



## **MARAZION TOWN COUNCIL**

**Meeting 7/21  
TO ALL COUNCILLORS**

**22nd July 2021**

Dear Councillors

**NOTICE IS HEREBY GIVEN** that you are summoned to attend a meeting of the Town Council on **Tuesday 27<sup>th</sup> July 2021 7.30pm**, All Saints Church Hall.

The meeting will consider the agenda items as set out below.

**Please note.**

**1. Recording.**

Under the Openness of Local Government Bodies Regulation 2014, this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public.

The Town Clerk will be recording the meeting for the purpose of minute taking. Written approved minutes are the true legal record of council meetings.

**2. Public Participation.**

The public are welcome at Marazion Town Council meetings. Members of the public are invited to ask questions or raise issues relevant to the work of the Town Council. 15 minutes is set aside for public participation and individual speakers are restricted to 3 minutes. Public participation is not part of the formal business of the Town Council however, a note will be made of matters raised and recorded within the minutes of the meeting.

Members of the public wishing to speak are requested to submit questions or statements in writing to the Town Clerk no less than 3 days before the date of the meeting.

**3. Covid Safe Meetings**

Please wear a mask (can be removed when speaking), hand sanitising prior to entering the meeting room, use the one-way system, log in with Track and Trace and if prior to the meeting you or a family member are showing any Covid-19 symptoms then please send apologies and do not attend.

The Town Hall, Market Place, Marazion, Cornwall TR17 0AR

Tel: 01736 710234. E-mail: [tracey.unstead@maraziontowncouncil.gov.uk](mailto:tracey.unstead@maraziontowncouncil.gov.uk)

Clerk to the Council: Mrs Tracey Unstead

## **AGENDA**

### **Part I**

#### **(Open to the public)**

**1 Apologies**

To receive, record and where requested approve, the reason for the apology of absence.

**2 Public Participation**

**3 Declarations of Interest**

To declare any disclosable interests relating to the items of business on the agenda.

**4 Dispensations**

To receive and consider any requests for dispensation (if any)

**5 Mayors Report/Matters of Urgency**

To consider items which, in the opinion of the Chairman of the Council should be considered by the meeting as matter of urgency (if any). Any items not listed on the agenda and decisions made may be open to legal challenge.

**6 Clerks Report**

As of date publishing the agenda.

- i Website update
- ii Allotment Inspections
- iii Overgrown hedges
- iv Co-option
- v Marazion in Bloom

**7 Correspondence Received.**

As of date publishing the agenda

- i Correspondence and photographs – parking in the Godolphin Estate
- ii E-mail received about the purchase of a burial plot (enquiry made asking if the policy was still the same)

**8 Minutes of the Council meeting held on Tuesday 13<sup>th</sup> July 2021.**

To consider, approve and sign the minutes of the Town Council meeting held on Tuesday 13<sup>th</sup> July 2021.

**9 Councillor Reports**

**a) Town Councillors**

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- 10 Cornwall Council Highways Pedestrian and Traffic Calming Proposal** - to consider and comment on the proposals presented.
- 11 The Queen's Platinum Jubilee June 2022** – to receive a report and consider the recommendations made.
- 12 Platinum Jubilee Civic Honours Competition** – to consider making an application for a grant of city status for Marazion to mark the Queens Platinum Jubilee 2022.
- 13 Request made for a refund - Car Parking Space** – to consider the recommendation of the East End Garages and Hardstanding Car Parking Working Group.
- 14 Quotes for Repair Works and Inspections Play Areas** – to receive a report and consider the recommendations made.
- 15 Departure of Reverend Benney** – to consider what Marazion Town Council would like to do to recognise the work of the Reverend Benney.
- 16 Matters Arising from previous Minutes.**
  - a Minute 094 (Footpath 14) – no update at the time of publishing.
  - b Minute 184 (Flooding Green Lane) – no update.
  - c Minute 381 (footpath number 8) – note that the Town Clerk due to other priorities has yet to review the process and resources needed.
  - d Minute 614(a) (trip hazards Folly Field by the cycle racks) – to receive an update.
  - e Minute 654(a)(i) (litter bin sponsorship) - to receive an update.
  - f Minute 675(a)(ii) (repairs to The Square toilet tiles) – to receive an update.
  - g Minute 657 (letter to the MP about pop up campsites) – to receive an update.
  - h Minute 675(a)(i) (letter to bus companies about timetabling) – to receive an update.
  - i Minute 690 (b)(iv) (unauthorised parking Drysack Lane) – to receive an update.
  - j Minute 687 (cycle rack signage) - to receive an update.
  - k Minute 690(b)(i) (loose burial headstone) – to receive an update.
  - l Minute 694 (Maypole Gardens) - to receive an update.
  - m Minute 690 (b)(ii) (town noticeboard) - to receive an update.
  - n Minute 690(b)(ii) (concrete plinth Gwallon Lane play area) – to receive an update.
  - o Minute 697 (letter to resident Gwallon Lane play area) - to receive an update.
- 17 Finance** – to resolve to approve.

