



**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**

**MINUTES OF THE FULL COUNCIL MEETING**  
Held in St Martins Church Hall, St Martins Road, East Looe  
**On Monday 18h July 2022 at 6.00pm**

**REPORT TO COUNCIL**

**PRESENT:** Cllr Edwina Hannaford – Mayor (EH)  
Cllr Tony Smith - Deputy Mayor (TS)  
Cllr Simon Barker (SB)  
Cllr Martin Gregory  
Cllr Jon Holmes (JH)  
Cllr Leo Leong (LL)  
Cllr James Lundy (JL)  
Cllr Stephen Remington (SR)  
Cllr Armand Toms (AT)

**IN ATTENDANCE:** Brendan Coulton - Town Clerk (BC)  
Karen Vaughan – Admin & Planning Officer (KV)  
Lucy George-Foster – Business Development Officer (LGF)

**Members of the public**

Stephen Horscroft (Moor to Sea project) via MS Teams  
Alex Wallis  
Tim Cummins  
Mr & Mrs Watkins

		<b>ACTIONS</b>
	<b>Welcome:</b> The Mayor, Cllr Edwina Hannaford, welcomed Councillors, Officers and members of the public to the meeting.	
<b>18.</b>	<b>Apologies</b> Apologies were received and accepted from, Cllr Powell, Cllr Edwards and Cllr Wild. Cllr Toms had apologised that he would not be at the whole meeting.	

<p><b>19.</b></p>	<p><b>Declarations of Interest</b></p> <p>Declarations of Interest were received from the following:</p> <p>Cllr Toms            Cornwall Council  Looe Harbour Commission  Looe Development Trust  Moor to Sea project</p> <p>Cllr Hannaford    Cornwall Council  Looe Community Meals</p> <p>Cllr Holmes        Looe Allotment Society  Cllr Remington    Looe Community Meals  Cllr Leong           Campervan Survey</p>	
<p><b>20.</b></p>	<p><b>Questions from Members of the Public</b></p> <p>Mr Cummins stated that he was attending as a resident of Hannafore in respect of the agenda item on camper van parking and overnight sleeping on the roadside in that area. He talked about the impact on residents of people sleeping over with no toilet facilities and the distress caused to residents if they tried to point out to campers that overnight stays were not allowed.</p> <p>Mr Wallis explained that he was also interested in the Hannafore camper issue as the owner of Island View café on Marine Drive. He stated that he had been supportive of all the free parking in the area when he first took the business but was increasingly being told by customers that they struggled to park. He stated that both he and his wife had been physically threatened when they had asked someone to move out of their view. He expressed a view that something needed to be done and that this could be self-policing, and he suggested some possible solutions.</p> <p>Mr Watkins stated that he and his wife were attending to observe the meeting as long term residents who had spent time abroad but were now in Looe more often.</p> <p>The Mayor thanked members of the public for their input and informed them that the item on camper vans would be moved up the Agenda so that they did not have to stay for the whole meeting if they did not wish to.</p>	
<p><b>21.</b></p>	<p><b>To Approve the Minutes of the Previous Meeting held on 9<sup>th</sup> June 2022</b></p> <p>It was <b>resolved</b> to approve the minutes of the meeting held on 6<sup>th</sup> June 2022. Proposed by Cllr Hannaford, Seconded by Cllr Smith, Carried 8/1 abstention.</p>	

