



## **LOOE TOWN COUNCIL**

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

Held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
On Wednesday 23<sup>rd</sup> May at 7.00pm

### **REPORT TO COUNCIL**

#### **PRESENT:**

Councillors T Crane, M Gregory,  
Mrs E Hannaford, Mrs B Richardson, 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 Mrs Hannaford proposed that Cllr Gregory be elected to serve as Chairman for 2018/19. As there were no other nominations, Cllr Mrs Hannaford'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 Gregory proposed that Cllr Crane be elected to serve as Vice Chairman for 2018/19. As there were no other nominations, Cllr Gregory's proposal was seconded by Cllr Mrs Hannaford and it was: <b><u>RESOLVED</u></b> Unanimously to elect Cllr Crane to serve as Vice Chairman for the coming year.	

3.	<p><b><u>APOLOGIES</u></b> Apologies for absence were received from Cllr Mrs Powell. <b><u>ABSENT</u></b> Cllr Hendy.</p>	
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 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 10<sup>th</sup> APRIL 2018</u></b> Cllr Gregory proposed that the Minutes of the Meeting of 10<sup>th</sup> April 2018 be approved, seconded by Cllr Crane it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of the Meeting of 10<sup>th</sup> April 2018.</p>	
7.	<p><b><u>MATTERS ARISING FROM THE TOURISM AND AMENITIES MEETING HELD ON 10<sup>th</sup> APRIL 2018</u></b> <b><u>.1 Ref Min 110 Bonson Close bollards</u></b> Cllr Mrs Hannaford advised that she believed that Cornwall Housing's consultation with Bonson Close residents had taken place but would liaise with Cornwall Housing and advise. <b><u>.2 Ref Min 113 Mechanical Weeders/Scarabs</u></b> The Committee discussed the quote information received thus far and also the feedback provided by Truro City Council with regard to their use of mechanical weeder and asked for quotes to be available for next meeting including the cost of an external contractor to operate equipment. <b><u>.3 Ref Min 121 Bonson Close bollards</u></b> The Committee discussed the quote received from Cormac for cast iron bollards and ask if the figure is for supply and install. Mrs Kellaway was asked to check and to then advise the Committee once that information was received. Cllr Gregory proposed that, subject to the cost including fitting, that the quote (details previously supplied in Part 2 of last meeting) from Cormac to supply and fit 8 x cast iron bollards be approved, seconded by Cllr Toms, it was: <b><u>RESOLVED</u></b> Unanimously to approve Cormac's quote to supply 8 x cast iron bollards if the figure includes fitting. Cllr Mrs Hannaford asked that she is notified when the bollards are fitted to ensure they are situated in the correct place.</p>	<p>EH to contact Cornwall Housing</p> <p>LK to obtain quotes for next meeting</p> <p>LK to check quote with Cormac</p>

