



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 – 15th March 2022

Minutes of the Ordinary Meeting of the Council, held at St. Thomas Church.

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 8 other Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Hewlett, Scawn, Shaw, Thomson. 22/138

2. To receive Apologies for absence with reasons

Cllrs Ackroyd-Johnson, business.

It was **resolved** to accept the apologies

Proposed: Cllr **Seconded: Cllr** unan 22/139

3. To receive Declarations of Interest & Approve Dispensations

pecuniary to leave the room 22/140

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

22/141

5. To receive and approve the Minutes of:

It was **resolved** to approve the Ordinary Meeting 3rd March 2022 following one amendment

Proposed: Cllr **Seconded: Cllr** 7-0 (2bs) 22/142

6. To receive Clerk's report

Matters arising from the Minutes. OCM phase 2 – partial handover on 4th March for the launch event. Snagging to be done. Scout meeting 16th March; Cllrs Rotchell and Hewlett attending.

22/143

7. Planning

a. Any late applications will be discussed under this section.

None

For information

PA21/07242. Bowood Park Hotel and Golf Course. Development of houses. **Refused.** 20/144

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted

22/145

9. Correspondence

a. It was **resolved** to respond to emails from Caladen Ltd regarding OCM drainage; (including Clerk response to date attached), and fencing via solicitor.

Proposed: Cllr **Seconded: Cllr** unan 22/146

b. It was **resolved** to reply to St.Tudy PC declining request for CTC contract to maintain its new cemetery

Proposed: Cllr **Seconded: Cllr** unan 22/147

10. Agenda Items

a. It was **resolved** to hold Council meetings and working groups at the Town Hall from April 2022.

Proposed: Cllr **Seconded: Cllr** **unan** **22/148**

b. It was **resolved** that the Clerk attend SLCC Management in action 2022 conference – virtual package £60 +VAT

Proposed: Cllr **Seconded: Cllr** **unan** **22/149**

c. It was **resolved** to purchase signs for Clease car park £674.35 +VAT

Proposed: Cllr **Seconded: Cllr** **unan** **22/150**

d. The emergency drain reinstatement in OCM £650 +VAT was **noted**

e. It was **resolved** that Clerk and Finance chair can authorise accounts for payments due before year end – to be presented as usual on 7th April. (Jag invoices etc.)

Proposed: Cllr **Seconded: Cllr** **unan** **22/151**

f. No responses to off-street car parking consultation were received; it was **resolved** to implement parking order from 1st April 2022 to include Clease CP and to advertise as 'made' as per statutory requirements.

Proposed: Cllr **Seconded: Cllr** **unan** **22/152**

g. The NDP referendum result was **noted**, to be discussed at Strategic WG meeting

11. Accounts

a. Balances at 9th March 2022 were **noted**

Current Account	£86,918.95		
Tracker Account	£51,428.50		
NS&I	£42,487.74		
CCLA	£80,000.00		22/153

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

Staff	March Wages & expenses	BACS	£9,401.17
HMRC	March Tax & NI	BACS	£2,853.33
Cornwall Pensions	March Pension contributions	BACS	£2,947.02
PWLB	Churchfield CP loan	DD	£4,862.42
Cameford Hall	Hall Hire 15 th March APM	BACS	£30.00
Source for business	Water OCM Nov- Feb	BACS	£55.73
Barclays	Charges	DD	£8.25
Beiran Martlew	Temporary lighting – Welcome Back	BACS	£200.00
PTC Landscaping	Enfield Park path and drainage	BACS	£19,051.00
Smart window cleaning	Town Hall	BACS	£25.00
Cloudy IT	Annual office support and cloud system	BACS	£2,629.98
Camelot Garage	fuel for Maintenance	BACS	£29.77
Sea Dog IT	Webhosting	DD	£25.00
Rise Associates	20% of fee – place shaping TCRF	BACS	£5,926.20
Kevin Welch	Technics decks – Welcome Back	BACS	£800.00
Reach Publishing Services	Publicity – Welcome Back	BACS	£2340.00
Spar	Office supplies	Debit	£16.71
3 Business Services	mobile phone – youth worker	DD	£18.71
Staples	Office supplies	Debit	£127.38
Staples	Office supplies	Debit	£24.40
Cornwall Council	Churchfield enforcement	BACS	£124.80
Paragon ID	Churchfield tickets	BACS	£327.84
All in One building	Repair OCM wall	BACS	£528.00
All in One building	Attached Graffiti boards to OCM wall	BACS	£216.00
First fence Ltd	Fence to OCM wall – Clease boundary	Debit	£938.72
R Sleep	Maintenance supplies	BACS	£20.67
Elite Industrial supplies	Maintenance PPE	BACS	£46.06
Positive Energy	Town Hall Electricity	DD	£112.23
Positive Energy	Town Hall Electricity	DD	£324.20
Pennon	Water	DD	£22.5
Pennon	Water	DD	£42.50
Plusnet	Broadband/Telephone	DD	£25.20
Pickle Design	Website – google search	DD	£60.00

Chair’s Signature.....

Dated.....

Voiphone	Telephone system	DD	£9.60
Voiphone	Telephone Calls	DD	£50.00
Cloudy IT	Office computer systems	DD	£218.58
Camelford Town Trust	Town Hall Rent	SO	£488.28
Staples	Office supplies	Debit	£96.95
		TOTAL	£54,984.15
<u>Additional payments</u>			
Busbys Solicitors	Lease for land at Fenteroon Farm	BACS	£420.00
Freestyle collective	Container	BACS	£22,570.80
Jag signs	St.Piran flags and poles -Welcome back	BACS	£965.94
Wallgate	Soap – public toilets	BACS	£79.73
Containers direct	Double toilet block	BACS	£6,420.00
SSE	Electricity market place	DD	£285.87
All in One building	Extra drainage OCM	BACS	£780.00
Gala Tent Ltd	Marquee – Welcome back funding	BACS	£1,869.98
		TOTAL	£33,392.32
Proposed: Cllr Bond	Seconded: Cllr Scawn	unan	22/154
Income was noted			
Community Fund	Grant OCM phase 2, part payment	AC	£48,508.37
Cornwall Council	LMP - footpaths	AC	£857.04
Barclays	Interest on No.2 account	AC	£1.28
		TOTAL	£49,366.69
			22/155

12. 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: Staffing, Contracts.

Proposed: Cllr Burgis **Seconded: Cllr Elford** **unan** **22/156**

a. The Youth Worker contract 2022-23 was **reviewed** and it was **resolved** to renew

b. It was **resolved** on amended covenant - any update regarding Clease CP devolution.

Proposed: Cllr Shaw **Seconded: Cllr Coombes** **unan** **22/157**

c. To **note** National Salary Award 2021/22 scales. **22/158**

13. To note items for 7th April 2022 Agenda.

Later agendas

TT request for grant £4,200.

SLCC membership

Broadband and Electricity supplier/contracts at OCM

The Mayor closed the meeting at 20.02 pm

Mrs E Greig
Camelford Town Clerk and Responsible Financial
Officer
Town Hall
Market Place
Camelford
PL32 9PD

Our Ref: SF/SS/CAM48/6

Your Ref:

15 March 2022

Dear Esther,

Re: Allotment land at Fenteroon Farm

I write with regard to the above.

The land at Fenteroon Farm is leased out by the Council as allotment plots.

The Council does not, however, own the freehold of the land but the freeholder has recently indicated they are prepared to agree a new 3 year Lease, subject to early termination on 12 months notice although terms seem to have varied a little.

I have been provided with a copy of the Council's current allotment tenancy. Whilst it provides for termination in a number of scenarios, and I will deal with that further below, the Agreement does not provide for a general termination of either side.

In that regard, under the Allotments Act 1922 (as amended) a landlord can only terminate by giving not less than 12 months to expire on or before 6th April or on or after 29th September in any year unless there is a re-entry provision in the Agreement arising from, for example, non payment of rent. Otherwise, the intention behind the Act is that the tenancy should not be terminable during the Summer season.

It is important to note that following the Court of Appeal decision in *Wombwell Urban District Council v Burke* (1966) the above is the only Notice provision for the landlord that can be included in the Agreement.

I note the tenant is required to give one month's written Notice.

With regard to the termination for a breach, 5.1.2 of the Agreement says that it will terminate if there are arrears of more than 4 weeks, although section 30 (2) of the Small Holdings and Allotments Act 1908 provides for a period of 40 days. I propose that this is changed.

The current Agreement does not include this provision but as the land is not owned by the Council, the Agreement should include a provision that, firstly, the tenant must observe and perform all conditions and covenants that apply to your Lease and, further, that their tenancy would end on the day that any tenancy between you and the head landlord came to an end.

I shall make the above amendments if you are content for me to do so.

Yours sincerely,

Paul Finn Solicitors

Simon Finn

Email: simon@finnlaw.co.uk

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Market Place
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PL32 9PD



117619_005555 UK
LTR04359

We're changing our cheque tariff rates

From the 9th May 2022 we're changing the way we charge you for cheques paid into your account. We're simplifying our tariff and moving to one price point for all cheques paid in, regardless of how you deposit them – this means that the price for cheques paid into a cheque centre and through the post will be increasing.

This new fee will be included on your Pre-Notification of Charges statement. We've updated your tariff document to show this.

The new fee will apply to the following accounts.

Sort code	Account number	New price per item
207420	XXXX1100	30p

What happens next

You don't need to do anything – your account will stay the same and the changes will happen automatically from the . For more information or to see a copy of your tariff, go to barclays.co.uk/business-banking/accounts/rates-and-charges/

Yours sincerely

Your Barclays Business team

You can get this in Braille, large print or audio by contacting any UK Barclays branch to advise us of your requirements.

Barclays Business is a trading name of Barclays Bank UK PLC. Barclays Bank UK PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676). Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

Esther Greig

From: Amanda Lash
Sent: 18 March 2022 09:27
To: Esther Greig; Rob Rotchell; Mike Coombes
Subject: FW: Website Hosting Fees - Camelford Town Council

FYI
Amanda

From: Dave Cromie <dave@seadogit.com>
Sent: 17 March 2022 15:51
To: Amanda Lash <admin@camelford-tc.gov.uk>
Subject: Website Hosting Fees - Camelford Town Council

Hi **Amanda** - just an update that the monthly website hosting & maintenance fee for the Council will be subject to a modest increase to £29.95 / month from the 1st April.

No company wants to pass on additional, albeit modest, costs to their clients - but we have not updated our fees since July 2018!

You will understand that our own overheads - including server related, staff, office and banking charges have continued to increase well above the annual inflation rate over that period.

As a reminder, this preferential fee represents excellent value covering as it does the weekly updates to the core files that make up the Wordpress based file system of the site, secure hourly backups, general maintenance and last but not least our digital support & advice on all things "web related" as and when required.

In addition, we include a regularly updated SSL certificate which is required for all (and especially council) websites - otherwise visitors will get a "not secure" message. The fee also covers the licence fees which, as developers, we can negotiate at better rates for the software associated with all the digital forms on your site and other services required to manage the site.

Thank you in advance for your understanding.

Best wishes,
Dave

David Cromie
Director

SeaDog IT
Digital Strategy Solutions

t: 020 3289 2543
m: 07789 712935
e: dave@seadogit.com
w: www.seadog.it

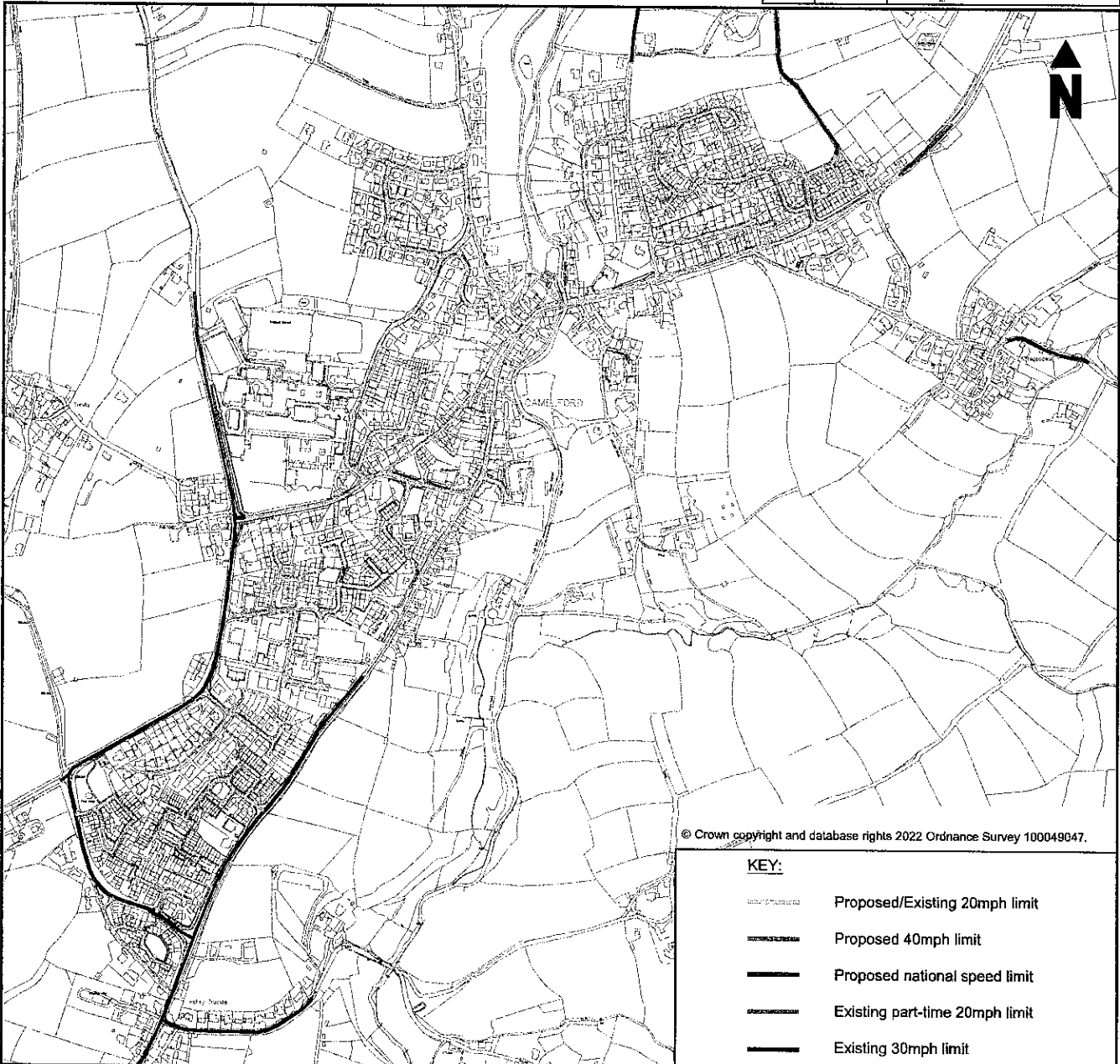
<https://facebook.com/seadogit>
<https://twitter.com/seadogit>
https://www.instagram.com/seadog_it

PROPOSAL



CORMAC Consultancy,
on behalf of Cornwall Council is inviting comment on the following proposal
EDG2078 - 20mph Rollout - Phase 1
Camelford

Date	Originator	Document ref.
18.03.22	GS	EDG2078_SN11



To respond, please send any comments or objections, specifying the grounds on which they are made, via email or in writing to:
Engineering Design Group, CORMAC Consultancy,
Radnor Road, Scorrier, Redruth, TR16 5EH.

