



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 – 21st February 2023

Minutes of the Ordinary Meeting of the Council, held at Town Hall.

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 8 other Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Grigg, Hewlett, Scawn, Shaw, Thomson 23/028

2. To receive Apologies for absence with reasons

Cllr Bond – personal.

Proposed: Cllr Elford Seconded: Cllr Thomson unan 23/029

3. To receive Declarations of Interest & Approve Dispensations

Cllr Shaw 11.b Accounts pecuniary to leave the room 23/030

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

Co-option presentations from candidates for vacant council seat. Maggie Ginger read out her statement/application for Councillor. Gave her background, 18 years in the community and that hopes to help others feel that they are part of the community. Residents need an advocate, a voice in the community – she'll be that advocate – wants to learn initially and will love the challenge. Kasey Smeeth read out her statement/application for Councillor. Gave her background and noted involvement with Town organisations. Feels the Council makes a difference to the town and wants to be part of the future; important to lead by example and be part of the community.

Steve Stephens spoke on behalf of the Christmas lights regarding the grant application. Pleased to note that they now have a formalised lights committee and have applied for charity status. Realise few developments have happened to the displays recently, but this Christmas there will be a considerable difference. Planning to purchase and fabricate additional lights, looking at options but not yet formalised.

Carly Northover spoke regarding the polytunnel – growing fruit and veg on their allotment. It's not an industrial size, just an average keen gardener size polytunnel. Tunnel will enable self-sufficiency with water – sustain 16 tonnes of water and other people could use it too. Cllr Thomson clarified that that other people would be able to use it? Carly confirmed yes - the electric pump is solar powered.

Councillors unanimously decided to review previous maximum size at Agenda item 9b.

Cllr Jordan noted community chest funds for lights – apply 2023-24. Air quality – CC has received £62k which they are using to employ someone to discuss the Launceston and Camelford management area. Full Council – budgeting today. Discussion about A38/Saltash bridge tunnel.

Chased news of Camelford Bypass – has to put in a new plan in - reducing the scope/price of the plan and D of T will make a decision soon. £50m train between Falmouth and Truro that no one wants. Will know by June about the Mayor – will include a referendum. Cllr Rotchell noted that it would be interesting to have a copy of the new bypass scheme. Cllr Shaw noted that the air quality tests on site are taken away quarterly. 23/031

5. To receive and approve the Minutes:

It was **resolved** to approve the Ordinary Meeting 17th January 2023

Proposed: Cllr Coombes Seconded: Cllr Thomson 8-0 (1abs) 23/032

6. To receive Clerk's report

Matters arising from the Minutes. Lining at Fore Street done – have replaced 6 bays rather than amending to 5 as requested. This will be corrected later in the year depending on the results of the SPF application for EV chargers to Fore Street. CCTV system update – still not completed. Churchfield EV Chargers – nothing from SWARCO. Container has been delivered to the Cemetery today. SPF update – no news from CC as the board had scheduled an extra meeting on 20th February to consider the many applications received. Insurance claims settled but works not done yet. Vandalism at public toilets during half-term – logged with Police but not heard from them. Note change of date for E&P meeting to 10am 10th March. Deputy Clerk is attending CALC AGM. Draft information board for WRT has been sent through.

23/033

7. Planning

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

PA23/00883. Bodulgate Farm, Trewalder. Mr Andrew Kempthorne. Erection of an agricultural cover shed, together with associated works.

PA23/00899. Bodulgate Farm, Trewalder. Mr Andrew Kempthorne. Erection of an agricultural cover shed, together with associated works.

Applications taken together. Hopefully the land drains will take the water. No neighbours. It was **resolved** to Support

Proposed: Cllr Shaw

Seconded: Cllr Elford

unan

23/034

For Information

PA22/09123. Sam Sparks. 25 Beechwood Drive. Extensions. **Approved**

PA22/10681. Mr & Mrs John. Springside, Tregoodwell. Remodelling. **Approved**

PA22/10691. Jeremy Sharp. 6 Daws Meadow. Works to tree. **Approved**

23/035

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted attended leisure centre's directors meeting – celebrating 10-year anniversary. Removed the shrubs at the entrance to the park with cllrs and volunteers. Shredder couldn't cope! Chaired meeting Davidstow – residents, Saputo and EA. Met with the Scouts - working together to develop relationship; a positive meeting. Project group meeting for Camelford Hall refurbishment. Strategy meeting, Radio Cornwall - bypass interview – after 2 years still no decision. Events committee – full list of events including the coronation this year as well. Annual prune of the orchard – trees looking in good shape.

23/036

9. Correspondence

a. Email from 5D Solutions regarding naming of site adjacent to skatepark. Cllr Shaw feels inappropriate. Meadow View – indifferent. Can't be Church or Chapel. Cllr Thomson suggested 'Eglos'; Cornish for Church.

It was **resolved** to suggest Eglos Close.

Proposed: Cllr Thomson

Seconded: Cllr Shaw

unan

23/037

b. Email from Allotment holder regarding polytunnel 16 x 24ft. Cllr Shaw noted not much larger, not industrial, having heard the reasons for the size - support.

It was **resolved** to agree to this size as an exception for the double plot

Proposed: Cllr Thomson

Seconded: Cllr Grigg

unan

23/038

c. Email from Cornwall Youth Choir – request for a donation. Cllr Rotchell normally only give grants to the direct benefit to people of Camelford, for purchasing of capital not revenue. **Noted**

d. Email from resident and Clerk's response – regarding Council tax on second homes. **Noted**

23/040

e. Email from Tamar Toll Action Group – requesting support for the bridge to be centrally funded. Like the Severn bridges should be free. Pay to get into Devon!

It was **resolved** to send a letter of support

Proposed: Cllr Thomson

Seconded: Cllr Shaw

unan

23/041

10. Agenda Items

a. It was **resolved** to renew office IT contract £2319.46 +VAT

Proposed: Cllr Coombes

Seconded: Cllr Elford

8-0 (1abs)

23/042

b. It was **resolved** to accept offer of grant for the Local Maintenance Partnership 2023 (footpath cutting) £986.30.

