



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 March 2021

Minutes of the Ordinary meeting of the Council held virtually on Zoom.

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 6.00pm with 7 Councillors present: Cllrs, Ackroyd-Johnson Bond, Burgis, Coombes, Elford, Hewlett, Scawn & Shaw 21/083

2. To receive Apologies for absence with reasons

Cllr Grigg - business
Proposed: Cllr Bond Seconded: Cllr Coombes unan 21/084

3. To receive Declarations of Interest & Approve Dispensations

None 21/085

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

None 21/086

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 16th February 2021.
Proposed: Cllr Elford Seconded: Cllr Shaw 8-0 (1 abs) 21/087

6. To receive Clerk's report

Matters arising from the Minutes. OCM Lease – no news. Churchfield car park electric car chargers project on hold due to increased costs. 21/088

7. Planning

none 21/089

8. 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 Coombes Seconded: Cllr Elford Unan 21/090

a. Previous quotes for the pond path were reviewed. A discussion took place regarding safety of slate next to water. It was proposed by Cllr Bond and seconded by Cllr Scawn to relay the slates around pond path. Cllr Rotchell took proposal from Cllr Hewlett first and It was **resolved** to replace the pond path with non-slip surface similar to rest of path

Proposed: Cllr Hewlett Seconded: Cllr Elford 6-2 (Cllrs Bond, Scawn) 21/091

b. It was **resolved** to improve drainage and undertake maintenance of paths in Enfield Park. Then to renew approximately 150m and replace pond path in similar style (finish to be confirmed)

Proposed: Cllr Shaw Seconded: Cllr Coombes Unan 21/092

c. It was **resolved** to apply for a public works loans board loan of £95,000 dependent on revised quote from Bridge for the bank and paths (following meeting with the Environment Agency).

Proposed: Cllr Burgis

Seconded: Cllr Bond

8-1 dec carried

21/093

9. To note items for 16th March Agenda.

Dogs in the park

Later agendas

Town Trust correspondence.

The Mayor closed the meeting at 18:43.

Chair's Signature.....²

Dated.....



Camelford Town Council
 NCDC Offices
 College Road
 Camelford
 Cornwall
 PL32 9TL



Your ref:
My ref: EDG1525/LE10/67
Date: 15 February 2021

Dear

A39 Atlantic Highway Improvement – Camelford Bypass Scheme Intention to engage with Landowners

Scheme Update

Cornwall Council are currently developing an Outline Business Case (OBC) with the intention to submit this to the Department of Transport (DfT) by the end of February. The OBC, if accepted by the DfT, will lead to Programme Entry where the Council will prepare the Final Business Case. To maintain momentum on the scheme the Council would like to discuss the latest design with affected property owners.

Landowner Engagement

Cornwall Council would like to meet with all landowners over the spring to get their input into the design in preparation for a submission into Planning later in the year. At this stage our intention is to meet with you to better understand your specific issues with the latest alignment. We can discuss potential mitigation measures and accommodation works that may improve the situation for you. The changes to the design that result from this initial meeting will be discussed with you again in the summer.

Due to COVID19 and the current restrictions on person to person contact, meetings will initially have to be done remotely. This would be ideally via Microsoft Teams or similar software, so that we may share screenshots of plans etc. We understand that sometimes online meetings are not always possible especially if you do not have suitable equipment or an internet connection with sufficient capacity. In this case we can use the phone and will provide paper copies of plans in advance of the meeting.

You may need professional advice to protect your interests and we would advise that you consider retaining a Land Agent to represent you as the scheme progresses. Many estate agencies have land agents that will be able to work on your behalf. Please note

that the costs of the Agents will be met by Cornwall Council. You will not have to pay any fees as they will submit their invoices directly to the Council for payment.

To arrange a meeting, please contact us on the telephone number provided below and we can allocate you a time and date for your meeting. Alternatively, you could contact us via email. Please provide us with 3 slots for dates and times that suit you in the event that your preferred time may already be taken. Please quote the reference number under '**My ref:**' at the top of this letter when booking.

Daily meeting sessions will be held, Monday to Friday, from the 22nd February 2021 to the 2nd April 2021.

The time slots for each day are as follows:

09:00 – 10:00
10:30 – 11:30
12:00 – 13:00
13:30 – 14:30
15:00 – 16:00

Cornwall Council will make every effort to minimise any inconvenience to you in carrying out these meetings. It is important, if you have not already done so, to let us know your contact details, especially your telephone number and email address. We will use your email address to send an invite to the online meeting. If you do have any special requirements regarding access or if you have any queries or concerns, please do not hesitate to contact the design team using the information below.

Telephone **07565 203592**
(due to COVID19 restrictions and staff homeworking, a
mobile number has been provided)

Email A39camelford@cornwall.gov.uk

Yours faithfully

A handwritten signature in black ink, appearing to read 'DL Boden', written in a cursive style.

Doug Boden
Major Projects Senior Officer, Transport & Infrastructure
Economic Growth & Development
Email: A39Camelford@cornwall.gov.uk

Scheme webpage: www.cornwall.gov.uk/A39camelford

Clerk

From: Felicity Dunn [REDACTED]
Sent: 24 February 2021 17:48
To: clerk@camelford-tc.gov.uk
Subject: Growing Wild Flowers near the War Memorial at Valley Truckle

To
The Clerk
Camelford Town Council
Feb 24 2021

I understand there is to be a meeting of Camelford Town Council on March 16th. Please could this be included in the agenda. If we are to get flowers by this summer, we need to prepare the ground and plant seed in March/April.

I am writing on behalf of the Greening Camelford Group. Due to Coronavirus our activities so far have been stalled by periods of lockdown etc.

We aim to encourage the people of Camelford to help make Camelford into a 'Greener' place. We would like them to be involved in the planning, planting and sowing of trees, wild flowers and bulbs near where they live. We would support them all the way.

Last year we managed to transform part of the field between Sir James Smiths School and Camelford Primary School. The PS had ordered 30 trees from the Woodland Trust and with free trees from the National Trust, we planted over 100 trees. We removed raised beds and moved fruit bushes to make a fruit hedge. We sowed wild flowers where a polytunnel had stood. The flowers looked lovely (see picture). There were still a few poppies by Remembrance Day. The groundsmen left patches of grass uncut and cut paths between. The children want to do more planting of hedges and flowers on other parts of the field, with places to sit.

We want residents of Camelford to experience some Greening to encourage them to participate. We are going to put a strip of wild flowers down the side of the path in St Thomas' churchyard, near the carpark. Persimmon Homes have given us permission to plant a patch of flowers on their large green area by Weeks Rise, and to plant some trees.

