committee held on 2<sup>nd</sup> March 2026. [Minutes attached].
7. To receive a report from the Asset Manager. [report attached]
8. To receive a report from the Facilities Manager. [report attached]



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

**Town Mayor: Cllr 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 2<sup>nd</sup> March 2026.

Present:

Cllr B Ellenbroek  
Cllr E Allen  
Cllr S Barnes  
Cllr A Biscoe  
Cllr H Biscoe  
Cllr D Reeve  
Cllr R Jolly  
Cllr J Morrison  
Cllr I Thomas

Chair

In attendance:

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

Town Clerk  
Responsible Finance Officer/Deputy Town Clerk  
Asset Manager (Consultant)  
Facilities Manager  
Administrator  
Facilities Technician  
Office Manager

Two members of the public were also in attendance.

## **PART I – PUBLIC SESSION**

### **1655.1 To receive apologies for absence**

Apologies were received from Cllrs Broad and Tremayne.

### **1655.2 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.

**1655.3. Public participation session – to enable members of the public to put questions to the Council relating to any items on the agenda**

Ms S. Clasper stated she had been in communication with the Responsible Finance Officer/Deputy Town Clerk regarding this year's floral hanging baskets, asking about the possibility of including edibles within them. She understood it was something not possible for this year, but asked the Cllrs to consider it for next year, to have fresh and free available greenery around the town. The RFO/DTC answered that due to maintenance needs, planting edibles was not something the Town Council was able to manage, due to different plants having different levels of watering needs, and that members of the community were welcome to manage this themselves with the Town Council's typical rounds. The Facilities Manager stated that the baskets would be filled with perennials and pollinators, with Cllr Thomas and Ellenbroek adding that this would be something to look into for the future.

**1655.4 To confirm the Minutes of the meeting of the Asset Management Committee held on 1<sup>st</sup> December 2025**

1655.4.1 RESOLVED by Majority to confirm the minutes of the Asset Management Committee held on the 1<sup>st</sup> December [Proposed Cllr H Biscoe; Seconded Cllr Thomas] Cllrs Allen and Reeve abstained.

**1655.5 To receive a report from the Asset Management Team**

1655.5.1 The RFO/DTC stated the report was a combined effort of the Facilities Manager, the Asset Manager and herself and read through highlights of the report.

Cllr Allen asked about the recent removal of Japanese knotweed with no budget allocated for this next year and the Facilities Manager clarified that there was no knotweed on Redruth Town Council land, but they had removed some from the shared footpaths. Cllr Thomas asked for when the footpath directory is collated, that any knotweed found get reported to Cornwall Council in the process.

Cllr Thomas asked how the Facilities Yard was coping with the heavy rainfall and the Facilities Manager stated that it was all fine. Cllr Ellenbroek asked about the rubbish in Cross Street and the Facilities Manager updated her on the situation, stating that it had now been mostly resolved after communicating with the residents. The Town Clerk added that she had been in contact with the new waste officer at Cornwall Council about the situation, and that she had been in contact with Cornwall Council about the fly-tipping at the back of Hamilton's Barbers, which she was pursuing the matter to resolve it fully. Cllr Allen stated it might be useful to contact Sanctuary Housing due to their proximity to Cross Street, and the Town Clerk stated she would ask Cornwall Council to do so.

1655.5.2 Unanimously RESOLVED to note the report [Proposed by Cllr H Biscoe; Seconded by Cllr A Biscoe]

**PART II – PRIVATE SESSION**

**1655.6 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.**

1655.6.1 Unanimously RESOLVED to go into the Private Session [Proposed by Cllr Thomas; Seconded by Cllr Reeve].

**1655.7 To receive a report from the Deputy Town Clerk/Responsible Finance Officer about maximising income from and usage of assets.**

1655.7.2 Unanimously RESOLVED to agree to the strategy of focusing on retail businesses in Market Way, with longer opening hours encouraged [Proposed by Cllr Ellenbroek; Seconded by Cllr Reeve].

**Chair**

DRAFT

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

---

---

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 Manager since the last Committee meeting.

3. ASSET MANAGER'S REPORT

3.1 Staffing and Resources update

Bob Belson, Caretaker started work at the end of April and has already proved himself invaluable to the Civic Centre staff and the businesses in Market Way. He has taken over responsibility for locking and unlocking Market Way on Monday – Friday which will significantly reduce our security costs.

Will Rundle was confirmed as Asset Manager following a recruitment process and interview. His role commenced on 11 May 2026.

Jon Molloy, our Consultant Asset Manager will reach the end of his contract in June 2026. We would like to express our thanks to him for his support with the refurbishment works at the Community Centre and Market Hall, which would not have happened without him.

3.2 Asset Management System update

We have subscribed to Civic.ly Asset Management system, and the providers are in the process of uploading our asset information onto it.

