



LOOE TOWN COUNCIL

MINUTES OF THE TOURISM AND AMENITIES COMMITTEE

Held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
On Tuesday 29th November 2016 at 7.00pm

REPORT TO COUNCIL

PRESENT:

Chairman – Cllr M Gregory
Councillors D Bryan, T Crane,
P Crossley, Mrs E Graham-Jones (arrived at 7.05pm),
Mrs E Hannaford and C Rose,

IN ATTENDANCE

Cllr D Welch
Amenities Manager – Mrs Laura Kellaway

		ACTIONS
51.	<u>APOLOGIES</u> Apologies for absence were received from Cllrs Hendy and Toms. <u>ABSENT</u> Cllr T Stacey.	
52.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no members of the public present.	
53.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> Cllr Rose declared an interest in any matter raised concerning East Looe Town Trust.	
54.	<u>TO RESOLVE TO APPROVE THE MINUTES OF THE TOURISM AND AMENITIES COMMITTEE MEETING OF 24th OCTOBER 2016</u> Cllr Gregory proposed that the Minutes of the Meeting of 24 th October 2016 be approved, seconded by Cllr Crane it was: <u>RESOLVED</u> To approve the Minutes of the Meeting of 24 th October 2016.	

<p>55.</p>	<p><u>MATTERS ARISING FROM THE TOURISM AND AMENITIES MEETING HELD ON 24th OCTOBER 2016</u></p> <p><u>.1 Ref Min 36.2 – Amenities Report</u> The Committee requested an update on Looe Harbour Commission giving permission for a new entrance on the Riverside wall of the former gents' toilets at the Seafront. Cllr Gregory asked for this to be added to the agenda for the next Tourism and Amenities meeting as we are paying business rates and not receiving any income.</p> <p><u>.2 Ref Min 36.4 – Allotments</u> The Committee requested that a fortnightly follow up for a response from the Diocese be undertaken until a response regarding removal of the asbestos is received.</p> <p><u>.3 Ref Min 45 – Draft Service Level Agreement for Polperro Community Council ref Public Conveniences</u> Mrs Kellaway advised that a decision by Polperro Community Council was unlikely to be made before the end of the financial year as they had advised there were delays due to Land Registry and legal documentation with Cornwall Council. Cllr Gregory suggested that a review of costs within the Service Level Agreement may need to be undertaken in case our costs have increased once a response is received from Polperro Community Council.</p> <p><u>.4 Ref Min 47 – Provision of a Council Van</u> Cllr Crossley advised that he had spoken with Dom at the Sail Loft but was awaiting his response.</p>	<p>Clerk to add to agenda for next meeting</p> <p>Clerk to undertake regular request for response</p> <p>PC to follow up with Dom at the Sail Loft</p>
<p>56.</p>	<p><u>TO REVIEW TOURIST INFORMATION CENTRE PROFIT AND LOSS ACCOUNTS</u></p> <p>Cllr Rose advised that approximately an extra £2000 of profit has been discovered as a result of the recent Tourist Information Centre stock take. This relates to stock that had not previously been valued.</p> <p>The Committee agreed that the accounts should only reflect the 10% commission gained on the sale of Eden tickets rather than showing separate entries for sales and expenses as they do not provide a true reflection of profit. Accounting timescales differ for ticket sales and invoices meaning that they will never portray an accurate record.</p> <p>Cllr Rose advised that the next set of Profit and Loss Accounts produced would have more accurate and realistic figures.</p>	
<p>57.</p>	<p><u>TO DISCUSS A POINT OF SALE TILL SYSTEM</u></p> <p>Cllr Crossley advised that he had spoken with Western Office Services but would do so again and arrange for him to talk with the Clerk about possible alternatives.</p>	

