

# Meeting Minutes

The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

---

## MINUTES:

**of the meeting of Camborne Town Council held in The Council Chamber, Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 20<sup>th</sup> October at 6.30 pm**

## PRESENT:

<b>Councillor M Champion</b>	<b>Chairman</b>
<b>Councillor Z Fox</b>	<b>Vice Chairman</b>
<b>Councillor D Atherfold</b>	
<b>Councillor R Congdon</b>	
<b>Councillor J Cosgrove</b>	
<b>Councillor V Dalley</b>	
<b>Councillor C Godolphin</b>	
<b>Councillor L McDonald</b>	
<b>Councillor P Mills</b>	
<b>Councillor J Morgan</b>	
<b>Councillor R Tal-E-Bot</b>	
<b>Councillor D Wilkins</b>	
<b>Councillor M Williams</b>	

## IN ATTENDANCE:

**Samantha Hughes, Town Clerk; Alec Webb, Responsible Finance Officer; Dave Garwood, Amenities & Projects Officer, Rose Hitchens-Todd, Engagement Manager and Sally Williams, Committee Support Officer.**

---

### **C.5579 SAFETY PROCEDURES**

The Chairman explained the safety procedures to all present.

### **C.5580 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

#### **C.5580.2 RESOLVED: that the apologies from Councillors J Ball and N Heather for non-attendance of the Full Council meeting on the 20<sup>th</sup> October 2022, were received**

Proposed by Councillor M Champion  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**C.5580.3 RESOLVED: that the apologies from Councillors C Lawrence, N Miles and S Weedon were received**

Proposed by Councillor C Godolphin  
Seconded by Councillor D Atherfold

On a vote being taken the matter was approved unanimously.

**C.5581 CHAIRMAN'S ANNOUNCEMENTS**

The Mayor reported that he had attended the Youth Council Conference at Cornwall College Fibre Hub on the 7<sup>th</sup> October 2022 and it had been an excellent event.

Councillors were also reminded that there were two meetings scheduled for the coming week: Strategic Budget Working Party on 26<sup>th</sup> October and Finance and General Purpose on the 27<sup>th</sup> October.

**C.5582 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THIS AGENDA INCLUDING ANY GIFTS OR HOSPITALITY EXCEEDING £25**

Councillors J Cosgrove, V Dalley, Z Fox, J Morgan and D Wilkins declared interests in agenda items 18, 23 and 24 as they were on the Town Deal Board.

Councillor Z Fox declared an interest in Agenda Item 22 stating that she would leave the room for that item.

**C.5583 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

Existing dispensations were in place to allow Councillors J Cosgrove, V Dalley, Z Fox, J Morgan and D Wilkins to speak on Town Deal Board items on the Agenda.

**C.5583.2 RESOLVED: that existing written requests for dispensations were approved**

Proposed by Councillor M Champion  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**C.5584 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 29<sup>TH</sup> SEPTEMBER 2022 AND THE CHAIRMAN TO SIGN THEM**

**C.5584.2 RESOLVED: that the Minutes of the meeting of the Full Council held on 29<sup>th</sup> September 2022 were received, approved, and signed by the Chairman**

Proposed by Councillor M Champion  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**C.5585** **TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE FULL COUNCIL MEETING HELD ON 29<sup>TH</sup> SEPTEMBER 2022 AND THE CHAIRMAN TO SIGN THEM**

**C.5585.2** **RESOLVED: that the Redacted Minutes of the meeting of the Full Council meeting held on 29<sup>th</sup> September 2022 were received, approved, and signed by the Chairman**

Proposed by Councillor M Champion  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**C.5586** **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:**

- i) **STAFFING 28<sup>TH</sup> SEPTEMBER 2022**
- ii) **STAFFING 28<sup>TH</sup> SEPTEMBER 2022 (REDACTED)**
- iii) **PLANNING & DEVELOPMENT 4<sup>TH</sup> OCTOBER 2022**

**C.5586.2** **RESOLVED: that the Minutes of the Staffing meeting held on 28<sup>th</sup> September 2022, the Staffing meeting held on 28<sup>th</sup> September 2022 (redacted) and the Planning & Development meeting held on 4<sup>th</sup> October 2022 were received en bloc**

Proposed by Councillor M Champion  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**C.5587** **TO RECEIVE AND APPROVE THE MINUTES OF THE FOLLOWING WORKING PARTY:**

- i) **STREET NAMING 4<sup>TH</sup> OCTOBER 2022**

Councillor Mills requested that an amendment to Resolution SNWP.16.2 be made. The street name should be Northlight rather than Northlight Way.