Proposed: Cllr Shaw

Seconded: Cllr Burgis

6-3 dec carried

23/043

- c. The Minutes of Estates and Properties Committee 20th January 2023 were **noted**. 23/044
 i. The purchase of feeder pillar for OCM CCTV and Electrics from Ritherdon £1408.09 + VAT was **noted**. Cllr Grigg noted that she doesn't see the point of CCTV if nothing can be done with it – for example vandalism in the toilet. 23/045
- d. The Minutes of Finance and Staffing Committee 10th February 2023 were **noted** 23/046
 i. Q3 expenditure to budget was **noted**. 23/047
 ii. Q3 internal control audit was **noted**. 23/048
 iii It was **resolved** to approve LGPS Employers pensions discretion policy.
Proposed: Cllr Burgis **Seconded: Cllr Grigg** **unan** 23/049
 iv. It was **resolved** to approve Grants Policy 2023
Proposed: Cllr Coombes **Seconded: Cllr Thomson** **unan** 23/050
 v. The awards for all Coronation funding application was **noted**. 23/051
 vi. It was **resolved** to extend grounds person's contract until October 2023.
Proposed: Cllr Rotchell **Seconded: Cllr Shaw** **unan** 23/052
 vii. It was **resolved** to set up an advisory board (task and finish group) for the Hall Project with a Councillor and the Clerk, with representatives of Old Bank, Camelford Hall, Little Acorns, and the Camelford Regeneration Initiative CIC co-opted to the board. Terms of reference to include – architect/services interviews, design brief, and project scrutiny.
Proposed: Cllr Burgis **Seconded: Cllr Grigg** **unan** 23/053
 Congratulate Madam Clerk for the work done on this already
 viii. The resignation of Youth Worker was **noted**. 23/054
 ix. The survey reports and planning application for future Camelford Hall refurbishment were **discussed**. Due to the decision delays (Quantity of bids in), potentially lost another 4 months in the timeline. Work needs to be done to keep the project alive; and for future funding. For example bat surveys need to be done in the spring. £10k from current underspend in budget
 It was **resolved** to allocate up to £10k from this year's budget
Proposed: Cllr Scawn **Seconded: Cllr Coombes** **unan** 23/055
 x. It was **resolved** to contract with Arrow Lifts for annual maintenance/service for 2023.
Proposed: Cllr Burgis **Seconded: Cllr Grigg** **unan** 23/056
- e. The Grant application received from Christmas Lights Committee £3800. £3695 left in budget after electric bill was paid. CTC pay for the electrics. Good news that charitable status application has been sent off. Ongoing maintenance and revenue are not included in CTC grant policy. It would go for a display to augment the current one. Cllr Shaw noted that CTC enjoys the work they do. Been covering the running costs for decades. In principle only towards a new display. Would need to see that's where it goes to a new display.
 It was **resolved** to grant £3695 towards the purchase a new display this year.
Proposed: Cllr Thomson **Seconded: Cllr Elford** **unan** 23/057
 f. The Events Committee Minutes 8th February 2023 was **noted**. 23/058
 Cllr Shaw concerned that the pony and trap decoration costs would be paid out of CTC budget. Clerk noted it hasn't been.
 i. It was **resolved** to approve calendar of events
Proposed: Cllr Thomson **Seconded: Cllr Burgis** **unan** 23/059
 g. The OCM project report was **noted**. 23/060

11. Accounts

- a. Balances at 14th February 2023 were **noted**
- | | | | |
|-----------------|-------------|--|--|
| Current Account | £115,617.13 | | |
| Tracker Account | £51,476.90 | | |
| NS&I | £42,527.28 | | |
| CCLA | £80,000.00 | | |
- b. It was **resolved** to authorise the payments of Accounts Outstanding 23/061
- | | | | |
|-------------------|--------------------------------|------|-----------|
| Staff | February Wages & expenses | BACS | £9,545.86 |
| HMRC | February Tax & NI | BACS | £2,448.88 |
| Cornwall Pensions | February Pension contributions | BACS | £2,909.47 |
| Cornwall Council | Cleas – Business Rates | DD | £334.00 |
| Pennon | Water | DD | £19.00 |
| Pennon | Public Toilets Water | DD | £42.50 |

Chair's Signature..... 3

Dated.....

Pennon	Public Toilets Water	BACS	£12.50
Camelford Town Trust	Town Hall/Library Rent	DD	£507.81
Positive Energy	Town Hall Electricity – January	DD	£130.90
Positive Energy	Town Hall Electricity – January	DD	£300.60
Positive Energy	Town Hall Electricity – February	DD	£145.54
British Gas	OCM Electricity	DD	£104.14
Octopus Energy	Cleese CP EV chargers	DD	£134.10
Barclays	Bank Charges	DD	£16.58
Plusnet	office broadband January	DD	£27.55
Seadog IT	Web hosting February	DD	£29.95
Mailchimp	Marketing – visitcamelford	DD	£12.70
Voiphone	Office Telephone system	DD	£11.40
H3G	Youth worker mobile	DD	£18.00
Tesco	Mobile – MGM	DD	£7.50
SWALEC	Public toilets – electricity	DD	£275.73
Starboard systems	Scribe Accounts package	BACS	£1321.92
Cornwall ALC	Procurement training	BACS	£36.00
Seadog IT	Site security services (annual)	BACS	£155.00
Cornwall Council	Parking Enforcement – January	BACS	£169.20
Jason Ryan	Town Hall – window cleaning January	BACS	£25.00
All in One Building	Replacement bollard – Town Hall	BACS	£912.00
In Safe Hands	Staff First Aid training x3	BACS	£492.00
Beiran Martlew	OCM Electrics x2	BACS	£257.80
Beiran Martlew	Churchfield CP Electrics	BACS	£120.00
Beiran Martlew	Bandstand Electrics x3	BACS	£951.20
Spar	Office supplies	Debit	£8.25
Arborcare Tree Services	wood chipping and clearing hedge	BACS	£348.00
Camelot Garage	Fuel for van	BACS	£90.11
Glasdon	Buffer bollards	BACS	£631.20
Spar	Office supplies	Debit	£10.56
Nice Crew	Circus skills	BACS	£200.00
Boxtor	Shipping container	BACS	£3900.00
Cormac Solutions	Car park lining	BACS	£1762.38
Viking	Office supplies – ink/laminating pouches	BACS	£56.72
Highfield Motors	Van MOT	BACS	£54.85
R Sleep Ltd	Maintenance supplies – bolt/bits/glove	BACS	£90.06
CPRE	Annual Membership	BACS	£36.00
Viking	Office supplies	BACS	£36.28
Cllr Rotchell	Refreshments - volunteers tree removal	BACS	£20.40
Cllr Shaw	memorial tree and mileage to collect	BACS	£112.99
Endsleigh	Memorial tree and compost	BACS	£51.95
Paragon ID	Churchfield CP tickets	BACS	£414.00
Dawn Veal	DCS Independent Occupational Health	BACS	£200.00
Proposed: Cllr Coombes	Seconded: Cllr Scawn	TOTAL	£29,588.64
		unan	23/062

Income was noted			
NS&I	Annual interest capitalisation	AC	£39.54
CCLA	Lamit Property fund – dividend	AC	£785.05
Aviva	Insurance payment – sign Churchfield	AC	£1615.00
HMRC	VAT reclaim Q3	AC	£5739.86
Post Office deposit	Churchfield CP tickets/permits	cash	£120.00
Post Office deposit	Churchfield CP tickets/permits	cash	£140.00
Post Office deposit	Churchfield CP tickets/permits	cash	£75.00
	TOTAL		£8,514.45
			23/063

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: Co-option

Chair's Signature.....

