RESKAMMEL

MCCLIX

CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

01840 212880
clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

Ordinary Council Meeting – 4th April 2019

Minutes of the Ordinary meeting of the Council held at Town Hall, Market Place

1. To note Councillors present

Cllr Hewlett (Deputy Mayor) opened the meeting at 7.00pm with 6 Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Rotchell, Shaw, 19/174

2. To receive Apologies for absence with reasons

Cllrs Rathbone - personal, Cllr Grigg - business
It was **resolved** to approve the apologies for absence
Proposed: Cllr Bond **Seconded: Cllr Elford** **unan** **19/175**

3. To receive Declarations of Interest & Approve Dispensations

Cllr Shaw	11 Accounts	pecuniary	to leave the room
Cllr Coombes	10.d Agenda	non-registerable	to leave the room

19/176

4. Public question time (15 minutes allowed for this)

6 members of the public and 1 member of the press attended.
Town Band. Mr Woolf spoke regarding the changing attitude towards the band. An unsubsidised organisation run by volunteers. They feel that they represent the town well. Main Point is that they feel undervalued since the winter festival last year. Mis-communication has led to them feeling slightly insulted by the offer of £50 to play during fun week compared to the offered prize money of £75 for the Winner of Camelford Introducing. It costs £6,500 per year to run the band, including £800 for insurance and one instrument refurbishment. They wish to be a good mascot for the town, and they do some events free of charge. For commercial events they do charge hence the £100 fee for the winter festival. Next agenda – Cllr Rotchell requested full debate. Clerk requested written correspondence for consideration. 19/177

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 19th March 2019
Proposed: Cllr Burgis **Seconded: Cllr Coombes** **5-0 (2abs)** **19/178**

6. To receive Clerk's report

Matters arising from the Minutes. Churchfield car park line painting – 8th April. Guard rails skate park wk beg 8th April. Gym equipment 4th April, Ticket machine arrived. Cemetery Visit to Launceston, Flood forum workshop, Meet the Planner event. Candidates for the election on the 25th April. 19/179

7. Planning

Any late applications will be discussed under this section.
a. To **discuss** and **make a consultee comment** on the following applications:
none 19/180

For Information.
PA18/07731. OCM Skatepark. Ms Amanda Lash. **Approved**
PA19/00724. Hilltop Farm Shop, Slaughterbridge. Mr G Down. **Approved**

Chair's Signature..... Dated.....

PA19/00708/Pre-App. Advice for small scale residential redevelopment (single detached dwelling) of brownfield site – 51 Victoria Road. Cllr Shaw noted that this site has come to planning 3 or 4 times – and has been refused for various reasons. Outside of development area, inappropriate development, inadequate access, no footpath or street lighting. Nothing has changed from previous.
PA19/00925. The Rectory, Trefew Road. Truro Diocese. **Decided not to make a TPO**.
PA19/0045/Preapp. The Museum, Clease Road. Gareth Palmer. **Closed – advice given**.
19/181

8. Portfolio Reports

a. Mayor's Report – Cllr Hewlett. Tour of Launceston Cemetery – very interesting. 19/182

b. Cornwall Councillor's Report – Cllr Rotchell met the leading differently team – to change the perceptions of Camelford; they tried to communicate with the schools – not even had an acknowledgement of the project and they offered heritage teaching all free of charge. John Pearce Lanteglos church – lottery grant funding. invite them to talk to us about were they are at? It's a church of National interest, 100 years older than originally thought. Was in London last week for parliamentary review of management of health and social care systems. But also had the opportunity to speak to Jessie Norman – transport minister for the major road network. Noted to him that CC ready to submit the bid in July, the only one from Cornwall - A39 improvement scheme. 19/183

c. Events working group report – Cllr Hewlett noted Easter event 20th - Easter bonnet judging, egg hunt, 30th anniversary of 'We're going on a bear hunt', phase 1 play area opening, 19th training day at OCM with Mount Hawke, monthly litter picks on every 2nd Sunday of the month. Fun week program in hand. Possibility of a 'meet the candidate event'? but decided not to go ahead as not all candidates available. 19/184

d. Enfield Park working group report – Cllr Rotchell - minutes on next agenda. Park is in good order. Cllr Burgis portable ramp to get folk onto the bandstand? Available in the cemetery – to look at at the next committee meeting. 19/185

9. Correspondence

a. Cornwall Council – Invitation to road safety and community speed engagement event.19/186

b. Cornwall Council – Letter confirming receipt of CTC concerns about the bypass. 19/187

c. Cornwall Council – Letter confirming adoption of footpath between Pras-an-Ferla and Clease Meadows. 19/188

