

**MINUTES OF THE PROCEDURES COMMITTEE MEETING  
HELD ON WEDNESDAY 26<sup>TH</sup> JUNE 2013 AT 7PM  
IN THE TOURIST INFORMATION CENTRE, THE GUILDHALL, FORE STREET,  
EAST LOOE PL13 1AA**

**REPORT TO COUNCIL**

**PRESENT**

Chairman – Cllr J R B Dingle  
Cllrs D J Bryan, M Gregory, Mrs E Hannaford  
Mrs M Powell

**IN ATTENDANCE**

Mrs A Frith – Town Clerk  
Cllrs Miss K Bishop, T Crane,  
P Crossley, W Martin and A Toms

8. **APOLOGIES**  
There were no apologies given.
9. **TO RECEIVE DECLARATIONS OF INTEREST**  
Cllr Dingle declared an interest in East Looe Town Trust and West Looe Town Trust.
10. **MATTERS ARISING FROM THE MINUTES OF THE 15<sup>TH</sup> MAY 2013**  
There were no matters raised.
11. **TO DISCUSS AND AGREE THE DOG CONTROL/PARKING (HANNAFORE) CONSULTATION QUESTIONNAIRE**  
This matter was referred to the next Environment and Public Protection Committee meeting.
12. **TO REVIEW THE LOOE COMMUNITY OFFICER ROLE PROFILE - PART ONE**  
The Chairman gave all non-Committee member Councillors the opportunity to express their concerns or issues.  
Cllr Crane stated that he considers this to be a good time to review the role profile of the Community Officer as he has now been in post for one year and we also have new Councillors following the election.  
He stated that the residents of Looe need to understand what it is that the Community Officer does or is supposed to do and the Council need to pick up on the strengths and weaknesses that have evolved over the past year.  
Cllr Miss Bishop stated that she had only attended to try to understand the actual role profile and what problems appear to have arisen.  
Cllr Toms stated that, in his opinion the Community Officer had exceeded his role having worked over and above his contracted hours, arranging Community Payback workers for Looe, organised replacement seats and signage and saved the council money in doing so, also having saved money through negotiation for the cutting of the putting green grass. The only extra

addition to the role profile would be that Mr Townly (LCO) could be given delegated powers to deal with parking offences.

Cllr Gregory stated that Cornwall Council are being very strict regarding the guidance issued by the Home Office which states that only qualified Civil Enforcement Officers can deal with parking offences and cannot deal with anything else. Cllr Gregory believes this to be an incorrect interpretation of the guidance and it should be challenged.

Cllr Martin stated that he is not criticising Mr Townly but he would like to prioritise what the Council wants him to do especially during the summer months. His priorities are:

Clean and tidy streets and public conveniences

Dog fouling

Anti-social behaviour (especially on the beach)

Parking

Cllr Martin considers that the seafront problems need urgently addressing and that "No Alcohol" signs should be erected by East Looe Town Trust, he is not asking for Mr Townly to be subjected to confrontation but considers that he should patrol the beach area. He considers that Mr Townly should be more hands-on, checking the cleanliness of the streets and toilets and working weekends.

Mr Townly needs to win the locals over and interact with the public more.

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The Chairman proposed that the meeting now be moved to Part Two, Cllrs Miss Bishop, Crane, Martin and Toms left the meeting.