



## **MOUNT EDGCUMBE JOINT COMMITTEE**

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#mountedgcumbe

Published 20 November 2014

## **MOUNT EDGCUMBE JOINT COMMITTEE**

**DATE: FRIDAY 28 NOVEMBER 2014**

**TIME: 10.00 AM**

**PLACE: BELVEDERE ROOM, BARROW PARK COMPLEX,  
MOUNT EDGCUMBE HOUSE, CREMYLL**

### **Committee Members-**

#### **Plymouth City Councillors-**

Councillors Churchill, Damarell, McDonald, Mrs Pengelly, Peter Smith (Joint Chair), Stark and Vincent.

#### **Cornwall Councillors-**

Councillors Austin, Candy, Ellison, Frank, Hannaford (Joint Chair), Hobbs and Trubody.

#### **Co-opted Members-**

Sir Richard Carew Pole Bt, Cdr Crocker, Mr D L Richards and Mr T Savery.

**Members of the Committee are invited to attend the above meeting to consider the items of business overleaf.**

Tracey Lee and Andrew Kerr  
Joint Clerks

# **MOUNT EDGCUMBE JOINT COMMITTEE**

## **AGENDA**

### **PART I – PUBLIC MEETING**

#### **1. APOLOGIES**

To receive apologies for non-attendance submitted by Joint Committee Members.

#### **2. DECLARATIONS OF INTEREST**

Members will be asked to make any declarations of interest in respect of items on this agenda.

#### **3. MINUTES (Pages 1 - 4)**

To confirm the minutes of the meeting held on 18 July 2014 as a correct record.

#### **4. CHAIR'S URGENT BUSINESS**

To receive reports on business, which in the opinion of the Chair, should be brought forward for urgent consideration.

#### **5. INTERIM MANAGEMENT REPORT (Pages 5 - 10)**

The Joint Committee will receive the interim management report.

#### **6. MOUNT EDGCUMBE ENVIRONMENTAL STEWARDSHIP AGREEMENT (Pages 11 - 14)**

The Joint Committee will receive a report on the Environmental Stewardship Agreement.

#### **7. TRAFFIC MANAGEMENT EVENT PLANNING AND CONSULTATION UPDATE (Pages 15 - 18)**

The Joint Committee will receive an update on the traffic management event planning and consultation.

#### **8. REVENUE BUDGET MONITORING 2014/15 (Pages 19 - 24)**

The Joint Committee will receive a report on revenue budget monitoring 2014/15.

#### **9. BUSINESS DEVELOPMENT REPORT (Pages 25 - 28)**

The Joint Committee will receive a business development report.

## **10. EXEMPT BUSINESS**

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

### **PART II (PRIVATE COMMITTEE)**

#### **PART II (PRIVATE MEETING)**

#### **AGENDA**

#### **MEMBERS OF THE PUBLIC TO NOTE**

that under the law, the Panel is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

## **11. REVENUE BUDGET MONITORING 2014/15 (E3) (Pages 29 - 38)**

The Joint Committee will receive a report on revenue budget monitoring 2014/15.

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## Mount Edgcumbe Joint Committee

Friday 18 July 2014

### PRESENT:

Councillor Peter Smith, Joint Chair, in the Chair.

Councillor Hannaford, Joint Chair.

Councillors Austin, Candy, Churchill, Damarell, Ellison, Hobbs, Mrs Pengelly, Stark, Trubody and Vincent.

Co-opted Representatives: Cdr Crocker and Mr D L Richards.

Apologies for absence: Councillors Frank and McDonald and Sir Richard Carew Pole Bt.

Also in attendance: Simon Arthurs (Lead Accountant PCC), Ian Berry (Park Manager PCC), Nick Butcher (Head Gardner/Ranger PCC), David Marshall (Business Development Mount Edgcumbe House and Country Park, Plymouth City Museum and Art Gallery PCC), Nicola Moyle (City Curator Museum and Archives PCC), Leigh Parker (Accountant CC), Steve Pickering (Consultant) and Helen Wright (Democratic Support Officer).

The meeting started at 10.00 am and finished at 11.05 am.

*Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.*

### 1. **NOTE THE APPOINTMENT OF JOINT CHAIRS**

The Joint Committee noted the appointment of the Joint Chairs, Councillor Peter Smith and Councillor Hannaford for the forthcoming municipal 2014/15.

### 2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by members in accordance with the code of conduct relating to items on the agenda.

### 3. **MINUTES**

The Joint Committee agreed that the minutes of the meeting held on 28 February 2014 are confirmed as a correct record.

### 4. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

### 5. **REVENUE BUDGET MONITORING 2013/14**

The Strategic Director for Place submitted a monitoring report on the revenue budget 2013/14 which highlighted the following main areas –

- (a) overview of the monitoring variations 2013/14;
- (b) background 2013/14;
- (c) 2013/14 revenue monitoring variations;
- (d) future budget;
- (e) small bodies audit.