10. Agenda Items

a. It was **resolved** to mend the rotten gate post in Enfield park play area - £220.
Proposed: Cllr Rotchell **Seconded: Cllr Elford** **unan** **19/189**

b. It was **resolved** that grounds and Maintenance Manager attends ROSPA play area inspection training £580
Proposed: Cllr Bond **Seconded: Cllr Elford** **unan** **19/190**

c. CCN request to identify priorities for 2019/20 was discussed. Cllr Hewlett noted that request has gone to all Parishes. Suggestions to improve the panel. Cllr Burgis – safer Cornwall – anti-terrorist agenda – Cllr Hewlett to chase network manager. 6 meetings a year because of the full agenda. Cllr Rotchell mention the possibility of a Fire Officer/Ambulance/Police tri-service officer for Camelford Area based in Delabole? Much more profound affect on the community. Also combatting poverty – 40% of primary school children in poverty in the CCN. Overdevelopment – strategic infrastructure/utilities, and climate emergency. Cllr Hewlett will respond accordingly. 19/191

d. That the Camelford Show stand is £72, not £36 as previous minuted was **noted**. 19/192

e. It was **resolved** to sponsor Camelford Show bus £335
Proposed: Cllr Elford **Seconded: Cllr Rotchell** **6-0 (1abs)** **19/193**

f. The minutes of Transport Working Group were **noted** 19/194
i. It was **resolved** that Clerk sends correspondence as per minutes.
Proposed: Cllr Shaw **Seconded: Cllr Burgis** **unan** **19/195**

g. The minutes of Cemetery Working Group were **noted** 19/196

h. The minutes of Allotment Working Group were **noted** 19/197
i. It was **resolved** to agree to Allotment Tenancy Agreement amendments.
Proposed: Cllr Shaw **Seconded: Cllr Bond** **unan** **19/198**
ii. To **resolve** to add allotments to CTC insurance cover
Proposed: Cllr Shaw **Seconded: Cllr Burgis** **unan** **19/199**

i. Cornwall Council – Community Governance Review – to consider and discuss parish boundaries, number of seats and ward arrangements. Potential to increase the number of seats.

Chair's Signature..... Dated.....

Dramatic growth of the town, but the number of councillors has remained the same. Strategic Visioning Working Group agenda.

19/200

11. Accounts

a. Balances at 29th March were **noted**

Current Account	£40,728.39
Tracker Account	£31,311.17
NS&I	£41,543.78
CCLA	£80,000.00

19/201

b. It was **resolved** to authorise the payments of Accounts Outstanding.

Camelford & District Agricultural	Trade exhibit	chq104925	£72.00
Metric Group Limited	Ticket Machine	BACS	£3,714.00
R Sleep Ltd	Maintenance supplies x2	BACS	£28.02
British Gas	Enfield Park Electricity	DD	£41.72
Cllr Shaw	Mileage and bench repair expenses	BACS	£79.58
Cornwall Council	Library non domestic rates (Annual)	BACS	£3,142.40
Cornwall Council	Enfield Park store non domestic rates	DD	£47.52
Vpoifone	Telephone	DD	£8.40
Microsoft	Cloud storage	DD	£1.99
Yess Electrical	CCTV Enfield park x3	BACS	£604.48
SeaDog IT	Email support and website content	BACS	£41.50
Cornwall Council	Planning Training in St.Austell (dec18)	BACS	£36.00
Paul Dewhurst	Bridge Repairs – labour	BACS	£3,843.04
Tamar Trading	Bridge repair – materials x2	BACS	£1243.79
Town Trust	Library rent	DD	£458.33
Bruallen	Flowers	Debit	£25.00
SeaDog IT	Website hosting	DD	£25.00
Autobank	Van Repayment	DD	£230.61
Proposed: Cllr Rotchell	**Seconded: Cllr Coombes**	**Unan**	**19/202**

Income was **noted**

Cornwall Council	s106 funds Enfield Park	AC	£13,943.40
Revival books	Books Sales	AC	£7.18
Revival books	Books Sales	AC	£30.60

19/203

13. Public Bodies (Admission to Meetings) Act 1960.

It was **resolved** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items; contracts.

Proposed: Cllr Bond **Seconded: Cllr Coombes** **Unan** **19/204**

a. It was **resolved** on a solar-powered electric connection to ticket machine – metric to supply and fit.

Proposed: Cllr Rotchell **Seconded: Cllr Bond** **unan** **19/205**

b. The Service Level Agreement was **reviewed,** and it was **resolved** to contract with Cornwall Council for enforcement of Churchfield car park.