We would like to have your permission to make a swathe of flowers in front of and to the side of the war memorial at Valley Truckle. This would be behind the daffs already there. We would remove the turf very carefully and place it beside the soil area so that it could eventually be replaced if required. We would also plant with annual wild flowers so that the effect could be assessed. Mr Pluess who owns Camelot Garage cuts the grass and we will make it easy for him to continue to do so.

All three of these places are very visible and can be seen by visitors to Camelford as well as residents. We hope they will be an attractive sight and will encourage people to get planting.

From

Felicity Dunn

(On behalf of the Greening Camelford Group)



The Old Bank Camelford - Charity No: 1171931

A local charity breathing new life into the disused NatWest Bank building in Camelford

8th March 2021.

Town Clerk,
Camelford Town Council
6 Market Pl,
Camelford,
Cornwall,
PL32 9PB.

Emma Cardoza
Chair of Trustees,
The Old Bank,
24 Market Place,
Camelford,
Cornwall,
PL32 9PB.

8th March 2021.

Dear Madam Clerk,

Re: Proposal to Hire Camelford Council's Van

I write with a proposal (below), for discussion and the opportunity to hire the van, from Camelford Town Council, to collect donated food and essentials, provided by FareShare Southwest in Bodmin.

Background:

Camelford and Neighbours Community Larder is a part of The Old Bank Camelford which is a non-profit organization with charity status. The larder itself was founded in 2018 by a small team of Camelford and Tintagel residents. Because of the poverty in the Camelford and Tintagel area of Cornwall, the founders felt they needed to help those in need with extra food and emergency essentials. At the time the larder was a set of shelves at the top of a driveway, filled with surplus food from the founders of the larder, where local residents could come and help themselves to anything they needed, and ease a small part of their burden.

As poverty in the area grew, what started as just a handful of service users in 2018 had expanded to numbers in the low 30's by Jan 2020. Then the world dived into confusion and uncertainty when the Covid19 pandemic hit in March 2020 and demand for the larder grew drastically, as more and more families in the area were placed onto furlough incomes. At this point the Community Larder was being run from the homes of Emma Cardoza and Chelly Sturgess, and there were no physical premises to house the weekly food donations from Farehare Southwest and local supermarkets, to feed all those who were in need. Without a space to store the food donations, Claire Hewlett Trustee of the Old Bank Camelford and Tina McGrath, Cornwall Council's Community Link Officer for the Camelford area, approached Emma and Chelly to propose the use of the Old Bank Camelford as a physical store for the Community Larder to operate from.

Fast forward to March 2021 and the Community Larder has seen a steady rise in demand throughout the pandemic with users of the service now being in the 100's. The Larder has now moved into the premises of The Old Bank, and has now been enveloped into The Old Bank Camelford Charity, where the donated food is stored and the food parcels are made up for the service users. Emma has been appointed Chair of Trustees for the Old Bank Camelford and Chelly is a significant member of the board of Trustee for the Charity.

Proposal to Hire Van From Camelford Town Council Page 1 of 2

Emma Cardoza - Chair of Trustees
The Old Bank Camelford
Charity Number 1171931

The Situation:

The Community Larder currently provides the equivalent of 11,000+ meals a month to service users in Camelford and neighbouring communities, sadly this demand is still increasing. The 750kg plus weekly food donation from FareShare Southwest is collected by the Community Larder team from the FareShare Southwest premises in Bodmin, and brought back to The Old Bank in Camelford so it can be packed into food parcels and collected by the services users.

Currently the charity does not own a vehicle that enables them to collect the food and hires a van weekly from Enterprise hire Bodmin, at the cost of £120 per hire (plus a £200 deposit). Considerations are underway for a vehicle to be purchased, however as it would only be used to collect the food donation, it seems a better idea to make use of an existing vehicle from both an environmental stand point and also a community cohesion stand point.

The Proposal:

Our proposal is that The Old Bank, of which The Community Larder is a part, would hire Camelford Town Council's van, in a vehicle only capacity, provisionally for one day a week (currently on a Tuesday), to enable the collection of the FareShare food donation.

We further propose, with the approval of Camelford Town Council, to be covered under the Council's insurance on the vehicle, although we understand if this is not achievable. We would ensure that we nominate a named driver(s) to solely be the driver(s) of said van and we would abide by all formal Camelford Town Council's corporate driving/use of company vehicle policies. We would also ensure that the van is driven with due care and attention and returned in the condition that it was taken and with any used fuel replaced.

I would like to thank you in advance for your time and attention on this matter and look forward to hearing from you soon

Yours Sincerely,

Emma Cardoza
Chair of Trustees



24 Market Place Camelford PL32 9PD



www.theoldbankcamelford.org



theoldbankcamelford@gmail.com



facebook.com/theoldbankcamelford



twitter.com/theoldbank24

Clerk

From: Sarah Mason <Sarah.Mason@cornwall.gov.uk>
Sent: 17 February 2021 13:55
To: clerk@camelford-tc.gov.uk
Subject: RE: Training Information and CGR

Information Classification: CONTROLLED

Can we say 10am on Friday June 18th, 2021.

Kind regards,

Sarah Mason
County Executive Officer
Cornwall Association of Local Councils
1/1a, 1 Riverside House
Heron Way
Newham
TRURO
Cornwall TR1 2XN

Tel : 07837 229982

Email : enquiries@cornwallalc.org.uk

www.cornwallalc.org.uk

From: Clerk <clerk@camelford-tc.gov.uk>
Sent: 17 February 2021 13:52
To: Sarah Mason <Sarah.Mason@cornwall.gov.uk>
Subject: RE: Training Information and CGR

Perfect. Morning suits better. 😊

Best regards



Esther Greig
Camelford Town Clerk and Responsible Financial Officer
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

Tel: 01840 212880

Email: clerk@camelford-tc.gov.uk

Website: www.camelford-tc.gov.uk

Not available on Thursdays.

Flag quotations - Jag

2 x Union Flag

2 x CTC logo

2 x St Pirans

£75 each

TOTAL £450 plus VAT

Clerk

From: Steve Parkinson <steve@parkinsonpartnership.uk>
Sent: 15 February 2021 17:34
To: clerk@camelford-tc.gov.uk
Subject: Quote for VAT advice

Dear Esther,

Thank you for inviting us to quote to advise the council. We would be very happy to provide specific, insured advice about reclaiming VAT in connection with the proposed café at the skate park. A report on the VAT implications of the project, including assessment of any options available to maximise VAT recovery and a guide on the steps needed to achieve this would be a **fixed fee of £600**.