In response to a question raised by the Joint Committee, it was reported that problems with the caterers had led to the contract being terminated early and the sum of £7,500 being written off; the decision to write off this amount had been made to safeguard future wedding bookings.

The Joint Committee agreed –

- (1) to note the report;
- (2) that the accounts are recommended for approval for the annual small bodies return and to resurrect a risk register to be reviewed at least once a year;
- (3) the approval of the Annual Governance Statement for the annual small bodies return.

## 6. **OVERVIEW OF THE YEAR TO DATE**

The Park Manager provided an overview of the year to date, which included the following key points –

- the winter storms which had resulted in 150 to 200 trees being lost or damaged (the timber had been used to construct the new play area at the Barrow Centre);
- the spring floods;
- the Barrow Centre traders which included Upcycled Furniture, Disc Golf, Dog House, X Ray Art and Design, Scoot Coffee, Weaving Studio;
- events which included the wedding fair, WWI Day, Green Man weekend, smugglers market, three wishes faery festival, the car rally, the royal horse artillery, military vehicles trust and the Christmas Fair.

In response to a question raised by the Joint Committee, it was reported that one person had been prosecuted for stealing the lead from the Park.

7. **MOUNT EDGCUMBE MEANS BUSINESS UPDATE**

The Strategic Director for Place submitted a report on Mount Edgcumbe Means Business which provided an update on the transformational change review which had been originally reported to the Joint Committee in July 2013. The report highlighted the following key areas –

- letting of units at the Barrow Centre;
- general improvements;
- aggressive marketing;
- external stakeholders;
- visitor information service;
- Cremyll Lodge;
- phase two.

In response to questions raised by the Joint Committee, it was reported that –

- (a) the difficulties with parking, at the Durnford Street car park in Plymouth, would be raised;
- (b) work was currently taking place to install wifi; it was anticipated that this would assist in attracting more conferences to the park.

The Joint Committee noted the report.

8. **EXEMPT BUSINESS**

Agreed that under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

9. **REVENUE BUDGET MONITORING 2013/14 (E3)**

Further to minute 5, the Strategic Director for Place submitted a confidential report on the revenue budget monitoring 2013/14.

The Joint Committee noted the report.

10. **MOUNT EDGCUMBE CAR PARKING CHARGES (E3)**

The Strategic Director for Place submitted a report on car parking charges within the Park.

The Joint Committee noted the report.

11. **FAREWELL**

The Joint Chair, Councillor Peter Smith advised that this was Ian Berry's last Joint Committee meeting as he would be retiring after 28 years of service at the Park. The Joint Chair, on behalf of the Joint Committee took the opportunity to thank Ian for his work and wished him all the success for the future.



**PLYMOUTH CITY COUNCIL**

**Subject:** Interim Management Report  
**Committee:** Mount Edgcumbe Joint Committee  
**Date:** 28 November 2014  
**Joint Chair:** Councillor Peter Smith, Plymouth City Council/  
Councillor Hannaford, Cornwall Council  
**Cabinet Members:** Councillor Peter Smith Plymouth City Council/  
Councillor Hannaford Cornwall Council  
**CMT Member:** Anthony Payne, Strategic Director for Place

**Author:** Steve Pickering  
**Contact:** Tel: 07730075946  
E-mail: [steve.pickeringl@plymouth.gov.uk](mailto:steve.pickeringl@plymouth.gov.uk)

**Ref:** ME  
**Key Decision:** No  
**Part:** I

**Purpose of the report:**

The report provides an overview of the work undertaken this year.

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**The Brilliant Co-operative Council Corporate Plan 2013/14 – 2016/17:  
Plymouth City Council.**

This report links to delivering the priorities within the Councils Corporate Plan particularly with regard to raising aspirations and providing value to communities

**Cornwall Council**

Business Plan Immediate Priorities: Use of resources and performance management

Environment, Planning and Economy Directorate Plan priorities:

- a) Creating a Green Cornwall
- b) Creating a better place to live
- c) Delivering excellent service

**Implications for Medium Term Financial Plan and Resource Implications:**

There are no resource implications.

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**Other Implications: eg. Child Poverty, Community Safety, Health and Safety and Risk Management:**

N/A

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**Equality and Diversity:**

N/A

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**Recommendations and Reasons for Recommended Action:**

Members note the report.

**Alternative Options Considered & Reasons for Recommended Action:**

N/A

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**Background Papers:**

N/A

Fin		Leg		Mon Off		HR	n/a	Assets	n/a	IT	n/a	Strat Proc	
Originating SMT Member: David Draffan													
Has the Cabinet Member(s) agreed the contents of the report?													

