

RESKAMMEL



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

6 Market Place  
Camelford  
Cornwall  
PL32 9PB

01840 212880  
[clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)  
[www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk)

## Grant application form

Please note that this application will not be considered unless it is accompanied by the following supporting documentation:

- The latest balance sheet of the organisation/project
- A copy of the constitution

Key details	
Name of organisation (please complete in block letters) CAMELFORD TOWN BAND	
Name and purpose of project Camelford Town Band - The purchase of new blazers.	
Total amount requested from the Town Council: £500.00	
Contact name and position Charlotte Goatman Committee member	Telephone: 01208 841747  Email: <a href="mailto:Camelfordtownband@gmail.com">Camelfordtownband@gmail.com</a>
Address for correspondence Mount View 63 High Street Camelford Cornwall  Post code PL32 9PQ	
Bank account name, sort code and account number Lloyds bank Sort Code: 30-98-98 Account: 01071350	

Aims of organisation – state the aims and objectives of your organisation and the nature of its activity

Camelford Town Band is a well established, not for profit community Brass Band. As a community band we do not audition for places within the band and welcome players of all abilities. We also offer a successful training band with currently approx 15 school age players learning. We are all amateur players; no-one gets any fee or honorarium. Everything we make is re-invested in the band and typically goes back into running costs.

What is the status of your organisation or group? (please tick all those that apply) registered charity  number .....

company limited by guarantee  number .....

social enterprise

**community group**

other

Is your organisation part of, or affiliated to any national organisation?  
 Yes or **no**  
 If yes, please give brief details.

Financial details		
Breakdown costs of individual items. Please indicate whether this is an actual cost (a) or an estimate (e).		
Item	A or E	Cost
24 Adult blazers	A	2980.00
3 Child blazers	A	345.00
What is the total cost of your project?		3325.00
Amount requested from Camelford Town Council		500.00
Have successful applications for grants been submitted to other organisations?		
Yes (if yes, please supply the name of the funder and the amount)		
Name of funder	Amount granted	

Comic relief community cash grant	£1000.00
Norman Family Charitable Trust	£500
Total granted	£1500
Give brief details of organisation's own fundraising efforts including amount raised (eg, raffle, bucket collections, etc.)	
Activity	Amount raised
Summer engagements	
Fundraiser evening 09/09/17	Alm £500.00
Various grant applications pending	
<b>Project details</b>	
Name of project New band Blazers	
Who will manage the project? Charlotte Goatman	
Please provide a statement of how the project will benefit residents of Camelford.	
<p>We are very proud of our Community group and the training environment we provide, ensuring those within the local community can enjoy low cost music tuition and quality performance opportunities. We are struggling to support such opportunities and equipment with our current financial situation and being able to provide these basics are ever the more vital, especially in today's financial climate.</p> <p>Our current main fundraising focus is to provide/ subsidise uniform. This helps to create a more professional look to not only promoting the band but also the local town community, however this is a expensive and daunting figure of money to fundraise for.</p> <p>As it stands, due to the successful development of our training band and their integration into the main band we are only able to supply a handful of uniforms. Due to the huge financial costs of providing uniform we have not ordered new uniform in 10+ years. Following research and recommendations, a company has been found that now provides "off the peg" uniforms in all sizes for Brass players making the project far more achievable. In the long term, we can also then purchase small numbers of blazers on a "as and when" basis for new players.</p> <p>The band members and committee work very hard to be self sufficient. We rely on voluntary help, donations, income from engagements and concerts and players' subscription to keep us going year on year, to manage the day to day running costs of the band such as insurances, rent, etc however this does not leave sufficient funds to cover vital equipment such as uniforms.</p>	

We do have a number of fundraising events planned throughout the year to help us hit our target but all help is gratefully received. The band has around 25 engagements per year making us very visual to the community aiding our fund raising target.

The assistance will not only help promote the band but will also be a boost to the local community. Brass Bands are a dying art, not every town has one so when we are performing at various carnivals, fetes and contests we take great pride in also representing and promoting our town.

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....C.Goatman.....*C.Goatman*.....  
Date...25/07/17.....