This fee includes reasonable aftercare (for example answering any questions as the council considers and implements the advice) through to completion of the project, but does not include:

- attending any meetings
- any travel
- consultation with stakeholder groups
- representing the council to HMRC
- rescuing the council if they ignore the advice given

Instead of visiting, we are currently conducting consultations using Zoom or Microsoft Teams and this is included within the fee.

The Parkinson Partnership LLP has been commissioned to advise over 150 parish and town councils on VAT over the last 5 years. We also provide advice to the members of 27 county associations of local councils. We are regulated by AAT in providing tax advice and supervised by them for anti-money laundering purposes. All advice is covered by our professional indemnity insurance and we are happy to put you in touch with satisfied customers if required.

I hope this is of interest to the council.

Yours sincerely

Steve Parkinson
The Parkinson Partnership LLP
Wessex House
Upper Market Street
Eastleigh SO50 9FD
023 8218 2318



www.parkinsonpartnership.uk

The Parkinson Partnership LLP is a Limited Liability Partnership registered in England, no. OC401821,
Registered Office: Wessex House, Upper Market Street, Eastleigh SO50 9FD

Camelford Town Council

From: Richard Green <richard@rgeco.co.uk>
Sent: 27 February 2021 15:25
To: Camelford Town Council
Cc: Kate Lea
Subject: RE: Quotation
Attachments: Richard Green CV.pdf

Hi Amanda

I could undertake a preliminary ecological appraisal, including a site visit/survey and report, for £800 plus VAT. This does not include obtaining ecological records from the Environmental Records Centre for Cornwall and Isles of Scilly (ERCCIS), as they would probably charge between £200 and £300 pounds plus VAT for data that would be of little use. Given the limited extent of the work, a lot of their data would be irrelevant and I should be able to determine likely species affected by survey and information within the SSSI and SAC citations for the river. If the EA/NE insisted on ERCCIS data, we would pass on their charge at cost. Please note that there is a possibility that further surveys may be required to determine presence of species that may not be evident at the time of the preliminary survey, e.g., if prior to the growing season of plants, for example invasive species, such as Himalayan balsam.

I note the EA's desire for 'green' engineering. Have your river engineer contractors had chance to comment on this? I have knowledge of fluvial geomorphology and experience in the use of green engineering solutions but I am not an engineer so can't provide any guarantee on their effectiveness. I am happy to discuss options with your engineers. If a separate site visit was required, my time would be charged at £65/h and 50p/mile travel expenses from our office (approx. a 2.5h round trip of 130 miles).

We could provide a HRA screening proforma for £300 plus VAT and, if required, a HRA assessment report for £895 plus VAT. Please see a previous example [here](#). I also attach my CV.

Please let me know if you have any questions.

Kind regards

Richard Green BSc (Hons) CEnv MCIEEM

Director

Direct: 01395 262622

Office: 01395 239234



Richard Green Ecology Ltd

The natural selection for ecological consultancy

9C, Mill Park, White Cross Road,
Woodbury Salterton, Exeter, Devon, EX5
1EL

Reg. no. 07287436 VAT no. 113421075



Tree planting scheme Enfield Park 21

We have 8 Monterey pines which should be planted 3 to 4 mtrs apart along the valley slopes (they survive in the wild in areas like this) would suggest in groups of three.

We also 2 Rowan which 1 could be planted in Enfield near the BBQ area, the other planted at Church field Car park (recycling area)

2 Alders which can be planted along the river bank with 1 hawthorn, after the river bank has been repaired.

2 willows these could be planted in recycling area if enough space is there.

We have a Northern light shrub (Azalea?) which likes acid soil could be planted near where existing rhododendron trees are near one of the seats.

1 unknown until it comes to life.

2 apple trees, (variety not known) plant in orchard to replace dead tree.

