



LOOE TOWN COUNCIL

MINUTES OF THE TOURISM & AMENITIES COMMITTEE

Held in Tourist Information Centre, The Guildhall, Fore Street, East Looe
On Monday 7th December 2015 at 7.00pm

REPORT TO COUNCIL

PRESENT:

Chairman: Cllr M Gregory
Councillors R Hendy, Mrs E Hannaford
and A Toms (ex officio)

IN ATTENDANCE

Town Clerk – Mrs Anne Frith
Cllrs C Rose
Mrs L Kellaway – Amenities Manager
Mr M Camp – TIC Manager
Ms S Brownlow and Mr R Fisher (SECTA)

TO RECEIVE A PRESENTATION FROM MS BROWNLOW

Ms Brownlow gave a short verbal presentation of the proposal to create a cycle path from Liskeard, through Looe and out to Lanhydrock which would hopefully benefit the economy of Looe.

She gave a short description of the proposed route from Liskeard to Looe and has gained the support of Devon & Cornwall Rail Partnership, Cornwall Council, English Heritage and Sustrans. The route will use a mixture of on and off road.

Ms Brownlow explained that the reason for her presentation was to ask the Council for funding toward the cost of a feasibility study which will cost £55,000, she informed that Liskeard Town Council have pledged £5000 and they currently have an application with Cornwall Heritage Trust for £6500.

Mr Fisher stated that this proposed trail would help tourism with similarities to the Camel Trail which has 40,000 users and generates approximately £30m to the economy of that area.

Cllr Mrs Hannaford explained that she and Cllr Toms had been involved with this project and that the West Looe part of the route is slightly behind the East Looe part. Cllr Mrs Hannaford also informed of the proposed route from Looe to Lanhydrock and that a very detailed research has been undertaken by Nick Pope.

Councillors then asked various questions with Cllr Hendy stating that this request will have to be discussed further and we need to determine which budget any donation made comes from.

Cllr Toms asked if it would be possible to pledge funding which would be released in April 2016, Ms Brownlow confirmed that this would be acceptable.

The Clerk was asked to send an Application for Grant form to Ms Brownlow.

Cllr Gregory thanked Ms Brownlow and Mr Fisher for their attendance and, after thanking Cllr Toms and Mrs Hannaford for their assistance so far, they left the meeting at 7.35pm.

		ACTIONS
44.	<p>As this Meeting was inquorate Cllr Gregory proposed that Cllr Rose be co-opted for this Meeting only, seconded by Cllr Toms it was Unanimously agreed.</p> <p><u>APOLOGIES</u> Apologies for absence were received from Councillors D Bryan and T Crane.</p> <p><u>ABSENT</u> Cllrs P Crossley, Mrs E Graham-Jones and T Stacey.</p>	
45	<p><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.</p>	
46.	<p><u>TO RESOLVE TO APPROVE THE MINUTES OF THE TOURISM AND AMENITIES COMMITTEE MEETING OF 15th OCTOBER 2015</u></p> <p><u>.1 Ref Min No:38.3 – Lengthsman Scheme</u> Cllr Mrs Hannaford pointed out that this scheme does not mean that we will be expected to pick up the costs from Cornwall Council, she explained that if we do not choose to take them on these services will not be done.</p> <p><u>.2 Ref Min No: 40: Revenue from Car Parks</u> Cllr Mrs Hannaford reported that she had met with Bert Biscoe, who is happy to meet with us early in the New Year to discuss our requirements. She has requested the usage figures for this current year and reported that the current charges will remain for 2016.</p> <p>Cllr Gregory proposed that the Minutes of the Meeting of 15th October 2015 be approved, seconded by Cllr Toms it was:</p> <p><u>RESOLVED</u> Unanimously to approve the Minutes of the Meeting of 15th October 2015.</p>	