<p><b>22.</b></p>	<p><b>To Thank Rod Truan for his service and discuss advertisement of Councillor vacancy</b></p> <p>The Mayor explained that she had met with Mr Truan and thanked him for serving as a Town Councillor.</p> <p>Discussion ensued about the vacancy created in West Looe ward and whether an election for this role would help the Council to acquire Power of Competence. It was agreed that the Town Clerk would check the numbers of elected and co-opted Councillors and percentages required.</p>	<p><b>BC – check %s</b></p>
<p><b>23.</b></p>	<p><b>To Receive Questions on report from Town Clerk</b></p> <p>The Clerk highlighted elements from his report where further action was required:</p> <ul style="list-style-type: none"> <li>a) To arrange formal appointment of Deputy Mayor’s consort</li> <li>b) To review lessons learned from exit interview carried out with previous Clerk</li> <li>c) To establish the need for any additional meetings in annual calendar</li> </ul> <p>No questions were raised for the Town Clerk.</p>	<ul style="list-style-type: none"> <li>a) EH – arrange date</li> <li>b) BC – add to FC agenda</li> <li>c) BC – contact Committee Chairs</li> </ul>
<p><b>24.</b></p>	<p><b>To Receive Questions on reports from Cornwall Councillors:</b></p> <p>East Looe – Armand Toms</p> <p>Cllr Toms apologised that he would have to leave the meeting shortly and expressed his views on two items to be heard later in the agenda, namely:</p> <ul style="list-style-type: none"> <li>• Donation to St Martins Church</li> <li>• Bus Stop at Barratt’s estate</li> </ul> <p>No further questions were raised on his report and Cllr Toms left the meeting at 6.30om</p> <p>West Looe – Edwina Hannaford</p> <p>A question was raised about the recent presentation by SECTA about a pilot registration scheme for tourism businesses and it was confirmed that a parliamentary ruling would be required before this could progress.</p>	

**The Mayor re-ordered the agenda to deal with items of interest to the members of the public in attendance, moving Item 31 and 32 to be discussed at this time.**

<p><b>31.</b></p>	<p><b>Campervan Survey and Enforcement</b></p> <p>Cllr Gregory stated that he believed that Looe Town Council had previously resolved that Cllr Hannaford would take this forward with Cornwall Council. Cllr Hannaford advised that the deadline for funding had been missed on that occasion and asked for clarification of any previous resolution in this respect.</p> <p>Cllr Remington stated that it was interesting that Mr Wallis (member of the public) thought that enforcement would not be necessary and asked whether CC Highways would need to give permission for signage. Cllr Hannaford explained that windscreen flyers in the form of a ‘polite notice’ asking people not to camp overnight had been tried previously. This caused friction and the police had asked that they were not distributed. She stated that, on the other hand, a Traffic Regulation Order (TRO) would be enforced by the Cornwall team, subject to times of day.</p> <p>Cllr Gregory expressed a view that daily enforcement would be needed as any fine may be less than the cost of a camping pitch so could be a risk worth taking for those in vans or motor homes. He stated that the early morning survey carried out by Looe Town Council Officers in 2021 showed that there were not huge numbers of vans there at 7am each morning. He went on to say that, whilst he understood the impact on residents, the cost of a TRO was huge for the benefit of such a small area. He pointed out that having free parking in Hannaford was an asset and did bring trade into Looe.</p> <p>Councillors discussed the blocking of driveways, potential need for yellow lines, what were police matters and whether there was any opportunity to run a pilot scheme in the area.</p> <p>Cllr Remington stated that the residents’ survey had raised expectations that Looe Town Council could take action and asked whether camper van bays or parking meters should be considered. Cllr Holmes pointed out that this would impact more people across the town who park at Hannaford and walk into work, sometimes in low paid jobs, who would lose the ability to park there. He expressed concern that parking meters would affect people beyond Marine Drive and Portuan Road so there should be a wider survey of residents which was representative of the whole town.</p> <p>Cllr Gregory stated that the original survey was flawed as questions were slightly leading and it was only distributed to Hannaford residents. He suggested that more care should be taken in future to ensure views were gathered from widest possible group. Cllr Holmes asked whether this topic was listed on the Council’s list of priorities.</p> <p>It was <b>resolved</b> to acknowledge that the results of the survey were conclusive. Proposed by Cllr Hannaford, seconded by Cllr Smith. Carried 7 for/1 against.</p>	<p><b>BC – check for previous resolution on camper vans</b></p>
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	<p>It was <b>resolved</b> to acknowledge the distress to residents caused by this issue. Proposed by Cllr Hannaford, seconded by Cllr Lundy. All in favour.</p> <p>It was <b>resolved</b> to seek a quote for an overnight ban in the area on sleeping in vehicles, and to investigate CNP or other funding options for presentation to Full Council for a final decision on proceeding. Proposed by Cllr Hannaford, seconded by Cllr Smith. Carried 5 for/2 against/1 abstain</p> <p>It was <b>resolved</b> to delegate responsibility for exploring other options for dealing with the issue to Cllrs Hannaford and Smith. Proposed by Cllr Hannaford, seconded by Cllr Barker. Carried 5 for/2 against/1 abstain.</p> <p>It was <b>resolved</b> to add this issue to the Strategic Priorities list and consider where it should fit. Proposed by Cllr Hannaford, seconded by Cllr Remington. Carried 6 for/2 against.</p>	<p><b>EH/TS take forward</b></p> <p><b>EH/TS explore options</b></p> <p><b>SR add to list</b></p>
<p><b>32.</b></p>	<p><b>Requests for Financial Assistance</b></p> <p><b>A) Moor to Sea</b></p> <p>The Mayor explained that Stephen Horscroft was in attendance to explain the Moor to Sea project after Councillors had requested more information about their funding request at previous meeting. Mr Horscroft was invited to address Council and gave a detailed explanation of the project:</p> <ul style="list-style-type: none"> <li>• Moor to Sea is 80% funded by lottery but a number of other local organisations have contributed including Devon &amp; Cornwall rail partnership and Liskeard Town Council;</li> <li>• Project is funded until the end of 2023 but was late starting due to the Covid pandemic;</li> <li>• It is a heritage and environmental project to celebrate Looe Valley and there are four key strands of work: <ul style="list-style-type: none"> <li>○ Co-creating heritage activities with museums and community</li> <li>○ Environmental exploration with local schools</li> <li>○ Moorswater trails - multi-use local pathways</li> <li>○ Celebrating the valley – guiding events and 2023 festival</li> </ul> </li> </ul> <p>Councillors discussed funding for the project and which budget line would be applicable and expressed a desire to support the project and work with them on promoting Visit Looe.</p> <p>It was resolved to: support a contribution of £500 to the Moor to Sea project in principle, subject to receipt of a Community Chest request form, and to delegate authority to the Finance Committee for final approval and processing. Proposed by Cllr Barker, seconded by Cllr Remington. Carried 6 for/2 abstain.</p> <p>The Mayor thanked Mr Horscroft for attending.</p>	<p><b>KV send form</b></p>