Proposed: Cllr Burgis **Seconded: Cllr Bond** **unan** **19/206**

c. The quotes for the grey water system for Enfield Park public toilets were **reviewed** and it was **resolved** to instrcut CSBC.

Proposed: Cllr Shaw **Seconded: Cllr Rotchell** **unan** **19/207**

d. The quotes for the completion of the NDP were reviewed and it was **resolved** to instruct Amanda Lash – best value for money.

Proposed: Cllr Shaw **Seconded: Cllr Rotchell** **unan** **19/208**

13. To note items for 16th April 2019 Agenda.

To **review** Architects letter/quote for Cemetery Site – services are quoted separately.
To **resolve** to contract for specific services.
To **review** the Cemetery site ecological appraisal quotes and **resolve** upon a contractor.
Town Band
Phase 2 play area

The Deputy Mayor closed the meeting at 20.34

Chair's Signature..... Dated.....

Clerk

From:	Hayhurst Neil <Neil.Hayhurst@cornwall.gov.uk> on behalf of EP&E Local Plan <localplan@cornwall.gov.uk>
Sent:	05 April 2019 11:46
To:	EP&E Local Plan
Subject:	Housing Supplementary Planning Document Consultation.

Date: 5th April 2019

Dear Consultee,

Cornwall Council is publishing the following document for a four week consultation period between Monday 8th April and 5pm Monday 6th May 2019.

Housing Supplementary Planning Document

The document explains how Cornwall Council will implement the policies in the adopted local plan with regard to housing and the provision of affordable housing.

Copies of the document can be downloaded from https://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/adopted-plans/planning-policy-guidance/housing-supplementary-planning-document/.

How to view the documents and comment

Hard copies or assistance with viewing the Housing Supplementary Planning Document (SPD) will be made available for inspection upon request at the following locations:

- Cornwall Council Information Services (One Stop Shops) – for locations and opening times please see https://www.cornwall.gov.uk/council-and-democracy/contacting-the-council/information-service/
- Cornwall Libraries (not including micro libraries) – for locations and opening times please see http://www.cornwall.gov.uk/default.aspx?page=24073
- Reception at any of the main council offices in Penzance, Camborne, Pydar House Truro, New County Hall Truro , St Austell, Bodmin or Liskeard between 8am and 5pm Monday to Friday – for location information please see https://www.cornwall.gov.uk/council-and-democracy/contacting-the-council

Representations should be made using the provided representation form available online at https://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/adopted-plans/planning-policy-guidance/housing-supplementary-planning-document/.

Completed Representation Forms should be emailed to:

localplan@cornwall.gov.uk

Or by post to:
Local Plans Team
Cornwall Council
Room 3B Pydar House, Pydar Street
Truro, Cornwall. TR1 1XU

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Devon
EX22 6HL

CAMELFORD TOWN COUNCIL
TOWN HALL
MARKET PLACE
CAMELFORD
CORNWALL
PL32 9PD

QUOTE **Page**

Quotation No	11845
Quotation Date	30/08/2018
Order No	
Account Ref	CAMELFTC

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1.00	TO PRINT, PRODUCE AND SUPPLY ONLY 1 X FULL COLOUR PRINTED ALUMINUM COMPOSITE SIGN AS REQUIRED 4000mm x 1000mm	315.00	315.00	20.00	63.00

Quotation valid for 30 days

All goods supplied remain the property of Jag Signs Ltd until payment is received in full. Jag Signs Ltd reserve the right to remove any goods that haven't been paid for within the agreed terms of 30 days.
Upon receipt of goods you are agreeing to these terms.
For more information please refer to our terms and conditions which are available upon request.

Total Net Amount	£	315.00
Carriage Net	£	0.00
Total VAT Amount	£	63.00
Quotation Total	£	378.00

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No Obligation

Quotation

Gala Tent Limited
Unit 10, Farfield Park
Manvers
Wath-Upon-Dearne
Rotherham
South Yorkshire
S63 5DB
Tel: 0871 423 4252
Fax: 0871 423 4313
Email: info@galatent.com
www.galatent.co.uk

INVOICE TO:
Mrs Amanda Lash
Camelford Town Council
6
Market Place
CAMELFORD
Cornwall
PL32 9PB
Tel No: 01840212880

Invoice No: 565310

Invoice Date: 11/10/18

Customer No: 240246

DELIVER TO:
Mrs Amanda Lash
Camelford Town Council
6
Market Place
CAMELFORD
Cornwall
PL32 9PB
Tel No: 01840212880

Line	Qty	Code	Description	Unit Price	Goods Value
1	1	00002	Delivery	0.00	0.00
2	1	09141	3m x 6m Gala Shade Pro Gazebo Canopy (Blue)	145.83	145.83
3	1	09153	3m x 6m Gala Shade Pro Gazebo (Blue Sidewalls)	166.66	166.66
4	1	11258	100cm x 150cm Logo	166.66	166.66
5	1	07364	Printing Service	0.00	0.00

IMPORTANT INFORMATION

Awareness is very important. No one wants to throw good money down the drain, here are some bullet points to be aware of when buying a printed gazebo.