8.	<p><b><u>TO REVIEW TOURIST INFORMATION CENTRE PROFIT AND LOSS ACCOUNTS</u></b></p> <p>The Committee reviewed the latest Profit and Loss Accounts for the Tourist Information Centre and queried why there were 2 versions of the P&amp;L sheets from the same period.</p> <p>Cllr Gregory asked if further information could be provided on time spent by back office staff on TIC functions.</p>	
9.	<p><b><u>TO DISCUSS TRO PROPOSALS</u></b></p> <p>As no response had been received from West Looe Town Trust regarding a contribution towards the cost of the West Looe Square TRO, the Clerk was asked to chase again.</p> <p>Cllr Mrs Hannaford read out some correspondence she had received from Liz Long from Cornwall Roads and Transport advising that it would be impossible to enforce some yellow lines or parking infringements in Looe. The Clerk was asked to write to Liz Long to ascertain what areas in Looe were enforceable.</p> <p>The financial contribution previously offered by Mr Thurtle was again discussed and the Committee reluctantly accepted his offer. The Committee discussed an email response received from Paul Allen of Cornwall Council Highways querying the Council's proposal for a loading/unloading area outside Riverside Church. The Committee were concerned that Mr Allen had misinterpreted the request as the loading/unloading area is required only between the Social Club and Portbyhan Hotel. The Clerk was asked to write to Mr Allen to reiterate the Council's TRO proposals.</p> <p>Cllr Toms advised he would like to have an additional street for East Looe included in the TRO proposal.</p>	<p>Clerk to chase WLTT for response</p> <p>Clerk to write to Liz Long to ascertain what areas are enforceable</p> <p>Clerk to write to Paul Allen to reiterate TRO proposals</p> <p>AT to advise name of additional street to be added</p>
10.	<p><b><u>TO UPDATE ON INAUGURAL PLASTICS FREE LOOE WORKING GROUP MEETING</u></b></p> <p>Cllr Gregory updated the Committee on the recently held inaugural Plastics Free Looe Working Group Meeting. Updates were given by the Community Leads, Ellie Jackson and Amelia Bridges and the Working Group agreed that the Council should lead by example and ensure that they are plastics free as soon as possible.</p>	
11.	<p><b><u>TO FORMALLY BACK PLASTICS FREE LOOE CAMPAIGN</u></b></p> <p>Cllr Gregory proposed that the Council takes a motion to formally back the Plastics Free Looe Campaign, seconded by Cllr Mrs Hannaford, it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to formally back the Plastics Free Looe Campaign.</p> <p>Cllr Crane left the meeting at 8pm.</p>	
12.	<p><b><u>CORRESPONDENCE</u></b></p> <p><u>.1 Email from D Holford re Looe Community Forum feedback</u></p> <p>The Committee discussed the email received from Mr Holford</p>	

	<p>regarding feedback from a recent Looe Community Forum meeting. The Committee asked the Clerk to write to Mr Holford to thank him for his letter and that the points contained in his email were duly noted by the Committee.</p> <p><u>.2 Email from Cornwall Council Re Community Networks Highways Scheme</u></p> <p>The Committee discussed the email received from Cornwall Council regarding the Community Networks Highways Scheme and Cllr Gregory proposed that a Council Representative be appointed to attend on the Liskeard and Looe Community Network Panel and that this proposal should be put on the next Full Council meeting for discussion and approval.</p> <p>The Committee requested that the Expression of Interest Form received should be circulated to all Councillors and that any ideas are collated through to a new Working Group being formed to discuss.</p> <p><u>.3 Email from Co-op re Member Pioneers</u></p> <p>The Committee discussed the email received from the Co-op and the information contained. They congratulated the Coop for their community involvement and gave their full support to the Member Pioneer scheme.</p> <p><u>.4 Tourism and Travel Show 2019</u></p> <p>The Committee discussed the Tourism and Travel Show and whether there should be a Looe Tourist Information Centre presence at the Show as there was in 2015. The Clerk was asked to ascertain if the Portbyhan Hotel were attending and if it was possible to provide information to them to take to the Show. Cllr Mrs Hannaford asked if a cost analysis was done on the last attendance – and was it worthwhile? The Clerk was asked to provide total costs for attendance in 2015.</p>	<p>Clerk to write to Mr Holford</p> <p>Clerk to put on next Full Council agenda</p> <p>LK to circulate EOI to all Councillors</p> <p>Clerk to enquire if Portbyhan Hotel are attending Tourism Show and to provide 2015 costs for next meeting</p>
13.	<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>	
14.	<p><b><u>TO UPDATE ON DEVOLUTION PROPOSALS</u></b></p> <p>There was no update available.</p>	
15.	<p><b><u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEES</u></b></p> <p>There were no matters referred.</p>	
16.	<p><b><u>MATTER FOR FURTHER DISCUSSION AS DETERMINED URGENT BY THE CHAIRMAN</u></b></p> <p><u>.1 To discuss Cornish Riviera Box Office IT Request and Future of Service Provision</u></p> <p>The Committee discussed the request received from Cornish Riviera Box Office (CRBO) to have remote access into the Tourist Information Centre's computer in order to upgrade their ticket printing service and it was unanimously agreed that this request</p>	<p>Clerk to write to CRBO IT to advise no to remote access</p>