Camelford Town Band  
Receipts and Payments Account for the year ended 28th February 2017  
Friends of Camelford Town Band Account

Balance 1st March 2016	1586.30	Payments	
<u>Receipts</u>			
Sales of cakes/biscuits	905.30		
Subs	225.00		
Donations			
Plant Sales	100.00		
Concert	290.00	Balance 28th February 2017	3106.60
	<u>3106.60</u>		<u>3106.6</u>
			<u>3106.6</u>

Camelford Town Band  
Receipts and Payments Account for the year ended 28th February 2017  
Camelford Town Youth Band

Balance 1st March 2016	466.93		
Subs	151.00		
		Music	100.80
		Balance 28th February 2017	517.13
	<u>617.93</u>		<u>617.93</u>

Camelford Town Band  
Receipts and Payments Account for the year ended 28th February 2017  
Treasurers Account

Balance at 1st March 2016

Lloyds Bank Account

4930.28

Receipts

Carolling	401.13
Camelford Town Council-music in park	100.00
Royal British Legion Delabole	60.00
Subs	906.00
Collecting Tins	167.57
Carnivals	820.00
Fetes/Revels	303.74
CD Sales	20.00
Sundry donations	357.97
Lanteglos Church Harvest Festival	70.00
Trenglos Church- Live nativity	150.00
Bowood events raffles & games	550.90
Bowood events- net received	165.60
Bisland Church	100.00
Christmas Lights	400.00
St Thomas's Church carol service	100.00
Boscastle Chamber of Comm-food festival	150.00
Haltworthy Carol Service	100.00
Proms Night	240.00
Bisland Parish Council Queens birthday	150.00

10243.19

Payments

Music	246.39
Musical Director	1505.00
Instruments- Baritone overhaul & soprano cornet	2852.00
Brass Band Insurance	561.71
Entry fee Exmouth confest	75.00
Room hire & rent	580.00
Transport	434.50
Performing Rights Society	66.47
Subscriptions	80.00
Trophies	17.90
Donation poppy appeal	22.00
Donation to choir- Christmas concert	30.00
Miscellaneous	39.23
Balance at 28th February 2017	3732.99
Lloyds Bank Account	

10243.19

Camelford Town Band  
Receipts and Payments Account for the year ended 28th February 2017  
Accountants' Report

We have prepared the attached Receipts and Payments Accounts from the records and information supplied and certify that they are in accordance therewith.

*for*

Barkers Chartered Accountants No. 7 Sportsmans, Camelford, Cornwall PL32 9QT

2/6/17



RCSKAMQEL



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

6 Market Place  
Camelford  
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01840 212880  
clerk@camelford-tc.gov.uk  
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## Grant application form

Please note that this application will not be considered unless it is accompanied by the following supporting documentation:

- The latest balance sheet of the organisation/project
- A copy of the constitution

Key details	
Name of organisation (please complete in block letters) CAMELFORD HISTORY AND ARCHIVE TRUST	
Name and purpose of project a) Further development of website b) handline (security of volunteers) c) Seating to enable meetings d) I. T. kit for research and Wi-Fi.	
Total amount requested from the Town Council £1,500	
Contact name and position Diane Taylor - Secretary	Telephone: 01840 213433 Email: ktaylor.diane@gmail.com
Address for correspondence Daws House Victoria Rd, Camelford	
Post code PL32 9XA	
Bank account name, sort code and account number Camelford History and Archive Trust 20-74-20                      23408639	
Aims of organisation - state the aims and objectives of your organisation and the nature of its activity - See paperwork attached.	

## Appendix 1: Defining the Camelford Archive

Sally Holden was the custodian of a treasure trove of items for forty years enabling us to have an insight into what life was like in North Cornwall in the past.

She has now retired and has the unenviable task of finding secure homes for her artefacts. Each item has been photographed, listed and recorded. Some items, which were on loan, have been returned to their owners. Others have been loaned to local craft workers who will breathe new life into them.

But there are many items relating to Camelford itself and it is for this reason it was decided that a group be formed to ensure that these items are kept in Camelford and that the people of Camelford should be able to see them. It was also thought necessary to have a point of reference for future donors as it is hoped that the archive will continue to grow.

What is the status of your organisation or group? (please tick all those that apply) registered charity  number .....

company limited by guarantee  number .....

social enterprise

community group

other

Is your organisation part of, or affiliated to any national organisation?  
 Yes or no  
 If yes, please give brief details. **NO**

Financial details		
Breakdown costs of individual items. Please indicate whether this is an actual cost (a) or an estimate (e).		
Item	A or E	Cost
Computer hardware + recorder	E	£500
handline and router	E	£200
chairs	E	£300
further web-site development	E	£500
What is the total cost of your project?		£1,500
Amount requested from Camelford Town Council		£1,500
Have successful applications for grants been submitted to other organisations?		
Yes / <b>(No)</b>		
(if yes, please supply the name of the funder and the amount)		
Name of funder	Amount granted	
N/A.		
Total granted		