Alternatively, please scan the **QR Code** to respond online using the Consultation Finder service or visit:

www.cornwall.gov.uk/TrafficConsult

To arrive no later than: **20/04/2022**



QR Code is a registered trademark of DENSO WAVE INCORPORATED.

Copies of the draft proposals and plans are available for public inspection during normal office hours at:

New County Hall, Treyew Road, Truro TR1 3AY

Please contact us using the details below to obtain further information.

Telephone: **01872 327 250**
Email: **traffic@cormactd.co.uk**

Please quote reference: **EDG2078_SN11**

Privacy Notice

CORMAC Solutions Ltd requests personal information when you respond to this consultation for the purposes of collating feedback and/or responding to any comments received. This information is destroyed within 12 weeks of the scheme's completion, although you may request this earlier by contacting us. If you choose not to provide an address or other personal information, or withdraw these before the scheme's completion, we regret that we may be unable to consider your response in regards to a particular aspect of the scheme. In line with the GDPR you can find further details on how CORMAC may use any information you supply, how we maintain the security of your data and your rights in regard to the information we hold about you on our web-site: <https://www.corservltd.co.uk/privacy-and-cookie-policy/>

Please note that it may also be necessary to include any information you provide in publicly available documents or to disclose it to third parties under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Please contact the below if you have any concerns or queries regarding the processing of your information.

Data Protection Officer, CORMSERV Ltd, Western Group Centre, Radnor Road, Scorrier, Redruth, Cornwall, TR16 5EH



2022 Membership Subscription Rates

Full Membership

(Please total your gross annual salary or your gross pro-rata salary from all of your councils.)

Gross Annual Salary	Joining Fee <small>(new and lapsed members only)</small>	Annual Subscription
Up to £1,000	£5	£55
£1,001 - £2,000	£5	£70
£2,001 - £3,000	£5	£80
£3,001 - £4,000	£8	£98
£4,001 - £6,000	£8	£112
£6,001 - £8,000	£10	£134
£8,001 - £10,000	£10	£144
£10,001 - £15,000	£12	£171
£15,001 - £20,000	£12	£186
£20,001 - £25,000	£15	£215
£25,001 - £30,000	£15	£234
£30,001 - £35,000	£15	£270
£35,001 - £40,000	£20	£294
£40,001 - £45,000	£20	£327
£45,001 - £50,000	£20	£351
£50,001 - £55,000	£20	£391
£55,001 - £60,000	£20	£414
> £60,000	£20	£467

Membership Type	Joining Fee <small>(new and lapsed members only)</small>	Annual Subscription
Principal or Principal (Affiliate) <small>(in addition to the cost of full or affiliate membership)</small>	£0	£55
Fellow or Fellow (Affiliate) <small>(in addition to the cost of full or affiliate membership)</small>	£0	£85
Affiliate	£15	£206
Past Service	£0	£42
Clerk Magazine only	£0	£36

Not sure which membership to apply for?

Whether you're new to the sector or have years of experience, our range of membership means that there is a level to suit everyone.

- **Full membership** - receive all the services SLCC has to offer, to qualify you must be a clerk or other senior employee in a paid clerking position of town, parish or community councils, joint committees of town, parish and community councils, parish and community meetings, or charter trustees.
- **Affiliate membership** - includes some of the benefits of full membership, however, members may only attend branch meetings with the agreement of the relevant branch, may not vote and are not eligible to attend the SLCC's Annual General Meeting (AGM). Membership is available to anyone with a role or interest in local councils.
- **Principal / Fellow membership** - progress your full or affiliate membership, develop your career and gain recognition with the Professional Development Scheme (PDS). The PDS contains grades of membership which are awarded on a combination of experience, Continuous Professional Development (CPD) and qualifications. Visit www.slcc.co.uk/develop to view the criteria.
- **Past Service membership** - Left your council? Remain a member at a reduced rate and access to all the benefits of a full member except for the advisory service.
- **The Clerk Magazine** - Need more copies of The Clerk magazine? The Clerk magazine is included in the price of all the memberships above, although some members like a second copy to share with their council.

SLCC

For Local Council Professionals®

50 YEARS

1972-2022
ANNIVERSARY

Join our Community

Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees in England and Wales.

We ensure that our members are equipped with the necessary knowledge, training and skills to thrive within their role and best support their council and community.

Founded in 1972 and celebrating our 50th anniversary in 2022, SLCC has gone from strength to strength, starting with just 50 members and now representing clerks to over 5,000 parish, town and community councils.

Whether you seek expert advice, to develop your professional career or simply build relationships with your fellow clerks, we can offer you the support and recognition you deserve.



"I would just like to record my appreciation of the support and help I have received over the years from SLCC, the role of a clerk can be very solitary as we face varied challenges and I would have found it incredibly difficult without the advice and assistance that I have been given from SLCC, so many thanks to you all, it has been much appreciated."

The Staffordshire branch of SLCC has been a source of friendship and useful knowledge and this has been invaluable. Liz Harrington-Jones, former clerk to Chebsey Parish Council

"I am glad to be a member and I would say that any clerk ought to belong to the SLCC as a matter of course. Membership of one's professional body is just one of those things that should be automatic - it is a constant source of information and fellow-feeling and you never know when you will need more substantive support." David O'Driscoll, clerk to Forest Row Parish Council, SLCC member since 2015





CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CILCA

Town Hall
Market Place
Camelford PL32 9PD

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

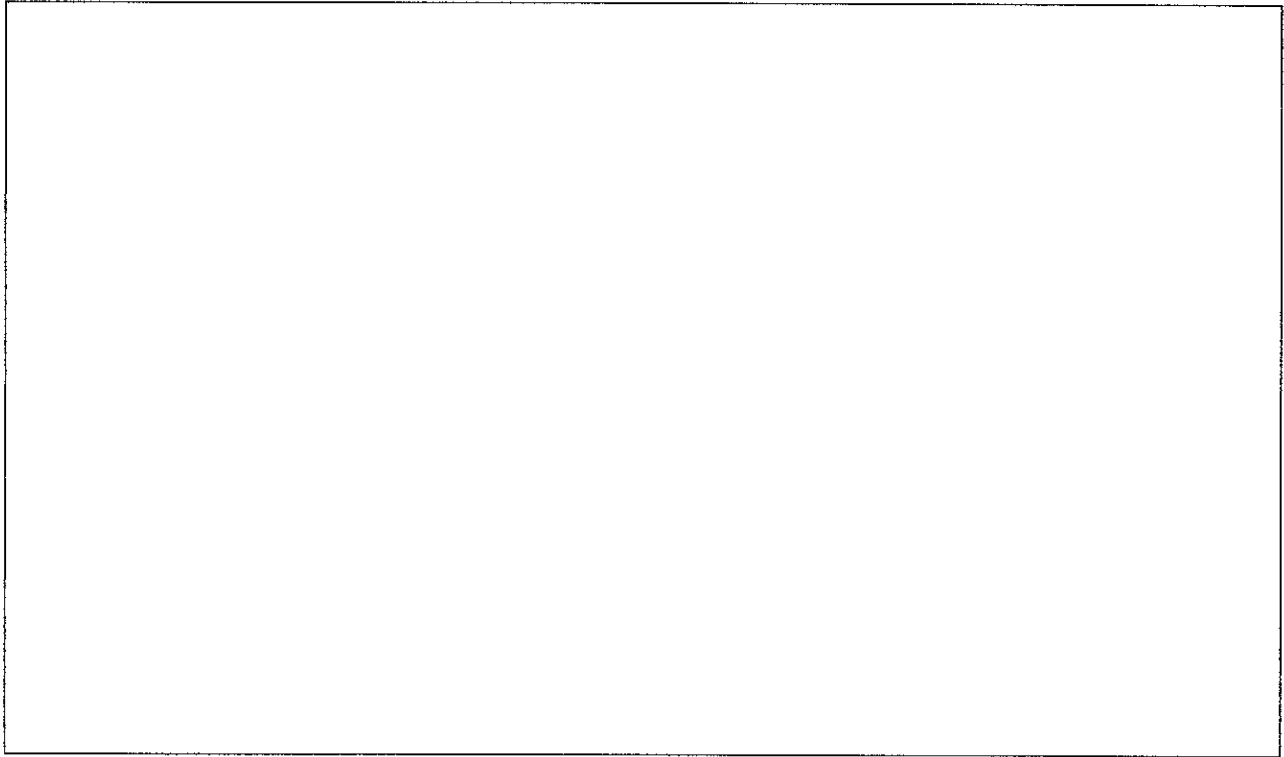
- The latest balance sheet of the organisation/project
- A copy of the constitution

Key details	
Name of organisation (please complete in block letters) CAMELFORD TOWN TRUST	
Name and purpose of project UPKEEP / MAINTENANCE OF THE TOWN HALL	
Total amount requested from the Town Council £4200	
Contact name and position MRS JILL JEFFS (CLERK)	Telephone: 01840 261676 Email: jilljeffs2000@yahoo.co.uk
Address for correspondence ANNIES BARN HALLWORTHY CAMELFORD <div style="text-align: right;">Post code PL32 9RL</div>	
Bank account name, sort code and account number	
Aims of organisation – state the aims and objectives of your organisation and the nature of its activity UPKEEP OF VARIOUS BUILDINGS AND AREAS IN CAMELFORD for the good of the town and people.	

<p>What is the status of your organisation or group? (Please tick all those that apply)</p> <p>registered charity <input checked="" type="checkbox"/> number 234388</p> <p>company limited by guarantee <input type="checkbox"/></p> <p>social enterprise <input type="checkbox"/></p> <p>community group <input type="checkbox"/></p> <p>other <input type="checkbox"/></p>		
<p>Is your organisation part of, or affiliated to any national organisation?</p> <p>NO</p> <p>If yes, please give brief details. n/a</p>		

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
What is the total cost of your project?		
Amount requested from Camelford Town Council		4200
Have successful applications for grants been submitted to other organisations?		
No		
(if yes, please supply the name of the funder and the amount)		
Name of funder	Amount granted	

Total granted	
Give brief details of organisation's own fundraising efforts including amount raised (eg. raffle, bucket collections, etc.)	
Activity	Amount raised
None	
Project details	
Name of project Town Hall upkeep	
Who will manage the project? The Chairman	
Please provide a statement of how the project will benefit residents of Camelford.	
<p>The town hall is an iconic building in the centre of the town housing among other things the library and coffee shop. It is the very heart of Camelford town itself and looked on with pride by the residents and a pleasure for the tourists passing by.</p>	



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

Signed.....Herbert Bennett.....

Date.....28th January 2022.....



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

6 Market Place
Camelford
Cornwall
PL32 9PB

01840 212880
clerk@camelford-tc.gov.uk
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 HALL	
Name and purpose of project PUBLIC ACCESS TO TOILETS	
Total amount requested from the Town Council £1500	
Contact name and position JENNY AHERN TREASURER	Telephone: 01840 212440 Email: jennyahern@hotmail.co.uk
Address for correspondence 20 sportsmans Camelford Cornwall Post code PL32 9QU	
Bank account name, sort code and account number CAMELFORD HALL MANAGEMENT COMMITTEE SORT CODE: 52-10-47 ACCOUNT: 04309650	
Aims of organisation - state the aims and objectives of your organisation and the nature of its activity Community hall facility for use by individuals, groups + organisations with the object of improving lives.	

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

registered charity number 300524

company limited by guarantee number

social enterprise

community group

other

Is your organisation part of, or affiliated to any national organisation?
 Yes or no 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
Cleaning	E	2600.
Cleaning Materials	E	1000
Extra PPE re: COVID costs	E	1000.
Water, Sewerage + Electricity	E	1000.
Repairs + Renewals	E	500

What is the total cost of your project? 6100

Amount requested from Camelford Town Council 1500.

