



LOOE TOWN COUNCIL

MINUTES OF THE TOURISM AND AMENITIES COMMITTEE

Held in the Tourist Information Centre, The Guildhall, Fore Street, East Looe
On Wednesday 18th July 2018 at 7.00pm

REPORT TO COUNCIL

PRESENT:

Chairman – Cllr M Gregory
Councillors T Crane, Mrs E Hannaford, R Hendy,
Mrs B Richardson, M Smith and A Toms (ex Officio)

IN ATTENDANCE

Amenities Manager – Mrs Laura Kellaway

		ACTIONS
16.	<u>APOLOGIES</u> There were no apologies received. <u>ABSENT</u> Cllr Mrs Powell.	
17.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no members of the public present.	
18.	<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. Cllr Gregory declared an interest in any matter relating to Looe Music Festival licensing. -----0000----- The Chairman proposed that the order of agenda be altered to accommodate Cllr Toms who had to leave the meeting by 7.40pm. This was unanimously agreed. -----0000-----	

<p>19.</p>	<p><u>MATTERS FOR FURTHER DISCUSSION AS DETERMINED URGENT BY THE CHAIRMAN</u></p> <p><u>.1 Request for Purchase of Vehicle Activate Sign</u></p> <p>Cllr Toms read out a letter and quotation received from a supplier of Vehicle Activated Signs following requests from residents of Sandplace Road for assistance with the speeding issues along that stretch of road. Cllr Toms felt that a vehicle activated speed sign would assist in the reduction of speed of vehicles and he proposed that it be situated on an existing pole on land going out of Looe. Cllr Hendy suggested that a Speedwatch system, similar to what is currently being operated in Hessenford, in conjunction with Devon and Cornwall Police might be a better and less costly option. Cllr Gregory raised his concerns over the cost for a small number of residents and Cllr Toms advised that he was willing to ask the residents of Sandplace Road to make a contribution which, with a contribution from the Mayor's Allowance, could be match funded by Looe Town Council.</p> <p>Cllr Mrs Hannaford suggested that the Community Network Panel might have devolution funding available as several parishes in Cornwall are already considering clubbing together to buy a mobile vehicle activation sign. Concerns were raised by some Councillors over calibration of mobile units to ensure accuracy.</p> <p>Cllr Mrs Hannaford advised that permission for erection of a speed sign would need to be sought from Highways and that it might be useful for the Council to obtain guidance notes produced by Cllr Geoff Brown on Best Practice and Things to Consider.</p> <p>Cllr Gregory proposed a 2 stage interim approach before purchasing a sign. Firstly, Cllr Toms to talk with the residents of Sandplace Road regarding their potential financial contribution towards the cost of a vehicle activated sign. Secondly, a Speedwatch campaign be introduced (volunteers from Sandplace Road residents) with assistance from Devon and Cornwall Police. Mrs Kellaway was asked to obtain Speedwatch information from Devon and Cornwall Police.</p>	<p>AT to contact Sandplace Road residents</p> <p>LK to obtain Speedwatch campaign details from Devon & Cornwall Police</p>
<p>20.</p>	<p><u>TO RESOLVE TO APPROVE THE MINUTES OF THE TOURISM AND AMENITIES COMMITTEE MEETING OF 23rd MAY 2018</u></p> <p>Cllr Gregory proposed that the Minutes of the Meeting of 23rd May 2018 be approved subject to the amendment of the word 'any' yellow lines for 'some' yellow lines (ref min 9, 2nd paragraph), seconded by Cllr Crane it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to approve the Minutes of the Meeting of 23rd May 2018 subject to amendment of the word 'any' yellow lines for 'some' yellow lines (ref min 9, 2nd paragraph)'. </p>	

