



## **LOOE TOWN COUNCIL**

### **MINUTES OF THE TOURISM AND AMENITIES COMMITTEE**

Held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
On Wednesday 10<sup>th</sup> May 2017 at 7.00pm

### **REPORT TO COUNCIL**

#### **PRESENT:**

Councillors T Crane, J Dingle, M Gregory,  
M Smith, A Toms (ex officio)

#### **IN ATTENDANCE**

Amenities Manager – Mrs Laura Kellaway

		<b>ACTIONS</b>
1.	<b><u>TO ELECT A CHAIRMAN</u></b> The Committee was asked for nominations for Chairman for the coming year. Cllr Dingle proposed that Cllr Gregory be elected to serve as Chairman for 2017/18. As there were no other nominations, Cllr Dingle's proposal was seconded by Cllr Crane and it was: <b><u>RESOLVED</u></b> Unanimously to elect Cllr Gregory to serve as Chairman for the coming year.	
2.	<b><u>TO ELECT A VICE CHAIRMAN</u></b> The Committee was asked for nominations for Vice Chairman for the coming year. Cllr Dingle proposed that Cllr Crane be elected to serve as Vice Chairman for 2017/18. As there were no other nominations, Cllr Dingle's proposal was seconded by Cllr Gregory and it was: <b><u>RESOLVED</u></b> Unanimously to elect Cllr Crane to serve as Vice Chairman for the coming year.	
3.	<b><u>APOLOGIES</u></b> Apologies for absence were received from Cllrs D Bryan and R Hendy. <b><u>ABSENT</u></b> Cllr Mrs E Hannaford	

4.	<p><b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b>  There were no members of the public present.</p>	
5.	<p><b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b>  Cllr Dingle declared an interest in any matter raised concerning West Looe Town Trust.  Cllr Toms declared an interest in any matter raised concerning Looe Harbour Commission, Looe Development Trust and Cornwall Council.</p>	
6.	<p><b><u>TO RESOLVE TO APPROVE THE MINUTES OF THE TOURISM AND AMENITIES COMMITTEE MEETING OF 27<sup>th</sup> FEBRUARY 2017</u></b>  Cllr Gregory proposed that the Minutes of the Meeting of 27<sup>th</sup> February 2017 be approved, seconded by Cllr Crane it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the Minutes of the Meeting of 27<sup>th</sup> February 2017.</p>	
7.	<p><b><u>MATTERS ARISING FROM THE TOURISM AND AMENITIES MEETING HELD ON 27<sup>th</sup> FEBRUARY 2017</u></b>  .1 <u>Ref Min 84.1 Hannaford Bus Route</u>  Cllr Mrs Hannaford will contact Citybus direct to clarify the actual route as we have conflicting information.  .2 <u>Ref Min No: 84.2 – Looe Silver Craft</u>  Cllr Gregory had previously suggested that we invite Mr Paddy Mcilwaine to come into the office to explain what size of advertising cabinet he would like in the Tourist Information Centre, however, due to the recent change from shop to mobile service, Mr Mcilwaine has decided not to advertise using display cabinets.  .3 <u>Ref Min No: 84.3 – Bank Charges</u>  The Bank Charges were explained to the Committee. Cllr Dingle asked for a breakdown of card payments and details of bank charges costs to be available at the next Committee meeting.  .4 <u>Ref Min No: 84.4 - Beacon Lighting – 11<sup>th</sup> November 2018</u>  East Looe Town Trust and Royal British Legion have been notified regarding this and the Palace office advised of the Council’s willingness to be involved.  .5 <u>Ref Min No: 84.5 – Queen’s Sapphire Anniversary</u>  The Amenities Manager reported that research indicated that there are no formal celebrations taking place around the country and that there has been no interest shown in any celebration locally. The Committee decided not to pursue the idea but review for the 70<sup>th</sup> Anniversary (Platinum) in 5 years time.  .6 <u>Ref Min 93 – Public Convenience Charging</u>  Mrs Kellaway advised that the Committee’s suggestion of moving the usage monitoring ‘clickers’ from the Tourist Information Centre to the Millpool toilets had not been</p>	<p>EH to contact City Bus</p> <p>Clerk to provide card payment and bank charges information</p> <p>LK to provide cost details</p>