## **I. Interim Management Report**

- 1.1 It has been a challenging year for Mount Edgcumbe with the introduction of several changes in the way the park operates. This included developing the overall visitor attraction by expanding the programme of events and introducing a variety of commercial tenants in the Barrow Centre and across the park.
- 1.2 New operators for both the Stables Café and Orangery Restaurant have brought an element of commercial stability and consumer confidence to the park.
- 1.3 Following the recent retirement of the park manager, staff have continued working together to help move the park forward. I have been privileged to oversee activities on a part time basis, visiting when possible. The vacant post of Park Manager has recently been advertised and interviews are expected to take place mid-December.
- 1.4 The efforts of staff and volunteers in helping to deliver the wide package of initiatives should be acknowledged. The enthusiasm and experience of staff is recognised as vital for the continued success of the park and to help deliver future projects.

## **2. Review of Events**

- 2.1 Each major event has been analysed closely to ensure they are self-financing and to measure the amount of publicity generated for both the park and the commercial tenants.
- 2.2 A larger programme of events has now become established with good prospects of becoming a healthy income generator for the park.
- 2.3 The new event in May featuring the Green Man was a huge achievement highlighting the skills of the gardening team and volunteers. The efforts of everyone involved with the park generated high levels of interest on social media resulting in Lee Stenning (foreman/gardener) being interviewed on both ITV and BBC television news. This was great publicity for the park.
- 2.4 The Smugglers market in May was a good example of the park working in partnership with Plymouth City Indoor Market. The event formed part of the national “love your local market” campaign with Plymouth market featured in a video presentation at the national conference of markets in London.
- 2.5 In September, Mount Edgcumbe hosted the Kings Troop for a week and we were treated to a display on Saturday 20<sup>th</sup> September which attracted large crowds to the park.
- 2.6 October featured a group of Landrover discovery enthusiasts celebrating 25 years of Landrover by camping at Mount Edgcumbe for the weekend.

- 2.7 Len Goodman and Angela Rippon visited the park to film an episode of the BBC One series “Holiday of My Lifetime.” This was aired on the BBC in October.
- 2.8 Anecdotal feedback from local stakeholders indicate that local tourism has benefitted from the series of events this year. The Rame Traders Association, Whitsand Bay Caravan Park and the Cremyll Ferry have all indicated increased business this year.

### **3. Future Events**

- 3.1 We are looking forward to next year’s events including a similar programme with a few new activities already added to the diary.
- March will see a special “Home and Garden” event taking place in and around the House and Barrow Centre.
  - Then in August the Deer Park will host 5,000 Scouts when they set up their national camp for a week.
  - In September the Plymouth college of Art and Design will hold their international conference utilising the house, marquee and Belvedere conference space.

### **4. Lettings**

- 4.1 I have been particularly pleased with the efforts of all the new commercial tenants in the park. Feedback indicates that businesses have made good progress from their start-up in April, and to date none have indicated any intention to vacate or re-locate elsewhere.
- 4.2 The Segway operator that set up in May 2013 has reported a dramatic increase in business during this summer and is now considering expanding his operation to include another commercial initiative within the park.
- 4.3 The enthusiasm of new tenants is infectious and together they are now introducing their own initiatives to develop incidental promotional activities. All of which help to create additional sustained activities for visitors to the park.
- 4.4 Other commercial partners include “Miss Ivy events”, responsible for regular vintage fairs, and “Tamar Grow Local” who put on monthly producers markets. Both these operators have indicated they wish to expand their operations in the park next year.

### **5. New Lettings**

- 5.1 The Cremyll shop which has been run by the park staff on limited resources has recently been let to an external commercial operator.

- 5.2 A Blacksmith has taken temporary occupation of unit 2 in the Barrow centre whilst waiting for a bat licence that will enable him to work in the actual Blacksmith unit.
- 5.3 A Garden Centre has agreed terms for utilising the old barn and polytunnel, working in partnership with the gardening team to offer visitors a wide range of plants and gardening items.
- 5.4 Subject to contract, we have agreed outline terms with the Silvanus Trust to move their head office to vacant offices within the house and utilise the Sawmill as a permanent exhibition space.

### **6. Friends of Mount Edgcumbe**

- 6.1 Recent discussions with the Friends of Mount Edgcumbe have focussed on their intention to undertake a major project for the benefit of the park. Proposals for consideration include –
- The creation of a “Friends Garden Area” adjacent to the fire station, with the possibility of a new sculpture to commemorate 500 years of Mount Edgcumbe.
  - The renovation of historic statues around the park;
  - Expansion of a play area;
  - Lighting the Folly structure;

These exciting ideas are a few examples currently being considered.

### **7. Other Current Initiatives**

#### **7.1 Vehicle Review**

The existing stock of vehicles is clearly experiencing some challenges with a list of expensive repairs needed to a variety of land rovers, vans, trailers and buggies.

We will undertake a full review of stock and examine expenditure in order to evaluate overall requirements and explore if alternative options are available.

