



LOOE TOWN COUNCIL

MINUTES OF THE TOURISM AND AMENITIES COMMITTEE

Held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
On Monday 15th January 2018 at 7.00pm

REPORT TO COUNCIL

PRESENT:

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

IN ATTENDANCE

Cllr Mrs B Richardson
Amenities Manager – Mrs Laura Kellaway

		ACTIONS
70.	<u>APOLOGIES</u> Apologies for absence were received from Cllrs D Bryan, J Dingle and Mrs E Hannaford. <u>ABSENT</u> Cllr Mrs M Powell.	
71.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no members of the public present. 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 Toms it was: <u>RESOLVED</u> Unanimously to co-opt Cllr Mrs Richardson onto the Committee for participation in this meeting only.	
72.	<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 Hendy declared an interest in any matter raised concerning East Looe Town Trust.	

73.	<p><u>TO RESOLVE TO APPROVE THE MINUTES OF THE TOURISM AND AMENITIES COMMITTEE MEETING OF 13th NOVEMBER 2017</u></p> <p>Cllr Gregory proposed that the Minutes of the Meeting of 13th November 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 13th November 2017.</p>	
74.	<p><u>MATTERS ARISING FROM THE TOURISM AND AMENITIES MEETING HELD ON 13th NOVEMBER 2017</u></p> <p><u>.1 Ref Min 57.3 Quotes for Devolution Areas</u> Land clearance quotes had been circulated to all Committee members prior to the meeting and so Cllr Gregory proposed that the agenda item be referred to Part Two of the meeting for further discussion, seconded by Cllr Crane, it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to move this agenda item to Part Two of the meeting.</p> <p><u>.2 Ref Min 58 Tourist Information Centre Profit and Loss</u> The Clerk advised that an estimate on the back office staff involvement in TIC work will be available after the completion of the 2018 Looe Guide.</p> <p><u>.3 Ref Min 60 Review of Tourist Information Centre footfall and opening hours for 2017/2018</u> Cllr Gregory confirmed that he is yet to extract a graph from the excel spreadsheet of footfall figures previously provided.</p> <p><u>.4 Ref Min 63 Review of Tourist Information Centre report</u> The Clerk confirmed that there was 10% commission earned by the TIC on all Looe Music Festival tickets and merchandise.</p> <p><u>.5 Ref Min 64 Update of Devolution Proposals</u> The Clerk confirmed that Cornwall Council had advised that the Millpool boating lake would be subject to a full maintenance and repairing lease should Looe Town Council decide to take this on. Cllr Gregory proposed that, because of the confirmation of the type of lease, Looe Town Council should not take on the Millpool boating lake, and that this matter be referred to Full Council, seconded by Cllr Hendy, it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to refer this matter to the next Full Council meeting.</p> <p>The Clerk was asked to advise, for the next Full Council meeting, what the response received from Cornwall Council was with regard to the Council's September 2015 wish list of Devolution areas at Riverbank car park and the Health Centre Patient's car park.</p>	<p>Clerk to provide when available</p> <p>MG to produce graph of footfall figures</p> <p>Clerk to advise response received from 2015 Devolution wish list for next Full Council meeting</p>

75.	<p><u>TO REVIEW TOURIST INFORMATION CENTRE PROFIT AND LOSS</u></p> <p>The Committee discussed the latest Profit and Loss figures, previously circulated. Cllr Smith queried what items constituted the "Tickets – Other" figure. Cllr Hendy stated that these queries are repeated at every meeting and he suggested that an audit of all tickets (sales and purchases) be undertaken after the financial year end when receipts and payments for the year will have evened themselves out.</p>	RH/Clerk to undertake audit of tickets
76.	<p><u>TO REVIEW TOURIST INFORMATION CENTRE OPENING HOURS AND STOCK REQUIREMENTS FOR 2018</u></p> <p>The Committee discussed the current opening hours for the Tourist Information Centre and decided to continue with 2017 opening hours being Mon – Sat 10am – 3pm commencing from Easter 2018.</p> <p>Further discussions are required concerning TIC stock requirements and the Committee were interested to know what were 2017 best sellers. Mrs Kellaway was asked to circulate her 2017 stock sheets to all Committee members for their review and to liaise with Mrs Libby, TIC Assistant for her opinion of the 2017 best sellers.</p> <p>Cllr Hendy advised that obsolete stock should be written off and offered his assistance in this.</p>	<p>LK to circulate 2017 stock sheets to Committee members and liaise with Mrs Libby regarding best selling stock</p> <p>RH to assist with obsolete stock write off</p>
77.	<p><u>CORRESPONDENCE</u></p> <p><u>.1 Email from Ellie Jackson re Plastic Straw Free Campaign</u></p> <p>The Committee discussed the email from Ellie Jackson with regard to the Final Straw Cornwall campaign. They were concerned that Bathing Water quality should remain a high priority and that sight should not be lost of that. They were happy to support the campaign and asked that the Clerk write a letter of support with recommendation that the Bathing Water quality should remain a priority for all.</p> <p><u>.2 Email from Dave Holford re Recycling business idea</u></p> <p>The Committee discussed the email received from Dave Holford regarding a recycling business idea and concern was raised over issues of licensing and health and safety. However the Committee recommended that Mr Holford take his idea to Looe Community Forum to gauge community viewpoints and to speak with likeminded businesses in Liskeard and Bodmin (R & R and Community Treasure Chest).</p> <p><u>.3 Email from Dave Holford re Kite Festival</u></p> <p>The Committee discussed Mr Holford's email regarding a Looe kite festival and whilst support was given for the idea, the Committee felt that Mr Holford should refer this to Looe Community Forum as the Council is dependent upon community initiating, organising and running such an event as the Council does not have the resources to do this.</p>	Clerk to write letter of support to Ellie Jackson