**C.5587.2** **RESOLVED: that the minutes of the Street Naming Working Party held on 4<sup>th</sup> October 2022 were received and approved with the amendments**

Proposed by Councillor M Champion  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**C.5588 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**C.5589 TO NOTE THE MINUTES AND NOTES OF:**

- i) **CAMBORNE TOWN DEAL BOARD 20<sup>TH</sup> JUNE 2022**
- ii) **SAFER CAMBORNE AND REDRUTH TEAMS MEETING 8<sup>TH</sup> AUGUST 2022**
- iii) **SAFER CAMBORNE AND REDRUTH TEAMS MEETING 12<sup>TH</sup> SEPTEMBER 2022**
- iv) **PENGEON ALLOTMENT ASSOCIATION AGM 2<sup>ND</sup> OCTOBER 2022**

**C.5589.2 RESOLVED: that the Minutes and Notes of Camborne Town Deal Board held on 20<sup>th</sup> June 2022, the Safer Camborne and Redruth Teams Meeting held on 8<sup>th</sup> August 2022, the Safer Camborne and Redruth Teams Meeting held on 12<sup>th</sup> September 2022 and the Pengeon Allotment Association AGM held on 2<sup>nd</sup> October 2022 were noted en bloc**

Proposed by Councillor M Champion  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**C.5590 TO RECEIVE WRITTEN UPDATES FROM MEMBERS ON OUTSIDE ORGANISATIONS MEETINGS ATTENDED SINCE THE LAST FULL COUNCIL AND AGREE ACTION**

There were no written updates, but two Councillors gave verbal updates:

Councillor Fox reported that she had attended the Connecting the Red River Public Consultation Event. She recommended the Connecting the Red River website where there was a lot of information and the opportunity to contribute to the ongoing consultations.

Councillor Fox also spoke about the Spinney Doorstep Green Charity. She explained that they were sorely in need of new members and volunteers.

Councillor Mills reported that she had attended the Enys Road Allotments AGM where the community project for the area had been accepted.

**C.5590.2 RESOLVED: that verbal updates from members of outside organisations meetings attended since the last Full Council were received**

Proposed by Councillor M Champion  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**C.5591 TO RECEIVE THE CITIZENS ADVICE AUTUMN 2022 NEWSLETTER**

**C.5591.2 RESOLVED: that the Citizens Advice Autumn 2022 newsletter was received and noted**

Proposed by Councillor C Godolphin  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**C.5592 TO RECEIVE THE RURAL BULLETIN 11<sup>TH</sup> OCTOBER 2022**

**C.5592.2 RESOLVED: that The Rural Bulletin 11<sup>th</sup> October 2022 was received and noted**

Proposed by Councillor Z Fox  
Seconded by Councillor D Atherfold

On a vote being taken the matter was approved unanimously.

**C.5593 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 3e MEMBERS OF THE PUBLIC ARE PERMITTED TO MAKE REPRESENTATIONS, ANSWER QUESTIONS, AND GIVE EVIDENCE IN RESPECT OF ANY ITEM OF BUSINESS INCLUDED IN THE AGENDA, UP TO A MAXIMUM OF FIFTEEN MINUTES).**

There were no members of the public present.

**C.5594 TO RECEIVE A REPORT FROM THE TOWN CLERK ON THE HOME LIBRARY SERVICE, AND SUPPORTING INFORMATION, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk gave a brief overview of the written report. She explained that Cornwall Council had decided to devolve the Home Library Service to the parishes. The contract with Cornwall Council had been checked and it did state that such changes could be made. This meant that the Town Council would now be responsible for the volunteers who deliver the books to the service users.