	<p><b>B) Adapted Living Support</b></p> <p>Cllr Hannaford checked that Councillors had all read the letter received from a member of the public seeking financial help to adapt a home for someone with a serious disability. Councillors expressed their sympathy with the situation but agreed that the Town Council did not have a fund to support such requests.</p>	<p><b>BC respond to letter</b></p>
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**The Mayor returned to the correct order of the agenda.**

<p><b>25.</b></p>	<p><b>To Receive Questions on Reports from Council Committees</b></p> <p>Councillors confirmed their receipt and review of written reports.</p> <p>Cllr Holmes made Cllr Lundy (Chair of Planning Committee) aware of developments taking place in Shutta without planning applications and raised concerns about the impact of this in Conseration area. He also requested that site visits were undertaken by Planning Committee when applications were received and Cllr Lundy confirmed that members did often visit sites individually.</p> <p>No further questions were raised.</p>	
<p><b>26.</b></p>	<p><b>To discuss correspondence received:</b></p> <p>Correspondence was noted in respect of subjects listed below and it was acknowledged that Officers had responded to residents:</p> <ul style="list-style-type: none"> <li>• Disabled parking</li> <li>• Gull nuisance</li> <li>• Inadequate gull signage</li> </ul>	
<p><b>27.</b></p>	<p><b>Visit Looe Presentation and Update by Business Development Officer</b></p> <p>The Mayor welcomed Lucy George-Foster to the meeting who circulated advertising and membership information packs to Councillors - see Appendix A.</p> <p>Lucy presented her update per slides in Appendix B and further explained:</p> <ul style="list-style-type: none"> <li>• That the booking system was currently in the 'build' stage and that go-live date was subject to partner organisations agreeing to pilot it so that any flaws could be addressed prior to wider availability;</li> <li>• That the ticketing system was separate to bookings, i.e. for specific events, not accommodation, and was being added back to the site by provider at no cost;</li> <li>• Advertising and sponsorship revenue to date and plans to discuss with other businesses in short to medium term;</li> <li>• Insights/metrics available on the Visit Looe website, how these were already used by Lucy and how they would be shared with Councillors for information on a regular basis;</li> </ul> <p>Lucy emphasised that Visit Looe was more than just the website and told</p>	<p><b>LGF monthly reports to Council</b></p>