Have successful applications for grants been submitted to other organisations?

Yes No

(If yes, please supply the name of the funder and the amount)

Name of funder	Amount granted
Total granted	

Give brief details of organisation's own fundraising efforts including amount raised (eg, raffle, bucket collections, etc.)

Activity	Amount raised
The Booking Secretary, Chair, Vice Chair	
Secretary + Treasurer manage Camelford Hall with no remuneration. This equates to approximately £200 per week.	

Project details

Name of project

To provide access to Public Toilets at Camelford Hall

Who will manage the project?

Chair of Camelford Hall Management Committee

Please provide a statement of how the project will benefit residents of Camelford.

- ① To have toilets at the opposite end of town is a benefit to the Residents of Camelford together with visitors
- ② The Hall toilets are close to the bus stop for school + public buses + the free car park.
- ③ To ensure a toilet facility that is COVID-19 Secure.

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

Signed J J Ahern

Date 11/3/2022

Streamline Customers

For the attention of



Because print doesn't have to be boring

a: 1 Southgate Technology Park, Pennygillam Ind Est,
Launceston, Cornwall PL15 7ED
t: 01566 773696
e: mail@kcsprint.co.uk w: www.kcsprint.co.uk

QUOTATION

DATE: 14/03/22
ESTIMATE No: 97050

Dear

Thank you for your recent enquiry. I am pleased to offer the following prices and specifications:

Title: Camelford Town Council Permits
Origination: Amended repeat of 50638- colour change to Yellow
Size: 210mm x 105mm
Paper: Gloss label stock, plotter cut to form permit to stick into windscreen
Colours: Digitally printed full colour to face including sequential number. 1 stock hologram foil block
Delivery: 1 Mainland UK address
Quantity: 200
Total Net Price £220.00

ALL PRICES ARE SUBJECT TO VAT AND CARRIAGE WHERE APPLICABLE. E&OE. PRICES ARE VALID FOR 14 DAYS.

I do hope you find this quote acceptable and we look forward to receiving your order. Payment is required with order for non-account customers. Our payment details are set out below for when you decide to go ahead. We look forward to discussing this quote with you shortly. Please note that your artwork costs are estimated against the initial requirements as we understand them and we always aim to get artwork to a finish within this timeframe. However this is not always possible where artwork requirements change, are added to or where we will overrun the allocated time due to unanticipated complexity in the work undertaken. We therefore reserve the right to inform you if these circumstances arise and request additional charges. In this scenario we will advise you before proceeding with any more changes and will only continue once this has been agreed.

Yours sincerely

Damian Heard

PLEASE NOTE DUE TO THE CURRENT ISSUES BEING EXPERIENCED BY ALL LOGISTICS COMPANIES, WE CANNOT GUARANTEE NEXT DAY DELIVERY FOR ANY GOODS, AND MOST CONSIGNMENTS ARE TAKING 2-3 WORKING DAYS TO BE DELIVERED.

REGISTERED OFFICE: 1 Southgate Technology Park, Pennygillam Way, Launceston, Cornwall PL15 7ED
VAT REG No. 794 4319 95 REGISTERED No. 04440951

PAYMENT DETAILS: PAYMENT IS REQUIRED WITH ORDER FOR NON ACCOUNT CUSTOMERS

PLEASE MAKE CHEQUES PAYABLE TO KCS TRADE PRINT LTD

BACS DETAILS ARE AS FOLLOWS -

Account Name: KCS Trade Print Ltd, Bank: Lloyds Bank, Account No: 00897008, Sort Code: 30-94-91

WE ACCEPT PAYMENT BY CREDIT AND DEBIT CARD; HOWEVER BUSINESSES WILL INCUR A 2% SURCHARGE FOR CREDIT CARD PAYMENTS.



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quick turnaround • competitive prices • quality products



CAMELFORD TOWN COUNCIL

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PL32 9PD

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

Minutes of the Events Working Group

Wednesday 9th March 2022 – at 7pm via Teams

Members present and apologies received

EG, RR, BH, AAJ, AB, JP, IR

Apologies AL, SB

No Apologies EGrigg, KW, DE

1. Approve Minutes from Previous meeting

Minutes Approved by those present

2. Feedback from OCM Opening

Excellent feedback – great day enjoyed by all including Workshops & competitions. Partial handover – site should be completed by Friday. Containers and table tennis table later in March. **AB** asked if any penalties for non-completion? **EG** stated none as subject to snagging. Not enough sign-ups for OCM membership or volunteers but once site open fully **DE** can work on promoting this after AGM on 27/4/2022. Grant requirements should be met by AGM. Equipment added to fixed assets register. Parkour workshop 19/3/2022 with Zoo Humans. **RR** spoke to Lottery People about new Scout Hut – meeting with scouts soon, **EG** stated communications with scouts go back to 2017
Drainage concerns raised by neighbour – **EG** checked with planning – no issues.

3. Easter

Previously the Easter Egg Hunt takes place on 1 day, **BH** suggested to put Eggs in the windows of the shops/businesses & run for a week. This gets people moving around town & includes the businesses. Each child will get a small chocolate egg for taking part, then names in a hat for 1st, 2nd 3rd. Use amazon Vouchers for 1st prize **BH** to approach businesses for other prizes.

4. Fun Week/Jubilee Schedule

Schedule checked so that everyone knows what they are doing & who is leading each event. **BH** to liaise with Peggy for Bingo. **RR** beacon – young farmers need permission. Piper – pay for a recording for the short piece of music to save on budget.
Allans – fun run – **JP** would like confirmation of the route & how many marshalls needed. **Action required**
Beating of the bounds – IR would like a map. Liaise with Di Taylor & Amanda for this event & let us know if any assistance required. IR would like to organise some stickers for the children who take part.

5. Jubilee Cups/memorabilia

4 Options shown. Decided to propose to council to buy memorial lapel pins to gift to children who attend Camelford primary school, little acorns & keep some for home schooled children in the parish. **JP** suggested we also purchase some commemorative mugs to use in raffles/competitions. Also the option for parents to order lapel pins for older children & pay.

8pm IR left meeting due to a prior commitment

6. Camelford Introducing

Option to open up to the wider network or not do this year. Poor interest in the past, lots already happening this year so **Propose to council to not run** during fun week & include with Friday music on bandstand.

7. Training Requirements

Xmas Lights Team are meeting at the end of the month, JP will know more about the requirements & who is due to expire after this meeting. **RR** to speak to Carnival committee to see what training requirements they have. **Bring back to next meeting for discussion**

8. High Vis Jackets

JP Full Hi Vis to be worn by the road closure crew plus **EG** requested CTC tabards as well so full accountability is known. Easy to identify who is who. **Propose to Council for tabards to be bought.** **JP** requested to ensure they have a fluorescent strip across the back. **RR** queried budget, **EG** stated there is budget for PPE

Items for next Agenda

Centenary (including leaf workshop)

Fun Week Update

Road Closure training requirements (JP Feedback)

Date of next Meeting

Wednesday 27th April 2022

Venue TBC

Esther Greig

From: Bronwen Hockerday <Bronwen.Hockerday@liscornwall.org.uk>
Sent: 30 March 2022 11:58
To: Esther Greig
Subject: Jubilee lapel pins quote
Attachments: Screenshot (1).png

Information Classification: CONTROLLED

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Service Level Agreement – Camelford Churchfield CP



Standard Service Level Agreement

between

Cornwall Council

and

Camelford Town Council

1st April 2022- 31st March 2023

Approvals

Civil Parking Enforcement Manager		
Name	Signature	Date
Zoe Hall		
Camelford Town Council Chair		
Name	Signature	Date

 Service Level Agreement – Camelford Churchfield CP

Document Information

Document Owner	Position
----------------	----------

Version	Date	Description	Author
01	28/03/2019	Draft SLA	Zoe Hall
01	13/03/2020	Continuation	Tracey French
01	02/03/2020	Continuation	Tracey French
02	24/02/2022	Updated dates Added Fore Street and Cleeze CP	Tracey French

Acronyms and Definitions

SLA	Service Level Agreement
CEO	Civil Enforcement Officer
PCN	Penalty Charge Notice
TMA	Traffic Management Act 2004
CPE	Car Park Enforcement

Service Delivery Areas Sections or departments of Cornwall Council**References**

Title	Filename	Version	Date

 Service Level Agreement – Camelford Churchfield CP

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Service Level Agreement – Camelford Churchfield CP

1 The Agreement

1.1 Purpose

This Service Level Agreement (SLA) defines the standard services provided by Cornwall Council for the provision of CEO patrols for parking enforcement for the off street car park at Churchfield, Fore Street and Cleese Carparks, Camelford.

1.2 Partnership Principles

In the spirit of partnering, Cornwall Council will work to develop an environment of cooperation and trust, using the following principles:

- **Focus on excellent customer and public service** – support the SLA through provision of a suitably trained CEO
- **Be accountable** – to the joint responsibilities set out in the SLA
- **Collaborate and co-operate** – establish and adhere to the governance structure to ensure that service activities are delivered, and actions taken on a joint basis
- **Be open** – communicate openly about major concerns, issues or opportunities relating to the services provided
- **Learn, develop and achieve potential** – share information, experience and skills to learn from each other and develop new ways of working.

1.3 Term of Agreement

This SLA will start formally from 1st April 2022 and will be reviewed annually. It will be reviewed for any renewal on 31st March 2023.

The annual review will include any decrease/increase of the cost per hour, currently £36.00 for standard hours. There is a potential for the hourly cost to be reduced/increased for the subsequent year based upon the actual number of PCNs issued per annum.

1.4 Obligations

Cornwall Council will deliver the agreed services within the agreed timeframes, standards and costs, and in accordance with the policies and corporate commitments of the service delivery teams and Cornwall Council.

Cornwall Council, Parking Services and the service delivery area agree to act in good faith and in a reasonable and timely manner with regard to the operation of the SLA.

Cornwall Council Parking Services and the service delivery area agrees to meet the costs, following senior level consultation where and when it is deemed appropriate, where material or rework is required as a result of their respective actions/errors.

1.5 Document Sign-Off and Security

This SLA is to be signed by the Civil Parking Enforcement Manager, Cornwall Council, and the Clerk of Camelford Town Council in duplicate and retained in a secure format. Electronic versions of the SLA held by either party must also be kept in a secure format.

Service Level Agreement – Camelford Churchfield CP

2 Service Overview

Cornwall Council will provide a parking service as stated below, unless with Camelford Town Council prior to any changes taking place

2.1 Service Definition

Cornwall Council will:

- To provide 2 x 20 minute parking enforcement visits per week
- Total patrol time per week will be 40 minutes
- The cost of enforcement is to be charged at £36.00 per hour for weekday enforcement Monday to Saturday. For any enforcement on a Sunday the hourly rate will be increased by 25% to £45.00 Bank Holiday Mondays hourly rate will be increased by 50% to £54.00
- Issue PCNs for any contravention of the current Off-Street Parking Places Order, the revenue of which to be retained by the Council to offset costs of the administration side of CPE.
- The visits will be random visits throughout the week.
- Provide CEO cover on a rota basis from the pool of CEOs based the relevant base.
- Be responsible for the health and safety of their staff.

The Town Council will:

- Be responsible for the maintenance and repair of the car park surface and lines.
- Be responsible for the issue of permits to motorists.
Be responsible for providing the Council with copies of the relevant permits
- Be responsible for safety inspection regimes and checks, and for any necessary repairs following these inspections.
- Be responsible for all Health & Safety requirements relating to the car park.
- Be responsible for dealing with all applications for Events to be held on the Churchfield or Fore Street car parks and dealing with the Event itself including the erection of notices to advertise the closure of the car park. The Town Council must advise Cornwall Council of any such closure dates to prevent patrols of the car park by CEOs.

2.2 Service car park enforcement

On agreement with the Town Council, the CEOs will enforce the car parks in the same manner as any other Cornwall Council car park. The Town Council will not be able to intervene in the challenge or appeal process against Penalty Charge Notices issued.

With regard to the operational requirements of enforcement, there are some anomalies which have been clarified and the Town Council agree that:

- Notes written by vehicle drivers will not be accepted as proof of receipt of a permit. Such notes will have no relevance and a Penalty Charge Notice will be issued where no required permit is displayed. Any handwritten notes will be photographed as evidence of the issue.

2.3 Service availability

Cornwall Council will provide this service for the duration of the SLA.

Service Level Agreement – Camelford Churchfield CP

2.4 Personnel

Cornwall Council will provide an appropriately trained CEO to patrol the off-street parking restrictions.

The CEO will be trained, or working towards, City & Guild Level 2 (Parking Enforcement) as a minimum and as part of ongoing training and development all CEOs will receive performance assessments, coaching and feedback.

3 Service Delivery Area Responsibilities

3.1 Service Delivery

- All parking enforcement will be carried out in accordance with the Road Traffic Act 1992 and the Traffic Management Act 2004.
- The off-street car park will be enforced in accordance with the procedures laid down by Cornwall Council within the Civil Parking Enforcement procedures.
- The service delivery will be monitored by both Cornwall Council and the Town Council and any issues over quality of service and suggestions for improvements will be raised on an ongoing basis.

3.2 Service Contacts

- The Town Council to provide a single point of contact for the Town Council authorised to agree changes to the processes and services delivered by Cornwall Council.
- Cornwall Council will identify information owners for all information sources to ensure up-to-date and accurate reference information is made available to the Town Council.

4 Monitoring reports

Monitoring reports will be produced to the Town Council by Cornwall Council on a monthly in arrear basis.