CHAT ACCOUNTS 1ST SEPTEMBER 2016 TO DATE

<u>INCOME</u>		<u>EXPENDITURE</u>	
OPENING BALANCE	1029.37	REFURBISHMENT OF MUSEUM PREMISES	194.79
CAMELFORD TOWN COUNCIL GRANT	* 400.00 (printing of walk books)	RAILWAY CALENDAR AND EXHIBITION PROSTER PRINTING	281.00
EXHIBITION DONATIONS AND SALE OF CALENDERS	2099.80	CAMELFORD TESTING	50.00
DONATIONS FOR CLOCK	422.99	DONATION FOR USE OF METHODIST CHURCH PREMISES	100.00
MEMBERS SUBSCRIPTIONS	45.00	WREATHS FOR REMEMBRANCE DAY	50.00
		WEBSITE ARCHIVE UPLOADING	400.00
		DEPOSIT FOR CLOCK	150.00
		BALANCE FOR CLOCK	160.00
<u>TOTAL</u>	3997.16	<u>TOTAL</u>	1385.79
		CLOSING BALANCE	2611.37

N.B While our account looks healthy we have yet to pay our web designer. We are also about to pay insurance and fire check and have our fixed costs to settle. We also intend to print a calendar again.

# Camelford History and Archive Trust Constitution

## **1 NAME**

The Group's name is **Camelford History and Archive Trust, (C.H.A.T.)**

## **2 THE PURPOSES OF THE GROUP**

To maintain and extend the Camelford Archive (see Appendix 1) and promote it within the community and outside, on behalf of and for the benefit of everyone living in the Parish of Camelford.

## **3 TRUSTEES**

The group shall be managed by a Committee of Trustees who are appointed at the Annual General Meeting (AGM) of the group. One of these Trustees must be nominated by Camelford Town Council.

## **4 CARRYING OUT OTHER PURPOSES**

In order to carry out the charitable purposes, the Trustees have the power to:

- 1) Raise funds, receive grants and donations.
- 2) Apply funds to carry out the work of the group.
- 3) Co-operate with and support charities and other organisations with similar purposes.

## **5 MEMBERSHIP**

The group shall have a membership. People who support the work of the group can apply to the Trustees to become a member. The Trustees will keep an up-to-date membership list.

The Trustees can remove a person's membership if they believe it is in the best interests of the group. The member has the right to be heard by the Trustees before the decision is made and can be accompanied by a friend.

## **6 ANNUAL GENERAL MEETING**

- 1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes of the meeting must be recorded.
- 2) There must be at least 5 members present at the AGM.
- 3) Every member has a vote.
- 4) The Trustees shall present the annual report and accounts.
- 5) Any member may stand for election as a Trustee.

## **7 TRUSTEE MEETINGS**

- 1) At their first meeting after the AGM they will elect a Chair, Treasurer, Secretary and Librarian/Archivist. Post holders should remain in post for 2 years before re-election but be given the opportunity to stand for a further term.
- 2) Trustees may act by majority decision.
- 3) A quorum of at least 3 Trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting. These will be circulated to all members.
- 4) If Trustees have an interest which would impede an impartial view they must declare it and leave the meeting while the matter is discussed and decided.
- 5) During the year, the Trustees may co-opt additional Trustees. They will stand down at the next AGM.
- 6) The Trustees may make reasonable additional rules to help run the group. These rules must not conflict with this constitution or the law.

## **8 MONEY AND PROPERTY**

- 1) Money and property must only be used for the group's purposes.
- 2) Trustees must keep accounts. The most recent accounts may be seen by anybody on request.
- 3) Trustees cannot receive any money or property from the group, except to refund reasonable out of pocket expenses.
- 4) Money must be held in the group's bank account. All cheques must be signed by 2 Trustees.

## **9 EXTRAORDINARY GENERAL MEETINGS (EGM)**

If the Trustees consider it is necessary to change the Constitution or wind up the group, they must call an Extraordinary General Meeting (EGM) so that members can make the decision.

Trustees must also call an EGM if they receive a written request from the majority of the members.

All members must be given 14 days notice and told the reason for the meeting. All decisions require a two-thirds majority.

Minutes of the meeting must be recorded.

- 1) Winding Up – Any money or property remaining after debts will pass to the Camelford Town Trust to hold as custodians for the benefit of the community.
- 2) Changes to the Constitution – can be made at an AGM or EGM. No change can be made that would make the organisation no longer a group.
- 3) Extraordinary General Meeting (EGM) – called on written request from the majority of members.
- 4) Trustees may also call an Extraordinary General Meeting to consult the members.

## **10 EQUAL OPPORTUNITIES**

CHAT fully supports and promotes cultural diversity and equal opportunities.

## Specification of Maintenance Tasks in Camelford

The following maintenance tasks are to be carried out under the supervision of the Town Clerk who is responsible for setting the standard of work and the proportion of time spent on each task. The Clerk may vary the specifications below, depending on the weather and the priorities of the moment. The Amenities Committee is the forum where longer-term priorities are set and variations in work are decided before being brought before the Council.