	<p>Councillors how she was collaborating with local businesses to share experience and to understand different activities and events throughout the year with a view to developing Looe as a year-round destination. She stated that the website and booking system would be suitable for a range of businesses and would help them as well as promoting the town.</p> <p>Questions were invited from Councillors and Cllr Holmes voiced his support for considering Visit Looe ‘in the round’ stating that it was about helping local businesses and developing a year-round economy for the benefit of whole community.</p> <p>Cllr Barker agreed with the sentiment of boosting local economy and asked about membership levels and use of the online booking system. LGF advised that booking was not possible with the free ‘Tin’ membership but available at all other levels.</p> <p>Cllr Remington asked how many members there were at each of the different membership levels and LGF explained that this information could not currently be provided as the packages had recently been changed. She explained the reasons for the re-structuring of pricing and her campaign plan to promote the new packages. It was agreed that the number of businesses at each membership level, and their names, would be included in LGF reports to Council.</p> <p>Cllr Leong left the meeting at 8.20pm</p> <p>Cllr Barker asked how much commission would be charged to businesses for the booking system and whether this would be as much as the large providers, e.g. Booking.com/Expedia. LGF replied that this could not be negotiated until the site was built but should be known by the end of August.</p> <p>Cllr Hannaford asked whether the site provider was helpful in making changes to Visit Looe and LGF confirmed she felt they had gone above and beyond to help and support her with resolving historic issues with the site and were understanding of the pressures on a local council and limits of a public body.</p> <p>Cllr Hannaford suggested that the plan for engaging with local businesses should be reviewed and it was agreed that this would be done by the Library &amp; Community Hub committee along with the budget/targets set for LGF.</p> <p>Councillors thanked LGF for her informative presentation an Lucy left the meeting at 8.30pm.</p>	<p><b>LGF reports</b></p> <p><b>BC add to next Library &amp; Community Agenda</b></p>
<p><b>28.</b></p>	<p><b>Delegation of Powers to Town Clerk</b></p> <p>Councillors discussed the delegation of powers since 2021 which had moved to the Responsible Financial Officer (RFO) in absence of a Town Clerk. Cllr Gregory questioned whether financial decisions should remain with RFO whilst others reverted to the new Town Clerk.</p> <p>It was <b>resolved</b> to delegate powers to the Town Clerk, as set out in attached Appendix C, with immediate effect and to be reviewed by Full Council at their September meeting with a view to sharing with RFO. Proposed by Cllr Gregory, seconded Cllr Hannaford. All in favour</p>	<p><b>BC add to Sept Full Council agenda</b></p>

<b>29.</b>	<p><b>Draft Annual Report</b></p> <p>Cllr Hannaford checked that Councillors had all seen and reviewed this and no amendments were requested with exception of typing errors and the need to add Contents table.</p> <p>It was <b>resolved</b> to publish the Annual Report, subject to corrections above, on Council website. Proposed by Cllr Remington, seconded by Cllr Gregory. All in favour</p>	<b>KV correct and publish</b>
<b>30.</b>	<p><b>St Martins Graveyard</b></p> <p>Councillors noted that £700 had been requested to support maintenance of the graveyard and Cllr Hannaford advised that Cornwall Council only cut grass three times per year in open graveyards and that this one was proposed to be closed. Ownership of the area was questioned and Cllr Gregory stated that the Council could not provide funding if the site belonged to Cornwall Council.</p> <p>Discussion ensued about support, in principle, for the volunteers who were maintaining the site it was <b>resolved</b> to invite the volunteer group to apply for funding through LTC application form. Proposed by Cllr Gregory, seconded by Cllr Smith. All in favour.</p>	<b>KV send form</b>