4.1 Report detail

The monthly monitoring report will contain the following:

- The day and date of each visit
- The start time of each visit
- The end time of each visit
- The total number of Penalty Charge Notices issued on each day visited.

5 Invoice and Payment terms

Invoices for the agreed enforcement as defined in 2.1 above will be produced to the Town Council by Cornwall Council on a monthly in arrear basis. The daily visits will be accumulated into a monthly total & charged at the hourly rate or pro-rata accordingly.

Service Level Agreement – Camelford Churchfield CP

The Town Council agree to pay each undisputed invoice issued to them within 28 days from the date of the invoice.

6 Risk Management

Cornwall Council and the Town Council will inform the other of any risks to service delivery as soon as possible after they are identified. Risks can be raised directly with the Civil Parking Enforcement Manager at any time. The appropriate action(s) to avoid or mitigate the risk will be agreed between the Civil Parking Enforcement Manager and the nominated representative of the Town Council. Any on site Health & Safety risks will also be identified and reported.

7 Compliance

Cornwall Council and service delivery areas must comply with all statutory requirements and Cornwall Council policies that apply to the services delivered. The following sections cover the main areas for compliance, but these are not exhaustive.

Cornwall Council and the Civil Parking Enforcement Manager and the manager of the service delivery area(s) are responsible for ensuring that their staff know of, and are complying with, the relevant legislation and policies.

7.1 Data and Information

Usage and storage of all data must comply with:

- Data Protection Act (DPA)
- Traffic Management Act 2004
- Freedom of Information Act (FOI)
- Information Security policy
- Confidentiality policies
- Data retention policy

7.1.1 Privacy and Confidentiality

Subject to statutory provisions and policies, and the requirements to deliver services to customers, Cornwall Council and service delivery teams must ensure safeguards are in place to protect information and personal data and must keep all records relating to customers and the services delivered confidential.

7.1.2 Ownership of Data

Unless specified otherwise, all service delivery data is owned and managed by Cornwall Councils service delivery area's Data Controller, as defined in the current UK Data Protection Act.

7.2 Equality and Diversity

The services delivered by Cornwall Council and the service delivery areas under this agreement must comply with:

- Equality Act 2010

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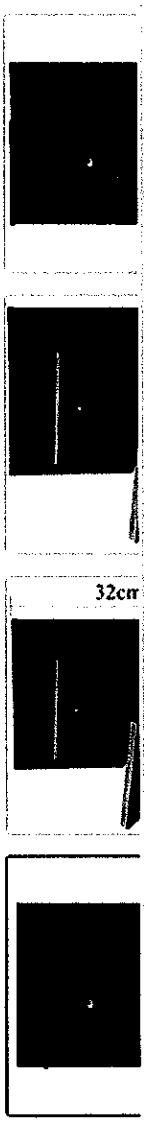
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Employer:	Camelford Town Council	
Address:	6 Market Place	
	Camelford	
	PL32 9PB	
Contractor:	The Freestyle Collective Ltd. t/a Freestyle	
Address:	Forge Works	
	Heronsgate Rd	
	Chorleywood WD3 5BB	
Order Number/Date:	N/A	11/03/2022
Order Value:	£149,977	Excluding VAT
Retentions Period and % Retained:	12 months	2.5%
Amount Due After Retentions:	£3,749.42	Excluding VAT

Notice is given to Freestyle that the above contract have been completed in accordance with:


1. Camelford Town Council's requirements
2. Guidelines as set out by ROSPA and EN 14974

I/We certify that:

Practical Completion of the works was achieved on the **11/03/2022** with the following conditions.

*Reinstatement of pump track tarmac surface.
Actions from ROSPA inspection (on receipt).
Table tennis table - supply delay recognised by CTC.*

We acknowledge that any return to site post the retentions period may incur costs. We also acknowledge that by signing this form we hereby accept ongoing responsibility of the site.

Print Name:	Esther Greig
On Behalf of:	Camelford Town Council
Signed:	 14.3.2022.

FEAST Stage One Application Form

Title of project: Enfield Park Centenary Project

Applicant: Amanda Lash

(this is the person with whom we will correspond)

Job title: Deputy Town Clerk

Email: admin@camelford-tc.gov.uk

Telephone: 01840 212880

Address: Town Hall, Market Place, Camelford

Postcode: PL32 9PD

Organisation title (if applicable): Camelford Town Council (CTC)

In line with GDPR legislation, we need you to confirm that you wish to be part of the FEAST network to which we send additional funding opportunities and other FEAST news. Please tick here to be added to our mailing list:

Q1 What activities do you plan to do?

To celebrate the 100th Birthday of Enfield Park, CTC are planning a day of events which will mirror the original opening programme in 1922. Activities will include:

Dance performances following 10 earlier workshops with Adie Dove (to be scheduled if funding successful)

Children's Tea

Circus Skills workshop

Children's sports activities including breakdancing workshops and traditional games including tug of war and egg and spoon race

Unveiling of the Centenary Tree (following workshops with Thrussels) by the Mayor.

Music Concert (acts to be confirmed)

Food and drink stalls

Face painting

Crafts table

FEAST Stage One Application Form

Q2 Where will your project take place?

Workshops will take place in the Library and local schools during June, July and August. It is anticipated that there will be two groups. One primary age group of 15 and one secondary age group of 15. 5 workshops of 1 hr each.

Q3 When will your project take place?

Saturday 6 August

Q4 Please give details of the sustainability or legacy of your project. Can the work carry on in any way after your project has finished?

The legacy from this project will be the Centenary Tree . It is hoping, should funding be secured, to appoint Thrussells to design and make a flat design metal tree wall sculpture for public display at Enfield Park. The entire sculpture would be robust and elegant representing community roots and community spirit in its design.

The local community will create unique leaves for the tree made from Repousse copper sheet which will then be attached to the sculpture.

The work will carry on after the project has finished as CTC plans to hold further workshops annually as part of its annual Fun Week to add 100 new leaves to the tree so that the sculpture gets celebrated each year for years to come.

Camelford has suffered badly from the pandemic and community spirit damaged. It is hoped that this event and project will bring people back together to celebrate their park and their community resolve.

Q5 What funding Stream from FEAST are you applying for? eg Participation

Main Grant Fund

Q6 How much is your project likely to cost? £7,950

Centenary Tree and workshops £4,000
Dance workshops £1,000
Music and entertainment £2,950

FEAST Stage One Application Form

Camelford Town Council	£3,350	CONFIRMED	
In kind support – hire of premises (Primary School or Old Bank Community Centre)	£150		
In kind support – breakdancing workshop	£250		
In kind support – DJ workshop	£200		
Requested from FEAST	£4,000		
TOTAL	£7,950		

Community Network Highways Scheme 2 – Year 1

1.0 Background

Cabinet confirmed in October 2021 that there would be a continuation of the Community Network Highways Scheme, subject to confirmation of funding for the Local Transport Plan. This was confirmed in early 2022 for 3 years i.e. 2022-2025. A Programme Guidance Note was issued in January 2022. This has coincided with significant changes to the Localism team and to the Camelford CNP in particular. As a result, there was a delay in circulating this Guidance note and requesting Expressions of Interest (EOIs).

2.0 Changes to the Community Network Highways Scheme

The key changes to the scheme are:

- a) Local Transport Plan - The refreshed Cornwall Transport Plan has a strong and clear vision that **transport in Cornwall will be excellent and carbon neutral**. This plan outlines a need to ensure that our transport system will connect people, communities, businesses and services in a way that enhances quality of life, is reliable, efficient, safe, healthy and inclusive. More than ever there is a real need to ensure that our residents and visitors can choose to travel in ways that will have a low impact upon the environment. The previous 4 year Community Network Highway Scheme dealt with a large number longstanding Traffic Regulation Order requests and whilst this may be locally important, these do not contribute to the aims of the active travel and liveable streets. With the Climate Change declaration we must provide greater focus towards enhancing the environment in favour of pedestrian, cyclist and public transport. Limiting TRO related schemes should be encouraged.
- b) Funding allocation – the funding ‘pot’ is divided according to the number of Cornwall Councillors in each Network, which in turn reflects the population of the Network. The allocation for Camelford is £23,932.
- c) Costs: All the costs of a Traffic Regulation Order (TRO) will need to be paid from this budget; putting schemes into one package is still the best way of achieving value for money.
- d) Process – To improve the efficiency of the programme, the process of approving schemes has been revised to ensure delivery can take place in the financial year they are agreed. Cornwall Councillors are taking the lead to agree schemes and submit within the timescales given, in consultation with the Community Network Panel. Schemes have to be submitted by the end of April in 2022, and by the end of March in subsequent years.

Guidance Note

Community Networks Highways Scheme Programme Guidance Note –

1. Introduction

1.1. In 2018 Cornwall Council committed to Strengthening Community Networks by giving Community Network Panels (CNPs) an annual Community Network Highways Budget for a term of 4 years.

1.2. The Portfolio Holder for Transport has reviewed this programme and this updated guidance sets out an annual budget split equally between Cornwall Councillors for allocation to the Network Areas dependent upon the number of Councillors in an area. At present, this continued programme, which is funded from Government Local Transport Plan Funding, is intended to run until March 2025; this is on the basis that the Council has received a provisional 3-year funding settlement from Government.

1.3. This Guidance Note should be read in conjunction with the Local Transport Plan (LTP).

2. Background

2.1. The CNPs are the local key point of contact for engagement and consultation in delivery of major capital transport schemes in or affecting their Community Network Area (CNA) and whilst they can still influence such schemes this revised budget enables CNPs to target investment for their local smaller highway improvement schemes: the **Community Networks Highways Scheme (CNHS)**.

2.2. The CNHS has successfully committed to deliver over 500 schemes to help local communities either by providing better access or to increase safety of the highway. The current round of funding ends in March 2022.

2.3. Many schemes coming through this process were attempts to control inappropriate parking or speed. These require Traffic Regulation Orders (TROs) for yellow lines or speed limits. Such a workload has meant that the current commitment from Cormac is to have all schemes either delivered or ready to deliver by March 2022 and completed by the end April*.

Note: *Timescales are subject to unforeseen circumstances that could have an impact on the delivery programme such as adverse weather or substantial objection at the scheme consultation stage.

3. Proposed CNP Funding

3.1. A further round of funding has been allocated to continue this local programme. This has been updated to provide greater fairness between CNP's and to significantly improve the efficiency of the programme.

3.2. Key principles are:

3.2.1. **Community Networks Highways Budget:** A new annual amount of £1.05m per annum is to be allocated from the Integrated Transport Block of the Local Transport Plan budget of £4.137m per annum.

3.2.2. **Budget Distribution:** The previous four-year programme allocated funding equally between the CNA's (£50,000 each), with £50,000 in reserve for potential overspends, on an annual basis. The budget will now be split equally between Members and allocated to the Community Network Areas (CNAs) dependent upon the number of Members in a CNA. See table 1 below for the funding allocation from April 2022.

Table 1 CNA Funding Distribution

CNP	Member no.s	Allocation
1 Bodmin	3	£34,398
2 Bude	3	£34,398
3 CPIR	10	£114,660
4 Camelford	2	£22,932
5 Caradon	3	£34,398
6 China Clay	4	£45,864
7 Cornwall Gateway	5	£57,330
8 Falmouth & Penryn	7	£80,262
9 Hayle & St. Ives	4*	£45,864
10 Helston & South Kerrier	5	£57,330
11 Launceston	3	£34,398
12 Liskeard and Looe	5*	£57,330
13 Newquay & St. Columb	5	£57,330
14 St. Agnes Perranporth	3	£34,398
15 St. Austell & Mevagissey	5*	£57,330
16 St. Blazey, Fowey & Lostwithiel	3*	£34,398
17 Truro & The Roseland	8*	£91,728
18 Wadebridge and Padstow	3*	£34,398
19 West Penwith	6*	£68,796
X Portfolio		£52,458
	87	£1,050,000

* some share a CNP

3.3. A common CNP TRO: To ensure the whole scheme costs are captured it is intended that all Traffic Regulation Order costs would be attributed to the CNP schemes. This change will ensure that the whole scheme cost is understood. The premise that there is one TRO per CNA per financial year would still be recommended to the CNP to avoid additional costs.

3.4. Timeline Protocols: To ensure this round of schemes is delivered as effectively as possible, firm deadlines throughout the commissioning process and programme efficiencies are required. A particular challenge is ensuring the TRO procedural and delivery timescales are as streamlined as possible. As such individual schemes that emerge as significantly controversial and cannot be resolved within the time scales allocated for inclusion would, in consultation with the Portfolio Holder(s) for Transport and Neighbourhoods, be allocated to the following years to ensure that they do not hold up the overall programme of work. The deadlines and timescales are as follows:

- 2022/23 Schemes –Final recommendations must be submitted for approval to the Portfolio Holder by April 2022. This means that EOIs will need to be submitted and reviewed by the CNP and Members before this date. The full process is set out below (Section 4).
- 2023/24 & 2024/25 - Schemes must be submitted as soon as possible, and no later than March 2023. Panels are encouraged to discuss and prioritise their proposed schemes as far in advance as possible.

3.5. Expressions of Interest: The CNPs will be tasked to provide a list of nominations through an Expression of Interest form. These forms should reflect the issue affecting the community not the potential solution. Technical advice will be available from Cormac's Highways Managers, supported by Cormac's Engineering Design Group (EDG), about potential solutions which reflect the concepts of the LTP and resolve the issues communicated.