andy

Hodge's Ground

The Mowhay

Jaspers

The Orchard

W. LANE

32

28

22

2

20

16

Larks Crest

Chimo

NORTHERN LEGGERS
AZALA

T47

T46

T45

G6

G39

G29

T49

T42

T106

T41

T66

G22

G32

T62

T69

T68

T70

T72

G31

G21

G105

G30

G29

T40

T39

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G100

G2

T29

T28

T27

T66

T26

T25

G26

T24

T23

T22

T21

T20

T19

T64

Heron's Rest

The War

The Mo

Middle Fernleigh

ENFIELD PARK

WARRENS FIELD

19

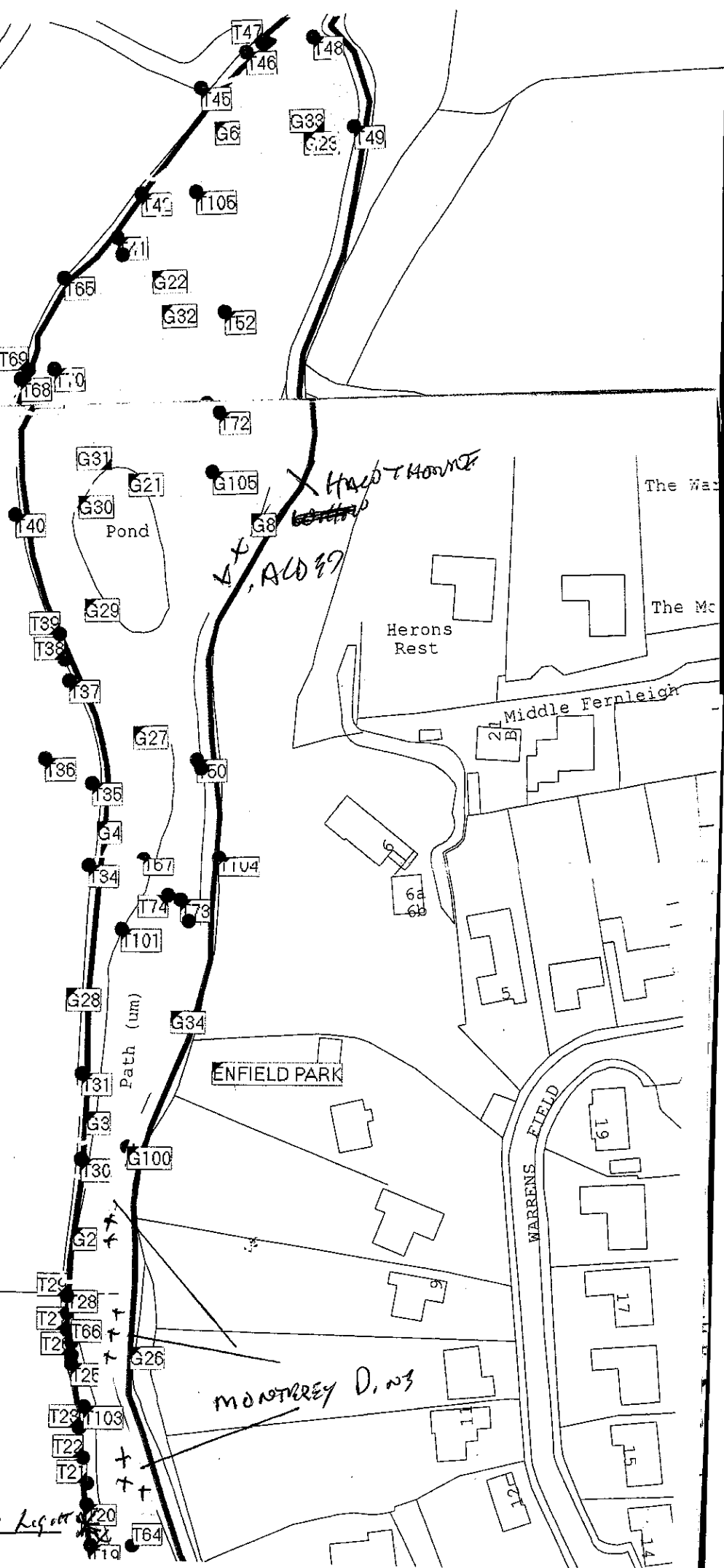
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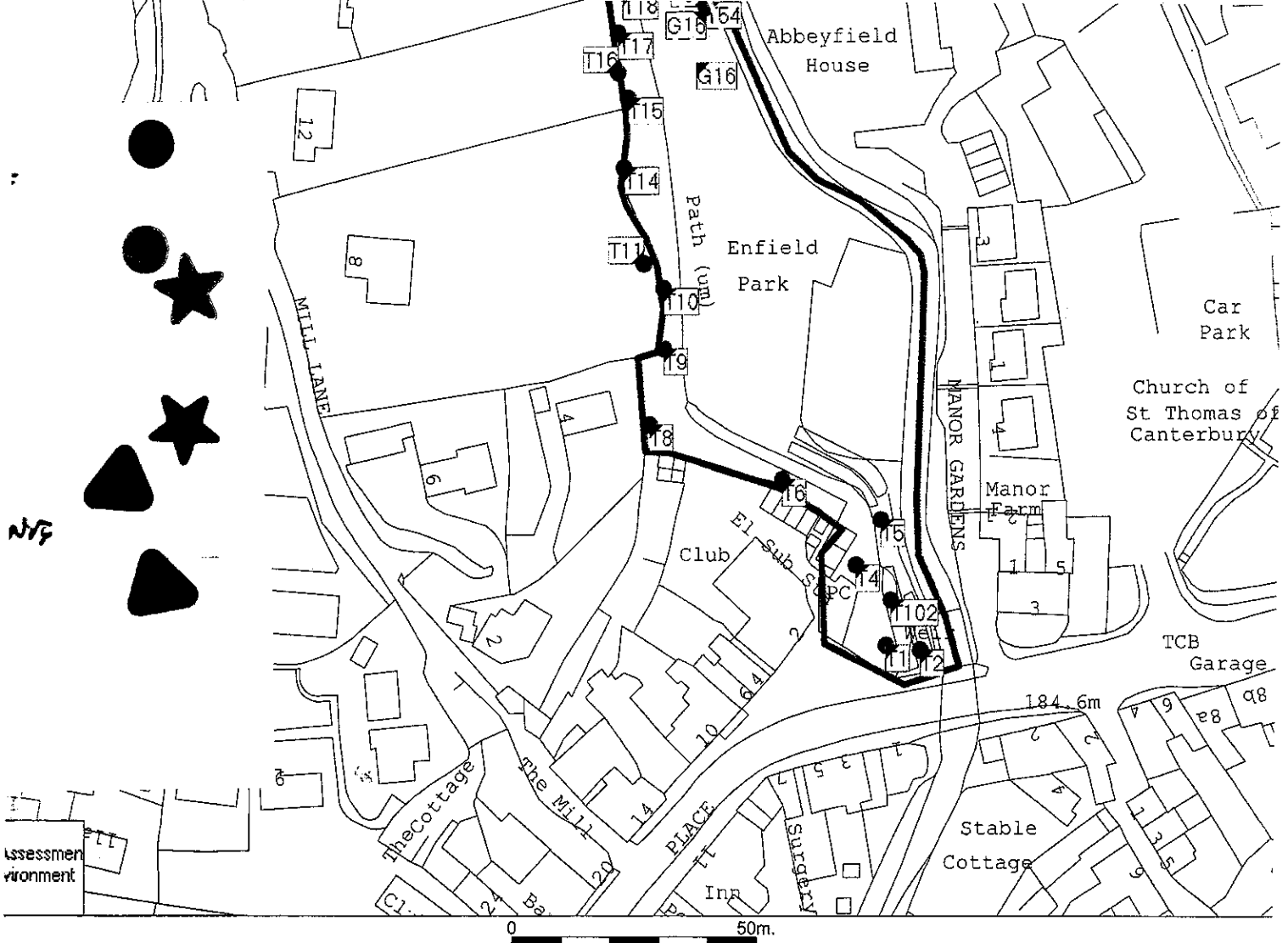
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14

MONTEY D. W. S.

Handwritten notes: "Hodge's Ground" and "AZALA" with arrows pointing to specific locations on the map.





N19

Assessment
Environment

Camelford Town Council

To: Esther Greig
Subject: Agenda Item - TCRF Grant

To resolve to apply for £43k to undertake Phase 2, following on from the drafting of a Draft Vision Document (first £7k grant).

1. Consultation and stakeholder engagement on vision/document
2. Revision of document based on consultation
3. Promotion of final vision document
4. Piece of work to develop each project with the place shaping group – outcomes/ timeline/ action plan

Kind regards



Amanda Lash, CiLCA
Deputy Town Clerk, Camelford Town Council

Town Hall
Market Place
Camelford PL32 9PD

Monday to Friday 9am to 1pm

01840 212880
www.camelford-tc.gov.uk

Clerk

From: Stephen Bond <stephen.bond@camelford-tc.gov.uk>
Sent: 05 March 2021 13:44
To: Clerk
Subject: Re: Dogs in the park

Hi Esther. It has been brought to my attention by several members of the public about dogs off leads at the bottom of the park. Mainly repeat offenders. I want to see if we can go down the route of a dog warden or something like we used to have

Hope all is well

Regards

Steve

On Mar 5, 2021 at 13:41, <Clerk> wrote:

Afternoon Stephen – do you have a specific proposal?

