



**LOOE TOWN COUNCIL**

**MINUTES OF THE ENVIRONMENT AND PUBLIC PROTECTION MEETING**

Held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe  
On Monday 9<sup>th</sup> June 2014 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT:**

Councillors D J Bryan, T Crane, Mrs E Graham-Jones,  
M Gregory, R Hendy, Mrs M Powell and M Soady

**OFFICERS**

Town Clerk – Mrs Anne Frith

**IN ATTENDANCE**

Councillor Mrs E Hannaford  
Councillor A Toms  
Mr H Hedderley and Mrs C Spooner  
Mr R Perriment  
Mr C Clements  
Mr S Morton  
Various Members of the public

		<b>ACTIONS</b>
1.	<b><u>APOLOGIES</u></b> Apologies for absence were received from Councillor J Dingle.  <b><u>ABSENT</u></b> Councillor T Stacey.	
2.	<b><u>TO ELECT A CHAIRMAN</u></b> Councillor Gregory proposed that Councillor Bryan be elected to serve as Chairman for the coming year, seconded by Councillor Crane it was: <b><u>RESOLVED</u></b> Unanimously to elect Councillor Bryan to serve as Chairman for the coming year.	

2a.	<p><b><u>TO ELECT A VICE-CHAIRMAN</u></b>  Councillor Bryan proposed that Councillor Crane be elected to serve as Vice-Chairman for the coming year, seconded by Councillor Gregory it was:  <u>RESOLVED</u>  Unanimously to elect Councillor Crane to serve as Vice-Chairman for the coming year.</p>	
3.	<p><b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b>  Councillor Hendy declared an interest in any matter raised concerning East Looe Town Trust.</p>	
4.	<p><b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b>  .1 <u>Mr H Hedderly – Allotments</u>  Mr Hedderly thanked the Council for sticking with the long and involved process so far and stated that, in his opinion, there are two outstanding issues – the access to the site and the rent review period and understands that Looe Town Council have offered solutions.  Mr Hedderly has been in contact with the Glebe Financial Officer, Esther Pollard, who appears to think that these issues are a clear deal breaker. Mr Hedderly asked that Looe Town Council send a letter to Esther Pollard confirming that we are meeting our Solicitor on 11<sup>th</sup> June to agree the terms.  It was agreed that confirmation “in principal” will be sent subject to legal advice.  .2 <u>Mr Perriment – Disabled Vehicle Parking</u>  Mr Perriment re-iterated all previous comments regarding disabled parking provision on Fore Street, East Looe and stated it is time Looe Town Council sorted it out.  Mr Perriment also complained about the lack of a PA system as it is difficult to hear what the Committee are saying. The Chairman stated that the PA system is broken and we will speak to East Looe Town Trust regarding repairs.</p>	<p>Clerk to check with Mark Grassam</p> <p>Clerk to contact East Looe Town Trust</p>
5.	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 17<sup>th</sup> MARCH 2014</u></b>  There were no matter raised.</p>	
6.	<p><b><u>TO REVIEW THE TRO CONSULTATION RESULTS AND MAKE RECOMMENDATION TO FULL COUNCIL</u></b>  Councillor Toms stated that three consultation days were undertaken by Looe Town Council during 2010 followed by a six week consultation by Cornwall Council, hopefully this time it will be a quicker process and we have kept our promise to review the current TRO within 12 months.  Councillor Toms informed the Committee that he and Councillor Mrs Hannaford had met with enforcement officer</p>	

and there are some anomalies in the current signage and road markings which need rectifying. We need to go through the consultation process again and have to make sure we get it right to avoid going through this process again. Councillor Toms also informed that we can buy in Civil Enforcement Officer house @ £37 per hour.

At this point Councillor Toms gave his apologies and left the meeting.

Councillor Mrs Hannaford stated that she would support a residents parking scheme on North Road/West Road but all residents need to be consulted to make sure all in agreement.

Councillor Mrs Hannaford also highlighted other areas that require attention:

**Bonson Close:** 1) Residents Parking scheme or  
2) Restricted waiting times

There is parking issue for carer's, doctor's etc and Cornwall Housing have agreed to allocate two spaces for this.