4

Dated.....

Proposed: Cllr Burgis

Seconded: Cllr Grigg

unan

23/064

a. Cllrs noted that it was good to have two quality applicants and wished that there were two positions available.

After a paper ballot was taken and counted by the Clerk; it was **resolved** to co-opt Maggie Ginger to Council from the candidates presented. **23/065**

****Applicants were recalled****

Cllr Rotchell noted gratitude to them both for applying. co-option runs to May 2025. Kasey Smeeth was invited to consider reapplying for future vacancies.

13. To note items for 21st March 2023 Agenda.

CPRE AGM report

Mayor – apologies for meeting.

SPF update

The Mayor closed the meeting at 20.17pm

Our ref: CS123740_22

28th February 2023

Camelford Town Council

Galliford Try Telecoms
Crab Lane, Fearnhead
Warrington, WA2 0XR
www.gallifordtry.co.uk

Dear Councillors

PROPOSED UPGRADE OF (CS123740_22) THE EXISTING BASE STATION SITE AT LAND AT CASTLE GOFF FARM, HELSTONE, LANTEGLOS, CORNWALL, PL32 9RQ (NGR: 208274,082147)

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone on behalf of Vodafone have identified this site as requiring an equipment upgrade. The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Cornerstone are committed to consultation with communities for mobile telecommunications proposals and as such would encourage you to respond.

As part of the operators network improvement program, there is a specific requirement for the upgrade of this existing base station to provide improved network services, data speeds and connectivity to the local area.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

Please find below the details of the proposed site and the alternative site options considered and discounted in our site selection process: -


Our technical network requirement is as follows:

- **CS123740_22 - CASTLE GOFF FARM**

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:
Cornerstone Telecommunications Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

- **The upgrade of this existing electronic communications base station to provide enhanced Vodafone network services to this area.**

A number of options have been assessed in respect of the site search process and we consider the best solution is as follows:

- **The upgrade of the existing electronic communications equipment comprising the replacement of 3 no. antennas with 3 antennas and associated radio support units, 1 No. GPS Module and ancillary development works thereto.**
- **This proposal will provide improved significantly enhanced Vodafone network services to the local area. .**

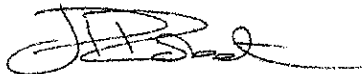
The Local Planning Authority must register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation.

We look forward to receiving any comments you may have on the proposal within 14 days of the date of this letter.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number – CS123740_22)

Yours faithfully



John-Paul Robertson

Consultant Planner

John-Paul.Robertson@gallifordtry.co.uk

Mob: 07775910135

(For and on behalf of Cornerstone)

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

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VAT No. GB142 6555 06



Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

Esther Greig

From: [REDACTED]
Sent: 06 March 2023 14:27
To: Esther Greig
Subject: Apology

Dear Esther

Please can you give my sincere apology to the Town Council for my non-attendance at the annual parish meeting. Although I had prepared my contribution, I failed to put the meeting into my phone diary. I am afraid that I have a lot going on in my life at the moment.

Stained Glass window project

The Friends of Lanteglos Church are very grateful for the grant towards this important project. The pieces of medieval stained glass are regarded as very fine and nationally important. We are in the process of applying to the Lottery Heritage Fund and the fact that there is support from the Town Council is of great help.

Camelford Hall toilet grant.

This year the Trustees have decided not to request a grant because for several reasons the Trustees voted to close the toilets to the public from the first of April this year. The main reasons are as follows:

1. The approximate cost of running the toilets is £6,000 a year. A reasonable estimate is that the use by the public is approximately half that. = £3000. The annual CTC grant is less than 50% of the cost.
2. The cost of physical damage and the emotional cost of an increasing rate of vandalism has taken its toll. This has made it clear to the Trustees that the hall toilets are not designed to be used by the public. For example, the doors and door furniture are lightweight plastic and the cisterns are easily and often broken. These are additional costs.
3. The arrangement of double entrance doors makes it difficult to maintain safety for hall users - especially children. It is also difficult to prevent unauthorised entry to the toilets by the public during evening events at the hall.

Once again, I apologise and hope that the summary above is clear. If there are any questions I would be happy to attend another CTC meeting.

Kind regards

John

Esther Greig

From: PRIMARYCARE (NHS CORNWALL AND THE ISLES OF SCILLY ICB - 11N)
<ciosicb.primarycare@nhs.net>
Sent: 24 February 2023 10:57
To: Esther Greig
Subject: Update on Churchfield Practice, Camelford
Attachments: APPROVED Second letter to Churchfield Practice Patients TRANSFER.pdf;
APPROVED second letter to Churchfield Practice Patients GMS1.pdf

FAO: Parish Councillors Alan Burgis, Michael Coombes, Aaron Dawe, Sue Elford, Kirsty Ferguson

Dear Parish Councillors

As part of us keeping you informed about the future of Churchfield Practice (Dr Garrod) in Camelford, I am writing to update you on the progress made since our last communication in December.

As you are aware, NHS Cornwall and Isles of Scilly Integrated Care Board (ICB) is responsible for commissioning GP practices across Cornwall and the Isles of Scilly. Services at Churchfield Practice are currently provided by Dr Garrod, whose contract will terminate on 31 March 2023.

This means that the practice will stop providing all general medical services as of 1 April 2023.

Dr Garrod has notified us that he will be taking up a salaried GP position with Camelford Medical Centre (Veor) from April.

What does this mean for patients?

Some patients do not need to take any action. As they live only within the practice boundary of Camelford Medical Centre (Veor), their registration will automatically transfer on 1 April 2023.

The remainder of patients will need to register with a GP practice of their choice. They have the option to register with any practice provided they live within the practice boundary.

We have written to both groups of patients with all the information they need to support them with ongoing access to primary care services. I attach copies of the letters for your information.