Best regards



Esther Greig
Camelford Town Clerk and Responsible Financial Officer
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

Tel: 01840 212880

Email: clerk@camelford-tc.gov.uk

Website: www.camelford-tc.gov.uk

Not available on Thursdays.



Virus-free. www.avq.com

Risk assessment – Camelford Public Toilets

Camelford Town Council. June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	Staff to keep toilets clear of equipment, use cleaning signs when in toilets – ensure floor dry before removal. Provision of induction training. Provision of cleaning signs. Extra mopping in wet weather		MGM	ongoing	
Manual Handling Injuries	Staff may carry or turn awkwardly causing joint or muscle injuries	Ensure that staff have manual handling training and provide if necessary.		Clerk	ongoing	
Contact with Chemicals	Staff contact – could cause skin and eye damage. Harmful vapours could cause lung damage.	Provide appropriate face and eye protection, appropriate footwear. Provide rubber gloves and gauntlets. Staff to wear PPE Ensure that staff have COSHH training and that any chemicals used have COSHH assessments and are used according to the manufacturers' guidance. Provision of induction training. Ensure adequate ventilation.		MGM MGM Clerk Clerk	ongoing ongoing ongoing ongoing	
Working Alone	Staff – personal injury or attack	Staff to inform MGM of arrival at work and intention to work in the toilets during a specific time and to check back in with the MGM To be in radio/phone contact at all times.		All staff	Ongoing	
Safe disposal of waste and sharps	Staff could prick themselves, get infections.	Provide PPE (as above). Use double bagging procedures, staff to have cardboard with them. Provision of induction training Provision of sharps box.		Clerk Clerk Clerk	ongoing ongoing ongoing	
Cleaning up contaminants	Staff	Provide PPE (as above), but also have disposable cloths/gloves/apron available. Ensure any cuts or wounds are covered. Provision of induction training Ensure adequate ventilation Enhanced, focused cleaning regime		All Staff, Clerk to monitor	ongoing	
COVID-19	Staff and general public – Ill health/death	Ensure social distancing 2m – phase 1 Ensure social distancing 1m and/or coincided play areas reopening – phase 2 Temperature checks/flushing water systems has continued throughout lockdown	Enhanced PPE Cleaning more often – part time opening to fit in with current staff availability Phase 1 – disabled toilet only. One in one out cubicles closed. Displaying targeted posters and signage – distancing, hand washing.	MGM MGM MGM MGM Clerk MGM	June 2020	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Wet Mopping	Staff - by over reaching -- putting strain on back muscles	Ensure that staff have had manual handling training and provide if necessary. CTC will provide a long-handled mop		Clerk	Ongoing	
Vandalism	Staff and users -- flooding/damaged electrics	No plugs in wash basins Toilets locked at dusk Toilets locked if problems; specialist contractors called.		MGM	ongoing	
General Maintenance	Staff and users -- personal injury	Daily cleaning and inspection regime. Defects reported and actioned swiftly		MGM	Ongoing	

15th June 2020.

[Signature]

LETTER OF ACCEPTANCE

Manager Code	
Account Number	
Product Code	
Project Number	

TO:
Accounts Receivable Section
PO Box 231 Elliott Road
Plymouth
Devon
PL4 0ZZ

FROM:
F.A.O. Mrs Esther Greig Camelford Town
Council
TOWN HALL
Market Place
Camelford
PL32 9PD

Request for Electricity Connection Works at: Camelford Skate Park, The Cleave, Camelford, PL32 9PL

Customer: Mrs Esther Greig

Company Number (if appropriate): Not Applicable

WPD Reference: 3872809

WPD Scheme: 1502956

I/We, the Customer, accept the terms and conditions set out in this Offer including the Specific Conditions for Connection Works and General Conditions for Connection Works.

Payment

I/We, the Customer, understand that payment for WPD's works of £1861.88 (including VAT) is required following acceptance of this Offer in accordance with the General Conditions for Connection Works.

Reimbursement

I/We, the Customer, understand that any payment of this connection charge should be made by me/us, the Customer, and that any payment made by another person on my/our behalf and quoting my/our reference number shall be deemed by WPD to have been made by me/us. I/We, the Customer, also understand and agree that, in the event that I/We, the Customer, cancel this Offer and any reimbursement is due pursuant to clause 19 of the General Conditions for Connection Works, WPD will make such reimbursement via the same means of payment used for the initial transactions (notwithstanding that such payment may have been made by another person on my /our behalf and unless expressly agreed otherwise), and in doing so, WPD shall discharge in full any obligation to reimburse me/us as a result of that cancellation.

Duration of Offer

The Offer is open to acceptance for 90 days from the date of the Offer Letter after which it will automatically expire. The Offer is made on the condition that the works are completed within 90 days of the date of acceptance. Should the works be incomplete after 90 days, WPD reserve the right to terminate or vary this Offer.

Electricity Supplier

I/We, the Customer, understand that a new electricity connection cannot be used until an electricity supplier has been appointed and that the supplier will install metering unless I/We, the Customer, have appointed a meter operator directly.

Preparatory Works

I/We, the Customer, understand that all the preparatory works need to be completed before WPD can commence their works. For this supply the preparatory works which I/We, the Customer, need to complete are:

- Install meter box
 - Complete on-site trenching
 - Install black ducting with draw-cord and overlay with caution marker tape
- WPD reserve the right to change the quotation if on-site works vary from the customers application.

Acceptance

Print Name

Signature

Date:

If Signing for a company, state position and company name:

Please provide address for VAT receipt (if different):

Your Purchase Order number (if applicable):



Offer Letter

WESTERN POWER DISTRIBUTION

Serving the Midlands, South West and Wales

F.A.O. Mrs Esther Greig Camelford Town Council
TOWN HALL
Market Place
Camelford
PL32 9PD

Western Power Distribution
Lostwithiel Road
Bodmin
Cornwall
PL31 1DE

WPD Telephone No

01208 892299

WPD Reference: 3872809

10/02/2021

WPD Scheme No: 1502956

Dear Mrs Esther Greig,

Request for Electricity Connection Works at: Camelford Skate Park, The Clease, Camelford, PL32 9PL

I am pleased to provide a quotation for works at the above address. Our charge for the connection work is shown below.

Connection Charge	Contestable works	£ 1417.57
	Non-Contestable works	£ 134.00
	VAT at 20%	£ 310.31
	Total	£ 1861.88

Non-Contestable works are those works that only WPD can undertake. It is possible for you to get someone else to quote for the contestable part of the works. For further information please visit our website: <https://westernpower.co.uk/Connections/Competition-in-Connections.aspx>

Your supply will have the following electrical characteristics

Voltage

Phase

Agreed Capacity

Earthing

Where WPD provides an earth terminal, the earth loop impedance will not exceed 0.73 Ohms (0.47 Ohms for PME). The Maximum prospective short circuit current is 16kA (25kA for multi phase). The supply frequency will be 50 Hertz.