	<p><u>.4 Thank you from Dave Holford</u> Mr Holford proffered his thanks to all those involved in the organisation of the Christmas festivities and this was duly noted by the Committee.</p>	
78.	<p><u>TO REVIEW THE AMENITIES MANAGER'S REPORT</u> The Committee reviewed Mrs Kellaway's report (as attached). The Committee queried where the decision was agreed to undertake replacement flooring in West Looe public conveniences and asked for clarification. The Committee questioned why there was no advertising on the rear of the public conveniences doors and Mrs Kellaway advised that there was no appetite from local businesses for this when this was last considered. The Committee asked that all businesses be contacted again to gauge interest and if none, to remove the advertising boards to avoid risk of vandalism, Mrs Kellaway advised regarding the recent Legionella Risk Assessments review undertaken by a contractor on the Public Conveniences and reported that their findings were satisfactory with no evidence of Legionella bacteria nor any potential areas for its development. It was recommended that the current water tank at seafront toilets be removed or drained and the water supply switched to mains feed. The Committee gave the go ahead to proceed with obtaining contractor quotes for these works.</p>	<p>Note: this decision was made at the Finance & General Purposes meeting of 6th November – minute no 48</p> <p>LK to contact businesses to discuss advertising at toilets</p> <p>LK to obtain quotes for tank works/water supply conversion</p>
79.	<p><u>TO UPDATE ON DEVOLUTION PROPOSALS FOR LOOE TOWN COUNCIL</u> Cllr Gregory advised that the Cornwall Council survey results had been received on Monday but had not had opportunity to fully read its contents before the meeting. Cllr Toms advised that there appeared still to be some questions remaining and the Committee discussed the need for an urgent special meeting of the Devolution Working Group to discuss the survey contents and the Council's next steps. It was proposed by Cllr Gregory to arrange an urgent Special Meeting of the Devolution Working Group to convene either on Monday 22nd or Wednesday 24th January 2018 at 7pm, seconded by Cllr Toms, it was: <u>RESOLVED</u> Unanimously to arrange an urgent Special Meeting of the Devolution Working Group to convene either on Monday 22nd or Wednesday 24th January 2018 at 7pm</p>	<p>Clerk to arrange Devolution Working Group meeting for either Monday 22nd or Wednesday 24th January</p>
80.	<p><u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEES</u> No matters have been referred.</p>	

<p>81.</p>	<p><u>MATTERS FOR FURTHER DISCUSSION AS DETERMINED URGENT BY THE CHAIRMAN</u></p> <p><u>.1 Monkey Sanctuary Looe Guide Advert</u> Mrs Kellaway advised that historically the Monkey Sanctuary had been given discount by the former TIC Manager on their advert in the Looe Guide as they are a registered charity and asked the Committee for their view on this. The Committee discussed in some details and recommended that the percent discount be continued at the same rate (37.5%) even if the advert price increases in the future.</p> <p><u>.2 Dates for 2018 Lantern Procession</u> The Committee discussed possible dates for the 2018 Lantern Procession and the date of Friday 7th December 2018 was agreed. The Committee asked that Looe Fire Station are contacted early in order to confirm that they are able to assist with activities this year.</p> <p><u>.3 Health Centre Car Park Permit Charges 2018/19</u> The Committee discussed the current car park permit charges in some depth and it was decided not to increase the cost of a permit for the forthcoming year 2018/19.</p> <p><u>.4 'Battle's Over' Remembrance Service</u> Mrs Kellaway reminded the Committee of the importance of this occasion and suggested that full attendance of all Councillors at this event would be desirable. This was duly noted by the Committee.</p> <p><u>.5 TRO Update</u> Mrs Kellaway updated the Committee to advise that Citybus had been contacted to confirm their contribution to the TRO at the link road between Marine Drive and Portuan Road, Hannaford. Citybus have advised they are unable to support any funding due to the route being subject to re-tender this year in the event that they are not awarded the route. Cllr Gregory asked that this information be sent to Cllr Mrs Hannaford who had previously received reassurances from Citybus of their agreement to provide a contribution. Mrs Kellaway also advised that the resident of North Road who is required to contribute to the proposed TRO outside Polvellan Terrace had also been contacted but no reply yet received. The Committee asked that this matter be referred to the new Highways Area Manager, Paul Allen for him to follow up. The TRO wording for the formal request to Cornwall Council was agreed but is now pending until these two issues are resolved as Looe Town Council are unable to provide if there is no funding available.</p> <p><u>.6 Seafront Public Conveniences</u> This matter was discussed under minute no 78.</p> <p><u>.7 Harbour car park – AS Parking</u> Cllr Crane raised the problems he had had with AS Parking as well as residents who had approached him with similar stories. He advised that AS Parking attendants display regular abusive</p>	<p>LK to contact John Bowden to request assistance</p> <p>Clerk to send Citybus correspondence to EH</p> <p>Clerk to send North Road TRO information to Paul Allen</p>
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	<p>and aggressive behaviour and that, if parking fines were disputed with AS Parking and the complaint not founded, the full undiscounted amount of £100 instead of £60 was due. Cllr Toms advised that the Harbour Commissioners are looking into AS Parking and other similar complaints.</p>	
<p>82.</p>	<p><u>TO MOVE THE MEETING TO PART TWO</u> Cllr Gregory proposed that the Meeting now move to Part Two to discuss various quotes received for 2018 Weed Spraying, Devolution land clearance and water deregulation, seconded by Cllr Hendy it was: <u>RESOLVED</u> Unanimously to move the Meeting to Part Two.</p>	