If you have any queries that we can help to answer, please direct these in the first instance to ciosicb.primarycare@nhs.net.

Kind regards

Rachel O'Connor
Director for Inclusion (Commissioning)
NHS Cornwall and Isles of Scilly Integrated Care Board

Mobile: 07710 860702 | E-mail: rachel.oconnor@nhs.net
EA: lindsay.adams1@nhs.net



Camelford Town Council
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

Your ref:

My ref: 2023 Parking Order

Date: 24th February 2023

Dear Camelford Town Council

2023 Off-Street Parking Order

Cornwall Council is proposing to make a new Off-Street Parking Order, and in doing so make some alterations to car park operations and charges. Attached is the formal notice which sets out the proposed changes.

You can read more about the proposals on our website
www.cornwall.gov.uk/TrafficConsult

If you have any comments to make on the proposals, The Local Authorities' Traffic Orders (Procedure)(England and Wales) Regulations 1996 require them to be submitted within 21 days of the publication of the proposals, I would be grateful to receive them no later than:

23rd March 2023

To respond to this proposal, you can either:

1. Visit our website - www.cornwall.gov.uk/TrafficConsult once registered you will be able to submit your response.
2. Email Parking Services on parking@cornwall.gov.uk, quoting the above title and indicating your support or objection to the proposals.
3. Respond in writing using the attached Response Form, indicating your support or objection to the proposals and return it to the address shown at the foot of the form.

If you wish to discuss any aspect of this, please contact me.
Yours faithfully

Zoe Hall
Strategic Parking Manager
Environment and Connectivity Service
Email: parking@cornwall.gov.uk

Cornwall Council | Konsel Kernow
PO Box 664, Truro, Cornwall, TR1 9DH
E: parking@cornwall.gov.uk | T: 0300 1234 100
www.cornwall.gov.uk



The Cornwall Council (Off Street Parking Places) Order 2023

Notice is hereby given that Cornwall Council proposes to make a new Order under Section 35(1) of the Road Traffic Regulation Act 1984, in accordance with Schedule 9 of the Act.

The proposed Order will revoke and replace The Cornwall Council (Off Street Parking Places) Order 2020 (as amended), whilst also making the following amendments:

1. Vary the parking charges in all Cornwall Council chargeable car parks to introduce tariff banding simplifying parking charges across the county
2. The following car parks will be revoked from the Order:
 - Dobwalls
 - Pendennis Point, Falmouth
 - Freathy
 - Towan Headland, Newquay
3. Amendments made to the definition of Motor home/ Camper within the order.

This Notice is intended to provide an indication of the Order's provisions. A copy of the draft Order may be inspected at any Cornwall Council One Stop Shop (check locally for opening times) using the public access computers. Copies may also be viewed at - **www.cornwall.gov.uk/TrafficConsult**

Representations (objection or support) to the proposed Order should be in writing and received by **23rd March 2023** - addressed to: **Parking Services, PO Box 664, Truro, Cornwall, TR1 9DH**, to **parking@cornwall.gov.uk** or via the above website.

Response Form

Scheme Name: 2023 Off-Street Parking Order

Start of Response Period: 2nd March 2023

End of Response Period: 23rd March 2023

Title: Mr Mrs Miss Ms Other

Name:
Please print in block capitals

Organisation: Camelford Town Council
(if applicable)

Address:

Postcode:

E-mail:

Date: / /

DD MM YYYY

1. What is your view on this scheme? **Support** **Object**
(please tick one)

2. Please use the box below to provide any comments you have with regards to these proposals. If you wish to object, you **must** state your reasons for doing so.

.....

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Please continue overleaf if necessary

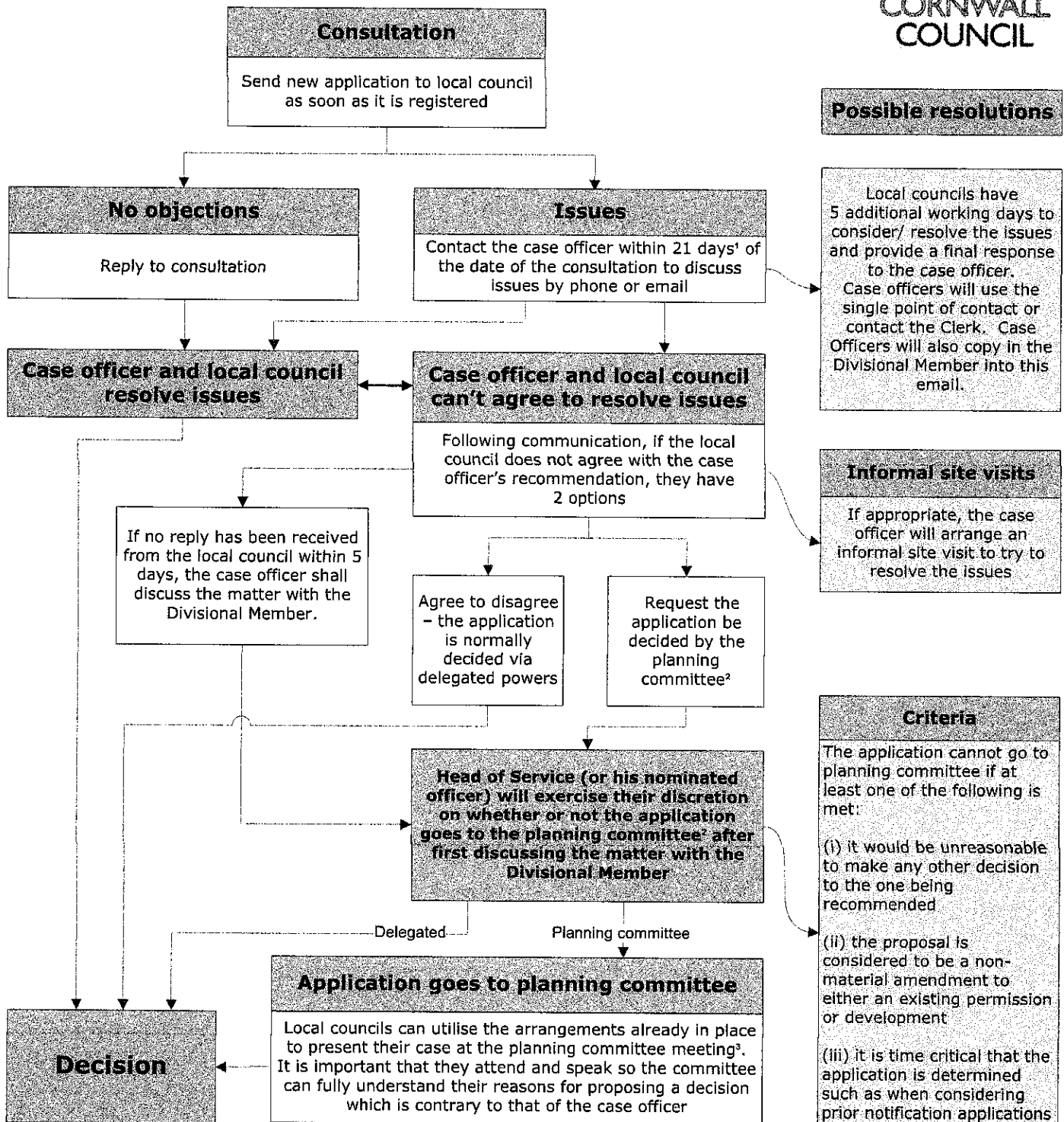
Please return this form to: Parking Services, PO BOX 664, Truro, Cornwall, TR1 9DH