### Checking and reporting Health and Safety issues

Although this is a continuous activity it needs to be balanced with other duties in a reasonable way and should be carried out as part of an over all risk assessment, Areas such as the playground and trees that overhang public areas need more frequent inspection than walls and paths. In many cases, members of the public will draw attention to health and safety issues, but however they come to notice they must be reported to the Town Clerk at the first opportunity. COSHH sheets for any chemicals used should be filed in the office

- Reporting an injury on duty.

Any injury incurred on duty should as soon as possible be reported to the Town Clerk and the appropriate register completed.

- Availability of suitable fire extinguishers and first aid kit.

The Groundsman should ensure that the suitable safety equipment is available at all times.

### Servicing of Equipment

The MGM should regularly check the equipment in use and through the Town Clerk ensure that any worn out item is replaced and power equipment is regularly serviced as required. The van is to be checked monthly and booked in for servicing and MOT.  
*Cleaned and maintained monthly 4 hours* *48hours*

### Footpaths

The network of official footpaths should be inspected and maintained on a regular basis so they are at all times easily passable and clearly marked. The assistance of 'volunteers' who regularly walk the path would be helpful in reporting problems. County cutting schedule is to be completed and returned to the Clerk at the end of the growing season.

*2-3 times a year, 16 hours*

*48hours*

### Mowing (9 months of year)

The mowing frequency is always going to vary depending on the weather and other demands on time. Ultimately, it is the Clerk who will supervise the standard that is required. Approximately 12 cuts or more per year will be required and it is noted that the mowing of the playground, the front of the park and the car park normally take an hour each, whilst the main playing field area takes about 4 hours to cut. Grass cuttings do not normally need to be removed due to mulching blades on the mower; if done on a regular basis (EA do not allow composting near the river).

- Front of Enfield Park and Market Place

The front of the park is cosmetically important area and the grass needs to be kept well mown and neat throughout the year.

- Playground

The playground is another high priority area for frequent mowing and removal of the grass cuttings. The standard of mowing should be that of the fairway of a golf course rather than the green.

*2 hours per week*

*78 hours*

- The Playing Field

The frequency of cutting of the large playing field area is less than the playground but enough to allow ball games to be played with the length of the grass noticeably slowing the ball down (about 12 cuts per year). Grass can be left in situ.

*4 hours per week* *156 hours*

- Grass in Churchfield Car Park

The two areas of grass around the trees need to be mowed less frequently but enough to look well cared for. Grass cuttings can be left in situ.

*2 hours per week* *78 hours*

- Helstone Green

This requires mowing and strimming to the same standard as the playing field. It takes about an hour to cut and trim.

*3 hours per week* *117 hours*

- Valley Truckle

Grass needs to be mowed less frequently but enough to look well cared for. Grass cuttings can be left in situ.

*2 hours per week* *78 hours*

- Cemetery

Grass needs to be mowed less frequently but enough to look well cared for. Grass cuttings can be left in situ.

*4 hours per week* *156 hours*

#### Strimming (9 months a year)

As with mowing, the standard of strimming will be supervised by the Clerk.

- Co-op corner, heather beds and Trefrew corner.

These need to be kept to a similar standard as the front of the park.

*1 hour per week* *39 hours*

- Edges of all paths in Enfield Park.

The edges should be strimmed back at least a metre in depth and in some cases more if only for cosmetic reasons. The frequency of cutting should be enough so that anyone walking there is walking 'on' rather than 'through' grass.

*4 hours per month* *36 hours*

- Paths through 'wild' Upper Park.

Paths at least a metre wide should be cut through the wild area to connect different parts of the circular path. These should be changed every year to avoid wear. The exact location of the paths should be discussed with the Clerk and have the same level of maintenance as the path edges.

*1 hour per month* *9 hours*

- Allotments

Paths next to vacant plots should be strimmed back 3-4 times a year. Plot holders should be reminded of their responsibilities to maintain paths adjoining their plots.

*4 hours, 3 times a year* *12 hours*

- Orchard

Paths to and around the fruit trees should be strimmed back 2-3 times a year when access is required.

*6 hours, 3 times a year* *18 hours*



### Weed killing / removal

From time to time it will be necessary to either kill or otherwise remove weeds from the tarmac and cobble areas of the car park and Enfield Park. This should be carried out in discussion with the Clerk.

*3 hours, 2 times a year*

*6hours*

- Street Weed Spraying

Streets on the spraying map to be assessed and sprayed as necessary

*8 hours, 2 times a year*

*16hours*

### Community Woodland and Orchard

Fruit trees need to be pruned. Deer guards are required to protect the trees in the woodland. Sheep will be used to keep the grass down.