#### **7.2 Review of Waste Management**

Cost of waste disposal have increased this year and we will look at ways to manage the waste in a more cost effective way and look to introduce further recycling opportunities if possible.

#### **7.3 Staff Resources**

A fundamental review of rotas and working practices is being undertaken to reflect the changing needs of the service and reduce pressures on staff to work regular overtime.

7.4 Land Train Purchase

Part of the phase one improvements included the purchase of a land train to reflect the Steam Train named after the “Earle of Mount Edgcumbe”, and to help drive footfall to the barrow centre.

Unfortunately, this train experienced a series of delays. However, it has now been commissioned and will arrive at Mount Edgcumbe in time for the new season.

7.5 Cremyll Lodge Holiday Let

Furniture for the lodge has now been purchased and we will be offering the property for holidays as a “slow launch” prior to full commercial lettings from the start of next season.

**8. Audit Risk Assessment report**

8.1 Following the small bodies audit report there is a requirement to produce a risk assessment for the operation of the park.

This will include reference to countryside management issues, health and safety procedures and overall commercial business planning and risk.

8.2 There are currently several management reviews being undertaken to evaluate these issues in context of the operation of the park and therefore the final audit risk management report should be postponed until completion of the individual assessments.

**9. Conclusion**

9.1 Outputs of recent initiatives include –

- Higher profile of Mount Edgcumbe as a visitor attraction;
- Increased number of jobs created by approximately 35 as direct results of commercial lettings;
- Growth in volume and value of tourism;
- Greater community pride;
- Increase in visitor satisfaction;
- The number of Visitors “liking” the Mount Edgcumbe Facebook page have more than doubled within the last 6 months.

**10. Recommendations**

10.1 Members are asked to note the report.

**CITY OF PLYMOUTH**

**Subject:** Mount Edgcumbe Environmental Stewardship Agreement

**Committee:** Mount Edgcumbe Joint Committee

**Date:** 28 November 2014

**Joint Chair:** Councillor Peter Smith, Plymouth City Council/  
Councillor Mrs Hannaford, Cornwall Council

**Cabinet Members:** Councillor Smith Plymouth City Council/  
Councillor Mrs Hannaford Cornwall Council

**CMT Member:** Anthony Payne, Strategic Director for Place

**Author:** Nick Butcher, Head Gardener/Ranger

**Contact:** tel: (01752) 822236  
e-mail: nick.butcher@plymouth.gov.uk

**Ref:** ME

**Key Decision:** No

**Part:** I

**Executive Summary:**

This is an update on the Environmental Stewardship Agreement that the park entered into on the 1 October 2013 and which will last 10 year.

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**Mount Edgcumbe Corporate Plan 2011-2014:****Plymouth City Council.**

This report links to delivering the priorities within the Councils Corporate Plan particularly with regard to raising aspirations and providing value to communities

**Cornwall Council**

Business Plan Immediate Priorities: Use of resources and performance management

Environment, Planning and Economy Directorate Plan priorities:

- i) Creating a Green Cornwall
  - ii) Creating a better place to live
  - iii) Delivering excellent service
-

**Implications for Medium Term Financial Plan and Resource Implications:**

N/A

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**Other Implications: e.g. Section 17 Community Safety, Health and Safety, Risk Management, etc**

N/A

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**Recommendations & Reasons for Recommended Action:**

- i) That members note the report.

**Alternative Options Considered & Reasons for Recommended Action:**

N/A

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**Background Papers:**

- i) N/A

**Sign Off**

Fin		Leg		Mon Off		HR	n/a	Assets	n/a	IT	n/a	Strat Proc	n/a
Originating SMT Member: David Draffan													
Has the Cabinet Member(s) agreed the contents of the report?													



## **1. Introduction**

- 1.1 Mount Edgcombe Country Park has entered into an Environmental Stewardship Agreement which will last for the next 10yrs as of 1<sup>st</sup> October 2013 and which is administered by Natural England. The aim of this agreement is to maintain and improve the landscape and woodlands for the benefit of wildlife and to help protect landscape features and structures.

## **2. Capital Works**

- 2.1 Part of the agreement is to carry out capital works across the site including –

- 4260m of replacement fencing
- 125 bird/bat boxes to be erected
- 265 cubic meters of tree removal in Penlee Woods
- 7 hectares of scrub and bracken control
- 8 new field gates
- 5 new water troughs

- 2.2 All the works carry a capital works payment grant which will cover the cost of the materials.

We have so far –

- Erected 1685 m of fencing
- Placed around the site 125 bird and bat boxes
- Erected 4 new field gates
- Felled 100 cubic meters of trees
- Cleared 5 Hectares of scrub

## **3. Historical and Archaeological Feature Protection Management Plan**

- 3.1 This scheme has recently funded £39,500 to commission a comprehensive survey which will-
- inform and guide day-to-day maintenance and management;
  - inform and manage a programme of restoration and repair;
  - present a programme of work (both land management options and capital items) required to achieve the restoration objectives through a Higher Level Stewardship agreement;
  - inform future interpretation and use of the park.