Western Power Distribution (South Wales, West Midlands, East Midlands, South West) plc
Registered in England and Wales No. (2366985,
3600574, 2366923, 2366894)
Registered Office:
Avonbank, Feeder Road, Bristol BS2 0TB

Description of Western Power Distribution Works

WPD to Supply and install a new single phase supply (15kW) from pole 18 to new meter position:

- 1) Install 50m of 3c 25mm C/C
- 2) Install three phase cut out
- 3) Make live at Pole 18

Preparatory Works by you

Install meter box

Complete on-site trenching

Install black ducting with draw-cord and overlay with caution marker tape

WPD reserve the right to change the quotation if on-site works vary from the customers application.

Enclosures

The following documents are enclosed with this Offer Letter and form part of the conditions of WPD's offer to you ("the Offer"):

- The breakdown of the Connection Charge
- The Specific Conditions for Connection Works
- The Letter of Acceptance

Where materials have been included within the Offer, you may collect the listed materials using the enclosed Material Request Form.

General Conditions for Connection Works

As well as the documents enclosed with this Offer Letter and listed above, the Offer also incorporates and is subject to version 1 December 2017 of our SSQ General Conditions for Connection Works. The General Conditions for Connection Works are a part of the contract that is formed between us once this Offer has been accepted, and you can view here www.westernpower.co.uk/downloads/2989. Alternatively, we can send you a copy on request. Please take the time to read them as they include important conditions setting out, for example, the circumstances in which you may cancel the Offer or WPD may terminate the Offer. We are happy to discuss any element of these conditions with you.

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If you wish to accept this Offer, you can either return the attached "Letter of Acceptance" or, if you already have log-on details, use our online connections portal. The Offer is open for acceptance for 90 days from the date of this Offer Letter, after which it will automatically expire. The date on which we receive your acceptance will be the date on which the legally binding contract is formed between WPD and you or the company you represent (referred to in this Offer as "the Customer"). Once the contract has been formed we will contact you to arrange a date for the work to be carried out. When planning your work you need to allow 8 weeks notice for our works.

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Payment can be made by cheque, over the telephone, via internet banking or through the online connections portal:

Cheque

Cheques should be made payable to `Western Power Distribution` and posted to Western Power Distribution, AR Payments Team, PO Box 231, Elliott Road, Plymouth, PL4 0YU.

Please quote WPD reference 3872809 and use the enclosed pre-paid envelope.



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We accept most major credit & debit cards (charges may apply). Please note, for security reasons, the person making the call must be the registered card holder. Please call 01752 502187 during office hours and quote WPD reference 3872809.

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Bank Account Number: **22410923**

Sort Code: **40-14-13**

Please quote WPD reference 3872809. If applicable please send remittances to Western Power Distribution, AR Payments Team, PO Box 231, Elliott Road, Plymouth, PL4 0YU or email: wpdremit@westernpower.co.uk.

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If you have already received your log-on details you will be able to accept the Offer and pay online via our Connections Portal. If you don't have a log-on facility you can still request one. Please contact us on 01208 892299 if you would like this option. We accept most major credit and debit cards.

When we have received your payment we will issue you with a "supply number" MPAN. You will need to use this number to register your connection with an Electricity Supplier.

Data Protection

WPD take data protection very seriously - details of:

- how WPD collects, stores and uses information that identifies individuals ("Personal Information") in connection with its business activities;
- WPD's legal basis is for processing that Personal Information; and
- your rights in relation to your Personal Information,

can be found on WPD's privacy policy, which can be viewed here <https://www.westernpower.co.uk/Privacy-Policy.aspx>. Alternatively, we can send you a copy on request.

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Yours Sincerely,

Carl Langton



WESTERN POWER DISTRIBUTION ("WPD") SPECIFIC CONDITIONS FOR CONNECTION WORKS

These Specific Conditions must be considered in conjunction with the other documents that make up the Offer including the General Conditions for Connection Works and any additional Application Form.

SERVICE TERMINATION AND METERING

The exit point and metering will be at an agreed position, normally in an external meter cabinet. The exit point will be the outgoing terminals of WPD's fused cut-out or as otherwise defined. The meter tails and metering equipment will be the responsibility of the meter operator. The responsibility for the installation beyond the outgoing terminals of the meter is that of the Customer.

STORES

Where the Customer wishes WPD to supply the ducts and service tubing and the cost of these items have already been included in this Offer, collection may be made by prior arrangement with the WPD Construction Team at local offices. Usual collection times:-
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(To avoid disappointment, please check with local offices for individual collection times)

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EARTHING

The Customer is responsible for providing and maintaining adequate arrangements for earthing the Customer's installation and WPD shall not be responsible for any such arrangements except in so far as any applicable regulations may place certain responsibilities on WPD and subject thereto the Customer's use of an earth terminal provided by WPD shall be at the Customer's own risk. No earth terminal shall be provided by WPD for a temporary connection and the installer should provide an RCD.

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2. By accepting the terms of the Offer the Customer confirms that it fully understands the requirements of Regs. 8(4) and 25.
3. The Customer must ensure that the electrical installation in the property is carried out by a competent electrical installer (the "Installer") and that the Installer provides the Customer with an Electrical Installation Certificate prior to energisation and complies with the Connection Procedure for Electrical Contractors.
4. The Customer must ensure that the Installer is bound in the contract between the Customer and the Installer by similar conditions as these conditions 1 to 6.
5. The Customer must grant WPD access to check compliance with Regs. 8(4) and 25 when requested to do so.
6. The Customer must at WPD's request and at the Customer's cost provide documentation and any other information necessary to enable WPD to check that the Customer has complied these conditions 1 to 6.

ALTERATION OF METER POSITION

When a connection is made at the new meter position the existing service cable will be disconnected at the old position. It is the Customer's responsibility to have installed suitable private sub-mains as required, complete with tails ready for connection. Unless we have advised otherwise, you must contact your supplier in advance of our attendance and arrange for them to move the meter on the same day as WPD complete the alteration. Your supplier may apply a charge for this service.

