



**LOOE TOWN COUNCIL**

**MINUTES OF THE TOURISM AND AMENITIES COMMITTEE**

Held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
On Monday 9<sup>th</sup> May 2016 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT:**

Chairman – Cllr M Gregory  
Councillors D J Bryan, T Crane,  
Mrs E Hannaford, R Hendy and  
A Toms (ex officio)

**IN ATTENDANCE**

Town Clerk – Mrs Anne Frith  
Cllr C Rose

		<b>ACTIONS</b>
<b>90.</b>	<p><b><u>APOLOGIES</u></b> Apologies for absence were received from Councillor P Crossley, Mrs L Kellaway (Amenities Manager) and Mr Camp (Tourist Information Centre Manager)</p> <p><b><u>ABSENT</u></b> Cllrs Mrs E Graham-Jones and T Stacey.</p>	
<b>91.</b>	<p><b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b> Cllr Toms declared an interest in any matter raised concerning Looe Harbour Commission, Looe Development Trust and Cornwall Council. Cllr Hendy declared an interest in any matter raised concerning East Looe Town Trust. Cllr Crane declared an interest in Agenda Item 14.2 – Seafront storage.</p>	
<b>92.</b>	<p><b><u>TO RESOLVE TO APPROVE THE MINUTES OF THE TOURISM AND AMENITIES COMMITTEE MEETING OF 22<sup>nd</sup> MARCH 2016</u></b> Cllr Gregory proposed that the Minutes of the Meeting of 22<sup>nd</sup> March 2016 be approved, seconded by Cllr Crane it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of the Meeting of the 22<sup>nd</sup> March 2016.</p>	

93.	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE 22<sup>nd</sup> MARCH 2016</u></b></p> <p>.1 <u>Ref Min No: 85 – Amenities Report</u> Cllr Mrs Hannaford reported that she had written to both the vet's but had received no response. The Amenities Manager was asked to chase for a response.</p> <p>.2 <u>Ref Min No: 86 – Devolution</u> This matter is on the Agenda for discussion.</p> <p>.3 <u>Ref Min No: 88.3 – Treasure Hunt</u> Cllr Mrs Hannaford reported that she has amended the draft treasure hunt questions and is now waiting for the Monkey Sanctuary to provide their advert. The Clerk was asked to ask the Tourist Information Centre Manager to chase this up.</p>	<p>LK To chase response</p> <p>Clerk to speak to the TIC Manager</p>
94.	<p><b><u>CORRESPONDENCE</u></b></p> <p>.1 <u>Cornwall Council - Street Trading</u> Notification of Street Trading regulations as from 1<sup>st</sup> July 2016 had been received and duly noted by the Committee. The Clerk was asked to forward this information to East Looe Town Trust and Looe Harbour Commission.</p> <p>.2 <u>Looe Music Festival</u></p> <p>a) <u>A letter confirming their requirement for the exclusive use of the seafront toilets for the period of the Music Festival had been received, agreeing to the terms outlined in our letter to them.</u></p> <p>b) <u>T Shirts and Tickets</u> An email confirming that the Tourist Information Centre will be able to sell the tee shirts and tickets as soon as they are available on a sale or return basis.</p>	
95.	<p><b><u>TO RECEIVE A REPORT FROM THE TOURIST INFORMATION MANAGER</u></b></p> <p>Mr Camp's report (as attached) was reviewed. The Chairman asked for a definitive date for commencement of the new website and asked the Clerk to ascertain. The Clerk updated on the Point of Sale till system and informed that an "app" for the tablet is being investigated. The Committee suggested that the Clerk speak to Mama J's as they have a similar system. The Committee asked for a regular financial update for each meeting to enable decisions to be made.</p>	<p>Clerk to speak to the TIC Manager</p> <p>Clerk to visit Mama J's</p>
96.	<p><b><u>TO RECEIVE A REPORT FROM THE AMENITIES MANAGER</u></b></p> <p>Mrs Kellaway's report (as attached) was reviewed. The cost of advertising on the back of toilet cubicle doors was discussed, Cllr Mrs Hannaford proposed that the charges be £5 per week for a twelve month contract and £6 per week for a six month contract, seconded by Cllr Gregory it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to approve the above proposal. Cllr Gregory asked that advertising frames be installed at head</p>	<p>LK to advertise</p>