*24 hours*

### Flower beds and planting schemes

Volunteer gardeners currently maintain the beds and hanging baskets at the front of the park and car park, Trefew and Co-op corner. To provide support to this group in regards to collecting orders, providing tools, etc. as required. Mount Camel Heather beds – be weeded and heathers replaced as necessary.

*2 hours per week*

*104 hours*

### The Pond

The pond will need annual maintenance of at least 2 days. The inflow and out flow of water needs to be regularly inspected and any over invasive weed removed. Any problems needs to be reported promptly to the Clerk.

*2 days per year, 3 people*

*48hours*

### The River Camel

From time to time items are thrown into the river and need to be removed. Between late September and early March fish are spawning in the river bed and entry into the river will need to be cleared with the Environment Agency. Gabien baskets on the banks should be regularly checked for wear and tear, and repaired as required.

*30 mins a week*

*26hours*

### Playground - checking equipment (inc gym)

The playground equipment is inspected annually by ROSPA. All recommendations for the report to be actioned. In addition it should be checked at least once a fortnight and inspection sheets stored in the office.

*4 hours per month (inspection once a month) + repairs*

*72hours*

### Market Place

The slate surface will need regular checking and repairing to prevent trip hazards. Watering hanging baskets in the summer months as required. Hanging bunting and banners as required

*1 hour per month*

*12 hours*

### Churchfield Car Park

In addition to the grass cutting and weeding, the hedges, trees and edges need to be maintained. The required level of maintenance is to avoid adverse public comments. The interceptor should be serviced annually. Tarmac surface, painted lines and road marking to be assessed annually for repair/or replacement. Car parking regulations should be enforced. Abandoned cares to be reported to County. Entrance and pathways to be gritted when icy/snowy, ensuring sufficient supplies of salt in the bins.

*Hedges 16 hours twice a year*

*32 hours*

*Other*

*16 hours*

### Allotments

Check the gate, the tap and water supplies to the Community Garden and report any problems to the Town Clerk.

*1 hour per month*

*12 hours*

### Repairs

Seats, walls, bridge, paths etc.

Although there is a responsibility to keep a watchful eye on all property owned by the Council, this also applies to the Clerk and all members of the Council. If repairs are within the capability of the MGM and staff, then this should be carried out promptly after agreement with the Clerk. Preservation of the timber seats, cleaning of the bus shelter; as and when necessary.

*37 hours*

### Trees

The trees on Council owned land should be inspected for health and safety every three years. Between inspections the general state of the trees needs to be monitored and any problems brought to the attention of the Clerk. General pruning, cutting overhanging branches and managing ivy should be carried out after discussion with the Clerk.

*74 hours*

### Litter removal

- Churchfield Car Park, Enfield Park, Mount Camel Heather Bed, Co-op and Trefrew corners.

Levels of litter vary throughout the week. The frequency of litter collection needs to be sufficient to avoid adverse comments by members of the public, but not to interfere with the tasks outlined above. Unsightly and larger piece of litter should be removed each day, but the majority of litter can be left a day or so. The level of litter picking will be monitored by the Clerk.

*2-4 hours per day depending on weather and season*

*1095 hours*

### Wild Life

A watching brief should be kept on wild life in the park and anything unusual reported to the Clerk. At the same time, the wild life habitats in the park need to be protected

### Vandalism

Any vandalism should be immediately reported to the Clerk. The MGM has a role as a Park Ranger to discourage vandalism and encourage a respect for the park. This is not a primary role and should not detract from the general maintenance tasks outlined above. To ensure that the CCTV system is functioning at all times.

*8 hours*

### Stores

Enfield Park & Cemetery.

To maintain adequate storage for Council equipment and tools; ensuring shelving and storage meets health and safety requirements. To inspect the fabric of the building for defects and repair as necessary

*8 hours*

### Public Toilets

To inspect the fabric of the building for defects and repair/paint as necessary. To lock and unlock daily to specified seasonal opening times. To clean daily and repair as necessary.

*1.5 hours daily 6 days a week*

*312 hours*

Events

To provide maintenance support to the events working group as required.

*Music in park, Camelford show, lights/fireworks* 100 hours

Other Tasks

From time to time there will be other tasks that have not been outlined above. The Clerk will discuss this with the maintenance person taking into account the time available and the level of skill required. These tasks need only be carried out if they are mutually agreed.

