



LOOE TOWN COUNCIL

MINUTES OF THE TOURISM AND AMENITIES COMMITTEE

Held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
On Monday 13th November 2017 at 7.00pm

REPORT TO COUNCIL

PRESENT:

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

IN ATTENDANCE

Cllr Mrs B Richardson
Amenities Manager – Mrs Laura Kellaway

		ACTIONS
53.	<u>APOLOGIES</u> Apologies for absence were received from Cllrs D Bryan, J Dingle and Mrs M Powell. Cllr R Hendy left the meeting shortly before the start due to illness once it was established that the meeting was quorate.	
54.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> Cllr Mrs Richardson was in attendance as a member of the public to observe the function of the Committee. Cllr Gregory proposed that Cllr Mrs Richardson be co-opted for the purpose of this meeting only, to enable her to participate in the meeting, seconded by Cllr Crane it was: <u>RESOLVED</u> Unanimously to co-opt Cllr Mrs Richardson onto the Committee for participation in this meeting only.	
55.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> Cllr Toms declared an interest in any matter raised concerning Looe Harbour Commission, Looe Development Trust and Cornwall Council. Cllr Mrs Hannaford declared an interest in any matter raised concerning Devolution.	

56.	<p><u>TO RESOLVE TO APPROVE THE MINUTES OF THE TOURISM AND AMENITIES COMMITTEE MEETING OF 11th SEPTEMBER 2017</u></p> <p>Cllr Gregory proposed that the Minutes of the Meeting of 11th September 2017 be approved, seconded by Cllr Crane it was:</p> <p><u>RESOLVED</u></p> <p>With a vote of 4/2 abstentions to approve the Minutes of the Meeting of 11th September 2017.</p>	
57.	<p><u>MATTERS ARISING FROM THE TOURISM AND AMENITIES MEETING HELD ON 11th SEPTEMBER 2017</u></p> <p><u>.1 Ref Min 41.4 Lantern Procession</u></p> <p>Cllr Gregory asked for an update regarding arrangements for the Lantern Procession. The Committee expressed their desire to have Just Voices lead the singing and also to have one side down on the Quayside Centre shelter. Mrs Kellaway advised that there is still a shortfall on traffic marshalls and Cllrs Crane and Mrs Hannaford offered to assist. Cllr Smith volunteered to assist the Lions with Santa's Arrival on Saturday. Mrs Kellaway was asked to email all Councillors for additional volunteers.</p> <p><u>.2 Ref Min 41.5 Pennylands path closure</u></p> <p>Cllr Mrs Hannaford advised that she had been in contact with Paul Allen, Cornwall Council Highways regarding the water drainage concerns on Hannaford Road near Pennylands salt bin. She advised that the water drain had been repaired but had not been successful in resolving the problem and that Mr Allen is inspecting the area on the afternoon of 23rd November. Cllr Crane strongly recommended that something must be done to resolve the problem sooner rather than later as a heavy frost could turn the area into a very dangerous area.</p> <p><u>.3 Ref Min 41.6 Quotes for Devolution areas</u></p> <p>Mrs Kellaway advised that she had met with David Read and obtained maps of the areas available under Devolution and asked the Committee to indicate the areas at Sunrising and Woodlands View that they wished clearance quotes to be obtained for.</p> <p><u>.4 Ref Min 41.7 Charging for Public Conveniences</u></p> <p>The Committee discussed the responses received from Fowey, Penzance and Polperro Councils regarding their experiences of public convenience charging. Cllr Crane expressed the concern that the Council were dealing with a vast amount of issues at this current time and that this item should be delayed. Cllr Gregory advised that the Council would be monitoring through a people counter facility at the Millpool toilets with a view to reviewing next year. It was agreed that this item should be put back onto the agenda for discussion at the meeting in September 2018.</p>	<p>LK to email all Councillors for volunteers</p> <p>LK to obtain clearance quotes for Sunrising and Woodlands View areas</p> <p>Clerk to add Charging for Public Conveniences to Sept 2018 agenda</p>

