

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



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

**On Wednesday 12<sup>th</sup> April 2023 at 6pm**

**PRESENT:** Chairman: Councillor Martin Gregory (MG)  
Councillors: James Lundy (JL), Jasper Graham-Jones (JGJ) and  
Jon Holmes (JH)

**IN ATTENDANCE:** Karen Vaughan – Deputy Clerk (DC)

	<b>Welcome</b>	<b>ACTIONS</b>
<b>40.</b>	<p><b>To Receive and Accept Apologies</b></p> <p>Apologies were received and accepted from Cllr Simon Barker</p> <p>Cllr Jasper Graham-Jones and Cllr Jon Holmes were co-opted to the Committee for this meeting.</p>	
<b>41.</b>	<p><b>To Receive Declarations of Interest</b></p> <p>No declarations of interest were made.</p>	
<b>42.</b>	<p><b>To Receive Questions from Members of the Public</b></p> <p>No members of the public were present.</p>	
<b>43.</b>	<p><b>To Resolve to Approve the Minutes of the Previous Meeting Held on 16<sup>th</sup> January 2023</b></p> <p>It was noted that there were not sufficient members in attendance to approve the previous minutes and it was agreed to recommend these to Full Council for approval.</p>	<p><b>MG – include in report to FC</b></p>
<b>44.</b>	<p><b>To Receive Questions on Report from the Deputy Clerk</b></p> <p>DC highlighted actions taken since the last meeting and those present requested that actions assigned to other Councillors were followed up for information of this Committee.</p>	<p><b>DC follow up e-mails</b></p>

	<p><b>3-Asset Valuation</b> – DC briefed Councillors on quotes for Asset Valuation work and it was <b>resolved</b> to use Savilles to provide this. Proposed by Cllr Gregory, seconded by Cllr Graham-Jones. All in favour.</p> <p><b>4-Patients’ Car Park</b> – DC updated Councillors on communication with Local Authority about lease of this site and it was agreed that a meeting would be set up with Cornwall Link Officer to discuss this and other devolution matters.</p> <p><b>8-Land North of Sunrising House</b> – Cllr Lundy declared an interest in the larger site involved before the Committee discussed offer and reports received from Cornwall Council. It was <b>resolved</b> that a letter would be sent to CC expressing interest in principle in acquiring the site subject to approval of Full Council and LTC’s own reports on viability and costs.</p>	<p><b>DC arrange with Savilles</b></p> <p><b>DC set up meeting</b></p> <p><b>DC/TC draft letter and produce report for FC, add to next FC agenda</b></p>
<p><b>45.</b></p>	<p><b>To Review Maintenance Schedule plan, progress made and budget requirements</b></p> <p>Members noted updates to progress against the schedule and discussed the need for a refurbishment plan to help with future budgeting – see also below.</p>	
<p><b>46.</b></p>	<p><b>To Review charging arrangements for public toilets in Looe and Resolve to recommend any changes to Full Council</b></p> <p>The Chair thanked DC for the written report on this and Councillors noted that a response was awaited from supplier about updated installation costs for paddle gates. It was <b>resolved</b> to accept DC’s recommendations (proposed by Cllr Gregory, seconded by Cllr Holmes, all in favour) to:</p> <ul style="list-style-type: none"> <li>• Continue with 20p at Millpool toilets for 2023/34 year;</li> <li>• Improve communication about toilet charging;</li> <li>• Review service and maintenance arrangements with Hi-Tec by May 2024;</li> <li>• Develop schedule for re-fitting and refurbishment of toilet premises</li> <li>• Install paddle-gate entry system at Seafront Toilets, in line with Millpool equipment and fees, and subject to approval of Hi-Tec costs, by the end of June 2023.</li> </ul>	<p><b>DC review website and notices</b></p> <p><b>DC diary</b></p> <p><b>DC draft with CMS</b></p> <p><b>DC follow up with Hi-Tec for council approval</b></p>
<p><b>47.</b></p>	<p><b>To Discuss flood prevention at Council premises and Resolve to progress with mitigating actions</b></p> <p>DC informed the Committee that a ‘floodflash’ sensor was due to be fitted at Library building in line with requirements of additional flood</p>	

	<p>insurance taken out for that building. She reminded Councillors that some other LTC toilet buildings were no longer insured for flood and suggested that other mitigating actions may be needed to protect premises. It was agreed that the provision of flood gates would be investigated along with any available sources of funding to enable this.</p>	<p><b>DC investigate and report back to SAM committee</b></p>
48.	<p><b>To Consider options for AV equipment in Council chamber and Resolve to progress with procurement</b></p> <p>The Chair drew members attention to the options presented by DC and feedback provided by LTC's IT advisor. It was <b>resolved</b> to progress with purchasing the proposed Logitech equipment. Proposed by Cllr Gregory, seconded by Cllr Graham-Jones, all in favour.</p>	<p><b>DC purchase</b></p>
49.	<p><b>To Receive an update on land adjacent to library building and Resolve how to progress</b></p> <p>DC reported that Tregoad's tenancy licence for this site had been extended and a new unit therefore installed. An application for planning permission had been submitted to Cornwall Council.</p>	
50.	<p><b>To Consider the ongoing need for a Street Marshall presence and Resolve how to progress</b></p> <p>The Committee reviewed information gathered about the success of Street Marshalls in previous years and it was noted that these posts had previously been funded through Re-opening High Street grants post-Covid pandemic. Councillors recognised that local businesses were, on the whole, supportive of having Marshall presence and that Cornwall Council were seeking to improve road signage.</p> <p>It was <b>resolved</b> (proposed by Cllr Gregory, seconded by Cllr Lundy, all in favour) to:</p> <ul style="list-style-type: none"> <li>• Recruit a Marshall for the main holiday season in line with budget set for this (e.g. Thursdays to Sundays from mid-June to mid-September);</li> <li>• Ask Cornwall Council when the second phase of signage would be completed;</li> <li>• Thank businesses for their feedback and ask for ideas about more sustainable traffic management in longer term.</li> </ul>	<p><b>DC/RFO draft ad, etc.</b></p> <p><b>DC contact CC</b></p> <p><b>DC contact businesses</b></p>

51.	<p><b>To Receive an update on the progress of the Accessibility Audit in Looe</b></p> <p>DC informed Councillors of recent review of draft brochure produced by Access Cornwall and stated that a final version was now awaited for sign-off and publication.</p>	
52.	<p><b>Other urgent business as determined by the Chairman (for information only)</b></p> <p>Two recent items of correspondence were shared with the Committee which Councillors discussed and it was agreed how DC should respond.</p> <p>It was further agreed that e-bikes would be investigated as a potential form of transport for cleaning team.</p>	<p><b>DC respond</b></p> <p><b>DC to report back</b></p>
53.	<p><b>Part 2 - Exclusion of members of the press and public.</b></p> <p>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.</p> <p>No matters</p>	
	<p><b>Date of next meeting: TBA</b></p>	

The Meeting closed at 7.36pm

Signed .....

Date.....