3.6. Scheme Commitment: Each CNP will then consider and come to a collective view on which schemes are their priorities. The CNP's views will then be considered by the CNA's Divisional Members, who will make a final recommendation to the Portfolio Holder for Transport. The CNP and members would be responsible for identifying the inclusion of any available additional supplementary funding (e.g., match- funding from local Parish and Town Councils or S106 funding), with appropriate support and advice from officers

3.7. Roll Over: If a CNP wishes to roll forward the funding into the next financial year to fund a larger project this must be approved by the Portfolio Holder in line with the new protocol.

3.8. Monitoring: Monthly monitoring reports are to be provided to CNP's on the progress of approved schemes, from formal consultation to scheme completion.

3.9. Programme of Enactment: It is proposed that the new programme would run in parallel to the duration of the Integrated Transport Block funding, which is three years from April 2022.

4. Process

Stage 1: Review

4.1 Each Member will ask the local councils in their part of the CNP to provide them with a list of proposed local highways issues. They will provide these to the Member by way of the Expression of Interest form. The Member may submit their own proposals if they wish. The CNP and Member (supported by the Highway Manager and Community Link Officer) will then consider them to create a proposed programme of highway improvements for their area, the

aim of which will be to benefit all. To be eligible for funding, schemes must support highway improvements that meet the revised 2022 Cornwall Transport Plan Vision *'Transport in Cornwall will be excellent and carbon neutral. Our transport system will connect people, communities, businesses and services in a way that enhances quality of life, is reliable, efficient, safe, healthy and inclusive. People will choose to travel in ways that will have a low impact upon the environment and other people'*.

4.2 Schemes should include proposals to deliver against one or more of the six goals of The Cornwall Transport Plan listed below:

1. **Tackle Climate Change** - Respond to the challenges of climate change by ensuring we have a resilient, carbon neutral transport network, and we support communities to live locally.

This is the overarching goal of the Cornwall Transport Plan and schemes that support modal shift to walking, cycling and public transport, reducing the need to travel or switching to electric or cleaner fuels will be given high priority.

2. **Support economic prosperity** by improving sustainable transport links for business and access to employment, education and training.

Suitable schemes include those that improve sustainable transport access to shops and business activities and to contribute to local events or facilities. This can be for customers or deliveries e.g., cargo bikes.

Respect and enhance our beautiful natural and historic environment through the way in which we travel and deliver transport.

Suitable schemes include those that improve access to the environment for more people, especially those who currently have limited access e.g., children, people with disabilities.

3. **Support healthy active lifestyles and wellbeing** by providing the right facilities and environment for walking and cycling to become the natural choice for local trips

Suitable schemes include those that deliver a town and village street scene that respects our Cornwall heritage and culture, provides a safe, accessible, and attractive place for residents whilst substantially reducing environmental harm from vehicle operations including air pollution. Improvements to make walking and cycling easier will also be supported.

4. **Support community and road safety** - Ensure our communities are safer and more enjoyable places to live by reducing the negative impacts of transport.

Suitable schemes include those that reduce speeds or traffic volumes or reduce anti-social behaviour and the fear of crime whilst travelling.

5. **Provide equal opportunities for everyone**, regardless of age, postcode, income level or ability; to access the services they need and to have a say on transport solutions in their communities.

Suitable schemes include those which particularly benefit people with limited transport options due to geography, disability, age or affordability.

Extent: Improvements to any part of the highway network would qualify (i.e., A, B, C and U class roads).

4.3 It is recommended that should a CNA require a Traffic Regulation Order as part of their schemes then they only carry out one TRO consultation per financial year to avoid additional costs.

4.4 Gateways

4.4.1 Where viable, seeking to enhance the “Healthy” and “Living Streets” concept for Town and Village Streets should be a priority.

4.4.2 For example, provide gateway features that demonstrate to vehicle users they are entering a safe street environment and that pedestrian and cyclists are the principal, entitled users.

4.4.3 The design of the gateways is important. Not a simple utilitarian Highway sign, but a feature that incorporates urban and landscaping design, reflecting where possible local heritage.

5. Stage 2: Prioritise and Recommend

5.1. The Highways Managers will review the expression of interest forms from the CNPs alongside the Members. The annual quantity of schemes needs to be manageable, therefore expression of interest forms should be because of prioritisation at a Parish and CNA level. The Highways Managers will prepare a schedule setting out brief comments on the listed schemes, covering issues including estimated cost, deliverability, match with the Cornwall LTP objectives, policy, strategy, legal or other implications.

5.2. The schedule will indicate if the listed schemes have any relationship with any existing or planned schemes (within the LTP programme or arising from Section 106 funding or other funding streams) and if there is any potential to link schemes together and/or bring them forward early.

5.3. A schedule will be presented to each CNP by the Members for prioritisation. CNPs will discuss the schedule and conduct consultations with Town & Parish Councils in their CNP as they deem appropriate (e.g., during the meetings and/or by correspondence as necessary). Highways Managers will attend CNPs to provide technical advice and answer questions (this should be linked to the regular Highways visits to CNPs).

5.4. CNPs should use the criteria from the Cornwall Transport Plan to assist them with the prioritisation process.

5.5. Each CNP working with their Members will then consider which schemes should be progressed as their top priorities, within the available funding, to be taken to full design and formal consultation stage. When the CNP has considered its priorities and come to a collective view on this, it should make a recommendation to the CNP’s Divisional Members. The Divisional Members will then consider the CNP’s views and submit a final recommendation to the Portfolio Holder.

5.6. Funding Sources:

5.6.1. The Community Network Highway Budget for the CNA. A CNP may carry forward funds for more costly or contentious schemes in later years but at the Portfolio Holder’s discretion.

5.6.2. Additional funding identified in S106 or larger LTP schemes

5.6.3. Match-funding. CNPs and members may invite Town & Parish Councils to consider if they wish to offer match-funding to a scheme within their Parish.

6. Stage 3: Evaluation and Approval

6.1. The CLO will prepare a draft report for each CNA, setting out the CNP's and Members' recommendations. This report will include a completed project brief for each scheme, together with the Highway Manager's evaluation and comments. The project brief will include brief reasons setting out the business case for the proposal in question.

6.2. The report will then be submitted to the Head of the Highways Service and the Portfolio Holder for Transport for approval in accordance with Cornwall Council's approved procedures for decision-making. The Portfolio Holder's decision will be recorded in writing and published in accordance with Cornwall Council's usual procedures, including the reasons for approving or declining the recommendations. The CNP and Members will be informed of the outcome as soon as possible after the Portfolio Holder's decision is made.

6.3. A deadline will be in place for these reports and briefs to be issued to the Portfolio Holder. Any report or brief issued after this date will automatically enter part of the next year's round of schemes and be delayed by 12 months. It will be at the Portfolio Holder's discretion whether the budget is carried forward.

7. Stage 4: Design, Consultation and Delivery

7.1. The project briefs for each scheme will be used to commission Cormac to design, consult and deliver each scheme, depending upon the size and scale of the scheme this may include preparation of a Comprehensive Impact Assessment. CNPs will be consulted on design and cost changes that may arise. The more accurate the brief at conception stage the quicker the scheme can be progressed.

7.2. Consultations

7.2.1. The level of consultation would be dependent upon the impact the scheme may have on the highway network. Those requiring a Traffic Regulation Order will have to follow the agreed statutory process. However, with the Member and CNP both being aware of the agreed proposals at the outset this should shorten the time frame for the informal consultation and before formal consultation commences.

7.2.2. Schemes will vary in complexity and as such their consultation phase may vary in length. It is therefore intended that clear timelines are agreed for each scheme upon commission and where these timelines are affected by increased complexity at consultation stage this is to be made clear as soon as possible to the Member and CNP.

7.2.3. For efficiency, approved schemes will be in one package for the TRO procedures. This will enable a faster on-site delivery.

7.2.4. Where a scheme within a TRO package increases in complexity causing delay, so as not to prejudice the package delivery in a timely manner, the Portfolio Holder for Transport will mitigate these circumstances by moving such schemes into the following year's list of schemes.

8. Stage 5: Monitoring and Review

- 8.1. A monitoring report will be submitted to CNPs each month setting out progress from formal consultation to scheme completion. This will be linked to regular 6 monthly visits of Highways Managers to CNP's.
- 8.2. An annual summary document will be published at the end of each financial year setting out how the CNP has contributed to each of the objectives set out in 4.2.

9. Notes:

- 9.1. CNP's and Members are encouraged to reach a consensus view at all stages where they are involved. CLOs should continue to ensure that, where a vote is required at CNPs on the Highways Scheme, voting procedures are clear with one vote per parish and per Cornwall Councillor as the standard approach. The Divisional Members would come to their final recommendation by taking a vote between themselves, where there is not unanimous agreement.
- 9.2. This note and particularly any timescales are for guidance only. The deadlines introduced for this round of CNP funding are to ensure that resource issues within Cormac can be planned to avoid, as far as possible, foreseeable time delays. Phasing over three years is therefore proposed. Early delivery of briefs (within the timescale protocol) would also significantly assist the delivery teams in programming the specialist resources available to these tasks and for this to occur, the protocol on timelines for the procedures will apply.
- 9.3. Enforcement can only commence once the necessary lines and signs are in place. If the area of new restriction falls into an existing priority enforcement route, it will be included in regular patrols by Civil Enforcement Officers. However, if the restrictions are in a location that are patrolled on an ad-hoc basis or in an area that does not have visits, it is very unlikely the area would receive regular patrols at present.

Amanda Lash

From: Sarah Mallon - Glasdon UK Limited <sarah.mallon@glasdon-uk.co.uk>
Sent: 23 March 2022 14:15
To: Amanda Lash
Subject: RE: [ROUTED] Red bin inner

Good afternoon

Thank you for your email.

The order was for a Topsy 2000 with metal liner.

We can provide replacement metal liners for £51.28 + vat each. There is also an £8.29 + vat delivery charge on all orders under £200.00 + vat.

The link for the liners is <https://uk.glasdon.com/litter-bins/accessories-and-sacks/90-litre-metal-liner-057-1085>

Kind regards,

Sarah Mallon
Customer Support Office Manager

T: +44(0)1253 600414
Web: www.glasdon.com

Glasdon UK Limited
Preston New Road | Blackpool | Lancashire | FY4 4UL

Company Registration Number: 2160576. Registered in England.
Registered Office: Glasdon House, Preston New Road, Blackpool, Lancashire, FY4 4WA. Disclaimer

Please be aware that there is a significant risk posed by cyber fraud, specifically affecting email accounts and bank account details. PLEASE NOTE that our bank account details WILL NOT change during the course of a transaction, and we will NOT change our bank details via email. Please be careful to check account details with us in person if in any doubt. We will not accept responsibility if you transfer money into an incorrect account.

-----Original Message-----

From: enquiries@glasdon-uk.co.uk <enquiries@glasdon-uk.co.uk>
Sent: 23 March 2022 10:55
To: Glasdon UK Limited - Enquiries <enquiries@glasdon-uk.co.uk>
Subject: [ROUTED] Red bin inner

BE AWARE OF PHISHING EMAILS

This email originated from outside of Glasdon Could this be a phishing attempt? Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi

I wondered if you had on our account information regarding a red bin ordered on 17 October 2018 for £183.87. The inner bucket has been lost and wondered if you could provide a quote for replacing this.

Amanda Lash



CAMELFORD TOWN COUNCIL

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Annual Parish Meeting - 15 March 2022

Camelford Hall

1. Introduction and Welcome by Mayor.
2. Apologies: Cllrs Ackroyd-Johnson, Scawn and Bond
3. The minutes of the Annual Parish Meeting 4 March 2021 were approved.
Proposed: Cllr Shaw Seconded: Cllr Burgis
4. **Presentation by Matt Baker, Rise Associates – Public Consultation**
Commissioned in early 2021. Task to develop a place making team. Included stakeholders of the town (residents, councillors, businesses). The aim: to create a blueprint for Camelford. As a result, over the coming month the Camelford Vision document was written. Went out to consultation November to February 2022. Difficult due to COVID restrictions, however, did manage to have some face to face meetings. Online survey. Attended the Winter Festival. Matt went through slide presentation. Outlined there is support for large and small community infrastructure interventions. Large interventions include bypass, connecting to Camel Trail, pedestrianisation of High Street, bakery, health, (including a dentist). Smaller interventions include more events, cleanliness, markets, food and drink. Camelford Town Council already has an excellent events programme that could be built on. People want to be involved. 70 people emailed to volunteer. Other factors aspiration vs inclusion. Appetite for Supermarket. Do not want Camelford gentrified. Want an authentic town which serves the community rather than for tourists. Full report available on the Camelford Town Council website. Next steps. Now Vision document complete, can be used to secure more funding (e.g. Shared Prosperity Fund (which replaces EU funding)). Projects could include major infrastructure like connecting Camelford to the Camel Trail which would be transformative. CIC also come out of this process. They can also apply for funding that Town Council not eligible for, and for smaller projects and crowdfunding. Important that Cornwall Council works with Town Council to apply for funding. Good signs from consultation. There is a healthy foundation for success – civic pride, people investment. Look at Wadebridge – bypass, Camel Trail has transformed the town. Cllr Shaw thanked Matt for all the work done. Cllr Rotchell stated that this is just the start of the work not the end.
Member of public asked if there was a timeline for delivering the work? Clerk said that the report would be going to the Strategic Working Group. Working on a Plan to 2025, so

planning will take place over the next few months ready for applying for grants. CTC will be working with Cornwall Council to put in investment plan to apply for Shared Prosperity Fund.

5. Paul Thomas, Camelford Regeneration Initiative Community Interest Co.

What we are doing. What it means. What we as Camelford will do. Only 5 of us so what can we do as a town. Outlined who involved. Members or directors of CIC. Camelford residents. Act independently. Might have commonality. All volunteers. What is a CIC? Listed in Companies House. Limited by guarantee. Not for profit. Run for benefit of community. Set up formally. Bank accounts set up etc.