Data Protection and Freedom of Information Notice

Any information which you may provide in response to this proposal shall be processed by Cornwall Council in accordance with the Data Protection Act 1998 and GDPR 2018 for the purposes of processing this proposal.

Please note that it may be necessary for the Council 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 above if you have any concerns or queries regarding the processing of your information.

PROTOCOL FOR LOCAL COUNCILS



Notes

¹21 days is the statutory time period - if an extension of time is required, the request and response must be in writing (or email) and is likely to be acceptable unless a decision is imminent.

²See page 2 for further information.

³Any written supporting statements must be submitted at least 3 working days before the committee meeting.

If a case officer is on leave or sick, contact your area team Group Leader or Principal who will be able to find out who is dealing with the application in the case officer's absence.

Should a case officer decide to change their recommendation at any point in the determination process after having communicated a different view, the case officer must inform the local Divisional Member(s).

PROTOCOL FOR LOCAL COUNCILS

The objective of the Local Council and Member Protocols is to encourage dialogue and make sound planning decisions locally

Large scale planning applications that exceed specified thresholds are automatically considered by the Strategic Planning Committee.

Constitution [Responsibility for Functions]

This states that a Local Member can request any application falling under the 'Major' or 'Minor' category to be taken to a planning committee for consideration, so long as it is in writing/email and that sound planning, policy and other area reasons have been provided setting out why committee consideration is necessary.

Major and minor application types are:

New dwellings
Offices / research and development / light industry
General industry / storage / warehousing
Retail distribution and servicing
Gypsy and Traveller pitches
All other large scale major developments
All other small scale major developments
All other minor developments

Other application types are (and can be called to the planning committee by the Head of Service or his nominated officer):

Minerals Processing (ie ancillary mineral operations defined under the GPDO)
Change of use (no significant building or engineering work involved)
Householder developments
Included in householder developments are extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls, fences, domestic vehicular accesses, including footway crossovers, porches and satellite dishes.
Advertisements
Listed building consents to alter / extend
Listed building consents to demolish
Conservation area consents
Certificates of lawful developments
Notifications (where no planning application is required)
Discharge of planning conditions
Non-material amendments
Works to trees in a conservation area
Works to trees covered by a Tree Preservation Order
Deed of modifications (Remove/Vary Section 106 Obligations)

If you would like this information in another format please contact:

**Cornwall Council
County Hall
Treyew Road
Truro TR1 3AY**

Telephone: **0300 1234 100**

Email: enquiries@cornwall.gov.uk

www.cornwall.gov.uk

Chief Planning Officer's Advice Note:

Barn Conversions/Replacement dwelling in the countryside

This is one of a series of notes issued by the Chief Planning Officer to guide greater consistency when making planning decisions. These notes may be updated from time-to-time in response to changing circumstances. It provides guidance to help reach a decision only and should not be used as a reason for refusal. The note cannot be used as a substitute for the policies of the adopted Local Plan.

This note is intended to provide guidance on the reuse of buildings and replacement dwellings in the countryside.

Policy context - Reuse of buildings

Policy 7 of the Cornwall Local Plan Strategic Policies 2010-2030 (CLP) restricts housing development in the countryside (outside the physical boundaries of existing settlements) to certain circumstances.

Policy 7(3) requires conversions to meet the following criteria:

- The building should be suitably constructed;
- The building should be appropriate to retain;
- The building should be redundant, disused or historic;
- The building to be converted should also have an existing lawful residential or non-residential use and be ten years old or greater;
- The reuse of the building would lead to an enhancement to the immediate setting;

Paragraph 2.33 clarifies that the appropriateness of buildings for conversion will depend on their scale and method of construction, structural soundness and the ability to convert the building without necessity of substantial demolition or substantial rebuilding operations. The conversion of large portal framed buildings will rarely be appropriate.

Paragraph 2.36 clarifies that the building should have been used for the purpose for which they had a lawful use for at least ten years. This is to avoid deliberate circumvention of policies designed to limit new housing in the countryside.

Policy 21(a) supports the use of previously developed land and buildings provided:

- They are not of high environmental or historic value
- They are sustainably located.

There may be Neighbourhood Plan policies in place for a particular area.

Policy PD-P18 of the Cornwall AONB Management Plan 2022 – 2027 sets out when the conversion of existing redundant agricultural (and other similar) building to form dwellings will be supported: [AONB Management Plan 12-04-22.pdf](#) (cornwall-aonb.gov.uk)

There are no specific conversion policies within the Tamar Valley AONB Management Plan 2019-2024 [TVAONB-Management-Plan.pdf](#) (tamarvalley.org.uk)

Guidance for Reuse of existing buildings

Is the building worthy of retention? Is it suitably constructed?

- The building does not need to have any historic or particular architectural merit. It may have a utilitarian form and appearance typically expected of an agricultural building found in the countryside;
- Large portal framed buildings will rarely be appropriate but **Policy 7** does not prohibit them, each case must be assessed on its own merits;
- Consider whether it has a limited, unobtrusive presence or unimposing agricultural character and does not read as a harmful or incongruous feature in the locality;
- Simply because something does not positively contribute to the visual amenity of the area does also not inevitably mean that it would not be appropriate for it to be retained;
- Consider whether the proposal will maintain present and positive character to demonstrate that it would be appropriate to be retained.
- It does not necessarily follow that just because a building is constructed to a particular standard, it will be able to be converted to

a dwelling in the future. All of the factors will need to be taken into account in the assessment.

