



LOOE TOWN COUNCIL

MINUTES OF THE TOURISM AND AMENITIES COMMITTEE

Held in Tourist Information Centre, The Guildhall, Fore Street, East Looe
On Monday 14th September 2015 at 7.00pm

REPORT TO COUNCIL

PRESENT:

Chairman: Councillor M Gregory
Councillors D Bryan, T Crane, Mrs Graham-Jones,
R Hendy, A Toms (Ex-Officio)

IN ATTENDANCE

Assistant Town Clerk – Mrs Annette Keen
Councillors J Dingle and D Welch
Mrs Laura Kellaway – Amenities Manager
Mark Camp – Tourist Information Centre Manager

		ACTIONS
22.	<u>APOLOGIES</u> Apologies for absence were received from Councillor Mrs Hannaford. <u>ABSENT</u> Councillors P Crossley and T Stacey.	
23.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were none.	
24.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> Councillor Hendy declared an interest in any matter raised concerning East Looe Town Trust. Councillor Gregory declared an interest in any matter raised concerning Cornwall Council and Looe Music Festival. Councillor Toms declared an interest in any matter raised concerning Cornwall Council, Looe Harbour Commission and Looe Development Trust.	

	<p style="text-align: center;">----0000----</p> <p>The Chairman proposed to co-opt Councillor Welch for the purpose of this meeting only, seconded by Councillor Bryan this was unanimously approved.</p> <p style="text-align: center;">----0000----</p>	
25.	<p><u>TO RESOLVE TO APPROVE THE MINUTES OF THE TOURISM AND AMENITIES COMMITTEE MEETING OF 21ST JULY 2015 (MINUTE NOS 13 - 21)</u></p> <p>Councillor Welch proposed that the Minutes of the Meeting of 21st July 2015 be approved, seconded by Councillor Toms it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to approve the Minutes of the Meeting of 21st July 2015.</p>	
26.	<p><u>CORRESPONDENCE</u></p> <p>.1 <u>Cornwall Council Communities and Devolution – Waste Incentive Neighbourhood Scheme</u></p> <p>Councillor Toms informed the Committee that Cornwall Council are launching trial initiatives that will help reduce rubbish and improve recycling services across Cornwall. The trial running in our area is the ‘Waste Initiative Scheme’.</p> <p>The Committee discussed this scheme and Councillor Gregory proposed to send our expression of interest, seconded by Councillor Hendy, it was unanimously agreed to send our expression of interest to Cornwall Council.</p> <p>.2 <u>Cornwall Council – Street Trading Review</u></p> <p>The Committee discussed and read through the review form and collectively made their responses to return to Licensing, Cornwall Council.</p> <p>.3 <u>Seagulls</u></p> <p>An email had been received regarding aerial drones that could be used to tackle aggressive seagulls.</p> <p>The Chairman requested that we contact our current contractor to see if this is something he could undertake.</p> <p>Much discussion took place regarding our current seagull control procedure and it was suggested that next year we make it more public, review our timescales and more advertising.</p> <p>It was suggested that the Amenities Manager visit the Community Academy to discuss seagull control at the Academy.</p>	<p>Amenities Manager to complete Expression of Interest Form</p> <p>Amenities Manager to complete Street Trading Review Form</p> <p>Assistant Town Clerk to contact current contractor</p> <p>Amenities Manager to visit LCA</p>
27.	<p><u>TO RECEIVE A REPORT FROM THE TOURIST INFORMATION CENTRE MANAGER</u></p> <p>The Tourist Information Centre Manager gave his report as attached Appendix ‘A’.</p> <p>Much discussions took place and questions raised as to how to</p>	

	<p>improve the Tourist Information Centre income. Many suggestions were discussed, creating an app and in particular the online market for retail sales and accommodation bookings. The need for the Tourist Information Centre to be refurbished was also addressed. To rename the Tourist Information Centre to be 'Love Looe Shop and Information' was suggested by the Tourist Information Centre Manager.</p> <p>Councillor Dingle recommended a 40" advertising television screen on the main entrance wall and recommended the Westpoint Westcountry Gift Fayre to visit to purchase stock. Councillor Dingle asked that the suggestions to improve the Tourist Information Centre from the staff is available and taken to the Working Group Meeting.</p> <p>It was discussed that a new computerised till be purchased and the Looe Guide to include more advertising by offering advertising space to restaurants, cafes, and businesses. Councillor Toms asked that the members are informed of the profit made and not just the money taken at each meeting. Councillor Hendy informed the Committee that these figures are available.</p> <p>More discussions were referred to the Working Group Meeting scheduled for 22nd September.</p>	
<p>28.</p>	<p><u>TO SET UP WORKING GROUP MEETING DATE WITH TOURIST INFORMATION CENTRE MANAGER</u></p> <p>It was reaffirmed that the Working Group Members were Councillors Bryan, Dingle, Gregory and Toms and Mr Camp, Tourist Information Centre Manager.</p> <p>Councillor Mrs Graham-Jones expressed an interest to join the working party, this was unanimously agreed.</p> <p>The Meeting date was discussed and set for Tuesday 22nd September at 7.00pm in the Tourist Information Centre.</p> <p>The Chairman stated that the main objective for this meeting would be to set up a priority list.</p>	
<p>29.</p>	<p><u>TO DISCUSS THE TOURIST INFORMATION CENTRE REFURBISHMENT</u></p> <p>This will be discussed at the Working Group Meeting scheduled for Tuesday 22nd September at 7.00pm in the Tourist Information Centre.</p>	
<p>30.</p>	<p><u>TO RECEIVE A REPORT FROM THE AMENITIES MANAGER INCLUDING UPDATE ON PUBLIC CONVENIENCES</u></p> <p>The Amenities Manager gave her report as attached Appendix 'B'.</p> <p>.1 <u>Health Centre Patients Car Park</u></p> <p>The contact phone numbers on the signage to be displayed in the car park were discussed and it was suggested to display the Amenities Manager work mobile number and the Clerk obtain a work mobile. It was also suggested that the office phone</p>	