- Fabric printing requires a minimum quality material of 600d, anything less will not last more than a few uses before it tears through.
- Minimum framework required for a commercial gazebo is 1.2mm wall thickness: this makes all the difference to the life of the structure and is the main factor in pole rigidity.

Some very small companies in the market invest in cheap materials to win your business i.e 0.6mm, to 0.8mm framework and 350gsm material which is just not fit for purpose and is more like a superstore gazebo.
Buy from an award winning company you can trust!
Remember: Its not an event without Gala Tent!

SPECIAL DELIVERY INSTRUCTIONS:
1 x 100 x 150 logo on roof

	Net	VAT	Gross
Goods Totals:	£479.14	£95.83	£574.97
Carriage Totals:	£0.00	£0.00	£0.00

Total Invoice Amount: **£574.97**

Bank Transfer
Sort Code : **40-23-67**
Account : **00005533**
Please quote the Invoice Number as the Reference

Town Council Meeting 04.04.2019

Spokesman: Thomas Woolf Vice Chairman.

Attending: Megan Woolf Secretary, Marney Baker Chairman, Sally Rickard Engagements Secretary.

As Vice Chairman of Camelford Town Band I feel there are some grievances from the band to do with the appearing change in attitude and clear dismissal of our Town Band.

As your Town Band:

- We have been an unsubsidised non-profit making organisation since our reformation in the early 1990s,
- We have 20-25 voluntary members at any given time and a paid Musical Director who tutors and manages the musical aspect of the band,
- The Training Band is run by voluntary tutors from the Senior Band,
- We attend events in the Town free of charge throughout the year,
- We represent the Town well on both sides of the border.

It has all come to a head following the bad handling of the Winter Festival 2018 where we were 'invited to play voluntarily'. Communication prior to the event had to be chased up, even for just acknowledgement of letters we had sent.

We as a Band feel insulted that the prize money for the forthcoming Music in the Park exceeds the suggested payment for the band by 50%. A payment that was only offered under duress. It is a shame when the money is clearly available for other things in the Town.

We would appreciate if some consideration could be given to the outlay incurred by the band. For example, our insurances/licenses/PRS etc come in at around £800 a year. With our annual expenditure two years ago at £6500, which includes the purchase or refurbishment of only one small instrument. This gives us a weekly running cost of £125.

Aside from the financial aspect, the Town Band are also disappointed at seemingly being overlooked within the community. This hasn't always been the case and we are unsure as to the cause of the change and would very much prefer for the Town Band and Town Council to work together as well as they previously have.

We hope this can be resolved so that we may continue to be a good aspect of the community and a mascot for Camelford.

Clerk

From: Camelford Town Band <[redacted]>
Sent: 05 April 2019 11:21
To: Esther Greig
Subject: Fwd: Winter festival

Here is the original email sent to the then Mayor, no response was given and a further email was sent a week later to yourself requesting confirmation of receipt, which was received. It may be beneficial for you to have a copy of her initial letter (if available to you), this may give our emailed response some context and explain our expectation for acknowledgment and the disappointment as to the content and manner in which it was written.
Kind Regards
Meg Woolf

---------- Forwarded message ---------
From: **Camelford Town Band** <camelfordtownband@gmail.com>
Date: Tue, Oct 30, 2018 at 7:28 AM
Subject: Winter festival
To: <[redacted]>

Dear Kirsty,

Many thanks for your letter updating us of the changes to the procession and the invitation to play a few carols prior to the fireworks on 1st December.

Unfortunately on this occasion we will have to decline to take part in the evenings events, we appreciate the council may be short of funds at this time however the band relies heavily on income from such engagements to manage the running costs of the band. All band members naturally volunteer their time for every engagement we attend, however there are still a number of costs, fees and undoubtedly soggy carol books we have to replace after such events! As we already volunteer our services for a number of events in Camelford throughout the year i.e Remembrance Day, sadly we also find ourselves financially restricted as to how "community spirited" we can be before it has a detrimental effect on our funding.