Is it Structurally sound?

- A structural appraisal submitted by an appropriately qualified person will be expected to demonstrate that the building is structurally sound;
- Is the structural appraisal complete or does it identify the need for further investigations?
- Does the structural appraisal identify any uncertainty in terms of whether the building is structurally sound, or in terms of the extent of the works required?
- Are the conclusions robust and definitive? Is the specification of the extent of the works clear? Is the report accompanied by structural calculations to reinforce the conclusions?
- Does the structural appraisal identify that any additional structural works or support required? Are the additional structural works/supported articulated on a plan to indicate the extent of the building to be retained and any structural work/repair required?
- Is there any evidence to dispute the findings in the appraisal?
- Is substantial demolition or re-building required?

Enhancement of immediate setting?

- First consider the context, is it read with other residential dwellings or is it an unobtrusive building of agricultural character which is not a harmful or incongruous feature in the countryside. Whether it offers an enhancement of its immediate setting will depend on the context.
- If the merit in its retention is that it is a building of agricultural character, then that character should be retained. Proposals that alter such buildings in an unsympathetic manner may appear as suburban development which would harm the rural character and appearance of the area.
- Some buildings will appear more rural, more sensitively positioned and less capable of accepting such a degree of change than others. Consider any national or local landscape or historic designations.

- Consider whether the residential use of the building, domestication of the building and any associated domestic paraphernalia curtilage would erode the rural setting of the building. Can planning conditions address the impact? What views are there of the site? Is it prominent? Will the converted building and curtilage appear in keeping with its setting?
- Is the size of new curtilage proportionate? If new boundaries are being formed, what is their impact and is the type of boundary treatment appropriate to the context?
- Would the works to the building or site enhance the appearance of the building, site and surroundings?
- Consider whether any enhancements outweigh any harm from the domestication of the building and any associated curtilage.
- Acknowledge that if a worthwhile use cannot be found for the building then it may deteriorate and this may lead to an adverse visual effect. However, the building would in all likelihood still retain its rural setting so this is not a reason to permit unsympathetic conversions.
- Consider whether the building appears more visually associated with the nearby residential properties than any of the agricultural buildings in the vicinity. If the immediate surroundings have already assumed a domestic character then it is likely to be acceptable for the conversion to reflect this.

Is it redundant, disused or historic?

- The policy does not solely require the building to be of historic interest, the building could be either redundant, disused or historic or a combination of these three requirements.
- Consider if of historic significance or a non-designated heritage asset. Consider whether a heritage assessment is required. Historic England have produced Best Practice Guideline for Adapting Traditional Farm Buildings: [HEAG158 Adapting Traditional Farm Buildings.pdf](#)
- Consider whether there is any link to agricultural activities that indicate the building is not disused or redundant.
- Consider the evidence available. Is there any evidence to suggest it has not become redundant or disused?

The building to be converted should also have an existing lawful residential or non-residential use and be ten years old or greater? Has the building been used for the purpose for which they had a lawful use for at least ten years?

- Consider the evidence available. Is there any planning history on the site which indicates that building is not 10 years old?
- Is there any reason to disagree with the evidence submitted?

Fallback options?

- The applicant has the option to submit a Class Q application if they consider the proposal is capable of according with the necessary criteria. Only limited weight can be accorded to the contention that a development would accord with Class Q. If there is no prior approval in place, consider it on basis of requiring express permission and needs to be determined in accordance with development plan.

Sustainably located?

- Is walking or cycling to a settlement likely to be an attractive option? Would there be access for those with reduced mobility? Is there a settlement within a reasonable distance, are the routes lit with footways, what is the gradient of the route?
- The development plan needs to be read as a whole. Whilst **Policy 21** requires the reuse of buildings to be sustainably located, **Policy 7** acknowledges conversions can take place in the open countryside recognising the need that there may be a need for some housing in the countryside. It is therefore accepted that there is likely to be some reliance on the private car to access day to day facilities.

Policy context: replacement dwellings

Policy 7 (1) restricts replacement dwellings in the countryside to meet the following criteria:

- The dwelling should be broadly comparable to the size, scale and bulk of the dwelling being replaced,
- The dwelling should be of appropriate scale and character to their location.

Paragraph 2.34 clarifies that the dwelling should not impact negatively on the character of the surrounding area. Part of the defining character of

the Cornish countryside is the range of vernacular buildings in the landscape. Consideration should always be given to retaining or incorporating traditional built and structurally sound dwellings into replacement dwellings.

Policy 24 of the CLP requires any harm to the significance of non-designated heritage assets to be justified, and that harm to be weighed against the public benefits of the proposal. It must be demonstrated that all reasonable efforts have been made to sustain the existing use, find new uses or mitigate the extent of the harm to the significance of the asset.

There may be Neighbourhood Plan policies in place relating to replacement dwellings.

Guidance on replacement dwellings in the open countryside for purposes of Policy 7

Is a replacement dwelling justified?

- Is there an existing dwelling (this can include a caravan, chalet or park home) or fallback position on the site? A certificate of lawfulness may be required if this is not clear. If the applicant seeks to rely upon a Class Q as a fallback position, then an approved class Q application will be required. A reference to the possibility of a Class Q as a fallback position that should be given only limited weight.
- Does the replacement dwelling offer a betterment in terms of design, or in terms of being more appropriate scale and character within its context?
- Is the building a non-designated heritage asset? Is a heritage assessment required?
- For traditionally built and structurally sound dwellings, has the application set out how the retention or incorporation of the building has been considered and discounted.
- Acknowledge that a replacement dwelling may be energy efficient. However, energy efficiency can also be achieved through carefully considered conversions.

What does 'broadly comparable' and 'of appropriate scale and character to its location' mean?

- First consider the context, is it read with other residential dwellings or is it an unobtrusive building of agricultural character which is not a harmful or incongruous feature in the

countryside. What is the impact of the existing building on the character of the area? Would the new building appear more prominent than the existing building?

- If it is not read with other dwellings and is seen as an agricultural building in the open countryside, then this key characteristic should be retained. The size, scale, bulk, external appearance, boundary treatments and landscaping should reflect this agricultural character.
- Consider whether the building appears more visually associated with the nearby residential properties than any of the agricultural buildings in the vicinity. If the immediate surroundings have already assumed a domestic character then the proposal may reflect the character of the buildings it is associated with.
- Consider whether there is a realistic fallback position in terms of extensions to existing dwellings.
- Consider whether the garden and parking spaces would extend beyond that of the existing curtilage, and whether this would result in any harm to the character and appearance of the rural setting.
- Consider whether there are any national or local landscape designations, or historic designations that would be affected by the development.
- What views are there of the site? Is it prominent? Will the replacement dwelling and curtilage appear in keeping with its setting?

