

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE Services and Asset Management Committee**

**On Monday 22 August 2022 at 6pm**

**PRESENT:** Chairman: Councillor Martin Gregory (MG)  
Councillors: Simon Barker (SB), James Lundy (JL), Edwina Hannaford (EH) and Kieron Wild (KW)

**IN ATTENDANCE:** Councillor Armand Toms (AT)  
Brendan Coulton – Town Clerk (BC)  
Karen Vaughan – Deputy Clerk (KV)  
Trevor Pond – Cleaning & Maintenance Supervisor (TP)

	<b>Welcome</b>	<b>ACTIONS</b>
<b>1.</b>	<b>To Receive and Accept Apologies</b> No apologies had been received.	
<b>2.</b>	<b>To Receive Declarations of Interest</b> No declarations of interest were made.  It was <b>resolved</b> to co-opt Cllr Wild to the Services & Asset Management Committee. Proposed by Cllr Gregory, Seconded by Cllr Lundy, all in favour.	
<b>3.</b>	<b>To Receive Questions from Members of the Public</b> No members of the public were present.	
<b>4.</b>	<b>To Resolve to Approve the Minutes of the Meeting Held on 31 January 2022</b> It was noted that there were not sufficient members in attendance to approve previous minutes and the Chair questioned whether the meeting of 31 January was quorate. Councillors, therefore, reviewed decisions taken at previous meeting and it was <b>resolved</b> to ratify the resolutions made on 31 January 2022 and to refer minutes to Full Council for approval. Proposed by Cllr Gregory, seconded by Cllr Lundy. All in favour.	<b>BC – add to FC agenda</b>

<p><b>5.</b></p>	<p><b>To Receive Questions on Reports from Officers:</b></p> <p><b>Commercial Strategy Manager</b> – report was reviewed and actions noted</p> <p><b>Deputy Clerk</b> – The Chair thanked KV for a comprehensive report and Councillors reviewed the items listed resulting in the following actions for Officers to progress:</p> <p>CCTV – KV to review current provision/contract and other solutions available in the market place, in liaison with Looe Harbour Commission with regard to shared server.</p> <p>Millpool Toilet Charges – Councillors requested information about the payment arrangement with Hi-Tec regarding liability for any card fees and agreed that the fees charged would be reviewed at SAM meeting in December 2022. It was further agreed that the Finance Committee would review how income from toilet entry fees would be used.</p> <p>Guildhall Toilet Repairs – Councillors asked for a breakdown of work that was needed to these premises and what had been claimed from the insurance company. It was recognised that the cubicles purchased via builder would be better utilised in the Millpool toilets so this possibility should be investigated.</p> <p>Seagulls – Councillors discussed recent correspondence on this subject. It was agreed that a clear LTC policy statement was needed and that communication about preventative action could be further developed in partnership with other town organisations.</p> <p>Memorial Benches – Councillors questioned whether the devolution of existing benches at Hannafore had been completed and if sites for additional benches had been agreed. It was suggested that the sale agreement for any future benches should include an annual fee for maintenance.</p> <p>Library Photocopier – Councillors asked how long the given quote from existing provider was valid and questioned whether it was prudent to enter into a further 5-year agreement without any quotes from other providers. KV to contact AIS about this for discussion at next Finance Committee meeting.</p> <p>Weeds – Councillors requested a copy of the map of areas for weeding and asked about insurance cover for members to use Ripagreen machinery. It was agreed that KV would provide map and find out more about insurance with LTC provider or via Clean Cornwall.</p>	<p><b>KV – explore options and report to next SAM meeting</b></p> <p><b>KV check fees and report</b>  <b>KV add to Dec agenda</b>  <b>RFO add to Finance agenda</b></p> <p><b>KV investigate and report figures</b>  <b>TP discuss with builder and report to SAM</b></p> <p><b>KV draft statement and liaise with ELTT, LHC, etc re. notices</b></p> <p><b>BC investigate devolution through CC</b>  <b>Contact Officer</b>  <b>KV review work done by previous DC</b></p> <p><b>KV contact AIS and other potential providers</b>  <b>RFO add to Finance Agenda</b></p> <p><b>KV send map</b>  <b>KV investigate insurance for usage</b></p>
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<p><b>6.</b></p>	<p><b>To Resolve Maintenance Schedule priorities and resourcing in line with the Asset Maintenance Report provided to Looe Town Council</b>  Councillors discussed the report and works listed as necessary to Council premises. The longer term plan for certain buildings was debated and a question raised about the water tank listed at the Seafront Store.</p> <p>If was <b>resolved</b> to establish a sub-group to agree a schedule of maintenance needs and Cllrs Gregory, Barker and Lundy expressed an interest in being part of this along with TP and any other Councillor volunteers. Proposed by Cllr Barker, seconded by Cllr Gregory. All in favour.</p>	<p><b>TP investigate need for water tank</b></p> <p><b>KV circulate to other Cllrs and arrange 1<sup>st</sup> meeting</b></p>
<p><b>7.</b></p>	<p><b>To Review Current Budget, Earmarked Reserves, Year-End and CIL</b>  It was agreed to consider these items at the next SAM meeting</p>	<p><b>KV add to agenda</b></p>
<p><b>8.</b></p>	<p><b>To Discuss the Feasibility of a Bus Stop at the Barratt's estate and agree SAM recommendation to Full Council</b>  Discussion ensued and the benefit of potential advertising income was questioned and discussed. A point was raised about comments received from a member of the public and the Town Clerk raised a point of order about the timing of this written submission and stated that it had not been received in time to make available to other members of the public in advance of the meeting so could not be considered.</p> <p>Cllr Toms expressed his frustration that this item had not been resolved sooner, informed the meeting that he would be posting on social media if it was not resolved at this meeting, and left the building.</p> <p>Cllr Wild asked why a resolution had not been made at Full Council about the bus stop and it was confirmed that there were outstanding issued for several members. It was confirmed that the proposal was for Looe Town Council to pay £300 per annum to the Glebe to rent the land for the bus stop.</p> <p>All Councillors present recognised the significant achievement of Cllr Toms is securing £20,000 funding from Cornwall Council and noted the promise from Barratt's of a bus stop for residents at the time of developing the estate. However, several questions were raised in terms of:</p> <ul style="list-style-type: none"> <li>• Need for the bus stop across wider community and the likely amount of use;</li> <li>• Amount of advertising income generated for Cornwall Council and why this could not pay for ground rent of £300 pa;</li> <li>• Location of the proposed bus stop and safety on the main road;</li> <li>• Whether planning permission was required to create a bus stop at the site.</li> </ul>	