**Church Street:** Double yellow lines both sides

**West Looe Hill:** There is no evidence to support traffic calming measures

**Hannafore Lane:** Parking problems need looking at.

**Portuan Road:** Consider provision of a loading bay towards Hannafore Lane.

**Quay Road:** 1) Remark the triangle  
2) Extend loading bay opposite Old Bridge House  
3) Provision for coaches at Portbyhan Hotel  
4) Look at disabled vehicle parking location.

**Downs Road:** Parking one side only.

**Millpool entrance:** Re-draw the "yellow box".

With regard to East Looe Councillor Mrs Hannaford stated that, in her opinion, there is more scope for disabled vehicle parking on Fore Street outside "Whistlefish" and she also suggested no parking at the top of Barbican Hill.

Councillor Mrs Hannaford suggested that Civil Enforcement Officers be invited to meet with us as they see what happens on the ground, in her opinion we need to seek advice from technical and highways officers and consult with the businesses.

	<p>Members of the public asked various questions regarding a residents parking scheme which were answered by Councillor Mrs Hannaford who then agreed to leaflet every property on North Road/West Road.</p> <p>Councillor Soady agreed with Councillor Mrs Hannaford regarding North Road/West Road and the congestion outside the Portbyhan Hotel and asked why these issues could not be sorted out now. In his opinion the regulations on Fore Street, East Looe are not legal, he suggested moving the disabled parking nearer to the centre of town and restrict to one hour only and stated that a virtual walkway on Sandplace Road was priority.</p> <p>Councillor Crane stated that he had listened to all comments and that we will work to get the Traffic Regulation Order right but asked the public to bear with us as it will take time.</p> <p>Councillor Gregory stated that the North Road/West Road issue is fairly simple and the process can start fairly easily, Fore Street, East Looe needs looking at and Councillor Gregory agreed with Councillor Mrs Hannaford that we need to work out the best resolution.</p> <p>Councillor Bryan proposed that the Traffic Working Party be started up again, seconded by Councillor Gregory it was unanimously agreed.</p> <p>Councillor Gregory proposed that Cornwall Council Officers are asked to attend the first meeting of the Traffic Working Party, seconded by Councillor Bryan it was unanimously agreed.</p> <p>Councillor Mrs Hannaford pledged to knock on every door on North Road/West Road to explain about a residents parking scheme.</p>	<p>To arrange Traffic Working Party meeting.</p> <p>Councillor Mrs Hannaford to produce leaflet and consult.</p>
7.	<p><b><u>TO DISCUSS THE LANTERN PROCESSION AND CAROL SERVICE, CHRISTMAS LIGHTS SWITCH ON AND ROAD CLOSURES</u></b></p> <p>It was agreed that the Lantern Procession would take place on Friday 5<sup>th</sup> December and that the Christmas lights be switched on at the same time as last year.</p> <p>Councillor Bryan suggested that there only be two departure points for the processions this year, the Millpool and the Rose Garden, as the one from the Globe was very poorly attended last year.</p> <p>The Clerk suggested that Quay Road, West Looe be closed off from Princes Street to St Nicholas Church, allowing for access to Hannaford Road, due to the amount of people attending last year and the safety issues. The Committee agreed to this and gave the Clerk authority to submit the road closure application.</p> <p>Councillor Gregory stated that we need to investigate ways of increasing enthusiasm for a lantern making workshop.</p> <p>Councillor Mrs Graham-Jones suggested that those attending a workshop make lanterns for others to carry in the</p>	<p>The Clerk to do road closure applications.</p>