How it started. Place shaping group working with Matt Baker. Ideas in Vision document came from that group. Developed a few ideas not in vision document. Have an aspiration to work with other groups and wider range of volunteers. Work with community and use strengths and experience.

How we do things as important of what. Transparent, fair and inclusive. Positive. Happy for constructive criticism. Competitive for Camelford. We want projects to benefit Camelford – residents, businesses and visitors. Work with existing groups, local businesses and CTC. Enhance Camelford's profile. Reputation low with CC. When CC announce funds, want them to think about Camelford. On the ball. Have the vision. Raise profile. Create compelling case for investment. CTC cannot do some work due to statutory obligations/not eligible. Bridge gap. Business – local authority.

Launching event at Bowood Golf Club in early May. More detail to follow. Shovel-ready projects/schemes the minute some funds are announced. Some CIC will do on own. E.g. Rob Rotchell brought together "Man Down" (group supporting mental health for men) 7 April Family Hub. Small discreet schemes to run. Will work with other groups like the Old Bank supporting/improving facility. Some activities include lobbying. Camel Trail. If pull together and keep Camelford at top of agenda.

Door always open. Any ideas contact Paul Thomas. Details will follow. Willing to try and learn. Monitoring/timeline – evaluate where we are. Targets for fund raising. Bid ambitiously. Tangible list of projects down to the CIC. Improved credibility and confidence. Will talk about how we will measure our success in 1 year time. Thanks for opportunity. Contact details on slide. Social media will be launched. Presentation will be shared on CTC website and social media.

Mayor thanked Paul Thomas for presentation.

6. Mayor's Annual Report

Past year challenges to council. Restrictions imposed due to pandemic. Work at Council continued. Thanks Clerk and team for first class work. Dealt with lots of issues last 12 months. Cllr Chandler resigned due to work pressures. Cllr J Thomson replaced. Live streamed meetings but issues with wifi so no recorded. Committees done via M Teams. Not missed any meetings – one of few in Cornwall that managed to do so. Budget – despite increase in costs and decrease in funding, precept kept low. Reinstated events – Camelford in Bloom, Winter Festival and Halloween. Thanks to all involved. Enfield Park - extensive repairs to riverbank and path around pond. Cemetery work continues. Official opening OCM skatepark. Now facility Camelford can be proud of. Funders delighted with wide range

of activities. More discussions bypass. Provided more information to Dft and Treasury. They now have all the information and await decision but no idea when. Commissioned consultation. M Baker/P Thomas. Clean Car park devolved to CTC for £1. Relined, resurfaced and electric car charge points. No charges for car parking. Low number of planning applications due to phosphates leaking into water course. Donations to local organisations. Strategic and Staffing – Chair. Public consultation, Clean car park and installation of EV charges. Visitcamelford website created and town maps. Place shaping group formulated. Successful to Cornwall Council Town Regeneration Fund £43k. Liaison with Town Trust. Staffing: replacing grounds manager, appraisals, staff handbook and policy and procedure.

7. Reports by Portfolio Holders

a. Cllr Shaw. Report Estates and Properties

Thanked ground staff and volunteers that carry out gardening projects. Efforts are much appreciated. General state of Camelford's estates is good. Enfield Park and play area. Brambles upper part will be cut back so pond and bird hide seen clearly. Bench seating needs replacing and general TLC. Pleased to announce riverbank work to stop further erosion. Slate path removed for H&S reasons around path. Broadwood bridge will have some of its boards renewed and repainted with refurbished poetry boards. Skate park opening well attended. Will be completed before Easter. Cemetery – CTC not opening site at present as no need. Save rate payer over £2k in rates. Orchard needs more maintenance (pruning, bracken removal etc). Programmed in more cuts. Over 100 trees and hedge rows around Camelford including specimen broadleaf lime in Enfield Park to celebrate 100 anniversary of the park (donated by the Tincombe family), planted 2 copper beech trees to commemorate the life of the Duke of Edinburgh, and the platinum jubilee of HRH Queen Elizabeth II. Still need plaques. Personally feels work should be done by grounds manager before it becomes a bigger job and having to get in contractors although realises that contractors needed for larger work (riverbank repairs, new footpaths etc). Lots going on in the Estates and Properties portfolio to mention today. Could go on longer.

b. Cllr Coombes – Report Finance Cttee

3 councillors plus mayor and Clerk. Dealing with public purse and spending wisely. Feel CTC have done that last 12 months. Lots of good things done. Clerk and Deputy worked hard to find grants to pay for projects so does not cost council too much money. Therefore more money for other things (park, riverbank etc as outlined by Cllr Shaw). Where to save money priority and using money wisely.

c. Cllr Ackroyd-Johnson not available to give report on Events Working Group. However, Rob Rotchell outlined upcoming events which are posted on social media, website. Lots of events for Fun Week, Music in the Park and Jubilee. Also Centenary of Enfield Park in August.

8. Reports from Grant Recipients

Clerk reported that CTC gave out £15k in grants. Recipients are here to give an update on how the money was spent.

a. Jill – Citizens Advice Bureau

Donation £250 towards digital hub. Most of services before lockdown done face to face. Very hard to get out to places like Camelford. Know the most need comes

from more rural areas and long been an ambition to get out to towns and villages. In 6 months from April – September 56 people came to see us from Camelford with 206 different issues. Housing (breakdown of relationships), loss of job. Debts. Work done with 56 people brought in addition £77,833 of additional income around 8.5k per client. 51% had long term health issue. So Bodmin not suitable. At beginning of journey to deliver digital hubs to generate more interest in people volunteering. Universal Credit and other benefits done online. Cost of living crunch will be people's ability to fund broadband and phone. Won't have ability to claim. Donations such as CTC, at Old Bank crucial. Will allow us to bring in specialists in energy, housing and finance. Face to face support.

b. John Pearce – Bells St Julietta, Camelford Hall toilets

7 years started restoration of church. CTC generous in giving grant first stage - roof and structure. Moved on to restoring bells. Grant from CTC helped with other matched funding. Managed to get over £60k to restore bells and £600k for restoring building. Only Grade I building in Camelford area. Also repository of local history so very important building. Hand out booklets available. Part of grant included a professional film. Will be a free public showing on film Saturday 26 March at Regal Cinema in Wadebridge 11am To get tickets contact John Pearce. Have handouts. Has phone number on it. Will be advertised in LoveCamelford and Friends of Lanteglos Church FB pages.

Whole project of bell restoration has been exciting. Much better than imagined it would be as managed to get John Taylors to restore bells. They appear on BBC regularly. Biggest and only bell company in UK. Best in world. Community trip and help with transport of bells to Loughborough. Had visit from 300 school children from Camelford Primary School. Hoping to get older children involved in bell ringing. Aim to get 20-30 people who can ring bells. First stage complete – training for bell ringers to train others. Got group of 8 people expressed an interest to become bell ringers. If anyone interested contact John Pearce. Hoping SJS will get involved as well.

Camelford Hall Toilets – Need lots of looking after. Has been some vandalism unfortunately. Tempting to shut down. Come through COVID which was difficult. Had volunteer cleaner who left and needed to look for other cleaners but now have 2 amazing cleaners for toilets and hall. Grant from CTC plays important role in keeping toilets open. Not just locals but delivery drivers. Thank you.

Rob Rotchell - Friday Night Behind the Postcard Hall for Cornwall. Contemporary life in Cornwall but not the picture postcard. Heritage and what makes Cornwall, Cornwall. Tickets still available.

John Pearce – There will be a Jubilee Service and hope will be a memorable event and CTC councillors will attend. Not sure when.

c. Debbie – Camelford Agricultural Show

Thank you for inviting us and thank you for the grant on behalf of committee. Camelford Show 113 years ran every year and had to miss. Midst of 114th show. Despite not having a show, annual costs still need to be paid out (insurances, storage costs etc). Focus of development plan was promoting agriculture in the area as well as heritage. Employment an issue. Finding jobs and apprenticeships difficult.

Engaging younger generation/schools/colleges showcasing agriculture – key. Good day out and part of Camelford’s history and future. Grant set up on good footing to move ahead. Will go ahead marquee £10k one day show. Handicraft stall tent – engages with local primary school. Tourism – great day out. Fair. Big Top for children. All volunteers. Fundraising. Would like to pull in younger members – now got a representative – Chair of Camelford Young Farmers. Thank you. Rob Rotchell – posters to office. Will put on social media and website.

d. Peter – Camelford Leisure Centre

Fortunate to get grant from CTC. Gone into two projects. 1st – built 1992 so tired. Replaced wet side, 2 disabled toilets and 1 disabled toilets dry side. Thank you to M&M plumbing who do for free. Other projects – plant room. Big water tank which feeds toilets, showers etc. Pump work old and out of date. Ongoing project due to Brexit and COVID as issues with supplies. Hope to be resolved next few weeks. This year 10th year as a community facility. Pandemic tough. 40% of membership paid. Lost 60%. Last April opened built on. More users than ever had in the past. Very hopeful for future. 9 primary schools booked for swimming schools. Good poignant note – No guarantee will be there but looking sustainable unlike Wadebridge/Falmouth. Renewing and updating going forward. Q – Pool Olympic or 25m? No. Would need to look at different site due to classrooms. Would be desirable.

e. John Praoline – Christmas Lights

Thanked Camelford Town Council for grants over the years. CTC wonderful effort with charitable causes. Background. Involved for over 20 years. Council support imperative to maintain what we are doing. Would not be able to do what we do without CTC support. Last round of funding needed to tread water. Without funding could not do what we do. Passionate about town. Not all about Christmas lights. Support other events. Important to maintain tradition. Comes at a cost. Lights match funding by 90% and trying to find other avenues to support.

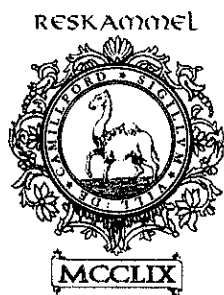
Rob Rotchell – Winter Festival great success and switching on of the lights a special part of it. 2020 saw a virtual light switch on. This year saw the best Winter Festival seen for a number of years. Thank you to you and team. Out in all weathers. Well done and long may it continue.

9. Invitation to public to raise any matters of interest

Clerk read out correspondence from Tracey O’Brien regarding speeding in Helstone. Cllr Rob Rotchell spoke to the question. There is funding for traffic measures. Will put for consideration. However, that is just one place within the Parish. As someone who volunteers for Speedwatch, speeding through Camelford also an issue. Asked that if anyone has issues with traffic flow, speeding to get in touch. Permanent cameras or warning signs expensive, so if it knows where the issues are within the parish, CTC can then put bid together. There is £22k in Camelford Network Area. 4 years ago put in Expression of Interest regarding the narrows, bypass, speeding. Still outstanding. May be rectified in bypass. Any expressions of interest need to be in by next month. Worth noting that A39 major road so cannot put speed bumps. Cllr Hewlett mentioned “20 is plenty initiative”. Helstone would be included in this scheme. Consultation taking place soon. All 30s will become 20.

No further questions. Mayor closed meeting at 8.55pm. and gave thanks to those who attended including grant recipients.

DRAFT



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

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

TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN 2022-23

1 **THIS AGREEMENT** is made on (date) **BETWEEN** Camelford Town Council of Town Hall, Market Place, Camelford, Cornwall PL32 9PD ("CTC") and:

(Tenant name)

(Tenant address)

.....

1.1 (The named person is referred to throughout this agreement as 'the tenant', "you", "your(s)" and "yourself").

2 **WHEREBY IT IS AGREED as follows:**

2.1 You agree to take the Allotment Garden situated near Fenteroon Farm, Valley Truckle, Camelford and referenced as the plot number below in CTC's Allotment Register ('the Allotment Garden').

[office use] Plot number

2.2 **Rent**

2.2.1 The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the first day of April 2022 or after, and thereafter from year to year unless determined in accordance with the terms of this tenancy.

2.2.2 You agree to pay CTC the yearly rent of £22 per plot payable from the date stated in Clause 1 of this Agreement up to 31 March 2023.

2.2.3 All invoices are due for immediate payment.

2.2.4 If the rent remains unpaid for a period of 40 days, the tenancy shall be automatically terminated.

2.2.5 The rent currently in force will be subject to annual review by CTC.

3 **DETAILS OF THE TENANCY**

The tenancy is subject to the Allotment Acts 1908 and 1950 and also the following conditions. You agree with CTC to observe and perform the conditions set out below.

3.1 **Alienation**

3.1.1 The tenant shall not sublet, transfer or assign or part with possession of any part of the Allotment Garden.

3.2 Use and Conduct

- 3.2.1 The potential risks of an accident or injury are numerous on an allotment garden (trips, falls, blunt gardening equipment etc.) You therefore use the allotment garden at your own personal risk, and CTC is not liable for any personal injury sustained whilst using the allotment gardens.
- 3.2.2 The tenant shall reside within the Parish boundaries of Camelford during the tenancy, unless a prior agreement has been made.
- 3.2.3 You shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by themselves and their family and for no other purpose and not for profit.
- 3.2.4 The tenant shall keep the Allotment Garden clean and in a good state of fertility and cultivation.
- 3.2.5 The tenant shall not enter onto any other plot at any time without the express permission of that plot holder.
- 3.2.6 Any children that accompany the plot holder or any persons accompanying the plot holder may not at any time enter onto another plot without the express permission of that plot holder. The plot holder has full responsibility for the actions of children and others entering the site with your permission.
- 3.2.7 The tenant must not cause any nuisance or annoyance to other plot holders of the allotment site and must conduct themselves appropriately at all times.
- 3.2.8 You shall not undertake any illegal activity on the Allotment land.
- 3.2.9 Trim and keep in decent order all pathways and hedges forming part of the Allotment Garden.
- 3.2.10 You will NOT use barbed wire for a fence adjoining any path set out by CTC for the use of the occupiers of the Allotment Gardens.
- 3.2.11 You will be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to property.
- 3.2.12 You will permit an inspection of the Allotment Garden at all times by CTC's employees or agents;
- 3.2.13 You will NOT obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant.