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<b>a)</b>	<b>Bank Reconciliation June 2021.</b>	
<b>b)</b>	<b>Statement of Accounts – as per bank statements 22nd July 2021.</b>	
	Community	£40.00
	Business Premium	£92,124.00
	NS& I (Earmarked Reserves)	£151,038.36
<b>c)</b>	<b>Accounts for Payments</b>	
	Beacon Garden Maintenance	102.50
	Beacon Garden Maintenance	£67.50
	Beacon Garden Maintenance	£114.00
	Emptying of Dolphin Fountain Pond	£96.00
	Biffa	£232.08
	Biffa	£168.00
<b>d)</b>	<b>Receipts</b>	
	NNDR rebate toilets	£3592.80
<b>e)</b>	<b>Direct Debit</b>	
	British Gas (electricity West End)	£28.40
	EDF Energy (Town Hall)	£139.00
	EDF Energy (Lighting The Square)	£29.00
	EDF Energy (Maypole Garden)	£28.00
	EDF Energy (Folly Field)	£44.00
	SAGE	£30.00
	(asked for this to be cancelled)	
<b>f)</b>	<b>Pre-payments</b>	
	Purchase of paper for the office	£18.00
	Purchase of paper for the office	£18.00
	Purchase of paper for the office	£18.00
	X 6 Book Tokens (school)	£60.00
	Purchase of 100 A5 envelopes for the office	£7.85

## **18 Planning**

### **a) Applications for Planning Permission**

None

### **b) Applications Approved/Refused by Cornwall Council.**

- i 09.07.2021 PA21/03569 APPROVED**  
**Applicant:** Mr And Mrs Christian Robert George  
**Location:** Old Eastcliffe House East Cliff Lane Marazion TR17 0AZ  
**Proposal:** Listed Building Consent: Re-roofing the main house, replacing the verandah support structure and roof, replacement of

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windows as follows: New single glazed windows on ESE Elevation and new slimline double glazed windows to WNW and SSW Elevation.

**c) Correspondence**

Updates received from Cornwall Council Planning Enforcement.

**19 The Freedom of Information Act 2000.**

Deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.

**20 Data Protection Act 2018**

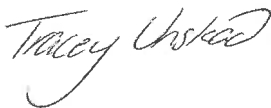
Precludes this authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public.

Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.

**21 Part II  
(Private)**

**Items which may be taken in the absence of the public and press on grounds that Exempt information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (admissions) Act 1960.**

To move that in the view of the confidential nature of the business to be transacted viz; information where public disclosure at this time may be prejudicial to the good business of the Council, it is in the public interest that they be temporarily excluded, and they are instructed to withdraw in accordance with Standing Order 3d



Tracey Unstead  
Town Clerk

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**Date** 13<sup>th</sup> July 2021  
**Report of** Town Clerk  
**Subject** The Queens Platinum Jubilee June 2022

### **Part 1 (non-confidential)**

**The Town Council is recommended to resolve that Marazion Town Council: -**

- a) appoints a Task and Finish group whose remit will be to consider how The Queens Platinum Jubilee in June 2022 can be marked.  
The task and finish group shall consist of chosen Marazion Town Council councillors, an officer and invited representatives of the community if required.  
The task and finish group are a non-decision-making group and has a duty to report to Full Council.

### **1 Introduction**

In June 2022, Her Majesty The Queen and the nation will be celebrating the Platinum Jubilee.