58.	<p><u>TO REVIEW TOURIST INFORMATION CENTRE PROFIT AND LOSS</u></p> <p>The Committee discussed the latest Profit and Loss figures, previously circulated. The Clerk was asked to provide a best Tourist Information Centre work.</p> <p>The Committee queried how there was an apparent loss of £800 on Music festival ticket sales. This query was referred back to the next Finance and General Purposes meeting for Cllr Hendy to check and advise.</p>	<p>Clerk to provide estimate re back office staff involvement in TIC work.</p> <p>LMF ticket sales query to be referred to next Finance meeting for explanation</p>
59.	<p><u>TO REVIEW AND UPDATE ON THE PROGRESS OF THE TOURIST INFORMATION CENTRE WORKING GROUP AND TO APPROVE THE RECOMMENDATION FROM THE WORKING GROUP MEETING OF 09/11/2017 TO PROGRESS THE FORMULATION OF A CIC FOR THE FUTURE TOURIST INFORMATION CENTRE PROVISION</u></p> <p>Cllr Gregory discussed the formulation of a CIC (Community Interest Company) for the future Tourist Information Centre provision and the Clerk was asked to forward the minutes from the TIC Working Group to this Committee. The recommendation from the Working Group was that forming a CIC with Looe Town Council as a major shareholder is the right way to move forward and it was agreed that the first thing to be done is to engage selected business owners and tourism experts to ask for their opinion of the concept.</p> <p>This was unanimously agreed by the Committee members.</p>	<p>Clerk to forward TIC Working Group minutes to Committee members</p>
60.	<p><u>TO REVIEW TOURIST INFORMATION CENTRE FOOTFALL AND OPENING HOURS 2017 AND 2018</u></p> <p>The Committee discussed the information provided regarding Tourist Information Centre footfall. Cllr Mrs Hannaford asked for the information to be available in graph format. Cllr Gregory offered to convert the excel information into graph format and Mrs Kellaway was asked to forward the information to him. Cllr Gregory asked for the Opening Hours for 2018 be added to the agenda of the next meeting in order for the Committee to make a decision.</p>	<p>LK to forward excel spreadsheet to MG for conversion to graph format</p> <p>Clerk to add TIC 2018 Opening Hours as agenda item for next meeting</p>
61.	<p><u>CORRESPONDENCE</u></p> <p><u>.1 Letter from Cornwall Council re one day free parking</u></p> <p>The Committee discussed the recent letter received from Cllr Geoff Brown, Cornwall Council Cabinet Member for Transport regarding nomination of a date for free one day parking at CC owned public pay and display car parks over the festive period. The Committee agreed unanimously to nominate Saturday 2nd December 2017 as the preferred date and the Clerk was asked to confirm this in writing to Cllr Brown.</p>	<p>Clerk to write to Geoff Brown nominating Sat 2nd December 2017 as preferred free car parking day</p>