The completed survey is expected to be available by end of February 2015.

## **4. The Main Aims of the Plan**

- 4.1 The main aims of this plan are –

- a. To assess the previous archaeological reports undertaken at Mount Edgcumbe and consider the historical development, design and landscape features of land that has not been previously assessed. Update previous surveys undertaken.
- b. Identify the critical non domestic components of the landscape within the Country Park registered parkland.
- c. Consider options and feasibility for landscape scale restoration of the priority critical components within the HLS agreement land based on the historic and archaeological evidence.
- d. Carry out structural surveys of the critical non domestic structures within the HLA agreement land, using existing surveys where appropriate to avoid duplication of work.
- e. Write works specification for the stage two capital works
- f. Undertake consolidation/restoration works on the critical structures identified.
- g. The total grant funding for this report and restoration/consolidation works is £400,000.

## **5. Annual Payment**

- 5.1 As part of the scheme the park will be able to claim an annual payment £26,000 per year for the next 10yrs for carrying out land management around the site. This includes –

- Grazing of grassland areas by Cattle or Dartmoor Ponies.
- Restoration of successional areas of scrub
- Restoration of species rich, semi natural grassland
- Restoration of woodland
- Control of invasive species
- Bracken control

## **6. Recommendation**

- 6.1 That members note the report.

**CITY OF PLYMOUTH**

**Subject:** Traffic Management: Event Planning and Consultation Update

**Committee:** Mount Edgumbe Joint Committee

**Date:** 28 November 2014

**Joint Chair:** Councillor Peter Smith, Plymouth City Council/  
Councillor Mrs Hannaford, Cornwall Council

**Cabinet Members:** Councillor Smith Plymouth City Council/  
Councillor Mrs Hannaford Cornwall Council

**CMT Member:** Anthony Payne, Strategic Director for Place

**Author:** David Marshall, Business Development Manager

**Contact:** tel: (01752) 822236  
e-mail: david.marshall@plymouth.gov.uk

**Ref:** ME

**Key Decision:** No

**Part:** I

**Executive Summary:**

This report highlights traffic management issues in relation to major events being held at Mount Edgumbe and the work being undertaken to address those issues.

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**Mount Edgumbe Corporate Plan 2011-2014:****Plymouth City Council.**

This report links to delivering the priorities within the Councils Corporate Plan particularly with regard to raising aspirations and providing value to communities

**Cornwall Council**

Business Plan Immediate Priorities: Use of resources and performance management

Environment, Planning and Economy Directorate Plan priorities:

- i) Creating a Green Cornwall
  - ii) Creating a better place to live
  - iii) Delivering excellent service
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**Implications for Medium Term Financial Plan and Resource Implications:**

N/A

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**Other Implications: e.g. Section 17 Community Safety, Health and Safety, Risk Management, etc**

Additional requirements for Park staff to liaise and share existing health and safety planning and risk assessments with Cornwall Council and the Local Safety Advisory Group.

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**Recommendations & Reasons for Recommended Action:**

- i) That members note the report.

**Alternative Options Considered & Reasons for Recommended Action:**

N/A

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**Background Papers:**

- i) Traffic Management Plan

**Sign Off**

Fin		Leg		Mon Off		HR	n/a	Assets	n/a	IT	n/a	Strat Proc	N/A
Originating SMT Member: David Draffan													
Has the Cabinet Member(s) agreed the contents of the report?													

## **1. Introduction**

- 1.1. Following an increase in the number of successful promotional events at Mount Edgcumbe Country Park, concerns have been raised by local residents about the number of vehicles passing through the local villages potentially causing congestion problems in the future as the events steadily become more popular.
- 1.2. As an example - the 2014 Classic Car Rally was a great success. For the first time in a number of years it coincided with a period of prolonged good weather. Attendance numbers were estimated to be between 12 – 14,000 visitors on the day and the road traffic travelling to and from the event created a sustained impact especially in the villages of Crafhole and Millbrook.
- 1.3. These 'red letter' days drive footfall and patronage for our commercial tenants, they create interest and variously target different market segments of the residential and visiting public in the South West. They also help to raise Mount Edgcumbe's media profile throughout the year and importantly they also generate direct income for the Park.
- 1.4. As you will be aware for many years Mount Edgcumbe has hosted a Classic Car Rally (run by FOMECP and Cornwall Hospice Care); a Christmas Fayre (run in-house); and the Military Vehicle Trust event (over the August Bank Holiday weekend). Three years ago we added a third party event – the Faery Festival – to the midsummer weekend. In 2014 we also added a Wedding Fayre (in April) plus the Green Man and the Smugglers Market – both held in May.