Meeting – staff meeting (1xmonth), weekly operations, and committees 80 hours

Total Hours

$2955 / 52 = 57$  hours average per week

N.B this does not include extra tasks/or excess travel time



# FreshairFitness

*The outdoor gym specialists*

Esther Greig  
Camelford Town Council  
Council Office  
6 Market Place  
Camelford  
Cornwall  
PL32 9PB

Installation Address:  
Enfield Park  
Off Market Place  
Camelford  
PL32 9PD

Quote Date: 9/8/2017  
Project Name: MSA - 2018

## QUOTATION Maintenance Service Agreement

Qty	Equipment	Maintenance Charge
1	Elliptical X Trainer.	£41.50
1	Air Walker.	£46.50
1	Balance Beams.	£22.50
1	Air Skier.	£46.50
1	Self-weighted Rower.	£41.50
1	Seated Leg-Press.	£41.50
1	Hip Twister.	£41.50
Total Equipment Maintenance Charges		£281.50
Callout Charge @ £0.70/mile		£277.20
<b>Sub Total</b>		<b>£558.70</b>
VAT @ 20 %		£111.74
<b>TOTAL</b>		<b>£670.44</b>

Price pledge: Fresh-Air Fitness believe this price to be most competitive within the market place.  
However, we will always endeavour to match any written like for like quote.

All orders and quotations are subject to our terms and conditions.

## Deer Fencing Quotes

None of the contractors recommend attaching to existing posts as they are softwood and as they have been in the ground for 5 years already, are unlikely to last for the period of time (15 years plus) we are seeking. All contractors recommended erecting a new fence alongside the existing one.

John Gilbert met with Take a Fence and Stop Gap and his recommendation would be Stop Gap for knowledge and professionalism.

Reuben King	£1,488.76 (plastic netting)
Take A Fence	£1,200 (Tornado wire) (based on 120m worth of fencing @£10 pm) 4-6 weeks lead time
Stop Gap Fencing	£1,720 plus VAT (galvanised deer wire) (based on 120m worth of fencing @ £13 pm – quote includes a 5ft x 6ft galvanised metal gate £160)

## Market Place Summary

Resurface approx. 300m2

Oltco - £48m2 inc VAT £14400

Addagrip £65m2 inc VAT £19500

Habron Home Improvements £14,151

Bandstand Lid

Good Life Joinery - £50,569

David Ogilvie Engineering - £48-65,000 +VAT

Andy's Quotes Bringing to meeting

## Esther Greig

---

**From:** David Chapman <david@wrt.org.uk>  
**Sent:** 15 August 2017 10:14  
**To:** Esther Greig  
**Cc:** pete.guestford@yahoo.co.uk  
**Subject:** Camelford Weir  
**Attachments:** Camelford 03 draft.pdf; Camelford 04 -- Draft.pdf

Hi Esther

Further to our previous correspondence with regard to the above, we have been working with our fish pass consultant's and Water for Growth project partners to develop proposals to improve fish passage.

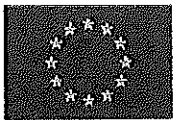
The attached drawings show the current outline design for the easement and also an area of the public space next to the weir that may be needed for a contractor's area to facilitate the works; we anticipate that the works would take around one week to complete. Do you think that it would be acceptable for us to use the area of public space shown? We would of course protect the surfaces and make good any wear and tear but please let me know. There is an outside possibility that the works could be undertaken this season, i.e. before the end of September although time is short and we need to have an Environmental Permit which we have only just applied for. If it proves impossible to undertake the works this year we would look to the 2018 in-river work window (April to September).

In order to develop the designs, we need a detailed survey of the weir and fish pass. Weather and river levels permitting, AP Land Surveys will be on site tomorrow to do this. Hopefully this is okay with you but please let me know.

I visited the site a couple of times last week, with the Environment Agency and South West Water, and while there I met one of your Councillor's, Peter Guestford, copied in to this message. Peter would like to discuss some potential bank repairs upstream in the Park. We discussed this briefly although this is outside of WRT's remit so this would need to be discussed with the EA and Natural England. I agreed previously to ask the Natural England catchment officer to a site visit to discuss river management so I'll drop her a line to see how she is fixed and get back to you and Peter when I have an idea of availability.