There is to be an extended bank holiday, from Thursday 2<sup>nd</sup> to Sunday 5<sup>th</sup> June, which will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone.

Communities are being actively encouraged to join in with the national celebrations and consider ways for them to celebrate and commemorate the seventy years of service given by Her Majesty The Queen.

### **2 National Plans**

A series of national events have been planned ([link below](#))

### **3 Marazion**

There are ways that Marazion can link into the national celebrations on a local level.

- a) Lighting of the Beacon, 9.15pm, Thursday 2<sup>nd</sup> June 2022.

- b) Plant a tree for Jubilee. Queens Green Canopy project. Schools can access trees for free.
- c) Big Lunch Eden Project Sunday 5<sup>th</sup> June 2021.
- d) The Platinum Jubilee Pageant Sunday 5<sup>th</sup> June 202.
- e) Local choirs sing the commemorative song that is being composed.

#### **4 Financial**

Other than seeking any form of grant monies that may become available or contributions from third parties to help with funding, it would be down to the town council to fund any events.

#### **5 Task and Finish Group**

A small Task and Finish group can be set up to consider what can be done to celebrate and commemorate this historic occasion. The task and finish group are non decision making and must report back to Full Council.

#### **6 Recommendations**

Marazion Town Council appoints a Task and Finish group for the purpose of considering how The Queens Platinum Jubilee in June 2022 can be marked in Marazion.

#### **7 Links**

<https://www.royal.uk/platinum-jubilee-central-weekend>

<https://queensgreencanopy.org/>

<https://www.edenprojectcommunities.com/the-big-lunch>

**Town Clerk**



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## Entry guidelines

### PLATINUM JUBILEE CIVIC HONOURS COMPETITION

#### ENTRY GUIDELINES

**Her Majesty The Queen has agreed that competitions may be held for a grant of city status and Lord Mayor or Provost status to mark Her Platinum Jubilee in 2022.**

1. Any local authority in any part of the United Kingdom, a Crown Dependency or an Overseas Territory, which considers that its area deserves to be granted the rare honour of city status on this very special occasion is welcome to enter the competition by the closing date of 8 December 2021.
2. Lord Mayoralty or Provostship is an exceptional distinction conferred on the Mayoralties or Provostships of a few – usually long-established and important – cities. Local authorities for existing cities in the United Kingdom are welcome to enter the parallel competition for a Lord Mayoralty or Provostship by the same closing date.
3. Applications may only be made by an elected local authority for its entire area or a distinct area within its boundary.
4. Although there are no specific criteria for city status or Lord Mayor or Provost status, the Government is asking local authorities to submit their entries in a standard size and format, as detailed in the application form. This is intended to help local authorities minimise the expense of entering the competitions and to provide the Government with a fair basis for comparison and assessment of the entries received.
5. Local authorities are strongly advised not to exceed the limits of the standard size and format as described in application form.
6. The decisions made by Her Majesty, on Ministerial advice, will be final. Local authorities may be assured that each entry will be considered ‘in the round’, on the merits of its contents rather than on the standard of presentation. Each local authority will be sent brief comments on its entry when the results of the competitions are announced in 2022. These brief comments on entries will not provide specific reasons on why an application is successful or unsuccessful.
7. Local authorities should not incur any expenditure on lobbyists for the purposes of influencing the competition.
8. Applications are requested to be submitted by email to reach the Cabinet Office by 4pm on the closing date, 8 December 2021, at [civichonours@cabinetoffice.gov.uk](mailto:civichonours@cabinetoffice.gov.uk). Alternatively, applications can be submitted by post if preferred, the address to be used is:

Constitutional Policy Team  
Cabinet Office  
4th Floor Yellow Zone  
1 Horse Guards  
London  
SW1A 2HQ

9. If submitted by post, entrants are asked to notify the Constitutional Policy Team separately when their entries are dispatched, by sending an email, giving the date of dispatch of the hard copies, the name of the local authority submitting the application, and its full contact details. Entries submitted by post should reach the Cabinet Office by the same time on the closing date as those submitted by email.
10. Acknowledgements will be sent by email when the hard copies have been received. If no acknowledgement is received within 6 working days of the closing date (or of dispatch, if earlier), please send a further email to the above address with 'City status entry enquiry' and the name of the local authority area in the heading.