Is a different siting justified?

- A different siting may be justified if it can be demonstrated that there are significant benefits, such as for landscape character, for doing so.
- Consider whether an alternative siting would result in residential development being extended into the countryside. Consider whether a re-siting would make the development appear more prominent and conspicuous than the existing building.
- Consider the imposition of a condition or requirement for a legal agreement to ensure the removal of the original building.

Contact

Cornwall Council Planning Service
planning@cornwall.gov.uk
0300 1234 151

Esther Greig

From: Good Growth <GoodGrowth@cornwall.gov.uk>
Sent: 01 March 2023 16:25
To: Esther Greig
Subject: Good Growth Fund - BUS003_0042 - Camelford Hall Regeneration

Information Classification: CONTROLLED

Dear Applicant

Thank you for your application to the Good Growth programme. A formal decision has been made on projects submitted to Review Point 2. It was agreed that your application needs improvement. During appraisal there were concerns regarding the forecast targets and how realistic they are, for example, the 17 FTEs to be created. Planning permission has not yet been submitted and the application states no other funding sources have been explored.

The project does not have a strong fit with this opportunity and you may want to consider applying under BUS006. This invitation encourages applications from businesses, property owners (public/private/third sector), developers and skills providers across towns, rural and coastal areas in Cornwall and on the Isles of Scilly, with a particular focus on regenerating high streets and neighbourhood shopping areas. The future review points are currently 3 April 2023 and 4 August 2023.

You are invited to make any suggested improvements to your application and resubmit if you are able to address the above points. Please note that the process remains competitive and therefore resubmissions must address the points above.

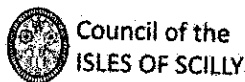
Please let us know if you require any support from the Delivery Facilitation Team in preparing your resubmission.

Kind regards

CloS Good Growth Programme | Towlen Devyans Da CloS
Economy and Skills Service | Gonis Erbyshedh ha Sleyneathow
Sustainable Growth and Development | Tevyans ha Displegyans Sostenadow
<https://ciosgoodgrowth.com/>



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CAMELFORD TOWN COUNCIL

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Minutes of the Events Committee Meeting – 8 March 2023

1) To note Councillors present

Cllr Thompson opened the meeting at 7pm with 2 other Councillors present: Cllrs Burgis & Bond, no co-opted members were present.

Staff: Amanda Lash, Bronwen Hockerday

E/22/047

2) To receive Apologies for absence with reasons

Rob Rotchell, India Rabey

It was **resolved** to accept the apologies.

No apologies were received from John Praoline, Kate Woods

E/22/048

3) To receive Declarations of Interest & Approve Dispensations

None.

E/22/049

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

None.

E/22/050

5) To receive and approve the Minutes of:

It was **resolved** to approve the Events Minutes 8 February 2023

BH abstained as not at the meeting.

E/22/051

6) Agenda items

a) Co-option Process

AL explained the co-option process. CTC have received comments on social media regarding advertising of other events for Fun Week. These are CTC organised events. Other events in the community can be advertised on the Visit Camelford website (www.visitcamelford.co.uk) or in the cark park noticeboard. The CTC events group is for CTC events only. The group currently is made up of Councillors & co-opted members. All other committees are closed. The structure and membership of Committees is discussed in May each year. Council decides who, if any, are co-opted. AL will advertise nearer the time to get interest. It was noted that other Committees are not open to co-option, however, events require volunteers to help with events. It is therefore important, that those who are part of the group, are fully committed to support CTC events and provide help on the ground. It does not have capacity to organise any other events, and that in any event, an addition to the calendar would be a discussion for Council.

E/22/052

b) Easter Eggstravaganza

BH gave an update on planned events for the EE. Decorate an egg & decorate an easter bonnet entries will go to the library. Judges – SB & RR. Storytime will run on the day – staff & councillors involved. Easter egg pictures will be placed in windows along the main high street

for an Easter trail – forms from the library – this will run from 1st – 10th April. BH has sourced prizes from Jackki Lavender who is the Community Champion for Asda in Bodmin – many thanks to Jackki for her help. AL to send letter thanking them.

E/22/053

c) **Fun Week**

AL gave an update on Fun Week, all events are confirmed & the schedule has been published. FEAST funding received of £800 which covers the copper leaf workshop & the Harry peanut show. AL ran through the schedule & assigned leads for each event. Rebranding of OCM to “Skate : Create” – hoping to launch during fun week if funding approved. AL has been working with Ness from Endelienta on the create side. Bingo – BH will assist Brownies in sourcing prizes.

E/22/054

d) **Coronation**

Still waiting for confirmed times from the Palace. There will be a Picnic in the Park & a livestream of the Coronation Ceremony. No licence needed for livestream; Inflatable screen & projector being used. SB offered to speak to the Dangars in Tintagel as they are involved with the tech to connect the projector

E/22/053

e) **Banner/Wires across road**

JP not present to update on ownership of the pulley system for banners. AB stated that it was funded by the Town Team along with the first banners. Not keen to have the banner on the library – alternative locations discussed, railings outside Indian King Coffee Lounge, Gantry at park entrance. BH suggested using the large bollards to the left of the bandstand as this would dissuade people from parking on the resin. Not happy with quality of signs as the letters kept peeling off. SB said there is a company at Tregath – he will find out the name & contact for them. **Recommend to Council any event banners to be put on the bollards to the left of the bandstand.**

E/22/056

Meeting closed at 7.55pm



Standard Service Level Agreement

between

Cornwall Council

and

Camelford Town Council
1st April 2023- 31st March 2024

Approvals

Community Protection Team Manager		
Name	Signature	Date
Kevin Brader		
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	Added Fore Street CP	Tracey French
03	22/12/2022	Date and costs updated	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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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 and Fore Street 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 2023 and will be reviewed annually. It will be reviewed for any renewal on 31st March 2024.

The annual review will include any decrease/increase of the cost per hour, currently £40.00 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 £40.00 per hour for weekday enforcement Monday to Saturday. For any enforcement on a Sunday the hourly rate will be increased by 25% to £50.00 Bank Holiday Mondays hourly rate will be increased by 50% to £60.00
- 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 all the relevant permits, please provide new copies each year.
- 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.