NEW CONNECTION WORKS

The connection including the provision of materials to the job specification, trenching and other construction work is "contestable". This work may be carried out by WPD, but may alternatively be carried out by an appropriately qualified and accredited contractor engaged by the Customer. In that case, following satisfactory final testing and connection, the ownership of the assets will be adopted by WPD who will be responsible for their ongoing operation, repair and maintenance. This adoption process will be governed by an adoption agreement entered into between WPD and the contractor, which includes a 2 year guarantee period and insurance provision. More detailed information is available on our website:



LETTER OF ACCEPTANCE

Managed Unit:
Account Number:
Fractional Code:
Project Number:

TO:
Accounts Receivable Section
PO Box 231 Elliott Road
Plymouth
Devon
PL4 0ZZ

FROM:
F.A.O. Mrs Esther Greig Camelford Town
Council
TOWN HALL
Market Place
Camelford
PL32 9PD

Request for Electricity Connection Works at: Camelford Skate Park, The Clease, Camelford, PL32 9PL

Customer: Mrs Esther Greig

Company Number (if appropriate): Not Applicable

WPD Reference: 3872809

WPD Scheme: 1502956

I/We, the Customer, accept the terms and conditions set out in this Offer including the Specific Conditions for Connection Works and General Conditions for Connection Works.

Payment

I/We, the Customer, understand that payment for WPD's works of £1861.88 (including VAT) is required following acceptance of this Offer in accordance with the General Conditions for Connection Works.

Reimbursement

I/We, the Customer, understand that any payment of this connection charge should be made by me/us, the Customer, and that any payment made by another person on my/our behalf and quoting my/our reference number shall be deemed by WPD to have been made by me/us. I/We, the Customer, also understand and agree that, in the event that I/We, the Customer, cancel this Offer and any reimbursement is due pursuant to clause 19 of the General Conditions for Connection Works, WPD will make such reimbursement via the same means of payment used for the initial transactions (notwithstanding that such payment may have been made by another person on my /our behalf and unless expressly agreed otherwise), and in doing so, WPD shall discharge in full any obligation to reimburse me/us as a result of that cancellation.

Duration of Offer

The Offer is open to acceptance for 90 days from the date of the Offer Letter after which it will automatically expire. The Offer is made on the condition that the works are completed within 90 days of the date of acceptance. Should the works be incomplete after 90 days, WPD reserve the right to terminate or vary this Offer.

Electricity Supplier

I/We, the Customer, understand that a new electricity connection cannot be used until an electricity supplier has been appointed and that the supplier will install metering unless I/We, the Customer, have appointed a meter operator directly.

Preparatory Works

I/We, the Customer, understand that all the preparatory works need to be completed before WPD can commence their works. For this supply the preparatory works which I/We, the Customer, need to complete are:

Install meter box

Complete on-site trenching

Install black ducting with draw-cord and overlay with caution marker tape

WPD reserve the right to change the quotation if on-site works vary from the customers application.

Acceptance

Print Name

Signature

Date:

If Signing for a company, state position and company name:

Please provide address for VAT receipt (if different):

Your Purchase Order number (if applicable):



SCHEME COST BREAKDOWN

Enquiry Ref:	3672809
Scheme No:	1602956
Scheme Version:	1

Connection Charge Comparison

You may make a comparison between the costs identified in this breakdown and the illustrative values provided in Section 7 of our Statement of Methodology and Charges for Connection. If, after making the comparison you are not satisfied with the accuracy of the Connection Charge, or feel we have not provided enough information to allow you to make an assessment, you may challenge it under the Quotation Accuracy Scheme (QAS). Further information detailing how you may enter into the QAS and a copy of Section 7 of our Statement is provided on our website: www.westernpower.co.uk

Contract Zone : Devon & Cornwall 2019

Activity	No. Connections/ Qty (meters)	Description	Charge £
Assessment and Design		Single LV Service Demand Connection	134.00
		Sub Total	134.00
Cable Installation - Service Cable - No excavation by WPD	0	For trench works beyond the joint hole or pole termination, inclusive of the provision and installation of cable.	473.79
Overhead to underground service connection - Single Phase	1	New underground service with termination to a pole, including up to 10 metres of cable up the pole and termination of the service cable. No costs are included for any replacement or additional poles. Costs are exclusive of underground cable installation. Please refer to 'Cable Installation' section above for underground cable provision, installation and trenching costs.	943.78
		Sub total	1417.57
		ECCR Payment	0
		Total connection charge (exc VAT)	1417.57

Explanatory comments

Electricity (Connection Charges) Regulations

Where, in order to provide your connection we propose to utilise existing distribution system assets that were previously installed to provide a connection to another customer and that customer has paid us (either in part or in full) a Connection Charge for those assets, you may be required to make a payment towards them. Where said payment applies it will be identified in the break down given above.

Reinstatement Costs

Items above marked with an asterisk do not have a corresponding description in Section 7 of our Statement of Methodology and Charges for Connection therefore you will be unable to make a direct comparison. Where a marked item relates to reinstatement the costs will generally be higher than those identified in Section 7 because of the reinstatement type, typically cobbles, granite sets, flag stones, concrete, etc. For further information please contact the person identified on your Connection Offer.

Offer Letter

**WESTERN POWER
DISTRIBUTION**

Serving the Midlands, South West and Wales

F.A.O. Mrs Esther Greig Camelford Town Council
TOWN HALL
Market Place
Camelford
PL32 9PD

Western Power Distribution
Lostwithiel Road
Bodmin
Cornwall
PL31 1DE

WPD Telephone No

01208 892299

WPD Reference: 3872809

10/02/2021

WPD Scheme No: 1502956

Dear Mrs Esther Greig,

Request for Electricity Connection Works at: Camelford Skate Park, The Clease, Camelford, PL32 9PL

I am pleased to provide a quotation for works at the above address. Our charge for the connection work is shown below.

Connection Charge	Contestable works	£ 1417.57
	Non-Contestable works	£ 134.00
	VAT at 20%	£ 310.31
	Total	£ 1861.88

Non-Contestable works are those works that only WPD can undertake. It is possible for you to get someone else to quote for the contestable part of the works. For further information please visit our website: <https://westempower.co.uk/Connections/Competition-in-Connections.aspx>

Your supply will have the following electrical characteristics

Voltage

Phase

Agreed Capacity

Earthing

Where WPD provides an earth terminal, the earth loop impedance will not exceed 0.73Ohms (0.47Ohms for PME). The Maximum prospective short circuit current is 16kA (25kA for multi phase). The supply frequency will be 50 Hertz.