## **2. Consultation**

- 2.1 Recognising any event the size of the Car Rally could potentially have an adverse impact on the surrounding area meetings were organised involving Cornwall Council Highways team, Cornwall Council Events Safety team, local Parish Councillors and Cormac's Highway's Officer.
- 2.2 From these meetings a smaller group (with a representative from FOMECP, Mount Edgcumbe staff, road traffic specialists and Parish Councillors) were identified to work together to look at the detail of possible alternative traffic management strategies for major events.
- 2.3 Officers have looked at ways to adapt existing traffic management plans to alleviate pressure on key points of the peninsula road network and this will be brought into effect for 'major' events at Mount Edgcumbe in 2015. The plan produced by the group has been put forward to Highways for comment. The new strategy avoids the requirement for statutory road closures and the expense that would incur.

- 2.4 We have agreed events at Mount Edgcumbe can be classified in three categories: 'major', 'minor' and 'incidental'. All events will now be included in Cornwall Council's event notification process and receive comments from the Local Safety Advisory Group.
- 2.5 Those 'events' considered to be a part of the daily workings of the Park (Bat Walks for example) need no further work. Each of our 'minor' events will be accompanied with a Mount Edgcumbe 'standard' traffic management plan, event notification document, notification of liability insurances and all the relevant risk assessments.
- 2.6 'Major' events will require us to submit the new traffic management plan referred to above, along with specifics. Preparation will include all the supporting documentation plus an Event Plan, Chapter 8 certification, signage schedules, timings and electronic event layouts.

### **3. Update**

- 3.1 It has been encouraging to note that local stakeholders are in favour of these events and have engaged with the park management to explore ways to alleviate any potential future traffic problems.
- 3.2 Through this process all documentation for our events will be shared with the Local Safety Advisory Group allowing them time to voice concerns in advance of the event.

### **4. Recommendation**

- 4.1. That members note the report.

**PLYMOUTH CITY COUNCIL**

<b>Subject:</b>	Revenue Budget Monitoring 2014/15
<b>Committee:</b>	Mount Edgumbe Joint Committee
<b>Date:</b>	28 November 2014
<b>Joint Chairs:</b>	Councillor Peter Smith Plymouth City Council Councillor Mrs Hannaford, Cornwall Council
<b>Cabinet Member:</b>	Councillor Peter Smith, Plymouth City Council Councillor Edwina Hannaford, Cornwall Council
<b>CMT Member:</b>	Anthony Payne, Stratetegic Director for Place, Plymouth City Council Peter Marsh, Interim Corporate Director for Environment
<b>Author:</b>	Nicola Moyle, Head of Arts & Heritage, Angela Bruce, Principal Technical Accountant Plymouth City Council
<b>Contact:</b>	Tel: 01752 306918 E-mail: <a href="mailto:steve.pickering@plymouth.gov.uk">steve.pickering@plymouth.gov.uk</a>
<b>Ref:</b>	ME
<b>Key Decision:</b>	No
<b>Part:</b>	I

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**Executive Summary:**

This report presents an update of the financial position for the Mount Edgumbe Joint Committee for financial year 2014/15.

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**Corporate Plan 2011-2014:****Plymouth City Council:**

This monitoring report links to delivering the priorities within the Council's Corporate Plan.

**Cornwall Council:**

Business Plan Immediate Priorities: Use of resources and performance management

Environment, Planning and Economy Directorate Plan priorities:

Creating a Green Cornwall

Creating Better Places to Live

Delivering Excellent Services

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**Implications for Medium Term Financial Plan and Resource Implications:  
Including finance, human, IT and land**

The current year end forecast in 2014/15 is an overspend of just under £40,000 which will be shared equally between the two authorities. Management continue to review expenditure and income in order to reduce this amount by the end of the financial year.

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**Other Implications: e.g. Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:**

Increased risk management will need to take place to manage the impact of the challenging financial position.

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**Recommendations and Reasons for recommended action:**

It is recommended that the Joint Committee notes the report.

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**Alternative options considered and reasons for recommended action:**

None

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**Background papers:**

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**Sign off:**

Fin	ABPla ceFED DI4I 5004. 18.11. 14.	Leg	n/a	Mon Off	n/a	HR	n/a	Assets	n/a	IT	n/a	Strat Proc	n/a
Originating SMT Member: David Draffan													
Has the Cabinet Member(s) agreed the contents of the report?													



## **I. INTRODUCTION**

- 1.1 This Report has been produced to update the Mount Edgumbe Joint Committee with the forecast year end monitoring position as at 31 October 2014.
- 1.2 Variations are reported in the attachment and analysed by park operations. 50% of the budget is funded by each constituent authority at £142,000 each.

## **2. 2014/15 MONITORING VARIATIONS – OVERVIEW**

- 2.1 This is the first detailed monitoring report in 2014/15 and there is a forecast year end position of just under £182,000 which represents an adverse variation of just under £40,000, due largely to reductions in wedding and other income streams, as shown below and in Appendix A (Mount Edgumbe October 2014 Latest Monitoring).