The current service offered a befriending service alongside the book delivery, which involved enhanced DBS checks, health and safety measures and risks. Councillors discussed the importance of continuing to offer the Home Library Service as it was sometimes the only link that people had to the outside world, but they had reservations about continuing the befriending service. Consequently, they felt that they would wholly support the

continuance of a home delivery service alone. This would still involve being responsible for DBS checks and potential mileage claims from the volunteers from the beginning of the new financial year and so a budget of £500 would be allocated to cover these costs.

**C.5594.2 RESOLVED: that a report from the Town Clerk, and supporting information, on the Home Library Service was received**

Proposed by Councillor D Wilkins  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**C.5594.3 RESOLVED: that the integration, as a delivery service, of the Home Library Service for the Camborne Parish with Camborne Library, was approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**C.5594.4 RESOLVED: that a budget for 2023/24 of £500 for the Home Library Service (Cost Code 130/4660 – Library Service Community Activities), with any expenditure for 2022/23 being taken from the Finance and General Purposes EMR (326), was authorised**

Proposed by Councillor D Wilkins  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**C.5595 TO RECEIVE A COPY OF CORRESPONDENCE SENT TO CORNWALL COUNCIL OVERVIEW AND SCRUTINY COMMITTEE AS AGREED AT THE LAST FULL COUNCIL MEETING (C.5570.2) AND AGREE ACTION**

Councillor Fox reported that she had attended the Neighbourhoods Overview and Scrutiny Committee meeting regarding the Fire Response Service at Tolvaddon. She felt that as Cornwall Council were still consulting on this matter it would be important for Camborne Town Council to draft another letter, to include further points with which to back their rejection of the proposal to move the service out of Cornwall.

**C.5595.2 RESOLVED: that a copy of correspondence sent to Cornwall Council Neighbourhoods Overview and Scrutiny Committee**

**as agreed at the last Full Council meeting (C.5570.2) was received**

Proposed by Councillor M Champion  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**C.5595.3 RESOLVED: that a new response be drafted showing our reasons for concern regarding the proposed changes to the Fire Response Service and sent to Cornwall Council Neighbourhoods Overview and Scrutiny Committee was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved by a majority.

**C.5596 TO RECEIVE UPDATED DESIGNS FOR PARK GERRY, AND DRAFT S106 APPLICATIONS FOR THE PARK GERRY PROJECT AND AGREE ACTION**

The Amenities & Projects Manager explained that the new plans were a galvanised version of everything that Councillors had seen before. However, once funding was in place there would be opportunities to amend the designs.

Councillors questioned what might happen if the full amount of funding that had been applied for did not come to fruition. The Amenities & Projects Officer explained that other avenues of funding were still being explored and there were also elements of the designs that could be postponed or amended in order to keep costs lower in line with funds received.

**C.5596.2 RESOLVED: that updated designs for Park Gerry were received and that draft S106 Applications for the Park Gerry Project be submitted to Cornwall Council, was approved**

Proposed by Councillor V Dalley  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**C.5597 TO RECEIVE INFORMATION ON THE SHARED PROSPERITY FUND AND AGREE ACTION**

The Town Clerk explained that the Shared Prosperity Fund had been a fairly recent development that there should be

opportunities to tap into in the future. One deadline had already passed for this financial year, but the project would have had to be completed by the end of the year.

The Clerk stated that this funding might be brought back to Full Council in the future when appropriate projects are identified.

Councillor Fox thanked the Clerk for bringing this opportunity to the attention of Full Council and she hoped that there would be opportunities to use some of the funding for Youth engagement.

**C.5597.2                   RESOLVED: that information on the Shared Prosperity Fund was received**

Proposed by Councillor M Champion  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**C.5598                    THAT THE COUNCIL RESOLVES, UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED**

**C.5598.2                RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the Press and Public were excluded from the meeting due to the confidential nature of the business to be discussed**

Proposed by Councillor C Godolphin  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**C.5599                   TO RECEIVE AND CONSIDER A FEE PROPOSAL FOR CONSULTATIVE PROCUREMENT ADVICE, AGREE ACTION, AND AUTHORISE EXPENDITURE**

The Clerk explained the importance of the retainer proposal for the Town Council. The Town Council have used Kennall Consulting for several years. She explained that the tender packs are always very well produced, and all legal aspects are covered thoroughly; both of which will be very important as the Town Council will need to tender for many services in the future. This company offer a very specialist service and they produce documents for anything that the Town Council procure. She felt that this company should be appointed under Financial Regulation 17.2 due to their specialist knowledge.