Western Power Distribution (South Wales, West Midlands, East Midlands, South West) plc
Registered in England and Wales No. (2366985,
3600574, 2366923, 2366804)
Registered Office:
Avonbank, Feeder Road, Bristol BS2 0TB

Description of Western Power Distribution Works

WPD to Supply and install a new single phase supply (15kW) from pole 18 to new meter position:

- 1) Install 50m of 3c 25mm C/C
- 2) Install three phase cut out
- 3) Make live at Pole 18

Preparatory Works by you

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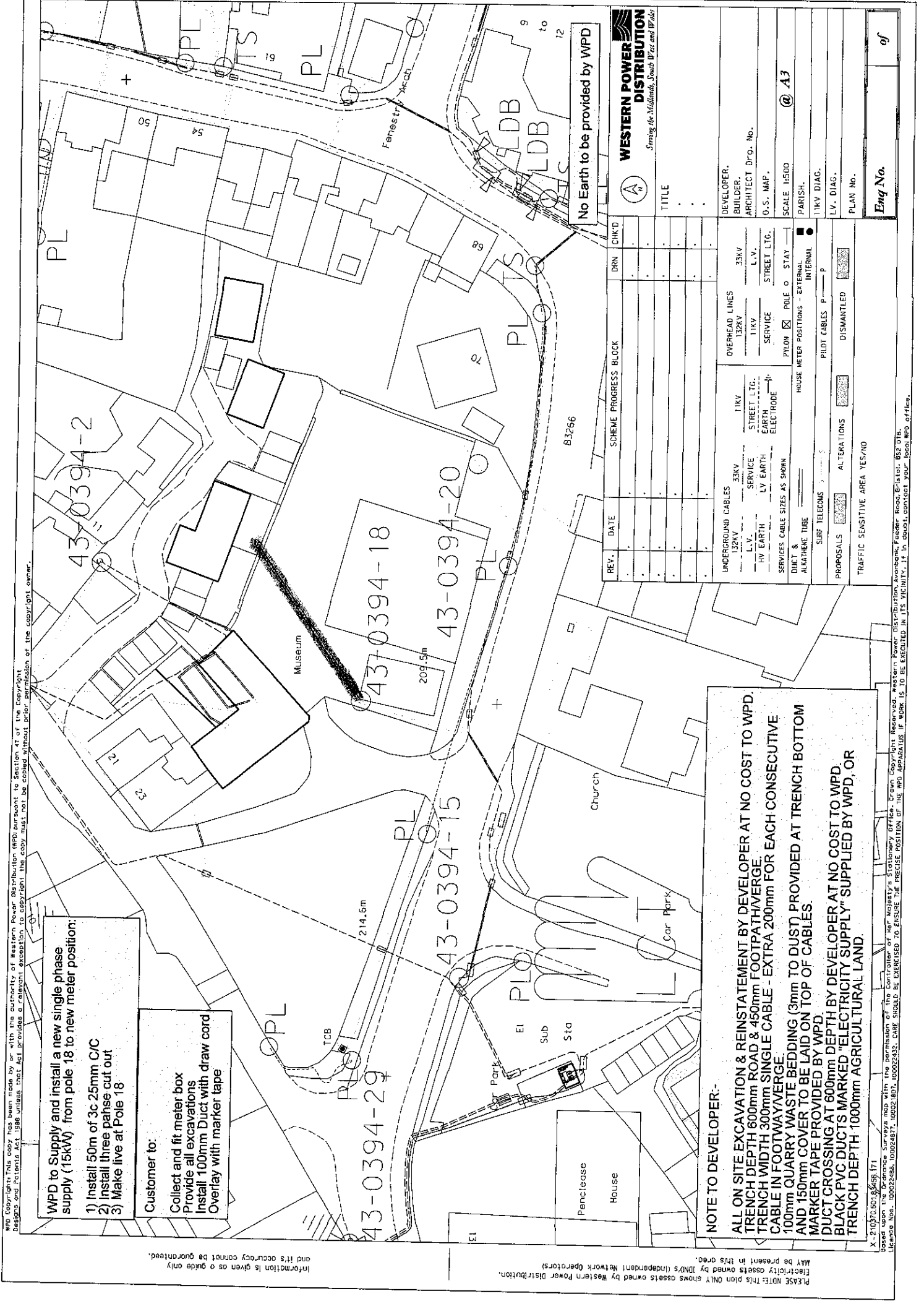
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WPD Copyright: This copy has been made by or with the authority of Western Power Distribution (WPD) pursuant to Section 47 of the Copyright Designs and Patents Act 1988, unless that Act provides a contrary intention. The copy must not be copied without prior permission of the copyright owner.

WPD to supply and install a new single phase supply (15kW) from pole 18 to new meter position:

- 1) Install 50m of 3c 25mm C/C
- 2) Install three phase cut out
- 3) Make live at Pole 18

Customer to:

- Collect and fit meter box
- Provide all excavations
- Install 100mm Duct with draw cord
- Overlay with marker tape

NOTE TO DEVELOPER:-

ALL ON SITE EXCAVATION & REINSTATEMENT BY DEVELOPER AT NO COST TO WPD.
 TRENCH DEPTH 600mm ROAD & 450mm FOOTPATH/VERGE.
 TRENCH WIDTH 300mm SINGLE CABLE - EXTRA 200mm FOR EACH CONSECUTIVE CABLE IN FOOTWAY/VERGE.
 100mm QUARRY WASTE BEDDING (3mm to DUST) PROVIDED AT TRENCH BOTTOM AND 150mm COVER TO BE LAID ON TOP OF CABLES.
 MARKER TAPE PROVIDED BY WPD.
 DUCT CROSSING AT 600mm DEPTH BY DEVELOPER AT NO COST TO WPD.
 BLACK PVC DUCTS MARKED "ELECTRICITY SUPPLY" SUPPLIED BY WPD, OR TRENCH DEPTH 1000mm AGRICULTURAL LAND.

No Earth to be provided by WPD



REV.	DATE	SCHEME PROGRESS BLOCK				DRN	CHK'D

UNDERGROUND CABLES	11KV	33KV	132KV	OVERHEAD LINES	11KV	33KV	132KV
L.V.	SERVICE	STREET L.T.C.	STREET L.T.C.	11KV	SERVICE	STREET L.T.C.	STREET L.T.C.
H.V. EARTH	L.V. EARTH	ELECTRODE	ELECTRODE	PILOM	POLE	O	STAY
SERVICES CABLE SIZES AS SHOWN				HOUSE METER POSITIONS - EXTERNAL			
DUCT & ALUMINIUM TUBE				INTERNAL			
SURF TELECONS				PILOT CABLES			
PROPOSALS				ALTERATIONS			
TRAFFIC SENSITIVE AREA YES/NO				DISMANTLED			

PLEASE NOTE: This plan ONLY shows assets owned by Western Power Distribution. Electricity assets owned by JNPs (Independent Network Operators) may be present in this area.

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