<p>58.</p>	<p><u>TO RECEIVE A REPORT FROM THE TOURIST INFORMATION CENTRE WORKING GROUP</u></p> <p>Cllr Gregory advised that the initial meeting of the working group was to look at the short term future of the Tourist Information Centre and what was needed for 2017. The working group would also look at the medium and long term future in due course and a progressive plan would be put together to aid further decisions.</p> <p>The working group identified best selling retail items which would continue to be reordered. The remaining stock would be sold but not re-ordered.</p> <p>Cllr Gregory advised that the working group had discussed opening hours for the Tourist Information Centre and it was decided that for 2017, the Centre would open 6 days a week, 5 hours a day (later opening and closing on a Saturday) and closed on Sundays.</p> <p>The Committee then discussed the Looe Guide for 2017 and Mrs Kellaway advised that there had not been an overly good response thus far to take up of advertising space. Cllr Crane suggested that, if there continued to be poor response, the Committee look to use external resources to initiate sales of advertising space. Various names were suggested as possible options. Cllr Mrs Hannaford then prepared a Facebook message asking for volunteers to sell advertising space on behalf of the Council on a commission basis which Cllr Gregory agreed to and it was then posted online.</p> <p>Cllr Gregory advised that Cllr Hendy was preparing a 3 year plan which would be initially circulated to all Committee members as an example of one possible plan and proposed that, once the 3 year plan had been produced, it be sent to Full Council, seconded by Cllr Rose, it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to circulate to Full Council members once the 3 year plan had been produced.</p> <p>Cllr Mrs Graham-Jones left the meeting at 7.45pm.</p>	
<p>59.</p>	<p><u>CORRESPONDENCE</u></p> <p><u>.1 Mr Harvey – Hannafore bus routes</u></p> <p>The Committee discussed Mr Harvey’s letter regarding the bus route at Hannafore and use of Portuan Road. The Committee decided that letters to Citybus and the Traffic Commissioners be sent asking for confirmation of the correct route and a further letter to Mr Harvey to advise him of this.</p> <p><u>.2 Mr Harvey – Camper vans, parking and toilets at Hannafore</u></p> <p>The Committee discussed Mr Harvey’s letter regarding Hannafore public conveniences, concerns over parking and the lack of no litter and dog fouling signs and asked that the Clerk</p>	<p>Clerk to write to Citybus and Traffic Commissioners and to Mr Harvey to update</p> <p>LK to contact Cornwall Council regarding signs</p>

	<p>responds to Mr Harvey by letter. Mrs Kellaway advised that the public conveniences are locked every evening (earlier in the winter months, later in the summer) and that she would contact Cornwall Council regarding no litter signs and to obtain a further supply of no dog fouling signs to complement what has already been put along Marine Drive.</p> <p><u>.3 Mr Worrell – traffic obstructing Citybus in Barbican/Bodrigan Roads</u></p> <p>The Committee discussed Mr Worrell’s letter regarding parked vehicles obstructing Citybus’ route along Barbican and Bodrigan Roads and advised that obstruction of the highway was a Police matter and suggested that Citybus report this to the Police. They asked that the Clerk respond to Mr Worrell to advise him that Citybus would need to contact the Police directly.</p> <p><u>.4 Tour of Britain – bid for Cornwall</u></p> <p>Cllr Gregory read out an email received from Helston Town Council asking for all town and parish councils in Cornwall to support a bid to bring a stage of the Tour of Britain cycling race to Cornwall. The Committee discussed this and Cllr Gregory proposed that a response in full support be sent, seconded by Cllr Crane, it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to email a response to Helston Town Council in full support of a bid for the Tour of Britain cycling race to come to Cornwall and also in full support of it passing through Looe.</p> <p><u>.5 Mr Hayes – Hannaford ‘Polite Notice’ campervan parking</u></p> <p>Cllr Gregory read out a letter received from Mr Hayes regarding a ‘Polite Notice’ that was placed anonymously on his campervan whilst parked at Hannaford. Cllr Mrs Hannaford advised that the Polite Notice scheme was originally sanctioned by Cornwall Council and the Town Council until 2013 in response to the substantial amount of overnight parking of campervans occurring along Marine Drive. Cllr Mrs Hannaford further advised that she had previously been in contact with 2 residents advising them that the notice was no longer to be used as a parking deterrent and that she would contact them both again to remind them of this. In response to Mr Hayes questions regarding bylaws and official regulations regarding overnight parking, it was suggested that the Clerk respond by letter to Mr Hayes to advise him of the advisory regulations and of the Council’s stance on the Polite Notice scheme.</p> <p><u>.6 Letter from Hedley Webber re blocked gutter remedial works at Cafe Fleur/Looe Pharmacy/Harveys</u></p> <p>Cllr Gregory read out a letter from Hedley Webber regarding proposed works to undertake repairs to guttering and that a scaffolding licence had been applied for. As this was purely an advisory letter, it was deemed that no action is required.</p>	<p>Clerk to write to Mr Harvey to update</p> <p>Clerk to write to Mr Worrell</p> <p>Clerk to respond to Helston Town Council</p> <p>Clerk to respond to Mr Hayes</p>
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60.	<p><u>TO REVIEW THE REPORT FROM THE AMENITIES MANAGER</u></p> <p>The Amenities Manager gave her report (as attached). Cllr Rose advised that there is a possibility of contaminated spoil underneath the Mariners Garden from when the train line was present and that the Council should make the Environment Agency aware of this should any contaminate leach into the river once structural repairs to the wall commence. The Committee discussed this and agreed that works must proceed with caution.</p> <p>Cllr Rose advised the Committee that Mrs Kellaway had recently completed the Certificate in Local Council Administration (CiLCA). The Committee congratulated Mrs Kellaway on her achievement.</p>	<p>Clerk to contact Environment Agency once structural works are agreed</p>
61.	<p><u>TO UNDATE ON DEVOLUTION PROPOSALS FOR LOOE TOWN COUNCIL</u></p> <p>Cllr Mrs Hannaford advised that she was unable to update the Committee at this stage as there was a Devolution meeting scheduled for the day after this meeting and that she would update the Committee at the next meeting in January.</p>	
62.	<p><u>MATTERS REFERRED FROM OTHER COMMITTEES</u></p> <p>No matters had been referred.</p>	
63.	<p><u>MATTERS FOR FURTHER DISCUSSION AS DETERMINED URGENT BY THE CHAIRMAN</u></p> <p><u>.1 Traffic Regulation Order (Survey Monkey results)</u></p> <p>The Committee looked at the results of the residents' responses to the survey on proposed traffic regulation orders (TRO) for the town but felt that the information provided was not clear enough to be examined in any detail. They asked if the Clerk could provide the results with the relevant questions attached plus an indication of how many residents responded and information of the total costs quoted by Cornwall Council for implementation of TROs.</p> <p>Cllr Gregory proposed that a TRO Working Group be set up to discuss the results in greater detail, seconded by Cllr Crossley, it was:</p>	<p>Clerk to prepare responses with corresponding question and total number of responses received</p>