## QUESTIONS AND ANSWERS ON ENTRY GUIDELINES

**Q: Can we involve the public in the compilation of our entry?**

A: Yes, by all means, so long as you do not exceed the standard size and format.

**Q: Can we publish our entry on our website?**

A: Yes, local authorities are welcome to publish their entries if they wish to do so.

**Q: Will the Government keep our entry confidential?**

A: Not necessarily. We will not automatically be publishing applications however you should be aware that these can be requested under the Freedom of Information Act. Requests for disclosure will be considered in accordance with the requirements of the Freedom of Information Act. If a local authority wishes any part of its application to remain confidential it is asked to flag this up with a clear indication for us to take into account in deciding whether the information should be released. Wherever possible we would then alert the local authority before releasing such information.

**Q: We cannot afford a glossy booklet/external publishers/research. Is it still worth our entering?**

A: Yes. The Government does not want local authorities to incur any undue expense entering the competition. It is the quality of the contents of the application, taken as a whole, that will be assessed, rather than the standards of presentation.

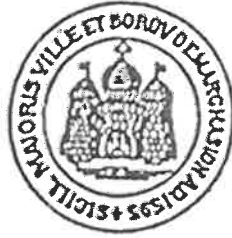
**Q: We do not have data on all the points suggested. Does this matter?**

A: No. Please simply provide whatever you have or can readily obtain. The Government does not want local authorities to incur any undue expense by entering the competition.

**Q: Will late entries be accepted?**

A: No. If an entry is received late, evidence that it was dispatched in time to reach us by the closing date will be requested.

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**Date** 13<sup>th</sup> July 2021  
**Report of** Town Clerk  
**Subject** Quotes for repair work and inspections Folly Field and Gwallon Lane Play Areas

### **Part 1 (non-confidential)**

**The Town Council is recommended to resolve that Marazion Town Council: -**

- a) reviews the quotes received and appoints a contractor to carry out the repair works as highlighted in the Rospa Reports.
- b) reviews the quotes received and appoints a contractor to carry out weekly, monthly, and annual inspections.

#### **1 Introduction.**

Marazion Town Council was in receipt in May 2021 of two Rospa Reports. One for the Gwallon Lane play area and one for the Folly Field Play area.

The reports highlighted areas where repairs are needed. The repairs were risk assessed and scored accordingly.

Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item.

Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels.

Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

Folly Field - the majority of the repairs needed scored between 1 and 7 with a few scoring 8 and above.

Gwallon Lane - the majority of the repairs scored between 1 and 7. Please note that all works identified in the Rospa Report for the Gwallon Lane play area are being picked up by the contractor who installed the play equipment.

The council decided to seek quotes for repair works and inspections of the play area. Invitations to quote were sent to three companies and the current contractor. Two local play equipment companies and a local contractor have submitted quotes.

## **2 Quotes Received**

### **a) Quote 1- Repair and Inspections.**

#### **Repairs**

Repairs as highlighted in the Folly Field Rospa report **£32,500**

#### **Inspections**

Weekly per play area £15.00

Monthly per play area £30.00

Annual Gwallon Lane play area £150.00

Annual Folly Field play area £200.00

\*Note – figures exclusive of VAT

### **b) Quote 2 – Repair and Inspections**

#### **Repairs**

Repairs as highlighted in the Folly Field Rospa report **£9,374.00**

\*Note – figure exclusive of VAT

#### **Inspections**

The company that quoted does not offer an inspection service.

### **c) Quote 3**

#### **Repairs**

Repairs as highlighted in the Folly Field Rospa report Please see the attached quote.

#### **Inspections**

Quoted combined figure for weekly and monthly **£225.00**

The figure quoted includes being on call for any safety related issues (anytime).

## **3 Timescale for Works**

Repairs to be agreed between the council and contractor (based on the severity of the repair needed).

Inspections as per the schedule of weekly, monthly, and annually.

#### **4 Recommendation**

Marazion Town Council needs to review the quotes received for the repair works and inspections and appoint contractors (subject to all the necessary checks i.e., insurance, public liability etc being satisfactory).

**Town Clerk**