**C.5599.2**                    **RESOLVED: that a fee proposal for Consultative Procurement Advice from Kennall Consulting was received and approved, a budget of [REDACTED] under Financial Regulation 17.2 (to be taken from the Procurement Cost Codes) due to the specialist knowledge and experience was authorised**

Proposed by Councillor D Wilkins  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

Councillor Fox left the room at 19:10 before Agenda Item 22.

**C.5600**                    **TO RECEIVE A REPORT FROM THE ENGAGEMENT OFFICER ON AN ANNUAL PHOTOGRAPHER RETAINER, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Engagement Officer explained that this report had been produced due to the need for the right publicity for the Town Council. She explained that a service level agreement with AK Photos for annual events coverage would reduce the cost of the hourly rate and would also safeguard that the Town Council had a provider in place for all events. She explained that it was becoming increasingly difficult to find coverage for all events so this retainer would be both cost and time effective.

**C.5600.2**                    **RESOLVED: that a report from the Engagement Officer on an Annual Photographer Retainer was received, the proposal to contract AK Photos, Keith Larby, for twelve months of events photography coverage from October 2022 to October 2023 was approved and that a budget of up to [REDACTED] to be taken from budget code Marketing and Promotion (140 / 5530) was authorised**

Proposed by Councillor R Tal-E-Bot  
Seconded by Councillor D Atherfold

On a vote being taken the matter was approved unanimously.

Councillor Fox re-entered the room at 19:13.

**C.5601**                    **TO RECEIVE A PRESENTATION ON THE BASSET COMMUNITY HUB FROM THE SENIOR MANAGEMENT TEAM;**

**i)                    TO RECEIVE THE FULL BUSINESS CASE FOR THE BASSET COMMUNITY HUB AND APPENDICES**

**ii) TO RECEIVE RECOMMENDATIONS FROM THE LARGE PROJECTS WORKING PARTY ON THE BASSET COMMUNITY HUB**

**AGREE ACTION AND AUTHORISE EXPENDITURE**

The Senior Management Team gave a verbal presentation only due to technical issues. The presentation consisted of a brief overview of the Basset Community Hub project. The Town Clerk explained that as timescales to move the Business Case forward and apply for the funds were very brief, the presentation aimed to condense the paperwork that had been sent to Councillors. She also explained that this was a massive opportunity for Camborne.

It was explained that there were already a number of delivery partners and that there had been lots of interest from a wide spectrum of other interested parties in a very short space of time.

There had been issues around combining the two buildings due to the considerable height differences involved but that this had been resolved in the plans. The new building was needed as it would allow the Library to offer many more services. The Atrium would contain the Puffing Devil whilst remaining respectful of the two heritage buildings.

The Responsible Finance Officer (RFO) explained that all of the figures within the presentation had been approved by the Consultants regarding capital costs. It was also being designed with a low carbon footprint so that it would not cost so much to run. In response to queries over the costings of the project the RFO explained that all costings have been sensible and large allowances have been incorporated to compensate inflation, contingencies and risk. He felt strongly that the figures were feasible.

In response to a query from a Councillor, it was explained that the aim was for there to be little if any extra cost to local residents. The aim was to make the building as energy efficient as possible and for commercial outlets to balance the cost of the community facilities.

The Engagement Manager explained that there had been a generally positive engagement with the public consultation. She explained that this had been a very little contested consultation and as the project becomes more of a reality there are more parties becoming interested. Ideally a higher take-up in the initial consultation would have been preferable, but the consultations are set to continue. Many of the responses to date have requested a focus on young people and so the building would need to be accessible for children and young people. It was envisaged that the building would also house an advice centre, youth centre, upskilling / training services, a heritage trail which might link to Kerrier Way as well, and as a theatre/venue.