RESOLVED

Unanimously to set up a TRO Working Group.

The date of the initial meeting of the Working Group was set as Wednesday 18th January 2017, with a view to reporting its initial findings to Full Council at its February 20th meeting.

.2 Cornwall Council Consultation on Off Street Parking Orders

The Committee discussed the Special Bulletin email received from Cornwall Council regarding consultation of proposals to parking charges in Callington and St Austell. As this does not relate to Looe, it was deemed that no action is required.

.3 Bus Shelter transference from Adshell to Fernbank

The Committee discussed the correspondence received from Fernbank advising of the planned transference of bus shelters in Cornwall from Adshell to Fernbank. As there is no change for cleaning and maintenance other than from one company to another, the only requirement for the Council is to sign a new contract with Fernbank when received.

.4 Road Closure Intention Notice – Sandplace Road timings

Mrs Kellaway updated the Committee with regard to the proposed Sandplace Road closure due to commence on 9th January until 12th April 2017. The Clerk had contacted Cormac for further information regarding the closure, specifically closure over 24 hours, weekends included. Cormac had advised that, although works would not continue over a 24 hour period, a full road closure was necessary to facilitate required machinery to remain in place. The works are to include a wall to be built between Anjona and the junction with St Martins Road. Parking will be available at the Sandplace end of the roadworks and Cormac assured the Clerk that pedestrian access would be maintained at all times.

.5 Looe Silvercraft – display stand in the Tourist Information Stand

Mrs Kellaway advised that she had been approached by Mr Mcilwaine of Looe Silvercraft with a request to site a display stand within the Tourist Information Centre. Similar to that installed in the Post Office, Mr Mcilwaine advised that the stand would contain a display of some silver works with contact details for his online shop. There would be no requirement for staff to sell items nor for any insurance on the display or its contents. Mr Mcilwaine advised the figure he is being charged as monthly rental by the Post Office. The Committee discussed this request and Mrs Kellaway was asked to obtain the current Tourist Information Centre charges for posters and to confirm Post Office charges.

Cllr Gregory proposed that, subject to these costs, this matter should be referred to the Finance and General Purposes Committee for discussion under Matters Referred from Other Committees.

Mrs Kellaway to obtain costs and forward to Committee and to Clerk

64.	<p><u>TO MOVE THE MEETING TO PART TWO TO DISCUSS QUOTATIONS FOR PUBLIC CONVENIENCE SUPPLIES AND MAKE RESOLUTION FOR FUTURE SUPPLIER</u></p> <p>Cllr Gregory proposed that the Meeting now move to Part Two, seconded by Cllr Crane it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to move the Meeting to Part Two.</p>	
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