	<p>number be diverted. Personal mobile numbers should not be displayed.</p> <p><u>.2 Legionella Prevention</u></p> <p>Quotes had been received to carry out the risk assessments for Legionella prevention on the public conveniences. Councillor Gregory felt that the risk assessments could be undertaken internally rather than externally. It was also questioned as to if and how often Cornwall Council had undertaken these risk assessments whilst the public conveniences where their responsibility. Much discussion took place and the remainder of the Committee considered however low the risk, the need for risk assessments to be carried out by a professional needed to be actioned.</p> <p>Councillor Mrs Graham-Jones left the meeting at 8.25pm. Councillor Hendy proposed that the Amenities Manager instruct a professional to carry out the risk assessment for Legionella immediately and we write to Cornwall Council to ask if and when they had carried out risk assessments on the public conveniences, seconded by Councillor Bryan this was:</p> <p><u>RESOLVED</u></p> <p>With a vote of 5/1 against for the Amenities Manager to instruct a professional to carry out the risk assessments on the public conveniences for legionella.</p> <p><u>.2 Public Conveniences</u></p> <p>The Hannafore Public Conveniences were discussed and the Committee felt that the problems with the electricity and drains need to be addressed.</p> <p>Councillor Hendy proposed that the immediate fix for the electrics and drainage for the Hannafore public conveniences be actioned, seconded by Councillor Crane, this was</p> <p><u>RESOLVED</u></p> <p>To carry out the works for the immediate fix for the electrics and drainage at the Hannafore Public Conveniences.</p> <p><u>.3 Salt Bins</u></p> <p>Councillor Welch has identified salt bins that need replacing and filling around the town. It was mentioned that salt has previously been purchased and is stored with Dave Peat. Councillor Gregory proposed that the salt bins are replaced and filled as necessary around the town, seconded by Councillor Toms, this was,</p> <p><u>RESOLVED</u></p> <p>Unanimously to replace and refill salt bins as necessary in need around the town.</p>	<p>Amenities Manager to instruct professional to carry out Risk Assessment for Legionella on Public Conveniences</p> <p>Amenities Manager to obtain quotes for electrics and drainage in Hannafore public conveniences</p> <p>Amenities Manager to contact Cormac/Dave Peat</p>
31.	<p><u>TO RECEIVE AN UPDATE ON THE PROGRESS OF THE TRAFFIC REGULATION ORDER</u></p> <p>The Chairman informed the Committee that members of the public and Councillors have been emailing amendments to the Traffic Regulation Order direct to Adrian Drake, Cornwall Council Highways Manager. The Chairman requested that all</p>	

	<p>requests are made via Looe Town Council offices. The deadline date for requests is 16th September 2015, the Committee did not discuss this matter. The Traffic Regulation Order is currently with Cornwall Council for design and costings.</p> <p><u>.1 Overnight Camping Areas in Looe</u> A letter had been received regarding the lack of overnight camping areas in Looe. This was discussed and the Chairman requested that the letter be forwarded to Cornwall Council for consideration.</p> <p><u>.2 Post Box – Barratt Homes Estate, St Martin’s, East Looe</u> An e-mail had been received from a resident requesting written support for the installation of a Post Box on the Barratt’s estate. The Committee discussed this and it was unanimously agreed to send a letter to Royal Mail supporting that a post box is placed in a suitable location on the site.</p>	<p>Assistant Clerk to forward letter to Cornwall Council</p> <p>Assistant Clerk to send letter of support to Royal Mail</p>
32.	<p><u>MATTERS FOR FURTHER DISCUSSION AS DETERMINED URGENTLY BY THE CHAIRMAN</u></p> <p><u>.1 Inviting Tenders for Contractors Document</u> The Committee discussed the requirements for this document. Councillor Hendy requested that the document be sent to him for consideration.</p>	<p>The Assistant Clerk to send Tender for Contractors document to Cllr Hendy for consideration</p>
33.	<p><u>MATTERS REFERRED FROM OTHER COMMITTEES</u> There were no matters referred.</p> <p>The Meeting closed at 8.55pm</p>	

Signed by the Chairman

Date