Service Level Agreement – Camelford Churchfield CP

2.3 Service availability

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

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

Service Level Agreement – Camelford Churchfield CP

will be accumulated into a monthly total & charged at the hourly rate or pro-rata accordingly.

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:

Service Level Agreement – Camelford Churchfield CP

- Equality Act 2010
- Equality & diversity policies
- Cornwall Council Health & Safety policies

8 Termination

Any breach of the conditions of this agreement by either party will result in an automatic termination of the agreement.

In the unlikely event that either party wishes to terminate this agreement prior to the 31st March 2024 termination may take place by either party after giving the appropriate minimum notice period of 12 weeks in writing.

RESKAMMEL



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

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

Minutes of the Estates and Properties Committee Meeting – 10th March 2023

- 1. To note Councillors present**
Cllr Shaw opened the meeting at 10am with 1 other Councillor present: Cllrs Burgis and Clerk. EP/23/021
- 2. To receive Apologies for absence with reasons**
Cllrs Elford, Hewlett, Rotcheil, MGM - personal EP/23/022
- 3. To receive Declarations of Interest & Approve Dispensations**
None EP/23/023
- 4. Public question time (15 minutes allowed for this)**
None EP/23/024
- 5. To receive and approve the Minutes of:**
It was resolved to approve the Meeting minutes of 20th January 2023
Proposed: Cllr Burgis Seconded: Cllr Shaw unan EP/23/025
- 6. To receive Clerk's report**
Car Park lining done. Bollard at Town Hall – completed. Allotment gate post has rotted out – Cllr Shaw has a spare 6" post – will check if its suitable. OCM café – hoping to open at Easter. Clease CP EV chargers – still not communicating with Podpoint; not had any response from the data or accounts team. Have been chasing for months – have sent an official complaint to Podpoint. Grounds Team – no correspondence received from grounds person regarding a change of mind so will be advertising the position today. Will a view for candidate selection on 24th March and interviews on the 28th. Good Growth team want more information with the application (planning consent, business plan, other/match funding) and applying to a different fund – BUS003 - will talk this through with the project team next week. Noted other opportunity in good growth - community capacity fund of up to £25k for architect's fees and planning apps etc. Will work up a proposal for the 21st March meeting. Library evening opening hours – meeting with staff that proposed a Wednesday evening; working on content for a full proposal to come to Council in April/May to include community outreach to cover identified need in the reaching communities bid and in the SPF town regeneration bid. EP/23/026
- 7. To receive Grounds Manager's report.**
None EP/23/027
- 8. To receive portfolio holder reports**

Play Areas/OCM. None EP/23/028

Enfield Park. Cllr Shaw noted 2 memorial trees have been planted. 1 more to plant. Brambles and bull rushes need attention once the ground has dried out enough to get the tractor in. EP/23/029

Car Parks – Cllr Burgis noted that motorcycles are still parking at the front of Churchfield CP as the lining wasn't removed. Clerk noted that the contract hadn't included removal of any lines. Cllr Burgis noted that cycle racks need to be installed in that area. Cllr Shaw noted that the new bike racks at market place are not that well used – not necessary at the moment – can be reviewed if the Camel trail extension ever gets going. Cllr Burgis suggested a notice to inform motorcyclists of the additional spaces at the rear of the CP. EP/23/030

Cemetery & Orchard. Cllr Shaw noted that planks for the Darley Oak protection are on order. Grass needs to be kept down in the orchard. Will try to straighten the tree with Cllr Rotchell when he returns from holiday.

EP/23/031

Allotments & Footpaths – Cllr Shaw will liaise with Librarian and MGM for an inspection before the end of the month. Clerk noted tenancies are renewed April.

EP/23/032

Town Hall – Clerk noted that officers are feeling uncomfortable using the pop-in for extra space for community engagement/library events; but are prepared to 'see how it goes' in the first instance.

EP/23/033

9. **Agenda items**

a. The SLA agreement for Churchfield CP was **reviewed**. To go to FC.

EP/23/034

b. The free trees from Greening Camelford were **discussed**. Not much space in Enfield Park – memorial trees only. Potential for bringing on a replacement cherry tree for the entrance though. Otherwise clearing back the hedge at valley truckle to make that area more interesting. Cllr Shaw will consider other possibilities.

c. The terrace at Entrance to park and replacement plants/EA monitoring box was discussed. Cllr Shaw will talk with Cllr Hewlett. Next agenda

EP/23/035

d. It was **resolved** that the West Country Rivers Trust Information board would go adjacent to the path (not on the terrace) at the entrance to Enfield Park.

EP/23/036

e. The boundary rail behind bus stop at Clease CP was **discussed**. Cllr Shaw noted that folk are stepping over bent rail and using the slope as a short cut – this is potentially dangerous. He will liaise with MGM to get this repaired.

EP/23/037

10. **Date & Items for next meeting.**

21st April 10am.

DRAFT

Esther Greig

From: Layla Ousley <layla@wrt.org.uk>
Sent: 02 March 2023 16:59
To: Esther Greig
Subject: RE: Proposed Water for Growth information board

Hi Esther,

So lovely to catch up with you and John the other day. I have spoken to Bruce my manager about replacing the old signs, and although we wouldn't have enough time to do this by the end of W4G's Project deadline (end of March), he is keen to try and find some other funding to support this. I'll keep you updated on this.

Re the proposed W4G info board, I know its probably not possible, but is there any chance you could gain feedback/approval from the CTC's estate stakeholders a little sooner than the 10th? Bruce has given me a quiet nudge to enquire whether this would be possible as we are having to deliver this within such a tight deadline. However, we completely understand if this would not be possible.

Many thanks,
Layla

Please Note: My working days are Mondays, Tuesdays, Wednesdays and Thursdays



Layla Ousley BSc, MSc
Land and Fisheries Officer
Westcountry Rivers Trust
07540 345590
wrt.org.uk



European Union
European Regional
Development Fund



HM Government



From: Esther Greig <clerk@camelford-tc.gov.uk>
Sent: 24 February 2023 14:10
To: Layla Ousley <layla@wrt.org.uk>
Cc: John Gilbert <john.gilbert@camelford-tc.gov.uk>
Subject: RE: Proposed Water for Growth information board

Hi Layla,

Having spoken to our contractor – he will remove all the connections/cables and monitors and leave them in a box for you to collect on Monday. He's not going to go in the river to get your camera though! You might need to bring your colleague after all...

Best regards

A handwritten signature in black ink, appearing to read 'Esther Greig'.