<p>21.</p>	<p><u>MATTERS ARISING FROM THE TOURISM AND AMENITIES MEETING HELD ON 23rd MAY 2018</u></p> <p><u>.1 Ref Min 7.1 Bonson Close bollards</u> Cllr Mrs Hannaford advised that she had arranged a meeting on 3rd August with Paul Allen of Highways and the owners of The Old School House to discuss final positioning of the bollards in Bonson Close and confirmed that Cornwall Housing's consultation with Bonson Close residents had now taken place.</p> <p><u>.2 Ref Min 9 TRO Proposals</u> Cllr Toms advised that the additional road he wished to be included in the TRO was Elm Meadow Drive.</p> <p><u>.3 Ref Min 11 Plastics Free Looe Campaign</u> Cllr Gregory advised the Committee that overall, Looe Town Council is plastics free with regard to single use plastics. Mrs Kellaway was asked to look for possible alternatives for soap dispensers in the public conveniences as these are currently in plastic bottles.</p> <p><u>.4 Min 12.2 Community Networks Highways Scheme</u> Cllr Gregory proposed that a Council Representative be appointed to attend on the Looe and Liskeard Community Network Panel and that this should be referred to the next Full Council meeting for discussion and approval.</p> <p><u>.5 Min Ref 16.2 CCTV at Seafront Public Conveniences</u> The Committee discussed possible anti vandalism deterrents for the Seafront toilets if CCTV was unavailable. Cllr Mrs Hannaford suggested the use of Mosquito, a teenager scarecrow system. Mrs Kellaway was asked to investigate costs of this system.</p>	<p>Clerk to include Elm Meadow Drive in TRO</p> <p>LK to investigate soap alternatives</p> <p>Clerk to add to next Full Council agenda</p> <p>LK to investigate costs</p>
<p>22.</p>	<p><u>TO REVIEW TOURIST INFORMATION CENTRE PROFIT AND LOSS ACCOUNTS</u></p> <p>The Committee reviewed the latest Profit and Loss Accounts for the Tourist Information Centre and asked that information is provided so that they can view a comparison of year of year, eg 2017 vs 2018. It was suggested that this could be either in a graph format or side by side comparison on a Quick Books report. The Clerk was asked to look into this and supply information for next meeting if possible.</p> <p style="text-align: center;">----0000----</p> <p>Cllr Toms left the meeting at 7.45pm.</p> <p style="text-align: center;">----0000----</p>	<p>Clerk to revise P&L report to show comparison with previous year</p>
<p>23.</p>	<p><u>TO DISCUSS TRO PROPOSALS</u></p> <p>Cllr Mrs Hannaford advised that she had received correspondence from Paul Walker, Chief Fire Officer suggesting that the Fire Service may be able to offer a financial contribution towards a TRO to resolve the problem of parking at the Fire Station. Cllr Mrs Hannaford further advised that she has a meeting arranged on 3rd August with Paul Allen of Highways with representatives from the</p>	

	<p>Fire Service and from Parking Enforcement to view the area. Cllr Gregory advised that once this had taken place a further meeting of the TRO Working Group be arranged so that any TRO can be finalised ready for submission to Highways.</p> <p>Cllr Hendy advised the Committee of the 'pay on exit' scheme at Millpool car park to be introduced by Cornwall Council next year. This was discussed in some detail and the Committee were hopeful that this change in parking payments would release Cornwall Council Enforcement Officers to be able to patrol other areas of the town, such as the main streets and back streets in East and West Looe.</p> <p>Cllr Hendy asked if there was flexibility for the Enforcement Officers to change the balance of time spent patrolling car parks as opposed to streets and if there was a Service Level Agreement in place. Cllr Mrs Hannaford suggested a meeting with Parking Enforcements would aid the Council to have a better understanding of the policies and processes involved.</p>	
24.	<p><u>TO DISCUSS 2018 LANTERN PROCESSION</u></p> <p>Mrs Kellaway asked for confirmation of the date for the Lantern Making Workshop and this was agreed to be Saturday 10th November 2018 between 09.30pm and 3.30pm with last entry at 1.30pm.</p> <p>The Lantern Procession will take place on Friday 7th December processing over to West Looe Quayside Centre for a short service with carols followed by children disco, a vintage singer and a bar throughout the evening. Mrs Kellaway advised that plans were being put together to request a road closure for an extended period of the evening and for assistance for marshalling and assistance from the local Fire Service if available. Cllr Gregory advised that he would speak with Rev Sharp with regard to the length and content of the service.</p>	MG to speak with Rev Sharp
25.	<p><u>TO REVIEW OPENING HOURS OF PUBLIC CONVENIENCES</u></p> <p>Cllr Gregory advised that he had witnessed the public conveniences being locked prior to 8pm when it was still quite busy on the seafront. He proposed that there should be more flexibility in opening hours for the toilets, taking into consideration weather forecasts and school holidays. Mrs Kellaway advised that the school holidays are always accounted for in the rotas and that the cleaners have now commenced a later lock up at 9pm.</p>	
26.	<p><u>TO DISCUSS TOURIST INFORMATION CENTRE SALE OF 2018 LOOE MUSIC FESTIVAL TICKETS AND MERCHANDISE</u></p> <p>Cllr Hendy suggested that the Council reviews the costs incurred in keeping the public conveniences open during the Music Festival given that the organisers' recent decision to run a pop up shop will mean that there will be no commission on sales of tickets or merchandise forthcoming to the Council this year. Cllr Hendy proposed that a letter be written to the Trustees of Looe Music</p>	