In regards to your concerns about our Musical Director vacancy, we are delighted to inform you we actually had a seamless transition between Steve Wagstaff departing and local musician Gareth Stubberfield taking up the baton. It is, nevertheless, slightly disappointing that you were not already aware of this given the fact we have performed at three community events within the town in as many weeks with our new Musical Director in post.

Again, many thanks for the invite and we wish you every success with your new format.

Kind regards

Camelford Town Council

From: Sally Rickard [redacted]
Sent: 30 March 2019 21:17
To: Camelford Town Council
Subject: Re: Camelford Events

Hi Amanda.
Having had our committee meeting on Friday night we discussed the two engagements that CTC has asked us to attend (music in the park and the winter festival parade)
It was agreed that due to some members travelling,setting up music stands,chairs and drum kit the timescale we are given doesn't warrant us playing, we reckon for half an hour, so we therefore regrettably have to decline.
However we would be delighted and looking forward to marching in the winter festival parade from the Cleanse car park and our fee would be £100. If you could confirm the times that would be great

Kind regards
Sally

On Tue, 5 Mar 2019 09:51 Camelford Town Council, <admin@camelford-tc.gov.uk> wrote:
Thanks Sally. We will look forward to hearing from you soon.

Kind regards
Amanda

From: Sally Rickard [redacted]
Sent: 05 March 2019 07:12
To: Camelford Town Council
Subject: Re: Camelford Events

Hi Amanda
I will put this to the band and committee at the next meeting which is a few weeks away and let you know
Regards
Sally

Sent from my iPhone

On 4 Mar 2019, at 12:22, Camelford Town Council <admin@camelford-tc.gov.uk> wrote:

> Hi Sally
> Thanks so much for your email. I was about to write a letter to you!
> If you could play at 4pm to open Music in the Park and at the Winter Festival (usual parade from Clease Road) 1 December 2019 that would be great. Would you be willing to play both for £100, and have a donation bucket at the Winter Festival?
>
> If you could get back to me and let me know if this would be ok, that would be great.
>
> Kind regards
>
> Amanda Lash, CiLCA
> Deputy Town Clerk, Camelford Town Council

Play Areas Meeting 3 April 2019

In attendance: Claire Hewlett (CH), John Gilbert (JG), Amanda Lash (AL)

Apologies:

1. **Agree Minutes of Last Meeting 6 March 2019**
   Agreed. **Proposed**: CH **Seconded**: JG Unan

2. **Matters Arising**
   - None.
3. **Update on Phase 1, ROSPA Inspection, Grand Opening**
   - Taking shape. ROSPA due w/b 8 – AL has contacted Wicksteed to get update on completion. Building boat now. Swings concreted in. No wet pour. Delays due to sickness. **ACTION: AL to advise ROSPA.**
   - 11am grand opening. Need ribbon (AL ordered from Wendy). CH to get scissors from box for kids to cut ribbon. Adrian Jasper cannot take photos of opening so CTC will need to get photos.
4. **Phase 2 –Funding – discuss quotation/equipment needs**
   - AL grant application successful. £35k. s106 monies £13k in. CTC matched funding £13k. £35k will be used for Phase 2. Grant application for whole scheme. Must be spent by December 2019. Aim to install in Summer if possible.
   - Get rid of roundabout to make room for new train and adventure trail
   - Boards will depict Victorian era – ticket master tell the story of the North Cornwall Railway line through images and succinct text. Possible work with schools. QR code to more information. Aimed at primary aged children.
   - Take out Pavillion – get "off the shelf" gazebo/shelter which will be a "waiting room". Could locate next to basket swing.
   - Take out removal of little bin – JG will remove and relocate.
   - All deletions to quotation dated 1 April – enable more money to be spent on train theme play equipment/seating/signage.
   - AL to source gazebo "waiting room" and possible other train from Flights of Fancy.
   - New design, plan and budget to go to Council 16 April or 2 May.
5. **Skate Park**
   - Discussed Elliot Hamilton email. Council happy to instruct Freestyle. CTC will work on the design with Freestyle and do further consultation.. Seems a lot "risk management costs". **AL to instruct Freestyle subject to grant funding.**
   - Café container – can get 2 x 20ft containers (Nine Design). Insist on this or take out of tender and CTC to work directly with Nine Design. Will discuss at Strategic Vision Group Friday. **AL to speak to Freestyle regarding this.**
   - Basketball court naturally enclosed by existing skate park features. More about protecting road and housing from balls and need to insist to Freestyle regarding the need for fences to the roadside and housing side. Toilet block – will discuss with Freestyle during design process.
   - Community garden – bring in scouts to any consultation. Lyn Davis said scouts keen to help with the garden. Concerns about level of management and time needed.
   - Sport England – CH to provide blurb for the section "Our people making it happen". AL went through grant application. Explained application on-line so AL has printed out main text which is important. Agreed to get approval from Council 16 April. CH proposed JG seconded. If submitted 17 April, will get a decision around 29 May. EG to give Town Trust deadline of 29 May to get a decision.