The timeline was also explained. The need to move the Business Cases forward meant that the funding might then be received by

March 2023. Consequently, following a fourteen-month anticipated building programme, the new building might then be open by May 2025. The Clerk explained that at later stages the costs could change, dependent upon decisions made by Councillors, but that the process would be transparent throughout.

Councillors thanked the Town Clerk and Officers for producing this report in such a short time.

**C.5601.2 RESOLVED: that a presentation from the Senior Management Team on the Basset Community Hub was received**

Proposed by Councillor M Champion  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**C.5601.3 RESOLVED: that the Full Business Case and appendices for the Basset Community Hub were received**

Proposed by Councillor D Wilkins  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**C.5601.4 RESOLVED: that recommendations from the Large Projects Working Party on the Basset Community Hub LP.077.3 'that the Full Business Case and appendices for the Basset Community Hub were recommended to Full Council for approval' was approved**

Proposed by Councillor M Champion  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**C.5601.5 RESOLVED: that the submission of the business case for the Basset Community Hub to Cornwall Council and the Department for Levelling Up, Housing and Communities was approved**

Proposed by Councillor V Dalley  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**C.5602 TO RECEIVE A PRESENTATION ON THE KERRIER WAY GREEN SPACE PROJECT FROM THE SENIOR MANAGEMENT TEAM;**

- i) TO RECEIVE UPDATED DESIGN IDEAS FROM MEI LOCI**
- ii) TO RECEIVE THE FULL BUSINESS CASE FOR THE KERRIER WAY GREEN SPACE PROJECT AND APPENDICES**
- iii) TO RECEIVE RECOMMENDATIONS FROM THE LARGE PROJECTS WORKING PARTY ON THE KERRIER WAY GREEN SPACE PROJECT**

### **AGREE ACTION AND AUTHORISE EXPENDITURE**

The presentation on the Kerrier Way Green Space Project was also done verbally and it focused on the slightly amended plans from Mei Loci. The Clerk explained that the project aimed to turn the area into a space for nature and relaxation but that the plans were only very initial designs with lots of scope to be amended. The key changes so far included more substance to the low hedge for safety, an area of hard standing for maintenance or catering, a sensory garden and more heritage focus; generally including an industrial feeling but one that was as interactive as possible. One Councillor stated that when local people had been spoken to they were generally really excited about the plan.

Kerrier Way was being seen as a gateway to Camborne with interactive artwork and the inclusion of the Cornish hedge would assist with biodiversity. The timeline for this project would be a lot quicker as the key element was mainly the planting. The finance for this project was already in place, the survey work had been completed as part of the design work and the prices were fairly robust within this. The whole project would also not be too labour intensive for the Amenities Team so this would add no extra cost to the Town Council.

Some Councillors raise concerns about whether the Air Ambulance would still be able to land there if needed.

The Clerk and Officers explained that there would be time for further consultation and that all services and statutory bodies would be consulted before plans were finalised. There would be more time for the project to be re-designed but the aim for this meeting was to move the business case forward to secure the funding.

There were some more concerns voiced about the fact that it would be based on a very busy junction. The Amenities Manager and the Clerk agreed that there would be potential to work with Cornwall Council to address the safety of the junction. Another Councillor stated that the Council should be proud to invest in the junction and the Amenities Manager explained that an independent benefit/cost ratio had been sought and it highlighted that this was the most cost effective/beneficial project out of all of the Town Council's current projects.

**C.5602.2                   RESOLVED: that a presentation from the Senior Management Team on the Kerrier Way Green Space Project was received**

Proposed by Councillor D Wilkins  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**C.5602.3                   RESOLVED: that updated designs from Mei Loci were received**

Proposed by Councillor M Champion  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**C.5602.4                   RESOLVED: that the Full Business Case and appendices for the Kerrier Way Green Space were received and recommendations from the Large Projects Working Party, LP.078.3' that the Full Business Case and appendices for the Kerrier Way Green Spaces were received and recommended to Full Council for approval' was approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**C.5602.5                   RESOLVED: that the submission of the Business Case for the Kerrier Way Green Space Project to Cornwall Council and the Department for Levelling Up, Housing and Communities was approved**

Proposed by Councillor V Dalley  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

The Chairman closed the Meeting at 20:00 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....

Redacted