Sorry for the long email but I hope it all makes sense? Give me a call if you would like to discuss anything. Regards,  
Dave

David Chapman  
Westcountry Rivers Trust



**European Union**  
European Regional  
Development Fund



WATER FOR GROWTH

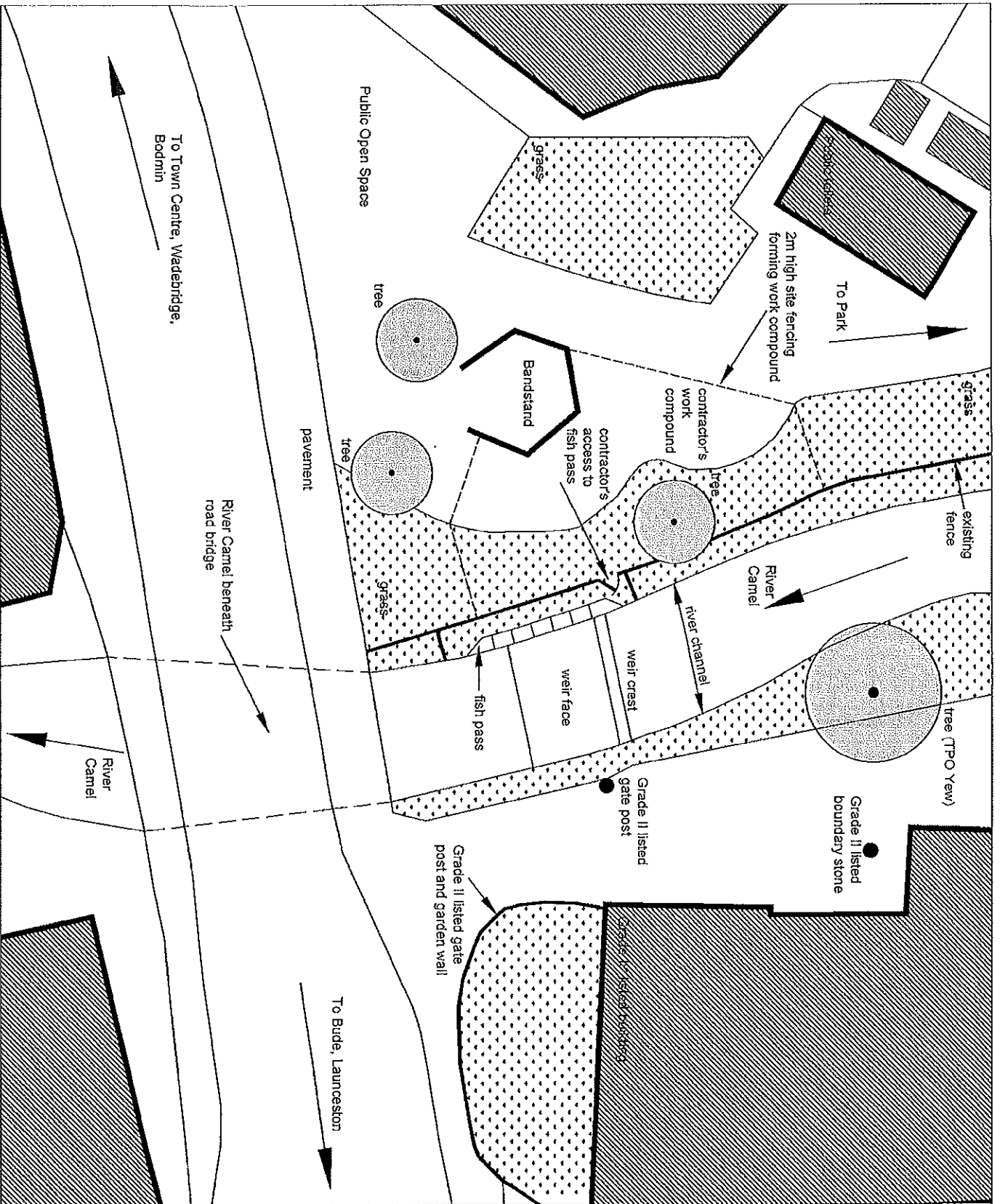


Westcountry  
Rivers  
Trust

[www.wrt.org.uk](http://www.wrt.org.uk)  
[www.westcountryangling.com](http://www.westcountryangling.com)

Mobile: 07854 716263  
Direct Dial: 01579 372145

Westcountry Rivers Trust  
Rain-Charm House  
Kyl Cober Parc  
Stoke Climsland



**CAMELFORD WEIR**

Proposed works to Camel Ford Weir  
 Fish Pass comprising removal of fish pass baffles, deepening of fish pass exit and formation of low flow notch in weir crest

Camelford  
 Site Infrastructure Plan  
 August 2017

1:250 @ A4

**DRAFT**





4 Lewellyns  
Close  
Camelford  
PL32 9PP

6<sup>th</sup> August 2017

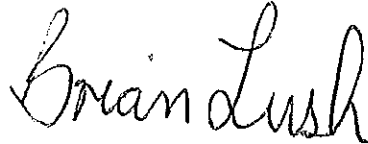
CHURCHFIELD CAR PARK

Dear Madam Town Clerk,

It may be a simple solution to motorists staying all day in the above car park to limit the front half to 2 hours waiting and the rear to 4 hours waiting between 9am and 4pm on weekdays.