- Scout hut update – Lyn Davis came in last week. Now contact for Scout Hut. Discussed issues and need for improved communication. Will be there for 5 years. Outside of scout hut – getting quotes for repair. AL has written to Lyn regarding graffiti art boards on outside. Also getting quotes for guard rail to protect the scout. As cladding is plasterboard, cannot fix boards onto. Need rails to take impact. Insteel said will need post in the middle. AL to speak to Freestyle regarding this work as needed to protect scout hut. Will this affect warranty? **ACTION: AL contact Freestyle or get them to do as part of Phase 2.**
- Electric was discussed. Lyn getting bills/bank statements. Agreed half of standing charge and any extras on top of usual Scouts usage. Informed them in Phase 2 we will have own electric supply.
- Right of way – lease issue. May affect Sports England grant. Won't know until initial grant application goes off and are given details of what evidence is required. CH raised issue of access and whether the Town Trust could pay some of it, or give some payment holiday on the Town Hall? Should be sorted by September.

6. **AOB**
   - OCM – what is happening? Nothing since meeting 11 January. Ayla and Kristie resigned. Membership forms still not back with CTC. **ACTION: AL to chase Leah.**
   - Training Day 19 April – CH to take booking form to Youth Café to drum up more participants.
   - Events Working Group – training day, competition as part of Four Days of Fun. OCM meant to set up quarterly events and do fundraising. Not done anything to date. Re-launch at Four Days of Fun? Café/shop/youth hub worker to do OCM? **ACTION: Visions Group discussion**
   - Fresh air fitness replacing 3 items of equipment today.

7. **Date of next meeting**
   1 May 9am
   - Enfield Park Play Area (Phase 2)

RESKAMMEL

CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

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Minutes of the Enfield Park working group Meeting – 3rd April 2019

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1. Members Present
Cllrs Rotchell, Shaw, Bond. Clerk - E Greig, MGM – John Gilbert.

2. Actions and matters arising from previous minutes
- Bandstand railing - completed
- SB to report for bird/bat boxes – 10-12 in the next 2 weeks. JG/SB to install
- Yetiserve – CCTV – playarea now covered.
- Waterfall path - completed
- Bridge to Broadwood - completed
- Trees in Churchfield Car Park – buy 8 – 4 x hollies, 1 x monkey puzzle, 1 x Armstrong acer (colour), 1 x small leaf lime, 1 x black poplar. AS to price up. Clerk to put on next agenda.
- Deep Water sign – to be ordered.
- Bird Hide – no start date yet.
- Lime Trees. JG to trim back
- CCTV & Electrics - Price up extra 2 cameras – I on market place covering the front section and 1 to cover the zip wire.

3. River Bank
Quotes/options for further repair - 2 options from Burton. Clerk to ask for cheaper option with rocks and top soil.
Weir project – project nor finalised yet. West Rivers Trust are happy to come out to explain what it will be doing.
Repairs to river by EA. No news yet

4. Maintenance and planting
- Tree inspection report – update from MGM. Nearly completed list from report.
- Unofficial help with maintenance. No longer occurring since the letter was sent out.
- Tree Numbering. Have been put back on – a few missing but can work out what number they are.

5. Pond. 2 days maintenance required and budgeted for this year. JB noted need for a sign to request that dogs are not allowed into the pond – scaring the ducks and other nesting birds.

6. Leisure. Rubbing posts are all back up and haven't received any further vandalism. There are sufficient benches.

7. Report from Walkaround
All OK. Clerk to price up two replacement rubbish bins.

8. A.O.B
None

11. Items for and date of next meeting
Next meeting 15th May - 1.30 walk round followed by meeting at 2pm.

EVENTS WORKING GROUP MINUTES

3 April 2019

In attendance: Claire Hewlett (Chair), John Gilbert (JG) Amanda Lash (AL), Alan Burgis (AB), Bronwen Hockerday (BH), Vegas (V) Also present: Kate Woods (Masons Arms)

Apologies:

	Item for Discussion	ACTION
1.	**Minutes of 14 November** Agreed. Proposed: AB Seconded: BH	
2.	**Matters arising** • None.	
3.	**Structure of Meetings** • AL explained that as working groups do not have any delegated powers to make decisions or spend money, all decisions will need to go through a Committee. The working group will therefore take the form of a Task and Finish Group. It will carry out the day to day work for events but will not have the authority to make decisions or spend money. Concerns raised regarding not being able to make any decisions given the amount of time spent by this working group. Could cause goodwill issues.	
4	**Fun Week** • Fun run approved by Council. Map done by Matt and Sam. • Most events organised and confirmed. Waiting on John Brolly. • Kate and Vegas have an idea for outside film night. AL explained they would need to have licence in place to show the film. Risk assessment needs to be completed. Kate and Vegas to run. Same night as Dark Skies evening but should not impact. Community BBQ to happen at same time. Christmas Lights fundraiser. AL said they would need to write to all residents by the park. • Tug of War – can be held at Clease Green if use a training rope. Better venue as other events happening up there. AB will speak to Sharps and St Austell brewery re prizes. V to sort trophies. • Dog show – rosettes – AL to speak to KF • AL will find out if FEAST funding successful 11 April for £1k. • Camelford Introducing – listened to 2 acts. Need to push at the school. If no more entries, then possibly cancel.	• AL to chase stewards. • V and KW to sort licence, film and risk assessment. AL to pass on template for risk assessment. • When posters done email to AB. • V to find out if we can use a training rope. • AL to see if Hells Kitchen can start at 12. • AL to contact SJS re Camelford Introducing. • Poster to AB • V and KW to inform AL of choice of film from 1 May. • V to sort Trophies – AL to get quote from St Austell Trophies. Also need medals • KW – cider prize • AB – Beer prizes Sharps/St Austell • AL to get Prosecco prizes • AL to remind Town Trust to ensure grass mowed by 2 June • Order rosettes – KF/AL • AL to write to pubs and Rugby clubs re Tug of War • AL doing risk assessments on events.
5	**Town Band** • Response to CTC letter from Town Band was that they would do Winter Festival for £100 but not financially viable for them to do Music in the Park. Unanimous to say no and offer £50.	• AL to put on agenda for TC.

	Item for Discussion	ACTION
	AL explained not up to the working group but will be discussed at the next full Town Council meeting.	
6	**Easter/Opening Phase 1** • Will run on Saturday 20 April when library opens 10am until 1pm. • Egg hunt as usual. JG putting eggs around park. Clues in library. KF has. • Prizes being done by KF. • Phase 1 opening 11am. CH will open. Ribbon at Needle & Thread. AL to collect. Need scissors. • Storytime after opening – going on a bear hunt • Adrian Jasper coming in 12.30 to take photos. Judging takes place 12.30. Di Taylor judging.	• AL to confirm with Kirsty what she is able to do that day. • AL email posters to AB.
7	**Easter – Saturday 20 April 10am – 1pm** • Decorated eggs and bonnet – in the library • Easter egg hunt in the Park – register in library • Camel Garden requested to give away free fruit. Discussed and accepted. No cost implication to the Council.	• KF to get prizes • AL to ask Di Taylor to judge • AL to do posters
8	**Library Events (BH)** • Duke of Cornwall Award Scheme starts 6 April. 10-1pm drop in sessions. • 30th Anniversary of We are Going on a Bear Hunt. CH reading in Library on 20th. • Pjamarama Day – May TBA • Elma Day – May TBA	BH to find out who did Elma picture and invite in.
9	**Training Day OCM 19 April** • Forms done and will be at the library. Leah Coshall going to go up to the OCM and get people signed up.	• AL to email AB poster
10	**Litter Picks** AL handed out details from Lauren. Discussed. JB asked that no pictures taken outside the park. Pictures more appropriate in other areas of Camelford. Suggested "haul of the week" and the location. KW offered paper bags to Lauren. Sweets will be out of Mayors Allowance.	• AL to email AB poster • AL to contact Lauren re photos and paper bags.
11	**Meet the Candidates – possible event** Discussed possibility. Only date 20 April when Easter on and Phase 1 opening. Decision Council.	
	Date of next meeting 7pm, 22 May	**To discuss Four Days of Fun ONLY**

CH closed meeting at 9.15pm

RESKAMMEL

MCCLIX

CAMELFORD TOWN COUNCIL

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Minutes of the Strategic Visioning Working Group Meeting – 5th April 2019

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1. Members Present and apologies
AB AS CH, EG, MC
Apologies LR

2. To nominate a chair
CH was prosed by MC and Seconded by AB as chair

3. To review terms of reference
Clerk read out t of ref. and noted that agenda kept short today for most immediate issues.

