



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

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Minutes of the Estates and Properties Committee Meeting – 20th January 2023

1. To note Councillors present

Cllr Shaw opened the meeting at 10am with 4 other Councillors present: Cllrs Burgis, Elford, Hewlett, Rotchell and Clerk, MGM. EP/23/001

2. To receive Apologies for absence with reasons

None EP/23/002

3. To receive Declarations of Interest & Approve Dispensations

None EP/23/003

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

None EP/23/004

5. To receive and approve the Minutes of:

It was **resolved** to approve the Meeting minutes of 9th December 2022

Proposed: Cllr Rotchell Seconded: Cllr Hewlett unan EP/23/005

6. To receive Clerk's report

Car Park lining not done yet. Public benches – not completed. Bollard at Town Hall and Churchfield signage – insurance monies are in but work not done yet. Allotment gate chain not been replaced yet. Cemetery storage Mezzanine has been completed. Meeting with Scouts January 30th. OCM café – waiting on fit out. Cllr Shaw confirmed that Scouts have not replied to yet about having a key to the hut. Access is difficult to manage with the Scouts (CTC no longer has a key for access to utilities or CCTV and has to organised supervised access). Following confirmation from the administrator of Freestyle – there now approx. £6k available as the retention will not be requested. Cllr Rotchell noted that this needs to be spent on the project as it is part of the grant monies and otherwise will need to be returned to funders. Need to get the utilities and CCTV into an external container/feeder pillar and for storage for Grounds and Youth workers. EP/23/006

7. To receive Grounds Manager's report – Clerk.

OCM gravel edging done and the benches will be installed soon as possible but no longer have full complement of staff. Cladding at Scout Hut – Scouts have not provided their one length to MGM. Low hanging cherry tree branch at the entrance will be pruned now the lights have been removed. Jobs that aren't getting completed are 2-man jobs and these are not getting done because of continued absence of staff. MGM suggested solution to getting all the winter maintenance completed before the growing season could be to close the ladies/gents blocks of the toilets until February half-term – leaving disabled one open for all. Toilets are not busy at the moment and they take 1-1.5 hours to clean thoroughly. Cllr Elford suggested closing again between half-term and Easter. Cllr Rotchell noted that it would have to be well advertised and signed properly to avoid complaints.

It was **resolved** to close toilets on that basis.

Proposed: Cllr Elford Seconded: Cllr Rotchell unan EP/23/007

8. To receive portfolio holder reports

Play Areas/OCM. Play areas look fine, No change EP/23/008
Enfield Park. Cllr Shaw has located a spot for the Cyprus at the back of the park. And that some brambles still need cutting back for the visibility splay to the pond. Otherwise park looks reasonable. EP/23/009
Car Parks – Cllr Burgis noted none of the car park projects are in the coming budget so will push for them in 204-5. External night lighting in Churchfield CP should be considered with the new build medical centre – Cllr Rotchell will note in his discussions with Veor. MGM to check with St.Thomas as to whether the bulb has blown on the outside of the Church. Cllr Shaw noted that the new bike racks at market place are not that well used. EP/23/010
Cemetery & Orchard. Cllr Shaw noted that the Darly Oak has been planted but needs fencing. Grass needs cutting in the orchard before the trees can be pruned and the site where the container will go needs to be cleared. EP/23/011
Allotments & Footpaths – No change but noted chippings have been left outside, MGM noted that a local tree surgeon leaves it there for all to help themselves. EP/23/012
Town Hall – Cllr Rotchell noted that the proposal with the Pop-in will not be included with the town centre regeneration bid. They were not open to discussing change or refurbishment ideas. Clerk noted that they would like new heating but the monitoring work that the funders would require in exchange for the grant could not be realistically fulfilled by CTC. Clerk and Cllr Rotchell noted it would be best to work with them on an ad hoc basis. EP/23/013

9. Agenda items

- a. The SPF town centre regeneration application was **reviewed**. Clerk noted items included in the bid; town trail plaques, 3 walk map, interactive noticeboards and tourist information, noticeboards, event seating, enhanced events calendar, Lighting scheme for Market Place and Enfield Park, flower planters, heritage display cases for library (museum items), EV chargers at Fore Street. EP/23/014
- b. A date for pruning trees at cemetery was **diarised** – 15th February 10am. EP/23/015
- c. The hedge at Entrance to park and replacement trees was **discussed**. Cllr Hewlett and Shaw noted different small trees and bushes such as dogwood, crab apple, pittosporum, camelia, hydrangeas etc. Acid test the ground. Won't know how many to buy until the existing shrubs are cleared. Cllr Hewlett will have a look at the nursery for trees. Hedges to be cleared on the 25th with the volunteer gardeners. MGM to hire a shredder It was **resolved** to purchase 2-4 Dogwoods and a few hydrangeas.
Proposed: Cllr Elford **Seconded: Cllr Rotchell** **unan** **EP/23/016**
- d. Air quality was **discussed**. No exceedance of objectives in 2021. EP/23/017
- e. It was resolved to purchase Boxtor shipping container for cemetery from the 3 quotes provided.
Proposed: Cllr Shaw **Seconded: Cllr Burgis** **unan** **EP/23/018**
- Clerk to source alternatives to the concrete pad base.
- f. Options for storage container(s) for electrics, CCTV, YW and maintenance equipment at OCM were discussed. It would be useful to get the electrics out of the Scout hut. Money available in OCM budget due to the retention not being demanded (Freestyle bankrupt). Cllrs Hewlett and Rotchell noted that monies must be spent at OCM otherwise would need to be returned to funders. EP/23/019
- g. The placement of memorial trees in Enfield Park was discussed. Swamp Cyprus to go at the back of the park. To be collected from Endsleigh. Memorial willow to go by the bank repair, MGM to pick a spot to avoid the drainage pipes. Donated Willow to go in the daffodil field. EP/23/020

10. Date & Items for next meeting.

3rd March 10am.