Area	Sum of 2013/14 Actual	Sum of 2014/15 Actual	Sum of 2014/15 Latest Budget	Sum of 2014/15 Forecast	Difference Forecast V Budget
	£	£	£	£	£
Mount Edgumbe House	114,737	66,695	123,464	149,864	26,400
Mount Edgumbe Park	71,890	52,970	58,807	57,953	-854
Mount Edgumbe Trading	-21,825	-39,877	-40,271	-25,834	14,437
<b>Grand Total</b>	<b>164,802</b>	<b>79,788</b>	<b>142,000</b>	<b>181,983</b>	<b>39,983</b>

## **3. 2014/15 BACKGROUND**

- 3.1 After large overspends in financial years 2009/10 and 2010/11 the Mount Edgumbe Officers Working group planned various initiatives to bring the budget back to the original plans that each authority will contribute £192,000 towards the running of the park making a total budget of £384,000. These plans included increasing 2011/12's contribution by £45,000 per authority on a one off basis to give the park management time to implement new initiatives. The majority of these initiatives are now delivering and in 2011/12 the park met its budget. However some initiatives experienced small delays, particularly the procurement and installation of the marquee to enable the park to offer a quality wedding venue. In spite of these delays the park almost achieved a balanced budget in 2012/13 with final out turn £390,728 against the £384,000 budget. For 2013/14 the final outturn was £15,605 overspent.

An external advisor has been brought in to look at options for the park to improve current income streams and introduce new ones, using the capital receipt from the sale of Picklecombe Cottage to fund the improvements needed to drive these new income streams.

## **4. 2014/15 REVENUE MONITORING VARIATIONS – to be read in conjunction with Appendix B (Part II)**

### **4.1 Mount Edgumbe House Forecast £26,400 pressure**

Main variations are:

- Reduction in staff costs mainly due to the Park Manager post being vacant for part of the year offset by the cost of an external advisor.
- Increase in premises and utility costs are largely offset by recharges for the use of facilities.

- Supplies and services increases are offset by a reduction in conservation costs and increased donations.
- Reduction in income compared to that budgeted of approximately £29,000. There are various fluctuations within the income lines but the variation is mainly down to income for weddings which is £19,000 less than budgeted. Meetings and Conferences have reduced expenditure and reduced income which results in a net £10,000 pressure.

**4.2 Mount Edgcombe Park Forecast (£854) favourable**

- Lower than budgeted income on rents and lettings of and pressures on car park repair costs are being offset by reductions in repairs costs and hire of equipment along with donations from the Friends of Mount Edgcombe towards particular items of expenditure

**4.3 Mount Edgcombe trading Forecast £14,437 pressure**

Main variations are:

- Net pressure of approximately £3,000 re the main shop and a small variation on the Cremyll shop which should be mitigated by the new letting arrangement.
- Higher than anticipated spend on equipment and hire in relation to the special events of £11,000

**5. BUDGET RISK**

- 5.1 The intention is to reduce this overspend and mitigating actions being taken include the regular review of outstanding orders, the review of all expenditure and the maximisation of income through lettings and other opportunities. The Christmas Fayre is also still to take place.

**6. RECOMMENDATIONS**

- 6.1 It is recommended that the Joint Committee Notes the report.

# MOUNT EDGCUMBE

## OCTOBER 2014 LATEST FORECAST MONITORING (Appendix A)



**PLYMOUTH**  
CITY COUNCIL

Area	CIPFA Classification	Sum of 2013/14 Actual £	Sum of 2014/15 Actual £	Sum of 2014/15 Latest Budget £	Sum of 2014/15 Forecast £	Difference Forecast V Budget £
<b>Mount Edgcumbe House</b>	Employees	374,103.56	216,223.87	361,264.00	351,807.00	-9,457.00
	Premises	72,071.09	56,869.88	64,461.00	76,156.00	11,695.00
	Supplies and Services	83,156.86	45,905.10	62,107.00	64,583.00	2,476.00
	Support Services	14,765.00	14,765.00	14,765.00	14,765.00	0.00
	Transport	26,527.82	17,347.23	26,943.00	27,674.00	731.00
	Income	-455,886.97	-284,416.08	-406,076.00	-385,121.00	20,955.00
<b>Mount Edgcumbe House Total</b>		<b>114,737.36</b>	<b>66,695.00</b>	<b>123,464.00</b>	<b>149,864.00</b>	<b>26,400.00</b>
<b>Mount Edgcumbe Park</b>	Employees	96,406.26	57,816.68	96,736.00	89,708.00	-7,028.00
	Premises	45,940.06	44,465.07	73,107.00	69,463.00	-3,644.00
	Supplies and Services	8,332.43	17,604.24	8,564.00	7,314.00	-1,250.00
	Transport	0.00	1,517.92	0.00	1,518.00	1,518.00
	Income	-78,788.29	-68,434.23	-119,600.00	-110,050.00	9,550.00
<b>Mount Edgcumbe Park Total</b>		<b>71,890.46</b>	<b>52,969.68</b>	<b>58,807.00</b>	<b>57,953.00</b>	<b>-854.00</b>
<b>Mount Edgcumbe Trading</b>	Employees	23,846.09	18,115.35	23,610.00	17,992.00	-5,618.00
	Premises	722.92	0.00	0.00	0.00	0.00
	Supplies and Services	42,573.45	42,893.22	44,459.00	46,389.00	1,930.00
	Support Services	0.00	0.00	9,900.00	9,900.00	0.00
	Transport	0.00	0.00	292.00	292.00	0.00
	Income	-88,967.81	-100,885.14	-118,532.00	-100,407.00	18,125.00
<b>Mount Edgcumbe Trading Total</b>		<b>-21,825.35</b>	<b>-39,876.57</b>	<b>-40,271.00</b>	<b>-25,834.00</b>	<b>14,437.00</b>
<b>Grand Total</b>		<b>164,802.47</b>	<b>79,788.11</b>	<b>142,000.00</b>	<b>181,983.00</b>	<b>39,983.00</b>