This will be followed by a period of reviewing and correcting the information, ensuring we have physically verified all the assets, and recorded their location and condition accurately.

I will also start loading on all certificates, inspections and other reports onto the system, and setting up a calendar for renewals and re-testing.

The Facilities Team will be involved in the process of reviewing assets in the various sites around the town.

The current Fixed Asset register has been reviewed and updated for the purposes of our insurance renewal in June.

### 3.3 Asset update

Asset	Update and Matters Arising	Action to be carried forward
Civic Centre and Library	<p>The review of the fire and security systems continues.</p> <p>A fire drill was held in May, which raised a number of issues particularly around the businesses in market Way not evacuating the premises. A letter has been sent to all businesses reminding them of their responsibilities to themselves and their customers.</p> <p>The Senior Library Officer is putting together a expression of interest for a grant which would enable some improvements to the Library toilets and the Langman Room.</p>	
Market Hall and Market Way	<p>The work on the guttering has not yet taken place. We are still waiting for quotes.</p> <p>The Building Regs certificate for the works on Market Way toilets has been received.</p>	
The Chambers	<p>As a result of the Feasibility report, the Deputy Town Clerk is working with the Consultant Asset Manager to prepare a fully costed report setting out our options.</p> <p>We have received an expression of interest from another potential tenant.</p>	
Clock Tower	<p>The steeplejacks are visiting this week to advice on maintenance required to prevent further decay.</p>	
New Cut Toilets	<p>Any work has been put on hold pending a review of other suitable locations for a Changing Places facility</p>	
Redruth Community Centre	<p>Nothing to report this quarter</p>	

## 4. RECOMMENDATION

4.1 It is recommended the report is noted.

William Rundle  
Asset Manager

**SUBJECT OF REPORT: To update the Committee on the work of the Facilities 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 Facilities Team since the last Committee meeting.

3. FACILITIES MANAGER'S REPORT

3.1 Staffing and resourcing

George Coombs and Danny Teare successfully completed their probations.

We still have one member of staff on long-term sick leave, who is expected to return in the next few months.

3.2 Update on activity

- Assisting with setup for St Piran's Day
- Polytunnel completed and used to propagate +2000 plants for use across all sites
- Continued implementation of horticultural best practice across all sites following RHS guidelines to support biodiversity enrichment and sustainability practices.
- Spring maintenance including grass cutting, mulching and bed preparation.
- 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 and bus shelters.
- Specification written for new path at East End Park
- Yearly ROSPA reports completed
- Tree Surveys commissioned for all sites
- Hanging basket brackets surveyed
- Installation of bug hotels across all sites
- New railings for St Rumon's gardens as highlighted by H&S audit now under construction

### 3.3 Forward Priorities

- Preparing and installing hanging baskets.
- Continue to improve public realm assets and parks addressing issues highlighted by H&S audit.
- Planting new Perennials in all green spaces.
- Onboarding assets to new Civic.ly asset register.
- Community engagement events to gather feedback for new play equipment at East End Park

Asset	Update and Matters Arising	Action to be carried forward
Footpaths	<p>Footpath maintenance underway as instructed in the LMP.</p> <p>Continuing to build directory</p>	Continue work
East End Park	<p>Redevelopment project underway including;</p> <ul style="list-style-type: none"> <li>• Design of new link path in final stages, in process of requesting quotes.</li> <li>• In discussion with play equipment suppliers prior to requesting quotes</li> <li>• Planting schemes, biodiversity projects and provision for biodiversity habitats now underway</li> <li>• New pollinator beds under construction</li> </ul>	Working to finalise quotes For paths and play equipment.
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>ROSPA report has highlighted need for remedial works to some equipment.</p> <p>In the process of drawing up a project plan for the remainder of works required at the site, and seeking external funding for unbudgeted expenditure.</p>	<p>Prepare plan for improvements, obtain costs and apply for funding where required.</p> <p>Carry out remedial works in the interim</p>

The Facilities Yard	The polytunnel has been completed and is now operational	Research automatic irrigation systems for installation by 2027
New Cut Toilets	No major issues reported recently.	Continue to monitor.
Strawberry Fields / Kresen Kernow	ASB issues including fly tipping and graffiti	Monitor and remediate
Allotments	No major issues reported.	
St Rumon's Gardens	New railings as required by H&S audit under construction.  New planting to fill gaps in beds and support pollinators.  Continuing ASB issues including damage to doors, walls and signs of drug use in and around the gardens.	New railings to be installed
Other work	Boat at Lower Mount Ambrose replanted.  Checks of the various sites around the town centre continue.  There has been a persistent problem with fly-tipping in Cross Street. It is cleared by the team or Biffa where necessary.  Preparation for Murdoch Day Festival	Continue to monitor

#### 4. RECOMMENDATION

4.1 It is recommended the report is noted.

George Coombs  
Facilities Manager