	achievable as they were mains wired rather than battery operated. Cllr Gregory asked that the cost of 2 x battery operated clickers be investigated with a view to purchase and install in the Millpool public conveniences so that usage can be monitored over the summer season.	
8.	<p><b><u>TO REVIEW TOURIST INFORMATION CENTRE PROFIT AND LOSS</u></b></p> <p>There was no information available due to Internal Audit and financial year end preparation. Accounts will be available for the next Committee meeting.</p>	Clerk to provide accounts for next meeting
9.	<p><b><u>TO ARRANGE A MEETING OF THE TOURIST INFORMATION CENTRE WORKING GROUP</u></b></p> <p>Cllr Gregory informed the Committee that he will contact the Clerk to discuss and then arrange a date for the next Meeting of this Group.</p>	MG to contact Clerk to discuss
10.	<p><b><u>CORRESPONDENCE</u></b></p> <p><b><u>.1 CCTV Critical Control Centre visit</u></b> Cllr Gregory read out an email from David Read, Cornwall Council Community Link Officer regarding an opportunity to visit the CCTV Critical Control Centre in Camborne on <b>19<sup>th</sup> May 2017</b>. Councillors were asked to contact the Clerk if they were interested in attending. Cllr Gregory asked for the Clerk to investigate what would the costs be for inclusion in the Critical Control Centre operations.</p> <p><b><u>.2 Open Air Cinema Event</u></b> Cllr Gregory read out an email from Stuart Crook of Pop Up Events expressing an interest in holding an open air cinema event on the main beach in Looe. The Committee all thought this was an interesting idea and Cllr Gregory asked that the Clerk forward Mr Crook's correspondence to East Looe Town Trust and respond to Mr Crook to advise of this.</p> <p><b><u>.3 Invitation to participate in Cornish Language and Heritage programme</u></b> Cllr Gregory read out an email received from Golden Tree Productions inviting the Town Council to participate in a future project celebrating the Cornish Language and Cultural Heritage. A request for Expressions of Interest was discussed and Cllr Toms suggested the Clerk send an email with an Expression of Interest to Golden Tree Productions.</p> <p><b><u>.4 Update regarding proposed Tour of Britain – bid for Cornwall stage</u></b> Cllr Gregory read out an email from Dave Potter of Helston Town Council which provided an update on the proposal for Cornwall to host a stage of the Tour of Britain Cycling race in 2020. Discussions have taken place with Cornwall Council and a formal bid submission will be made in early 2018.</p>	<p>Cllrs to let Clerk know if wish to attend</p> <p>Clerk to investigate cost to Council of inclusion in Critical Control Centre.</p> <p>Clerk to forward email to ELTT and to advise Mr Crook</p> <p>Clerk to send EOI to Golden Tree Productions</p>