	Councillors recognised that a decision was needed on this matter and it was, therefore, <b>resolved</b> to agree in principle to Cornwall Council installing a bus stop to serve the Barratt estate, subject to confirmation of: Councils' costs, income and liabilities; and that Cornwall Council have all relevant permissions in place. Proposed by Cllr Hannaford, seconded by Cllr Gregory. Carried 4 votes for/1 vote against.	<b>BC check with CC and add to FC agenda</b>
<b>9.</b>	<b>To Resolve the Request from ELTT regarding re-siting of LTC table tennis table</b>  Use of the table tennis table was discussed and it was recognised that it was a focal point for anti-social behaviour. Councillors expressed concern that re-siting the table to another public place would just move this problem. The need to remove it from ELTT land was recognised and it was agreed that it could be offered to a local holiday park as an outdoor facility. It was <b>resolved</b> to dispose of the table-tennis table. Proposed by Cllr Gregory, seconded by Cllr Barker. All in favour.	<b>KV contact local organisations about adoption/removal</b>
<b>10</b>	<b>To Receive an Update on the progress of the Accessibility Audit in Looe</b> The Town Clerk gave a verbal update that he and the mayor had met with Access Cornwall who were impressed with progress made in Looe as a result of their audit. The next step was to promote Accessibility in Looe and Access Cornwall was producing a brochure in this respect. The final stage would be developing action plans with other local businesses to further improve accessibility. Cllr Hannaford advised that Looe was the first place in Cornwall to become recognised as an Accessible Town.	
<b>11</b>	<b>Other urgent business as determined by the Chairman (for information only)</b> No matters to discuss.	
<b>12</b>	<b>Exclusion of members of the press and public to resolve that, under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for any items that involve the likely disclosure of confidential information</b> No matters to discuss	
	<b>Date of next meeting: 5<sup>th</sup> December 2022</b> Councillors requested an additional date be planned for an additional Services & Asset Management meeting in October	<b>KV book further date</b>

**The Meeting closed at 8.10pm.**

Signed .....

Date.....