**Items 31 and 32 moved forward in re-ordering of agenda at meeting**

<b>33.</b>	<p><b>Cornish Lugger Regatta</b></p> <p>Councillors discussed previous regattas and recognised that Looe Town Council had always provided funding for trophies. It was resolved to agreed in principle to the request subject to completion of a Community Chest application form. Proposed by Cllr Hannaford, seconded by Cllr Barker. All in favour</p>	<b>KV send form</b>
<b>34.</b>	<p><b>Grass Verges</b></p> <p>It was noted that this matter had been actioned by the Cornwall Councillor for the area concerned.</p>	
<b>35.</b>	<p><b>Boundless Trust – Transfer of Assets</b></p> <p>Cllr Hannaford explained that a number of projects had been created during the Covid pandemic which were still needed going forward but which Looe Development Trust would no longer be involved with. It was agreed that a letter of thanks should be sent to Colin Tregear for the work involved.</p> <p>Cllr Remington had carried out Due Diligence to investigate the ownership of various project ad Cllr Hannaford thanked him for his hard work. It was noted that a proposal had been received to transfer all projects to the Boundless Trust, but that Looe Town Council did not have control of the projects but provided assistance and support.</p>	<b>KV draft letter from Mayor</b>

	<p>It was <b>resolved</b> to support the principle of the Boundless Trust taking over all the projects. Proposed by Cllr Gregory, seconded by Cllr Barker. All in favour.</p>	
36.	<p><b>Bus Stop – Barratt’s Estate</b></p> <p>It was acknowledged that Cllr Toms had successfully applied for £20,000 of funding from Cornwall Council which should be sufficient for the installation of a bus stop. Previous bus stop purchases were discussed and Cllr Gregory raised a question about expenses, advertising income and maintenance responsibility which could not be answered in the room.</p> <p>Cllr Lundy expressed a view that the question of planning permission also needed to be resolved. He explained why he thought this would be necessary and his view that this would enable a transparent process for people to support or object to the proposal.</p> <p>Cllr Gregory raised a concern that the outcome of the survey was not realistic as there were around 200 homes on the estate and there was a bus stop at the Barbican which was closer for many to access.</p> <p>It was noted that a SWOT report previously presented to Council did not demonstrate the need for a bus stop at the estate.</p> <p>It was resolved to consider this issue in more detail at the next Services &amp; Asset Management Committee meeting, having given all Councillors an opportunity to send in questions or statements prior to the discussion. Proposed by Cllr Hannaford, seconded by Cllr Smith. All in favour.</p>	<p><b>KV add to agenda and circulate for questions</b></p>
37.	<p><b>Allotment rent</b></p> <p>Cllr Hannaford explained that the Allotment Society had identified a parking space at their entrance which was not used by themselves or the Church. The proposal, therefore, was that they hand this back to Looe Town Council who would, in turn, hand back to the Glebe.</p> <p>It was <b>resolved</b> to write to the Glebe to this effect and requesting an appropriate reduction in the cost of the site. Proposed by Cllr Hannaford, seconded by Cllr Remington. Carried 6 for/1 abstain.</p>	<p><b>BC letter to Glebe</b></p>
38.	<p><b>To Receive an Update on the Town Team and Town Vitality Funding</b></p> <p>Cllr Hannaford explained that the final report on Town Vitality Funding should be available mid-August and that the results of the business survey were awaited. She proposed that this would all be presented to Councillors at an informal briefing in advance of decision making at September’s meeting of Full Council.</p> <p>Cllr Hannaford stated that any work previously commissioned for Town Team was still progressing but there remained unwillingness from other bodies to engage so any further work could not take place.</p>	<p><b>BC arrange briefing meet</b></p>

39.	<p><b>Exclusion of members of the press and public</b>  <b>To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.</b></p> <p>Karen Vaughan left the meeting at 9.05pm</p>	
	Date of next meeting Monday 19 <sup>th</sup> September 2022	

**The Meeting closed at pm**

Signed .....

Date.....