11.	<p><b><u>TO REVIEW THE REPORT FROM THE AMENITIES MANAGER</u></b></p> <p>The Amenities Manager gave her report (as attached).</p> <p><b>.1 <u>Update on Public Conveniences</u></b> The Committee discussed the products agreed to be used on the West Looe public conveniences and Mrs Kellaway advised that there was concern over disposal through surface drains into the river. Cllr Gregory suggested contacting Ian Barker of Cornwall Wildlife Trust for a definitive answer of where surface drains around West Looe toilets drain into.</p> <p><b>.2 <u>Staffing Committee</u></b> Mrs Kellaway discussed a request for a Staffing Committee meeting to discuss revision of cleaning processes and procedures for the public convenience cleaning operatives. Cllr Gregory confirmed that he will contact the Clerk to discuss and arrange a meeting.</p> <p><b>.3 <u>Seagull Control</u></b> Mrs Kellaway advised of the progress in registrations for 2017 service compared to previous years. Cllr Dingle advised that he did not feel this service was advertised widely enough. Cllr Gregory explained the processes undertaken in terms of informing residents of the service and the Committee agreed that satisfactory advertising was already in place.</p> <p><b>.4 <u>Valuation Office update</u></b> Mrs Kellaway advised that the Valuation Office had recently turned down the Council's appeal against the Non-Domestic Ratable Value (RV) placed against the Millpool Public Conveniences. Cllr Toms asked that he be provided with a copy of the paperwork and he will take this up for discussion.</p> <p><b>.5 <u>Weed Control</u></b> The Committee reviewed the correspondence received from one of the Council's Authorised Contractors regarding the decision to use alternative weed control methods, ie manually burning using a flame burner. The Committee reiterated the decision previously made and asked that the Council's maintenance operative arrange to commence manual weeding/burning of the designated areas as soon as possible. The Committee decided to reconsider the future of weed spraying in November.</p> <p><b>.6 <u>Utilities</u></b> Mrs Kellaway advised that the Council had recently been contacted by Utilitywise (the Council's current utility services broker) regarding potential savings in water and sewerage bills. Cllr Dingle suggested alternative cost comparison providers were available and would look into some.</p>	<p>LK to contact Ian Barker of Cornwall Wildlife Trust</p> <p>MG to contact the Clerk</p> <p>LK to provide AT with copy of Valuation Office appeal paperwork</p> <p>JD to review alternative cost comparison providers</p>
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12.	<p><b><u>TO RECEIVE A TOURIST INFORMATION CENTRE REPORT</u></b>  There was no report available.  This matter was discussed by the Councillors and Cllr Gregory agreed to compile a list of what the report should contain. The Committee agreed that a decision on who would prepare the report going forward be made an item agenda for discussion at the next Tourism Information Centre Working Group meeting.</p>	MG to compile list for report items and to arrange TIC Working Group meeting
13.	<p><b><u>TO DISCUSS AND APPROVE AN EPOS SYSTEM FOR THE TOURIST INFORMATION CENTRE</u></b>  The Committee reviewed the 2 quotes provided and discussed the proposal at some length. It was decided by all to leave the current system (including stock recording) in place at this time until the long term future of the Tourist Information Centre has been agreed.</p>	
14.	<p><b><u>TO DISCUSS THE EMERGING DEVOLUTION PROPOSALS FOR LOOE TOWN COUNCIL</u></b>  Cllr Mrs Hannaford was not present at the meeting and so a detailed report was not available. Cllr Toms updated the Committee that, as far as the library/One Stop Shop is concerned, we still await RIO's business case, once their financial report has been done. Cllr Dingle suggested that a strong letter to Cornwall Council Chief Executive, Kate Kennally, be sent by Recorded Delivery, questioning why there is the unacceptable delay in receiving this report. Proposed by Cllr Dingle, seconded by Cllr Crane, it was:  <b><u>RESOLVED</u></b>  Unanimously to send a letter to Kate Kennally questioning the reason for the delay in receiving RIO's report.</p> <p>Cllr Toms advised regarding the grassed area at the Millpool car park and that Cornwall Council had agreed to lease the land to us for provision of an outdoor gym area. The Committee discussed the possible maintenance options available, either through appointing a contractor or using our in-house Handyman.</p>	Clerk to send letter to Kate Kennally
15.	<p><b><u>TO DISCUSS WEED SPRAYING</u></b>  This was discussed under agenda item 11.5 above.</p>	
16.	<p><b><u>TO DISCUSS WATER RATE SAVING ALTERNATIVES</u></b>  This was discussed under agenda item 11.6 above.</p>	
17.	<p><b><u>TO UPDATE AND REVIEW TIC OPENING HOURS SO FAR THIS YEAR</u></b>  The Committee discussed the TIC opening hours in some detail and Cllr Gregory advised that the minutes of the last TIC Working Group meeting considered this point in detail.</p>	

18.	<p><b><u>TO DISCUSS ARRANGEMENTS FOR PLYMOUTH PROMOTION DAY ON 24<sup>TH</sup> JUNE 2017</u></b></p> <p>The Committee discussed the requirement for this event and that 6 volunteers (3 per half day shifts) be available to man the stand. A list of items to populate the stand with should also be made.</p>	Clerk to contact all councillors for volunteers and to produce list of items required for stand
19.	<p><b><u>MATTERS REFERRED FROM OTHER COMMITTEES</u></b></p> <p>No matters had been referred.</p>	
20.	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN.</u></b></p> <p>.1 <u>Little Map Company update</u> Cllr Gregory discussed the latest update regarding the Looe Maps. Final proofs are yet to be received but once approved, we can expect delivery in about a week. The Committee confirmed that maps would be charged for and that coin operated wall dispensers are still a requirement.</p> <p>.2 <u>Seafront Storage issue</u> The Committee noted that the tenant of the Seafront store has erected a large advertising board on the rear (riverside facing) wall of the facility without Council permission and the Council has received several complaints from members of the public. The Committee requested details of the terms of the tenant's lease contract and Cllr Dingle advised that he would visit the Clerk's office to discuss.</p> <p>.3 <u>Looe Music Festival</u> Cllr Dingle enquired as to the situation with regard to the sale of Music Festival tickets and also for LMF advertising. The Committee agreed for A4 flyers to be put into the advertising boards located on the back of cubicle doors in the public conveniences as we did last year.</p>	<p>JD to visit with Clerk to discuss contract</p> <p>LK to arrange posters to be put on cubicle doors in all public conveniences.</p>
21.	<p><b><u>TO REVIEW THE DATE FOR THE JUNE MEETING</u></b></p> <p>The Committee confirmed that the date of the next Tourism and Amenities meeting to be Monday 5<sup>th</sup> June at 7pm.</p> <p>The Meeting closed at 8.35pm.</p>	

Signed .....

Date.....