Of course this would need to be policed or otherwise it would be a complete waste of time as no one would bother to adhere to the regulations.

Yours sincerely,

A handwritten signature in black ink that reads "Brian Lush". The signature is written in a cursive style with a large, looped initial 'B'.

Brian Lush

Crackington Manor  
Crackington Haven  
Bude  
Cornwall  
EX23 0JG

13th August 2017

RECEIVED 21 AUG 2017

Rob Rotchell  
Camelford Town Council  
6 Market Place  
Camelford  
Cornwall  
PL32 9PB

Dear Rob

Just wanted to say a very big thank you to you, Amanda, Esther and John and all the people who worked to very hard to make Friday's event such a lovely occasion.

It was truly memorable and very enjoyable. He would have loved it!

Best wishes



Val

## Esther Greig

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**From:** Sandra Holsey <sandramholsey@gmail.com>  
**Sent:** 17 August 2017 13:55  
**To:** clerk@camelford-tc.gov.uk; MANN, Scott  
**Subject:** Camelford Community

As a resident of Camelford and one who walks into the town and the Spar shop, I have become more and more aware of one of our residents, namely Julie who, as far as I am aware, lives on her own in Mount Camel flats.

This lady is becoming more and more neglected. She is obviously an alcoholic, and I have seen her sitting on the steps of the library with bags of alcohol. I always stop to ask if she is ok ..which given the circumstances, seems a trite question. It must be extremely upsetting for the ladies who work in the Spar shop where she can spend a long time pondering over her purchases. Needless to say, her health appears to show signs that she cannot take care of her over all social and emotional needs.

It is not a police matter, it is one for Community care.

I would be grateful if you could put this e-mail before the Town Council and in particular Councillor Rotchell, who as County Councillor and portfolio holder for Adult Care Services, should be in a position to find a way to help Julie and in turn to at least take away some of the worry which many of the people in Camelford have for this lady's present situation.

Sandra Holsey (Mrs)

Phone 01840 212625

Mrs Bronwen Hockerday  
Riverside Flat, Wakesfield House,  
Market Place, Camelford,  
PL32 9PD

3<sup>rd</sup> August 2017

To Camelford Town Council

I have moved into a property behind the Methodist Church on 1<sup>st</sup> August which has no parking facilities.

I am writing to inform you that my vehicle will be parked in the main car park in town. (Doctors Carpark)

I understand that I am able to park in a blue parking space for up to 23 hours. I currently work between Camelford & Bude Libraries so when I am working at Camelford my car will remain in the carpark. When parking fees are enforced how will this impact on me? Please could you advise or will you be offering a permit scheme for residents who have no parking in town?

My vehicle details are:

Silver Citroen Xsara

Registration – WF53 OFB

I hope that this letter will be satisfactory for me to be able to park in the car park for the foreseeable future. If this is not the case please contact me so I can look into alternative arrangements.

Kind Regards



Mrs Bronwen Hockerday

Contact Number 07949 294755

## Esther Greig

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**From:** Latham Donna <dlatham1@cornwall.gov.uk>  
**Sent:** 10 August 2017 09:25  
**To:** Esther Greig  
**Cc:** jhgilbert54@btinternet.com  
**Subject:** RE: Litter picking zones in Camelford  
**Attachments:** Image.png

Hi Esther

My sincere apologies for the delay in responding, it has been hectic these last few weeks!

Please find attached a map showing the Zone 1 (red line in street) this should be A grade standard from 9am – 6pm (no litter or refuse and no detritus). All other roads, housing estates etc. would be Zone 2. If a zone 2 area is inspected and deemed C grade or below then the contract have 24hrs to bring it back up to standard. C grade is = litter (widespread litter or refuse with minor accumulations) and detritus (widespread distribution of detritus with minor accumulations)

I hope this helps and I would welcome any feedback on the levels of cleanliness.

Kind Regards  
Donna

**From:** Esther Greig [mailto:clerk@camelford-tc.gov.uk]  
**Sent:** 28 July 2017 14:53  
**To:** Latham Donna  
**Cc:** jhgilbert54@btinternet.com  
**Subject:** Litter picking zones in Camelford

Hi Donna,

Hope you are keeping well?

My maintenance Manager, John Gilbert, was wondering at what standard each section should be trying to achieve, as he feels he could give you some feedback; if appropriate.

Best regards

*Esther Greig*

Esther Greig  
Camelford Town Clerk and Responsible Financial Officer  
Council Office  
6 Market Place  
Camelford  
Cornwall  
PL32 9PB

Tel: 01840 212880  
Email: [clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)  
Website: [www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk)