	<p><u>.2 Email request from Cornwall Council Adult Transformation and Commissioning-Cornwall Autistic Partnership re plaque installation</u> The Committee discussed the request from Cornwall Autistic Partnership re assistance in installing noise warning plaques near hand dryers in public conveniences and agreed unanimously to support the venture. The question was raised by Cllr Gregory if they would be willing to install the plaques themselves or wished our maintenance operatives to do so and Mrs Kellaway was asked to confirm this.</p> <p><u>.3 Email from Cornwall Council Pop Up Sites Team regarding the Tender initiative for mobile business trading opportunities</u> The Committee discussed Cornwall Council's proposals at some length, particularly the locations for the proposed pop up sites being at Hannafore, Millpool car park and Millpool boating lake. Concerns were raised over the impact on existing businesses at Hannafore and Millpool. With regard to Hannafore, it was felt that any tender awarded would be in direct competition with Cornwall Council's tenant in the area, namely the Hannafore Kiosk. The Committee felt that any pop up mobile business would also spoil the ambience of the area. With regard to Millpool car park and boating lake, whilst the Council have been given reassurance from the Pop Up Sites Team that any tender awarded near the boating lake would not impede any Devolution offer of the area, the Committee felt that only a non-food/drink tender be awarded given the close proximity and economic impact on established businesses in the immediate vicinity. The Committee asked that the Clerk write to Cornwall Council Pop Up Sites Team informing them of the Committee's concerns.</p>	<p>LK to contact Cornwall Autistic Partnership and to make arrangements for installation</p> <p>Clerk to write to CC Pop Up Sites Team with Committee concerns</p>
62.	<p><u>TO REVIEW THE AMENITIES MANAGER'S REPORT</u> The Committee reviewed Mrs Kellaway's report (as attached). There were no issues raised from the report.</p>	
63.	<p><u>TO RECEIVE A TOURIST INFORMATION CENTRE REPORT</u> The Committee reviewed Mrs Kellaway's report (as attached) and queried the percentage of commission obtained on Looe Music Festival merchandise. The Clerk was asked to confirm this information. It was decided to add 2018 stock as an agenda item for the next meeting in order that the Committee can decide what lines to stock within the Tourist Information Centre.</p>	<p>Clerk to confirm % commission on LMF merchandise for next meeting and to add 2018 TIC Stock Discussions as agenda item for next meeting</p>
64.	<p><u>TO UPDATE ON DEVOLUTION PROPOSALS FOR LOOE TOWN COUNCIL</u> The Committee discussed at some length the Devolution proposals and the Clerk was asked to obtain written confirmation from Cornwall Council that the boating lake and pontoon were available on a non-repairing lease. The Committee also asked the Clerk to advise the response</p>	<p>Clerk to obtain written confirmation of non-repairing lease agreement on Millpool boating lake from CC</p>

	from Cornwall Council to the Council's September 2015 wish list of Devolution areas at Riverbank car park and the Health Centre Patient's car park. This information is required for the next Full Council meeting.	Clerk to advise response received from 2015 Devolution wish list for next Full Council meeting
65.	<u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEES</u> No matters have been referred.	
66.	<u>MATTERS FOR FURTHER DISCUSSION AS DETERMINED URGENT BY THE CHAIRMAN</u> <u>.1 Water Deregulation – alternative cost comparison providers</u> Mrs Kellaway asked for assistance from the Committee with regard to water deregulation alternative cost comparison providers. Cllr Gregory advised that it would be more cost effective to contact water suppliers directly rather than approach Third Party Intermediaries. Mrs Kellaway was asked to obtain alternative quotes for the next meeting. <u>.2 Looe Guide and Tourist Information Centre 2018 Membership Prices</u> The Committee discussed the alternative advert and membership costs and agreed to increase the Looe Guide prices as suggested by the Clerk and to leave Accommodation advert prices as last year's. <u>.3 Cornish Times letter re lack of litter bins</u> Cllr Crane asked for the Committee to consider the letter recently published in the Cornish Times which criticised the town over the lack of litter bins amongst other things. Cllr Mrs Hannaford proposed that Cllr Gregory write a response to this letter to be sent to the Cornish Times pointing out the number of litter bins sited around the town on public land as opposed to private land where the Council has no responsibility.	LK to obtain alternative quote from water suppliers for next meeting MG to write response letter to Cornish Times regarding litter bin situation
67.	<u>TO MOVE THE MEETING TO PART TWO</u> Cllr Gregory proposed that the Meeting now move to Part Two to discuss Biffa quote for 2018 Weed Spraying and to discuss Trelawney quote for new server possibilities, seconded by Cllr Crane it was: <u>RESOLVED</u> Unanimously to move the Meeting to Part Two.	