3.3 Cultivation

- 3.3.1 The tenant shall keep the allotment reasonably free from weeds, properly cultivated and in a good state of fertility all year round. Properly cultivated means that all of the plot is being worked all year round. It can be noted here that bases for any permitted structures (glasshouses, sheds and poly tunnels), water butts and compost heaps must be sited within the plot boundary and these areas are exempt from this requirement to cultivate.
- 3.3.2 Within the first three months of the tenancy 25% of the plot must be under cultivation with crops. This is discretionary on the condition of the plot at the time of the tenancy agreement and time of year the plot is let. After three months, it must be seen that the plot is regularly tended to and showing signs of progress. The remainder of the plot must be under cultivation with crops within twelve months.
- 3.3.3 The tenant must notify CTC of any change in circumstances which might temporarily prevent cultivation of the plot such as prolonged holiday, accident or illness.

3.4 Allotment Boundaries

- 3.4.1 CTC will inform you of your Allotment Garden boundaries (should they not be clear). If you install fences, you shall maintain and keep in good repair.
- 3.4.2 The tenant shall keep all footpaths surrounding the plot in good condition, including mowing, weeding and keeping them free from obstructions.
- 3.4.3 The tenant shall maintain every hedge, tree or shrub that forms part of the allotment plot on a regular basis.

3.4.4 The tenant shall not move boundaries/fencing. The entrance/exit of the plot shall remain the same.

3.5 **Environment**

3.5.1 The tenant is to use their best endeavours to garden organically and encourage biodiversity.

3.5.2 The use of pesticides and insecticides must be kept to an absolute minimum and tenants must ensure that they are not left unattended at any time.

3.5.3 The use and storage of chemicals must be in compliance with the Control of Pesticides Regulation Act (amended 1997).

3.5.4 If using such pesticides and insecticides, the tenant must take all reasonable care to ensure that wildlife and adjoining plots, hedges and trees and crops are not adversely affected.

3.5.5 The tenant must respect all wildlife that inhabits the allotment and not to harm any species in any manner that is in violation to the Wildlife & Countryside Act 1981.

3.5.6 The tenant shall practice water conservation techniques including utilizing covered water butts attached to sheds and greenhouses and consider mulching as a water conservation practice.

3.5.7 Use of hose pipes is prohibited. Tenants should follow guidance in 3.5.6.

3.6 **Green Waste, Bonfires and Rubbish**

3.6.1 Tenants shall compost all green waste on their plot in self-built or ready-made containers.

3.6.2 All refuse emanating from allotment cultivation that is not compostable must be disposed of offsite.

3.6.3 The allotment plot must be kept clean and tidy, which means that the plot must be kept free of rubbish, sheet plastic and old carpet, plastic bags, plant pots and other such containers that are no longer being used on the allotment.

3.6.4 The tenant must not deposit or allow other persons to deposit on the Allotment Garden any refuse or decaying matter (except manure and compost in such quantities as may be reasonably required for use in cultivation).

3.6.5 Bonfires may only be lit on the Allotment Garden with prior consent from CTC and following the guidelines for domestic bonfires issued by Environmental Health Cornwall Council (<https://www.cornwall.gov.uk/environment-and-planning/environmental-protection/environmental-protection-bonfires/>)

3.6.6 Bonfires are prohibited during COVID-19 Government lockdowns and/or restrictions.

3.7 **Structures**

3.7.1 Written consent from CTC is required to erect or place anything on the allotment which is in excess of a standard 6ft x4ft shed, including larger sheds, summer houses, greenhouses and poly tunnels. You should put your request in writing to CTC. Your request will be discussed at the next scheduled Town Council meeting.

3.7.2 Keep structures/sheds in a tidy state so that it is possible to see if there is evidence of rodent activity, to enable effective baiting to be carried out and to avoid rodent nesting activity.

3.7.3 To help prevent rodents from entering structures/sheds, please make sure any holes/cracks are filled (even small ones) and place brush strips along the bottom of external doors or rodent mesh along the bottom of structures/sheds.

3.7.4 Any structures must be well maintained and that they do not interfere with neighbouring plot tenants.

3.7.5 If the tenant is granted permission for a greenhouse or shed, a system of guttering must be placed on a greenhouse roof or shed roof so as to collect rainwater in one or more water butts.

3.7.6 CTC can order the removal of any structure that has not been approved or is not well maintained.

3.7.7 The tenant must remove from the Allotment Garden any broken or vandalised items such as glass from greenhouses and cold frames.

- 3.7.8 Tenant must be aware that anything that is placed on the allotment is not covered against theft, vandalism or storm damage. CTC is not liable for loss or damage to property.
- 3.7.9 On termination of the tenancy, the tenant shall remove any structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to the tenant.
- 3.7.10 Written consent from CTC is required to plant any trees which must be on a dwarf root stock.
- 3.8 Livestock**
- 3.8.1 Written consent is required from CTC to keep poultry on an allotment. An application form is attached to this agreement. For tenants taking on an allotment from 1 April 2019, a maximum of 10 will be allowed per tenant. Further details can be found in the Guidelines for Keeping Poultry 2022 (Clause 3.3.4.2).
- 3.8.2 Consent will only be given provided that the livestock is not prejudicial to human health or animal welfare or a nuisance to surrounding plot holders. Stringent animal welfare conditions apply.
- 3.8.3 Minimum standards in CTC guidelines for keeping poultry on allotments with regards to housing, food, water, animal husbandry, health and welfare must be met. Guidelines are attached with this agreement. Failure to adhere to the Guidelines will mean termination of your Tenancy Agreement.
- 3.9 Dogs**
- 3.9.1 No animals are to be brought into any Allotment Garden, except for dogs on leads.
- 3.9.2 Any fouling must be removed and disposed of responsibly.
- 3.10 Adverts**
- 3.10.1 Tenants shall not erect any notice or advertisement on the allotment, the fence or on the gates to Allotment Gardens.
- 3.11 Cars**
- 3.11.1 No caravans or cars are permitted in Allotment Gardens. Cars should be parked responsibly outside the Allotment Garden. CTC is not liable for any loss or damage to your vehicle.
- 3.11.2 Overnight parking is prohibited.
- 3.12 Security/Behaviour**
- 3.12.1 CTC has the right to refuse admittance to any person other than the tenant or member of their family.
- 3.12.2 In the unfortunate cases of vandalism or thieving on the allotments, CTC cannot be liable.
- 3.12.3 The tenant shall not cause a nuisance to other tenants.
- 3.13 Tenant's Circumstances**
- 3.13.1 The tenant must inform CTC immediately of any change of address or contact details (e.g. telephone number/email).
- 3.13.2 Any notice given by CTC in respect of this agreement shall be sufficient if sent by email and/or post to the last known address of the tenant.
- 3.14 Disputes**
- 3.14.1 Any dispute between yourself and another allotment holder shall be referred to CTC whose decision on the matter will be final.
- 3.15 Lease terms**
- 3.15.1 All of the allotment gardens including the Allotment Garden is leased by the CTC under a lease to the CTC (the CTC Lease). The Tenant must observe and perform all conditions and covenants that apply to the Allotment Garden contained in the CTC Lease.
- 4 ENFORCEMENT OF THE TENANCY**
- 4.1 For the purposes of management and maintenance, an employee of CTC can at any time enter the Allotment Garden to carry out plot inspections.

- 4.2 If this tenancy is breached, Enforcement Procedures will start. "Enforcement Notice 1" is sent to the tenant through the post and email. This notice requires the tenant to contact CTC to state their intention to continue with the plot and then remedy their breach of the tenancy within 14 days. If within 14 days the tenant does not respond either by remedying the breach or contacting CTC to discuss any extenuating circumstances, CTC will send through the post and email an "Enforcement Notice 2" giving the tenant a further 7 days to remedy the breach of tenancy or advise on any extenuating circumstances. If, within the further 7-day period the tenant does not respond either by remedying the breach or contacting CTC to discuss any extenuating circumstances, CTC will automatically terminate the tenancy. Enforcement Notice 2 will state the date when the tenancy will terminate.
- 4.3 Enforcement Procedures can be stopped at any time providing the breach of tenancy is remedied.

5 TERMINATION OF THE TENANCY

- 5.1 The tenancy of the allotment plot shall automatically cease if any one of the following circumstances:
- 5.1.1 On the death of a tenant;
 - 5.1.2 On the rent or any part of it being in arrears for more than 40 days;
 - 5.1.3 If the tenant has not responded to CTC or remedied their breach of tenancy during the Enforcement Process (Clause 4.2 above); or
 - 5.1.4 On the expiry of 12 months' written notice served by the CTC on the Tenant subject to such notice expiring on or before 6th April or on or after 29th September in any year
- 5.2 A Termination Letter will be sent to the tenant stating the reasons why the tenancy has been terminated and that they have 10 days to remove their belongings (gardening tools, shed, greenhouse etc unless otherwise agreed by CTC) and any crops from the plot.
- 5.3 Only when CTC is satisfied that the plot has been left tidy, free from excessive weeds and general waste, will CTC determine the agreement.
- 5.4 In the event that the tenant refuses or is unable to undertake the work necessary to return the plot with all possessions and rubbish removed first, CTC will do the necessary work and reclaim the costs incurred from the tenant.
- 5.5 CTC will not reimburse for crops or possessions that remain on the plot after the tenancy has ended, or for any improvements made to the plot.
- 5.6 The tenancy of the Allotment Garden shall terminate on CTC giving one month's notice if the conditions of the tenancy are breached and whenever the tenancy or right of occupation of the council terminates.
- 5.7 Tenants who wish to quit their Allotment Garden must give one month's notice in writing to CTC. Tenants must not give notice to other tenants. Tenants must not offer their plot to any other tenant. Plots are allocated by CTC only. No refunds will be given for rent paid. Tenants will then have 10 days from the date of their notice to remove their belongings (gardening tools, shed, greenhouse etc (unless otherwise agreed by CTC) and any crops from the plot. Anything left after 10 days may be transferred to the new tenant or removed by CTC.
- 5.8 Tenants should leave their allotment in the condition that they would hope it to be left in when taking on an allotment.
- 5.9 It is at the discretion of CTC to allow tenants who have previously had their tenancy agreement terminated for breach of tenancy to rent an Allotment Garden in the future.

6 Determination on termination of the Council's interest

This Allotment Garden tenancy shall terminate on the day on which the CTC Lease determines.

7 TENANCY REVIEW AND AMENDMENTS

7.1 CTC reserves the right to review and amend if necessary the forgoing rules and regulations at any time.

8 DATA PROTECTION

8.1 Personal data collected within this Tenancy Agreement will only be used by CTC for the purpose of administering the allotment gardens. We will not give out this information to any third parties and your information will only be kept whilst you are a current tenant. More information about how your data is used can be found on our website www.camelford-tc.gov.uk (Policies and Procedures/GDPR).

9 IN WITNESS whereof CTC and the Tenant have executed this Agreement as a Deed the day and year above appearing

SIGNED as a Deed by the duty authorised officer of CAMELFORD TOWN COUNCIL

SIGNED as a Deed by the said

.....
Allotment Holder

.....
Esther Greig, Town Clerk

RESKAMMEL



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CILCA

Town Hall
Market Place
Camelford
PL32 9PD

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

COMMUNITY GARDENS ALLOTMENT APPLICATION FORM 2022-23

Please complete this application form and send to the Town Council offices along with payment of £22. Cheques to be made payable to "Camelford Town Council". DO NOT post cash. BACS payments to Camelford Town Council, Account No 50251100, Sort Code 20-74-20.

Name:
Address:
Post Code:
Telephone (home):
Telephone (mobile):
Email address:
Applicant Signature:
Town Clerk Signature:



GUIDELINES FOR KEEPING POULTRY ON ALLOTMENTS 2022

1. INTRODUCTION

Allotment Tenants may keep poultry on allotments, but not cockerels as under the Allotments Act 1950. This is on the condition that they are not *"kept in such a place or in such a manner as to be prejudicial to health or a nuisance."*

2. REGISTRATION AND INSPECTION

2.1. Tenants are required to make an application to CTC to keep poultry on their allotment plot (max 10 per tenant). Details of the number of poultry and sizes and location of the poultry house and outdoor run must be given. Personal contact details must be provided as well as those of others who will be caring for your poultry during holidays etc so that we may contact them if there is a problem (see attached Request for Permission to Keep Poultry on Allotments application form).

2.2. Tenants are responsible for the poultry welfare and must ensure they do not cause a nuisance to others. Please see Clause 3.8 in the Allotment Tenancy Agreement.

2.3. The granting of permission is dependent on CTC conditions being met and guidelines followed.

2.4. Representatives of CTC have the right to inspect the poultry at any time. If the Council has cause to investigate complaints of maltreatment, any costs incurred will be passed to the tenant for payment.

2.5. The tenant's Allotment Tenancy Agreement will be terminated in the instance of failure to adhere to these guidelines and thus in breaching their Tenancy Agreement.

