



## LOOE TOWN COUNCIL

### MINUTES OF THE TOURISM AND AMENITIES COMMITTEE

Held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
On Monday 26<sup>th</sup> February 2018 at 7.00pm

### REPORT TO COUNCIL

#### PRESENT:

Chairman – Cllr M Gregory  
Councillors Mrs E Hannaford, R Hendy, Mrs B  
Richardson and M Smith

#### IN ATTENDANCE

Amenities Manager – Mrs Laura Kellaway

86.	<b><u>APOLOGIES</u></b> Apologies for absence were received from Cllrs D Bryan, T Crane, J Dingle, Mrs M Powell and A Toms.	<b>ACTIONS</b>
87.	<b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b> There were no members of the public present.	
88.	<b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b> Cllr Hendy declared an interest in any matter raised concerning East Looe Town Trust. Cllr Gregory declared an interest in any matter relating to Looe Music Festival licensing.	
89.	<b><u>TO RESOLVE TO APPROVE THE MINUTES OF THE TOURISM AND AMENITIES COMMITTEE MEETING OF 15<sup>th</sup> JANUARY 2018</u></b> Cllr Gregory proposed that the Minutes of the Meeting of 15 <sup>th</sup> January 2018 be approved, seconded by Cllr Smith it was: <b><u>RESOLVED</u></b> With a vote of 4/1 abstentions to approve the Minutes of the Meeting of 15 <sup>th</sup> January 2018.	
90.	<b><u>MATTERS ARISING FROM THE TOURISM AND AMENITIES MEETING HELD ON 15<sup>th</sup> JANUARY 2018</u></b> <u>.1 Ref Min 74.2 Tourist Information Centre Profit and Loss</u> Cllr Hendy advised that he was looking into the profit and loss	

	<p>figures for the Tourist Information Centre, particularly with regard to ticket information and confirmed that this will be an item for discussion at the next Finance and General Purposes Committee. The Clerk was asked to investigate Electronic Point of Sale (EPOS) till systems for discussion at next Finance meeting. Cllr Mrs Hannaford looked online at alternative EPOS systems such as Izettle.</p> <p><u>.2 Ref Min 74.3 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>.3 Ref Min 76 Write off of obsolete TIC stock</u> Cllr Hendy advised that obsolete stock should be written off from the stock sheets and that any stock that is still saleable should be donated to charity. This was agreed unanimously.</p> <p><u>.4 Ref Min 81.5 TRO Update</u> Cllr Mrs Hannaford advised that Citybus had previously given her a firm commitment to contributing towards the cost of a TRO for Marine Drive/Portuan Road. The Committee asked that the Clerk check with Paul Allen, Highways Manager to ascertain alternative suggestions for parking control in this area. The Committee recommended that any future TRO in this area should also include the removal of the old bus stop markings outside the Bowling Green entrance.</p>	<p>Clerk to investigate EPOS systems for next Finance meeting</p> <p>MG to produce graph of footfall figures</p> <p>Clerk to contact Paul Allen to discuss alternative parking controls at Hannaford</p>
91.	<p><b><u>TO REVIEW TOURIST INFORMATION CENTRE PROFIT AND LOSS</u></b> There were no questions from the Committee as Cllr Hendy had previously explained regarding tickets and commission.</p>	
92.	<p><b><u>TO DISCUSS TRO PROPOSALS</u></b> The Committee discussed the suggestions put forward by Paul Allen with regard to 3 areas:</p> <ul style="list-style-type: none"> <li>i) West Looe Square – the Committee reviewed Mr Allen’s comments and asked that West Looe Town Trust and John Bowden of Looe Fire Service be consulted with</li> <li>ii) Outside Portbyhan Hotel – more hash lines needed from Social Club to far side of hotel</li> <li>iii) Triangular area on Quay Road – concerns were raised over how parking restrictions in this area and all other can be enforced.</li> </ul> <p>Cllr Gregory advised that he would speak with Cornwall Council Parking Enforcement team to ascertain how many hours do Enforcement work patrolling in Looe, what hours and where and the ratio of street parking enforcement to car parking enforcement. Once a response is obtained, the Committee have asked that the Clerk write to Cornwall Council Parking Enforcement for details of their Service Level Agreement. Cllr Gregory suggested that a further meeting of the TRO</p>	<p>MG to speak with CC Parking Enforcement.</p> <p>Clerk to write to CC Parking Enforcement for details of SLA</p>