	<p>Festival to ascertain what is their expectation for the public conveniences given that the Council has received no correspondence from them. This letter should include the requirement for a pre and post festival check and a designated member of the Festival team responsible for locking up the toilets each evening. In addition, there should be festival security or stewards on hand when the toilets are being cleaned as the cleaning operatives regularly receive abuse when cleaning and restocking. Cllr Gregory proposed that a letter be sent to LMF to ascertain their intentions for use of the public conveniences, to advise on potential cost increase and request stewards to assist with security of cleaners, seconded by Cllr Crane, it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to write to LMF to ascertain their intentions for use of the public conveniences, to advise on potential cost increase and request stewards to assist with security of cleaners.</p>	<p>Clerk to write to LMF regarding use of toilets over festival weekend</p>
<p>27.</p>	<p><u>CORRESPONDENCE</u></p> <p><u>.1 Draft letter to Looe Music Festival re TIC Sale of Tickets</u> This letter has been superseded by the pop up shop at the Seafront (see min no 26).</p> <p><u>.2 Letter from Natural England re Improvements to Coastal Path</u> Cllr Gregory read out a letter received from Natural England regarding the Coastal Path but addressed to Looe Urban District Council. As the Council doesn't own any land, the letter was received as information only although Cllr Gregory suggested that Natural England be contacted to advise that Looe Urban District Council no longer exists and that it should be replaced on their mailing list with East Looe Town Trust. Cllr Mrs Hannaford then gave a brief update on discussions regarding the coastal path at Talland and that there should hopefully be an agreement reached with the resident and his family regarding reinstating the path at Talland.</p>	<p>Clerk to write to Natural England requesting change of name</p>
<p>28.</p>	<p><u>TO REVIEW THE REPORT FROM THE AMENITIES MANAGER</u> The Committee reviewed Mrs Kellaway's report (as attached). Cllr Hendy raised concern over the seagull problem and advised that East Looe Town Trust (ELTT) were not looking to take any action about seagulls at the seafront. He recommended that a Seagull Working Group be established with representatives from ELTT, Harbour Commission and West Looe Town Trust to look at possible seagull control measures. Cllr Gregory suggested that the current seagull egg replacement scheme be opened to businesses for next year for a charge, and this to be advertised in the new year. Cllr Hendy advised that he will be attending the forthcoming Joint Cooperation Meeting where he will bring this matter to the table. In the meanwhile, it was agreed that the Clerk write to ELTT to highlight the Council's concern over the aggressive seagull behaviour on the seafront.</p>	<p>Clerk to write to ELTT</p>

29.	<p><u>TO UPDATE ON DEVOLUTION PROPOSALS</u></p> <p>Mrs Kellaway advised that 2 topographical survey quotes have been received and the remaining one was awaited.</p> <p>Cllr Gregory advised that the next Devolution meeting is due to take place the day after this meeting and so an update would be available at the next Tourism and Amenities meeting.</p>	
30.	<p><u>TO DISCUSS MATTERS REFERRED FROM OTHER COMMITTEES</u></p> <p>There were no matters referred.</p>	
31.	<p><u>MATTER FOR FURTHER DISCUSSION AS DETERMINED URGENT BY THE CHAIRMAN</u></p> <p><u>.1 Requirement for Looefestival domain name</u></p> <p>Mrs Kellaway advised that a letter had been received from Herodsfoot Webworks regarding renewal of the domain name 'Looefestival.com'. Discussions followed regarding requirement of this domain name and it was decided to keep and renew the domain name for a further 2 years. Cllr Gregory suggested contacting Barry of Western Web to see if he could take on the administration of this name in addition to the others that he looks after.</p> <p><u>.2 Request for Purchase of Vehicle Activated Signs</u></p> <p>This item was discussed at the beginning of the meeting under item 19.1.</p> <p><u>.3 Patient's Car Park</u></p> <p>Mrs Kellaway provided an update on the barrier in the patient's car park and, as requested by Cllr Hendy, provided an income and expenditure spreadsheet for the patient's car park for the last 3 years. The Committee discussed this further and it was suggested that advertising of the 7 vacant car spaces being placed on the toilet cubicle doors.</p> <p><u>.4 No Alcohol Designated Area Signs</u></p> <p>Cllr Hendy requested additional signs on behalf of ELTT to be erected along the promenade from the Beach Café to the second beach. Mrs Kellaway advised that she would investigate the possibility of obtaining more but we had already had the last remaining stock held by the Police.</p> <p><u>.5 2 Minute beach clean</u></p> <p>Cllr Mrs Hannaford advised that further to previous discussions, the 2 minute beach clean A-frame board has been taken on by Island Café.</p>	<p>Clerk to pay invoice and contact Western Web re taking on admin responsibility going forward</p> <p>LK to place adverts in toilets</p> <p>LK to investigate availability of No Alcohol signs</p>

The Meeting closed at 9.10pm.

Signed

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