3. ANIMAL HUSBANDRY

3.1. Housing

3.1.1. Housing is important in ensuring the welfare of poultry and should allow expression of natural behaviours.

3.1.2. Both the poultry house and outdoor run must be regularly maintained to a good, tidy standard and free from obvious faults that may cause injury.

3.1.3. Poultry House

3.1.4. A fully enclosed shelter providing a minimum size of 2 sq.ft (0.2m²) per poultry is required. The fully enclosed shelter must provide the following:

3.1.4.1. Protection from predators.

3.1.4.2. Clean dry bedding material to absorb moisture and odour (eg wood shavings or straw).

3.1.4.3. Warmth during colder months or shade during Summer. As a general guide the aim should be to achieve a temperature range of 10°C – 20°C

3.1.4.4. Be draught free but have adequate ventilation.

3.1.4.5. Perches for sleeping, approximately 305cm wide with rounded corners to enable them to grip.

3.1.4.6. Nest boxes for laying eggs.

3.1.5. Outdoor Run

3.1.5.1. Fully enclosed caged run that provides a minimum size of 4 sq.ft (0.4m²) per poultry, providing the poultry with plenty of space to dig, dust themselves and flap their wings. The optimum size is 5ft x 8ft.

3.1.5.2. There should be an additional means of overhead shelter eg shrubs to provide poultry with protection from direct sunlight, strong wind and driving rain.

3.1.5.3. The structure must be allowed periods of rest to allow the ground to recover.

3.2. Food and Water

- 3.2.1.** Poultry should have continuous and plentiful access to cool, clean and fresh water, feed appropriate to the age and species of the poultry and in sufficient quantities as well as insoluble grit to aid digestion.
- 3.2.2.** Poultry food must be sealed in rat-proof bins or tins (e.g. metal) and stored securely.
- 3.2.3.** Remove poultry feeders and excess food at night or use a rat proof treadle feeder.

3.3. Health

3.3.1. Welfare

- 3.3.1.1.** The allotment tenant is responsible for ensuring that their poultry are free from distress, pain, injury and disease.

3.3.2. Preventative and/or veterinary treatment

- 3.3.2.1.** Poultry must be vaccinated prior to arrival or at 6 weeks old.
- 3.3.2.2.** Poultry will need regular worming (twice a year) and clipping of claw nails to maintain them in a good healthy condition.
- 3.3.2.3.** Poultry must be checked regularly for lice and the houses treated for Red Mite.
- 3.3.2.4.** Any health serious or longstanding or contagious problems must be reported to CTC immediately as well as details of the treatment being received and notification when the problem has cleared.

3.3.3. Sanitation

- 3.3.3.1.** The poultry house and run should be cleaned a minimum of once a week or more frequently as necessary.
- 3.3.3.2.** Tenants are responsible for the removal of all arisings from the site. Soiled bedding must be composted anywhere on the allotment site.

3.3.4. Number of Poultry

- 3.3.4.1.** Poultry need companionship and should be kept in groups of two.
- 3.3.4.2.** For Tenants taking a plot from 1 April 2019, the maximum number of poultry permitted per Tenant is 10.

4. Nuisance to Neighbours & Cleanliness

- 4.1.** Provided the above guidelines on housing, food, water and health are followed, poultry should not become a nuisance to others. (See Clause 3.8.2 of the Allotment Tenancy Agreement).

5. Breeding and Profit

- 5.1.** Allotment tenants are not permitted to breed poultry on the allotment site nor profit from the sale of produce (See Clause 3.2.2 of the Allotment Tenancy Agreement).



REQUEST FOR PERMISSION TO KEEP POULTRY ON THE ALLOTMENT 2022

PERSONAL DETAILS

Name:

Address:

Telephone No: Mobile:

Email:

Allotment Plot No:

ALTERNATIVE CONTACT

Please provide contact details of those who will be caring for your hens during holidays etc so that we may contact them if there is a problem.

Name:

Address:

Telephone No: Mobile:

REGISTRATION

Please provide the following information:

- a) Number of poultry: (A minimum of 2 hens and a maximum of 10)
- b) Location and size of Poultry Enclosures: (please attach a sketched plan of your plot showing the location)

CONDITIONS

- a) Clause 3.8 of the Allotment Tenancy Agreement must be adhered to.
- b) CTC Guidelines for Keeping Poultry on Allotments Policy must be adhered to.

DECLARATION

I declare that I will abide by any conditions and regulations made by Camelford Town Council for the keeping of poultry on my allotment plot(s).

pSigned: **Dated:**

.....

For Administrative Use Only

Permission granted/permission denied

Signed: **Dated:**

Account number:
671163342106

Camelford Town Council
Town Hall
Market Place Camelford
PL32 9PD

January 2022

01/004596
39304/00036

Dear Business Customer

Your prices are going up from 25 January 2022

Unfortunately, you'll have seen in the news that the costs we face to supply energy have increased significantly. This means prices are going up on our *Deemed* energy tariff from 25 January 2022. We realise this is the second increase you've had recently, and we're very sorry for this.

Your new prices are below so you can see how they compare with your current prices. Terms and conditions remain the same and can be found at edfenergy.com/smeterms

We'll continue to supply you on our *Deemed* terms until you either agree alternative contract terms with us or switch suppliers - which you can do at any time. If you'd like to stay on this tariff you don't need to do anything. You're free to choose a different EDF business tariff at any time[^] - head to edfenergy.com/myaccountsme to check out the other tariff options available for your business.

Supply address: Scout Hut Back Bluetts, Fore Street, Camelford, PL32 9PG

Acc No: 671163342106
MPAN/MPRN: 2200022647620
Meter Type: STD

electricity

Standing charge (pence per day)

Prices until
24 January 2022

£1.80p

New prices from
25 January 2022

£2.50p

Unit rate (pence per kWh)

27.00p

50.00p

All prices displayed exclude VAT, Climate Change Levy (CCL) and exclude the 7% discount if you pay by monthly Direct Debit.

We'd like to reassure you that we're working hard to support all our customers, and the industry, to offer value and service, during these uncertain times.

Here to help in tough times

We understand trading conditions have been tough recently, so if you're struggling to pay your energy bills, our dedicated business team may be able to help.

Thanks for being with EDF

The EDF Business Team

Visit edfenergy.com/myaccountsme

or call **0333 009 7095**

Mon to Fri 9am-6pm or use Live Chat online

Amanda Lash

From: Pravina Mulji <Pravina.Mulji@ucrconsultants.co.uk>
Sent: 31 March 2022 10:06
To: Amanda Lash
Subject: RE: EDF

Hi Amanda,

Apologies, I have spoken to my account manager direct at EDF & British Gas, please see below quotes received.

EDF Online:

12 months, standing charge 25ppd Unit rate 41.90
24 months, standing charge 25ppd unit rate 36.90
36 months, standing charge 25ppd unit rate 41.00

British Gas are now Zero Carbon:

12 months, standing charge 40.68ppd unit rate 36.66
24 months, standing charge 43.42ppd unit rate 36.17
36 months, standing charge 44.21ppd unit rate 36.18

I would not advise to go longer than 24 months as market is very expensive, rates quoted are live and can be withdrawn by suppliers at any point.

Regards

Pravina Mulji
Account Manager

Email: pravina.mulji@ucrconsultants.co.uk

Phone: 0116 216 9534

Website: www.ucrconsultants.co.uk

Our guarantees

- Energy suppliers will send you standard renewal rates. We guarantee to beat them.
- If you don't negotiate then you will be rolled over onto standard renewal rates. We guarantee to contact you before your renewal date to reduce y
- You need independent advice. We will obtain discounted pricing from your existing supplier as well as comparing the market for you.



This message and any attachments contain confidential information and is intended only for the individual named. If you are not the named address attachments (if any). Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail and attach guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. omissions in the contents or attachments (if any) of this message, which arise as a result of e-mail transmission.

From: Amanda Lash <admin@camelford-tc.gov.uk>
Sent: 31 March 2022 09:51
To: Pravina Mulji <Pravina.Mulji@ucrconsultants.co.uk>
Subject: RE: EDF

Hi Pravina

It was on the attachment I sent? But here it is:
22000022647620

Kind regards



Ms Amanda Lash
Camelford Town Council
(Via Email)

Your ref:
My ref:
Date: 25.3.22

Dear Amanda

Camelford Town Council – bracken removal

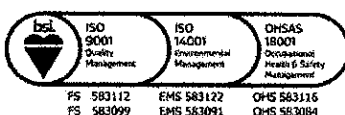
Further to your recent enquiry, I am pleased to submit Cormac's quotation to remove the bracken in the Cemetery.

The cost per cut in 2022 will be £530 plus VAT per cut.

Please let Sandra Crawford know how many cuts you will require and when you would like the first cut programmed in.

Regards

Ann Trevarton
Environment Operations Manager
CORMAC Solutions Ltd
Tel: 07964 123747
Email: ann.trevarton@cormacltd.co.uk



A Cornwall Council Company
Registered in England No. 07737430
Registered Office
CORMAC Head Office, Western Group Centre,
Scorrier, Redruth, Cornwall, TR16 5EH

Head Office, Western Group Centre,
Scorrier, Redruth, Cornwall TR16 5EH
Tel: 01872 323 313
www.cormacltd.co.uk





CAMELFORD & DISTRICT AGRICULTURAL ASSOCIATION LTD
ANNUAL SHOW on WEDNESDAY 10th AUGUST 2022
AT TREVILLA, MARSHGATE, CAMELFORD, PL32 9YN

ENTRY FORM FOR OUTSIDE TRADE EXHIBITS

I/We hereby enter the above exhibition in accordance with your Associations Rules and Regulations. Note: The Association will allot spaces for exhibition which must be adhered to and reserves the right to cancel and annul any exhibit that they consider objectionable or inappropriate. The "pitching" of goods is prohibited.

NO BB Guns or other weapons to be sold at the Show or given away.

Please ensure when booking space on which a tent is to be erected to allow at least 0.5m for guide ropes each side, so as not to overlap onto a neighbouring stand. Exhibitors will be responsible for their litter and water. If a Gazebo is to be erected this must be done securely. These may be randomly checked by our Health & Safety Officer.

All stands must be set up by 8.30 am of Show morning. Due to safety reasons no vehicles will be permitted to move in the Trade Stand Area between 9 am and 5 pm on Show day.

The Association will not be responsible for loss or damage sustained by the Exhibitors other than loss or damage caused by the negligence of the Association itself. All trade stands must produce either a Public Liability Certificate, Safety Certificate or Health & Hygiene Certificate, whichever appropriate. A Risk Assessment must also have been done.

These will be checked by our Health & Safety Officer. **No petrol generators to be on site.**

Entry forms and full fees must be forwarded no later than 13th July 2022 to:

Mrs Y. White, Higher Tredundle, Egloskerry, Launceston, Cornwall PL15 8SQ

Tel No: 01566 86682 / 07909 501544

Please send SAE for passes. (1 pass with every 3m booked) Extra passes available at £8.00 each with your booking. The Association will allocate spaces to the best of their ability, taking into account the expected requirements of each exhibitor. The decision of the Director of Show yard shall be final and binding in all cases.

BEST OUTSIDE TRADE STAND: A perpetual cup and rosette will be awarded to the Best Outside Trade Stand.

VINTAGE TROPHY awarded for Best Vintage Item on Stand, judged from all Stands

RULE 27: All Competitors and Exhibitors must make themselves fully aware of and implement health and safety standards at Agricultural Shows in accordance with guidance notes issued by Health and Safety HM Agricultural Inspectorate and obtainable from HMSO

THE COMMITTEE ASK ALL STAND EXHIBITORS TO FOLLOW THE STEWARDS INSTRUCTIONS

Please detach here

PLEASE RETURN THIS PORTION TO THE TRADE STAND SECRETARY

Outside: 10m depth, Frontage required at £ 12.00 per metre (£36.00 minimum). Half metre £6

Full Description of Exhibit

.....

AGRICULTURAL-YES/NO (Please delete where applicable) Please fill in form correctly

I/We hereby enclose £ The amount of entrance fee formetres and for additional passes for our stand only.

Cheques payable to CAMELFORD & DISTRICT AGRICULTURAL ASSOCIATION LTD

or BACS Nat west Launceston
Sort code 521047 A/c 17009669 with your name
Also put BACS details on entry form Thank you

(Please attach a copy of your Health & Safety, Public Liability or Health & Hygiene Certificate)

PLEASE ENCLOSE AN SAE WITH YOUR APPLICATION FOR YOUR PASSES

We would like to retain this data to provide you with future information organised by the Camelford and District Agricultural Association Ltd (or relevant party). If you do not consent to us contacting you, please tick this box

All in 1 building SW Ltd
8 Hillhead Gardens Camelford
CW
PL32 9TD
07980841867
allin1buildingservicesw@gmail.com
www.allin1building.com
VAT Registration No.: 323547805



All In 1 Building SW LTD
allin1buildingservicesw@gmail.com
07980841867 - 07506532050

Quote

ADDRESS

Camelford Town council
Town Council
Town Hall
Market Place
Camelford
Camelford
PL32 9PB

QUOTE NO. 1509
DATE 29/03/2022

DESCRIPTION

AMOUNT

Re OCM Graffiti Boards To Construct steel frame to secure ply graffitti boards to	780.00
--	--------

Thank you for your recent inquiry and invitation to quote.
We trust that the quotation will be of interest to you and look forward to hearing from you in the near future. should you have any queries I would be more than happy to assist

SUBTOTAL	780.00
VAT TOTAL	156.00
TOTAL	£936.00

Accepted By

Accepted Date

Payment Instructions
All in 1 Building SW LTD
Sort code - 40-36-22
Account No. - 43909484