	height above the gents urinals.	
97.	<p><b><u>TO DISCUSS THE EMERGING DEVOLUTION PROPOSALS FOR LOOE TOWN COUNCIL.</u></b></p> <p>Cllr Mrs Hannaford informed the Committee that there is £8000 available to facilitate the devolution process which has a time limit for use of 31<sup>st</sup> May 2016 but there is a possibility this could be extended. Cllr Mrs Hannaford clarified that this money is to enable devolution and can be used to ascertain liabilities, problems, land contamination etc.</p> <p>Re the library, David Read is arranging a meeting to discuss all issues that are identified. The library is a separate devolution offer to the rest of the ones we have already expressed an interest in.</p> <p>Cllr Gregory asked what the next step is for the remaining devolution offers, Cllr Mrs Hannaford explained that we need to identify what we are interested in as listed in Minute No: 86 of the meeting of 22<sup>nd</sup> March. Some of these could be eliminated when discussed by Full Council. She informed that Mr Peter Marsh has agreed that the land identified could be purchased for £1 each if we wanted to buy it.</p> <p>After much further discussion Cllr Gregory proposed that a bid be submitted for funds to undertake a topographical, contamination and general risk survey, seconded by Cllr Mrs Hannaford it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to approve the above proposal.</p> <p>Cllr Mrs Hannaford agreed to submit a bid to Cornwall Council which will go to the Community Network Panel.</p> <p>Cllr Gregory asked the Clerk to arrange a meeting of the Accommodation Working Group in early June.</p> <p>Cllr Mrs Hannaford asked for two members of this Committee to be involved in the discussions regarding the library, Cllrs Gregory and Rose agreed to be involved.</p>	<p>EH to submit bid for £8000</p> <p>Clerk to organise a meeting of the Accommodation Working Group</p>
98.	<p><b><u>TO ARRANGE A TRAFFIC REGULATION ORDER CONSULTATION DATE AND VENUE.</u></b></p> <p>The date for a public consultation was agreed and will be scheduled for Saturday 11<sup>th</sup> June between 10am and 4pm in the Millpool Centre subject to confirmation of availability of the venue.</p> <p>Cllr Gregory agreed to write up the information for Cllr Mrs Hannaford to put onto a map for West Looe. The breakdown of costs for East Looe needs to be provided.</p>	

99.	<p><b><u>TO DISCUSS JOINT WORKING WITH POLPERRO COMMUNITY COUNCIL REF PUBLIC CONVENIENCES</u></b></p> <p>Cllr Mrs Hannaford explained that Polperro Community Council are taking over responsibility for the public conveniences in Polperro and she wondered if there is a way of working jointly with them utilising our cleaning operatives. She also explained that a CIC is being set up by the businesses for the toilets on the Quay in Polperro.</p> <p>Cllr Gregory asked the Clerk to contact the Clerk at Polperro to set up a meeting to ascertain their needs to enable further discussion.</p> <p>Cllr Hendy suggested that this Council may consider a CIC for the toilets in Looe. Cllr Mrs Hannaford informed that the cost of setting up a CIC is around £150 and offered to ask an expert in this field (Charlotte Caldwell – Community Link Officer) to attend our next meeting. She will also forward the details to the office.</p>	<p>Clerk to contact PPC Clerk</p> <p>EH to contact Charlotte</p>
100.	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></b></p> <p>.1 <u>Community Emergency Plan</u></p> <p>The Clerk gave a brief update on the progress of the plan which is almost complete.</p>	
101.	<p><b><u>MATTERS REFERRED FROM OTHER COMMITTEES</u></b></p> <p>No matters had been referred.</p>	
102.	<p><b><u>TO MOVE THE MEETING TO PART TWO</u></b></p> <p>Cllr Gregory proposed that the Meeting move to Part Two to discuss:</p> <p>.1 Clerks report regarding Tourist Information Centre operational processes and staffing.</p> <p>.2 Expressions of interest and rental charges for the Seafont storage.</p> <p>Seconded by Cllr Bryan it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to move the Meeting to Part Two.</p> <p>Cllr Rose left the Meeting.</p>	
103.	<p><b><u>PART TWO DISCUSSIONS</u></b></p> <p>.1 <u>Clerks Report</u></p> <p>The report was reviewed and various options suggested. Discussions are ongoing.</p> <p>.2 <u>Expressions of Interest and Rental Charge.</u></p> <p>The three Expressions of interest were reviewed and the three rental quotes were discussed.</p> <p>The rental was agreed and a recommendation was made regarding the Expressions of Interest.</p>	