4. Open discussion Committee/working group structure
General agreement that 2 x Full Council meetings per month work well. Meetings currently last 11/2 – 2 hours which is sufficient – less FC meetings would mean longer FC meetings. AS no need to change the current set up of meetings. EG noted that open discussion was to discuss efficient use of Officer and Councillor time in committee and working groups – to see if they could be streamlined.
Much discussion ensued on whether some or any delegated powers should be given to committees to spend to their budget agreed by FC. Whether therefore any decisions could be made in committees. Consensus was not reached. All decisions should be made in FC, no delegated powers – keep the status quo. Committees would allow any member of the public to attend. Working groups only. Clerk noted that meetings must not be held on licenced premises. Noted members of the public could be co-opted to working groups – but these nominees must be agreed at FC. Suggestion of trialling any change for 6 months.
Proposal for further discussion at next SVWG to consider terms of ref.
22 x FC.
Estate and Properties WG (Play areas, Car park, Cemetery, Orchard, Allotments, Enfield Park, Camelford Hall)
Staffing WG
Finance WG (monitoring expenditure to budget, bank reconciliation, insurance, Audit)
Events WG
Strategic and Economic Development WG (Infrastructure, Planning, NDP, Transport, Policies, strategic vision)

5. Open discussion 2 x containers at OCM. Use of each. Who will be running each? What are we trying to achieve?
Regeneration of the area, investment in the town. Capital input is mainly from grants. Two containers are intended for a café and a community space – workshop/club house etc. Café business might not get off the ground as a third party may not invest in it and spend enough time getting it off the ground. AB suggest CTC get it up and running then franchise/rent it as a going concern. AS noted the opening times need to be right and there has to be a positive economic argument and a feasibility study (not done by the office). CH noted that that would cost upwards of £8k. Clerk noted that consultation had been undertaken as to what (potential) users wanted in the area. Need to consider an unmanned option - coffee, drinks and snack machines rather than having the overheads of staff members. CH noted that a youth worker could organise events, have skills to engage with young people. Another pair of eyes in the area would help. Clerk noted that other play destinations have cafes as parents/carers want to be able to socialise while their kids do. CH noted that CTC could get grants to fund salary for the youth worker. Clerk noted that there was no budget for this financial year for running a café – this work needs to be achieved for budget discussions in September.

6. Date and Items for next meeting.
1pm Tuesday 23rd April – recommendations to FC for meeting structure
Clarity needed on number and sizes of container and what the 'kit out' is in the grant application.
Brief feasibility proposal for consideration

25 March 2018

CORNWALL COUNCIL

Localism newsletter

Useful information for Town and Parish Councils

Road Safety and Community Speed engagement event - 14 May 2019

Dear Town and Parish Councils and community volunteers,

Invitation to Road Safety and Community Speed engagement event
14 May, 9.30am – 1.30pm
County Hall, Truro, TR1 3AY

You are invited to join us on 14 May, 9.30am to 1.30pm, at County Hall, Truro at a special Road Safety and Community Speed Initiatives event for Town and Parish Councils and community volunteers, to learn about and discuss community safety and explore ways we can work together to deliver better outcomes.

Keeping people safe on our roads is important to all of us and feedback through Community Network Panels and Safer Towns Partnerships has highlighted for us an increased interest in Community Speed initiatives. This event brings together Cornwall Council services with advocates from Town and Parish Councils, and community groups and is an opportunity to provide collective learning from best practice and some consistency of approach.

Following this event, if there is appetite to develop this area of work together, we could develop a regular Community Road Safety Forum. We hope you will join us to discuss and help progress work in what we think you will agree is an important subject.

Speakers from Devon and Cornwall Police, and Cornwall Council's Road Safety, Highways, and Localism services will cover:

- Wider Road Safety context including education, training and awareness
- Enforcement, policing our roads, and safety cameras

- Highway Authority statutory duties and delivery
- Cornwall's Road safety casualty reduction strategy
- Collision Investigation, safety audit and safety engineering
- Highway maintenance, traffic counts and speed readings

Breakout sessions will provide you with the opportunity to discuss your community response to these opportunities following this event and there will be a plenary questions and answer session for you to provide comments and raise any issues or concerns.

We hope you will be able to join us.

RSVP:

Please RSVP by 7 May 2019 email to infohub@fire.cornwall.gov.uk. Please include in the subject field: *Road Safety and Community Speed Event.*

Kind regards

Geoff Brown	**Edwina Hannaford**	**Sue James**
Cabinet Member for Transport	Cabinet Member for Localism	Cabinet Member for Environment

Thank you

Stay in touch

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