	working group should be convened as soon as possible to discuss potential benefits and the way forward. Cllr Gregory will contact the Clerk to discuss suitable dates for this meeting.	MG to contact Clerk re arrangements for TRO meeting
93.	<p><b><u>TO DISCUSS BONSON STOPPING UP ORDER</u></b></p> <p>Cllr Mrs Hannaford discussed the Stopping Order she has requested for Bonson Close and in particular the installation of bollards. Mrs Kellaway was asked to obtain a quote from Cormac to supply and install 8 cast iron bollards.</p> <p>The Committee discussed the need for an informal 2 part consultation with residents of Bonson Close, North Road and West Road to discuss 1) bollards installation and 2) stopping up order. Date to be arranged once TRO Working group have met and discussed in greater detail.</p>	LK to obtain quote for 8 cast iron bollards
94.	<p><b><u>TO DISCUSS LOOE MUSIC FESTIVAL MARKETING INFORMATION SURVEY RESULTS</u></b></p> <p>The Committee discussed the email and survey response received from Looe Music Festival, requesting that accommodation providers look to offer reduced price accommodation over the LMF weekend. The Committee felt that this was a commercial request and therefore were not able to support. Cllr Gregory proposed that the Council should not contact accommodation providers, seconded by Cllr Hendy, it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously not to contact accommodation providers to request reduced price accommodation over the LMF weekend.</p>	
95.	<p><b><u>TO DISCUSS MECHANICAL WEEDERS/SCARABS REQUIREMENTS</u></b></p> <p>This matter was deferred until the next Tourism and Amenities meeting on 10<sup>th</sup> April 2018. The Committee asked Mrs Kellaway to investigate quotes for hire of weeding equipment plus driver.</p>	LK to obtain quotes for hire of weeding equipment plus driver for next meeting
96.	<p><b><u>TO REVIEW FIRE SAFETY RISK ASSESSMENT AND APPROVE</u></b></p> <p>The Committee reviewed the Fire Safety Risk Assessment and thanked Cllr Hendy for undertaking this work. The Committee approved the document and asked that the Clerk undertake the actions highlighted in the Risk Assessment within a reasonable time scale.</p>	Clerk to undertake actions highlighted on Fire Safety Risk Assessment
97.	<p><b><u>CORRESPONDENCE</u></b></p> <p><b><u>.1 Letter from Looe Harbour Commission and Mr E Curtis re rubbish signage</u></b></p> <p>The Committee discussed the letter received from LHC and Mr Curtis regarding rubbish signage and general rubbish along the quayside. The Committee felt that there was already a large</p>	

	<p>amount of signs around the town and that the requirement for additional bins along the quayside was a greater necessity. The Committee suggested that the Council offer to work with the Harbour Commission and food outlets to sponsor bins and emptying of and to encourage retail outlets to assist with the problem of discarded crab lines. Cllr Mrs Hannaford advised that the Deputy Harbourmaster was devising a plan to deal with the crab line situation and the Committee suggested holding a town wide meeting to discuss possible solutions.</p> <p><u>.2 Email from Cornwall Council regarding Update on Pop Up Trade Concessions</u></p> <p>The Committee discussed the update received from Cornwall Council regarding Pop Up Trade Concessions for Hannaford and Millpool Boating Area. The Committee felt that the pet shop style concession for Hannaford was a good idea but objected to the inflatables on the grassed area beside Millpool Boating Area as this area is under Devolution discussions with Cornwall Council. The Clerk was asked to contact CC to register the Council's objection.</p> <p><u>.3 Email regarding Millpool car park re-marking of parking spaces</u></p> <p>Mrs Kellaway advised of the problems caused by Cormac's recent remarking of the Millpool car park. Cllr Smith queried when will the re-lining of all car park spaces take place as it is difficult to see the demarcation of spaces and road. Cllr Mrs Hannaford advised that she was meeting with Cormac on Wednesday and so will ask the question.</p>	<p>Clerk to contact CC to register the Council's objection to the Millpool Boating Area Pop Up Concession</p> <p>EH to liaise with Cormac and advise</p>
98.	<p><b><u>TO REVIEW THE REPORT FROM THE AMENITIES MANAGER</u></b></p> <p>The Committee reviewed Mrs Kellaway's report (as attached). There were no issues raised from the report.</p>	
99.	<p><b><u>TO UPDATE ON DEVOLUTION PROPOSALS</u></b></p> <p>This matter was deferred until the next Tourism and Amenities meeting on 10<sup>th</sup> April 2018.</p>	Clerk to put on agenda for next meeting
100.	<p><b><u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEES – PLASTIC FREE LOOE</u></b></p> <p>This matter was deferred until the next Tourism and Amenities meeting on 10<sup>th</sup> April 2018 when more Councillors including Cllr Toms should be available.</p> <p>The Committee suggested that a working group be set up to discuss this matter and liaise with other action groups such as Surfers Against Sewerage and Looe Bathing Water Quality group.</p>	Clerk to arrange working group
101.	<p><b><u>MATTERS FOR FURTHER DISCUSSION AS DETERMINED URGENT BY THE CHAIRMAN</u></b></p> <p><u>.1 Dog Mess and 'Paw Patrol' Pilot Scheme</u></p>	

	<p>The Committee discussed the continuing issue of dog mess around the town and the pilot scheme undertaken by Maker with Rame Parish Council last summer. The Clerk was asked to write to Cornwall Council Public Protection requesting costs of having a similar scheme, and if Civil Enforcement Officers would be available to provide out of hours patrols.</p> <p><u>.2 Reduction of wall height at Seafront Store</u> Mrs Kellaway advised that a request from the tenant of Seafront store to reduce the height of the entrance wall had been received. The Harbour Commission had given their approval to this but it would require planning permission. This was deferred until the next meeting when a quote for the works would be available.</p> <p><u>.3 Leaflet regarding Rainwater Harvesting</u> This matter was deferred until the next Tourism and Amenities meeting on 10<sup>th</sup> April 2018.</p> <p><u>.4 Approval of Seagull Control 2018 Advert and dates</u> The Committee unanimously agreed to both the advert and the dates with the request to follow as per last year in that the deadline is flexible if there is insufficient responses by the deadline date.</p>	<p>Clerk to write to CC Public Protection to obtain costs of similar scheme</p> <p>Clerk to put on agenda for next meeting</p> <p>Clerk to put on agenda for next meeting</p>
102.	<p><b><u>TO MOVE THE MEETING TO PART TWO</u></b> Cllr Gregory proposed that the Meeting now move to Part Two to discuss various quotes for water deregulation and Asbestos Management Survey/Plan, seconded by Cllr Hendy it was: <b><u>RESOLVED</u></b> Unanimously to move the Meeting to Part Two.</p>	