47.	<p><u>TO RECEIVE A REPORT FROM THE TOURIST INFORMATION MANAGER</u></p> <p>Mr Camp gave his report as attached. The on-line booking system was discussed at length and help was offered to Mr Camp to enable this to be implemented by March 2016. Options for building this website were also discussed: Mr Camp to liaise with Bude Tourist Information Centre, employ a professional and/or speak to Malcolm Bell regarding the Visit Cornwall website. It was also suggested that the brief for the website be given to Western Web.</p> <p>Mr Camp was asked to prioritise his work, the first being to complete the Looe Guide and then to concentrate on the website, in order to help him achieve the goals it was suggested that the Tourist Information Centre staff be asked to work five days a week from January instead of the usual four days, Mr Camp to be removed from dealing with emails, telephone calls and front desk duties .</p> <p>Cllr Gregory proposed that the Tourist Information Centre staff work five days a week as from 4th January 2016, seconded by Cllr Hendy it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to approve the above proposal.</p>	
48.	<p><u>CORRESPONDENCE</u></p> <p>There was no correspondence.</p>	
49.	<p><u>TO RECEIVE A REPORT FROM THE AMENITIES MANAGER</u></p> <p>Mrs Kellaway gave her report as attached Appendix.</p> <p>Mrs Kellaway also reported that the hot water machine in 2 Polkirt Arcade is not working and that the handrail at the top of the stairs is loose and dangerous.</p> <p>The Clerk was asked to check the lease to ascertain what responsibilities the Council have regarding the hot water and Cllr Gregory proposed that, if we are responsible for this, it is replaced, seconded by Cllr Hendy it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to approve the above proposal.</p> <p>The Clerk was asked to ask Mr Nachilo to repair the handrail.</p>	<p>Clerk to ascertain the terms of the lease.</p> <p>Clerk to contact Mr Nachilo.</p>
50.	<p><u>TO RECEIVE AN UPDATE ON ACTIONS FROM WORKING GROUP MEETING AND TO APPROVE THE NOTES OF THE TOURIST INFORMATION CENTRE WORKING GROUP MEETING OF 9TH NOVEMBER 2015</u></p> <p>All matters have been dealt with and the Notes of the Meeting of 9th November 2015 were approved.</p> <p>Mr Camp and Mrs Kellaway left the Meeting at 8.20pm.</p>	

51.	<p><u>TO DISCUSS THE EMERGING DEVOLUTION PROPOSALS FOR LOOE TOWN COUNCIL.</u></p> <p>Cllr Mrs Hannaford explained that she and Cllr Toms had put together a list of potential devolution areas for discussion such as the library/One Stop Shop, both car parks, land at Bodrigan Road and the grassy knoll on the Millpool. This information should have been emailed by David Read but has not been received.</p> <p>The matter was deferred to the next Meeting and Cllr Mrs Hannaford agreed to ask David Read to send the information to the office for circulation.</p>	
52.	<p><u>TO RECEIVE AN UPDATE ON THE PROGRESS OF THE TRAFFIC REGULATION ORDERS INCLUDING COSTINGS PROVIDED AND THE NEXT STEPS</u></p> <p>Cllr Gregory informed the Committee the costs of the proposals submitted are in the region of £38,500 without Bonson Close proposals or the Residents parking scheme for North Road/West Road (overall cost estimated at £60,000) and stated that we need to look very carefully at the cost/benefit of the proposals. It would be of the utmost importance for any implementation of the new proposals to be fully enforced by Civil Enforcement.</p> <p>Cllr Toms suggested that a very specific questionnaire be sent out to all residents to ascertain their opinion of this expenditure, this was unanimously agreed.</p> <p>It was agreed that a meeting with Adrian Drake and Neil Grigg be set up early in January to go through the options that we have.</p>	<p>Questionnaire to be put together and circulated.</p> <p>Clerk to arrange a meeting with Adrian Drake and Neil Grigg</p>
53.	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></p> <p><u>.1 Weed Spraying</u></p> <p>A quote had been received from Cormac for the weed spraying next year.</p> <p>The Clerk informed the Committee that Mrs Kellaway had been asked to provide a tender criteria document which requires approval.</p> <p>It was agreed that this document be circulated to Committee Members for discussion at the next Meeting. The Clerk was asked to look into possible free training being offered by Cornwall Council through the Lengthsman Scheme.</p> <p><u>.2 Public Conveniences</u></p> <p>The Clerk informed the Committee that the Public Convenience Operatives had expressed concern that the new public conveniences at the Guildhall could be vandalised over the New Year period and asked for consideration to close them for that weekend and also informed that the seafront toilets will be continuously open from Christmas Eve through to January 3rd, after which the refurbishment work will begin.</p> <p>The Committee discussed this request and it was agreed that the Guildhall toilets will be closed at 6pm on New Year's Eve</p>	<p>Mrs Kellaway to circulate document</p> <p>Clerk to investigate training.</p>

	and open as normal from 7.30am New Years Day.	
54.	<u>MATTERS REFERRED FROM OTHER COMMITTEES</u> No matters had been referred.	

The Meeting closed at 9.15pm.

Signed

Date