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**PLYMOUTH CITY COUNCIL**

**Subject:** Business Development  
**Committee:** Mount Edgcumbe Joint Committee  
**Date:** 28 November 2014  
**Joint Chair:** Councillor Peter Smith, Plymouth City Council/  
Councillor Hannaford, Cornwall Council  
**Cabinet Members:** Councillor Peter Smith Plymouth City Council/  
Councillor Hannaford Cornwall Council  
**CMT Member:** Anthony Payne, Strategic Director for Place

**Author:** Steve Pickering  
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E-mail: [steve.pickeringl@plymouth.gov.uk](mailto:steve.pickeringl@plymouth.gov.uk)  
**Ref:** ME  
**Key Decision:** No  
**Part:** I

**Purpose of the report:**

This report outlines progress to date in respect of the Transformational Change project at Mount Edgcumbe.

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**The Brilliant Co-operative Council Corporate Plan 2013/14 – 2016/17:****Plymouth City Council.**

This report links to delivering the priorities within the Councils Corporate Plan particularly with regard to raising aspirations and providing value to communities

**Cornwall Council**

Business Plan Immediate Priorities: Use of resources and performance management

Environment, Planning and Economy Directorate Plan priorities:

- a) Creating a Green Cornwall
- b) Creating a better place to live
- c) Delivering excellent service

**Implications for Medium Term Financial Plan and Resource Implications:**

There are no resource implications.

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**Other Implications: eg. Child Poverty, Community Safety, Health and Safety and Risk Management:**

N/A

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**Equality and Diversity:**

N/A

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**Recommendations and Reasons for Recommended Action:**

Members note the report.

**Alternative Options Considered & Reasons for Recommended Action:**

N/A

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**Background Papers:**

N/A

**Sign Off**

Fin	n/a	Leg	n/a	Mon Off	n/a	HR	n/a	Assets	n/a	IT	n/a	Strat Proc	N/A
Originating SMT Member: David Draffan													
Has the Cabinet Member(s) agreed the contents of the report?													

## **1. Background**

- 1.1 This report is an update on the Mount Edgumbe Means Business initiative introduced in July 2013, which gave proposals for implementing an investment initiative in two phases. The first phase aimed to create a buzz about Mount Edgumbe Country Park, with phase two requiring larger investment to implement a number of property renovations.

## **2. Progress to date**

- 2.1 The majority of the initiatives outlined in the phase I investment have now been implemented.
- 2.2 This has included -
- Populating units around the Barrow centre with commercial tenants
  - Converting Cremyll Lodge into holiday accommodation
  - Purchase of a land train
  - Aggressive marketing
  - Developing the event programme
  - Introduction of wi fi around the Barrow Centre (not fully completed yet)

## **3. Current Position**

- 3.1 Officers from both Cornwall Council and Plymouth City Council have been exploring options for funding of the phase two initiatives.
- 3.2 Feasibility studies are currently being undertaken to establish renovation costs of three properties identified as holiday accommodation. These are West Lodge, Flat 1 (Barrow centre) and part of the Rame Head look-out station.
- 3.3 This will provide firm evidence to demonstrate overall costs involved in the phase two planning.
- 3.4 Other properties earmarked for renovation are -
- English Garden House
  - Friends lodge
  - Gardeners Lodge
  - Purchase of 3 Eco Huts/or Safari Tents (subject to planning consent)
- 3.5 Plans to introduce of a Visitor Information Centre service within the main house foyer (currently used for gift shop and ticket sales) are progressing with a view to operating as a commercially viable facility promoting a wide range of visitor services available on the Rame Penninsula, Cornwall and Plymouth.

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