	<p>procession but we will need to look at storage options. Councillor Gregory agreed to look into this. The Clerk was asked to find out the cost of using the Quayside Centre and the Millpool Centre for a lantern-making workshop.</p>	<p>Councillor Gregory to source storage. Clerk to find out costs.</p>
8.	<p><b><u>TO DISCUSS BATHING WATER QUALITY</u></b> Councillor Bryan informed the Committee that a meeting had recently been held with East Looe Town Trust and further meetings with the Environment Agency, DEFRA, Teignbridge Council, South West Water are to be organised. Councillor Gregory asked that someone regarding fat and grease also be invited. Councillor Gregory proposed that a Working Group be set up to specifically deal with this, seconded by Councillor Bryan it was: <b><u>RESOLVED</u></b> Unanimously to set up a Bathing Water Quality Sub-Committee. It was agreed that the Working Group consists of Councillors Gregory, Soady, Hendy, Toms and Mrs Hannaford.</p>	<p>Clerk to contact Teignbridge Council on receipt of contact name from Mr Galipeau (ELTT).</p>
9.	<p><b><u>TO DISCUSS THE FLOOD PLAN</u></b> There has been no further progress on this plan, therefore nothing to discuss. Councillor Toms returned to the Meeting.</p>	
10.	<p><b><u>TO REVIEW THE PETITION SUBMITTED REGARDING THE ROLE OF A REPLACEMENT COMMUNITY OFFICER</u></b> The Clerk circulated copies of the petition received from Looe Community Forum for the members. Mr Clements stated that he is amazed to hear that Looe Town Council are considering buying in Civil Enforcement hours to enforce in the evenings to deal with out of hours parking. Councillor Mrs Hannaford, referring to the petition, stated that Looe is very good at organising events but bad at promotion, we need to reach a wider audience, this petition needs to be taken seriously, the previous Looe Community Officer focused on enforcement not the community, the role should be about PR and an organised cohesive approach to promote business as they are vital for employment. Councillor Gregory disagreed with Councillor Mrs Hannaford, we have already looked at restructuring the Tourist Information Centre and staff which is exactly what the petition is asking for, he believes the job profile for the Looe Community Officer was correct but the person employed led the role down the enforcement route, the current profile should be used to employ the right person. Councillor Hendy agreed with Councillor Gregory. Councillor Crane stated that he also agreed with Councillor</p>	<p>Clerk to check Public Convenience costs.</p>

	<p>Gregory, the job did not work out how we envisaged and he believes the need for the role of Looe Community Officer is still valid as we do need a person to keep the town tidy because Cornwall Council will not do so.</p> <p>Councillor Toms agrees in part with both Councillor Crane and Councillor Mrs Hannaford, in his opinion the town has gone downhill over the years. He also stated that the Tourist Information Centre Manager's role profile has changed and he is going out to the businesses to promote advertising. The Looe Community Officer post involves helping businesses to smarten up their buildings, deal with fly-posting etc and the businesses need to be encouraged to adopt the 100 metre rule ie to keep the area around their business clean and tidy. Further discussion took place regarding the role of Looe Community officer and a Town Promotion Manager with Councillor Mrs Hannaford stating that, in her opinion, the current Tourist Information Centre Manager does not have the skills required and that there is scope for a profile to cover all aspects.</p> <p>Councillor Hendy stated that businesses of Looe were apathetic towards the town and need to take responsibility for their own patch and the Council needs to start understanding the changes that are coming and in his opinion there is a need to develop a job role.</p> <p>Councillor Toms suggested that a job description for both roles is put together, one for Tourist Information Centre Manager/Promotions and one for a Looe Community Officer to see where they overlap.</p> <p>Councillor Gregory stated that Councillor Hendy has been working on job descriptions for other staff and proposed that he and Councillor Hendy work together on the job descriptions as suggested by Councillor Toms, seconded by Councillor Mrs E Graham-Jones it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously that Councillor Gregory and Hendy work on job descriptions as suggested by Councillor Toms.</p> <p>Mr Lundy remarked that feedback from visitors is that the town is dirty with the buildings and guttering being the main issue.</p> <p>Councillor Toms and Hannaford explained that Looe Town Council have no powers to enforce improvement of businesses and agreed that absentee landlords are the main problem.</p> <p>Councillor Mrs Hannaford requested an amendment to the Resolution to formulate a Town manager job profile but this was dis-allowed as Councillor Mrs Hannaford is not a member of this Committee.</p> <p>Councillor Mrs Hannaford stated that she would undertake this herself.</p>	<p>Cllrs Gregory and Hendy to formulate job descriptions.</p>
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11.	<p><b><u>TO DISCUSS THE MARINERS AND FISHERMENS GARDEN</u></b></p> <p>Councillor Mrs Powell informed the Committee that Looe Garden Centre have donated plants for the garden but they can't be planted as what was thought to be flower beds had actually been concreted over, planters were suggested but that raised the issue of watering.</p> <p>The Clerk suggested that all members visit the garden and come back to the next meeting with suggestions, this was agreed.</p>	All members to visit the garden.
12.	<p><b><u>TO DISCUSS THE LOOE MUSIC FESTIVAL REF TOILETS/CAR PARK/LICENCE</u></b></p> <p><u>.1 Toilets</u></p> <p>The Clerk explained that the seafront toilets had been damaged last year by festival goers which had cost Looe Town Council around £1,000.</p> <p>Councillors Gregory, Hendy and Soady all agreed that Looe Music Festival should supply portaloos for their ticket holders, the toilets had been damaged unnecessarily and Looe Music Festival had not offered to recompense Looe Town Council for the cost, provision of toilets should be at no cost to Council. Alternatively Councillor Mrs Graham-Jones suggested that Looe Music Festival provide their own full-time attendants.</p> <p>Councillor Hendy proposed that the toilets will be kept closed unless full time attendants/cleaners are provided in both male and female facilities and that a £2,000 deposit is paid up front with any additional costs on top, seconded by Councillor Gregory it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to accept Councillor Hendy's proposal.</p> <p><u>.2 Car Parking – Health Centre Patients Car Park</u></p> <p>Councillor Soady proposed that this request to use this car park from Thursday to Tuesday, is refused, seconded by Councillor Gregory it was:</p> <p><b><u>RESOLVED</u></b></p> <p>Unanimously to refuse the request from Looe Music Festival to use the Health Centre patients car park from Thursday to Tuesday of the festival weekend.</p> <p><u>.3 Licence</u></p> <p>The Clerk informed the Committee that, following a conversation with Cornwall Council Licensing Department, it had been identified that there had been certain breaches of Looe Town Council Public and Open Spaces Licence last year, Looe Town Council will be responsible for any future breaches.</p> <p>Councillor Gregory questioned whether a ticketed event such</p>	The Clerk to find out what breaches there were last year and ask if Looe Music Festival is appropriate

	<p>as Looe Music Festival is appropriate use of our licence and that we need to find out what the breaches were last year, we need to look to the future of the event. Councillor Crane stated that we need more information before voting and bring this back to Full Council for a decision. This was unanimously agreed.</p>	<p>use of our licence.</p>
<p>13.</p>	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></b></p> <p>.1 <u>Seagulls</u>  Councillor Mrs Powell raised concerns that seagulls are feeding off raw sewage which contains many diseases and suggested that covers on the tanks may help to solve this problem. This matter was deferred to the next meeting.</p> <p>.2 <u>St Martin's Hill – Replanting</u>  Councillor Soady asked if replanting could be done by Cornwall Council following the repair of the road. Councillor Mrs Hannaford suggested that James McFarland, Cornwall Council Vegetation Officer would be the best person to approach regarding this. Councillor Soady asked if Looe Town Council could pay for this to be done, Councillor Toms pointed out that we have no budget for this. Councillor Gregory stated that it could be paid for out of our Community Chest if match-funded. Councillor Bryan agreed that we should investigate this with Cornwall Council to see what can be done. Councillor Mrs Powell agreed to make investigations.</p> <p>.3 <u>Big Community Clean-Up</u>  Councillor Mrs Hannaford informed the Committee that this will take place on the 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> July, she volunteered to provide a press release and provide a risk assessment, she will also provide posters for the Tourist Information Centre and notice boards.</p> <p><b>The Meeting closed at 9.25pm.</b></p>	<p>Councillor Mrs Powell to contact James McFarland.</p>