

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Services, Assets & Community Committee

Meeting held on Tuesday, 17th October 2023 at 6pm

PRESENT: Cllr Jasper Graham-Jones (JGJ)
Cllr Martin Gregory (MG)
Cllr Chris Harwood (CH)
Cllr Jon Holmes (JH)
Cllr James Lundy (JL)
Cllr Armand Toms (AT)

IN ATTENDANCE: Karen Vaughan – Deputy Clerk (DC)
Lynda Powell – Town Clerk (TC)
Andrew Thompson – Cleaning & Maintenance Supervisor (CMS)

	<p>Welcome</p> <p>The Town Clerk welcomed Councillors to the meeting and drew attention to the fact that this was a new Committee. She asked whether those present intended to be members of the Services, Assets & Community Committee and all Councillors in attendance confirmed their membership.</p> <p>The Town Clerk stated that a Chair and Vice Chair needed to be elected and, once completed, the Chair would then take leadership of this meeting.</p> <p>It was RESOLVED that Cllr Jon Holmes would be appointed as Chair of this Committee. Proposed by Cllr Gregory, seconded by Cllr Toms. All in favour.</p> <p>Cllr Holmes took over as Chair of this meeting from Town Clerk.</p> <p>It was RESOLVED that Cllr Martin Gregory would be appointed as Vice Chair of this Committee. Proposed by Cllr Holmes, seconded by Cllr Toms. All in favour.</p>	<p>ACTIONS</p>
<p>1.</p>	<p>To Receive and Accept Apologies</p> <p>No apologies</p>	

2.	<p>To Receive Declarations of Interest</p> <p>Cllr Toms declared an interest in matters pertaining to Cornwall Council, Looe Development Trust and Looe Harbour Commissioners.</p>	
3.	<p>To Receive Questions from Members of the Public</p> <p>No members of the public were present.</p>	
4.	<p>To Resolve to approve the Minutes of previous meetings of: Services & Asset Management Committee held on 12th April 2023 and 10th July 2023; Library & Community Hub Committee held on 15th December 2022</p> <p>It was RESOLVED to approve the minutes of the Services & Asset Management Committee held on 12th April 2023. Proposed by Cllr Gregory, seconded by Cllr Lundy. Carried 4 for/2 abstained as not present at that meeting.</p> <p>It was RESOLVED to approve the minutes of the Services & Asset Management Committee held on 10th July 2023. Proposed by Cllr Gregory, seconded by Cllr Graham-Jones. Carried 4 for/2 abstained as not present at that meeting.</p> <p>The Committee were unable to approve minutes of the last meeting of the Library and Community Hub Committee as not enough members were present at this meeting. It was therefore agreed to refer this matter to Full Council.</p>	<p>DC publish minutes</p> <p>DC publish minutes</p> <p>TC add to Agenda</p>
5.	<p>To Receive questions on report from the Library Supervisor</p> <p>The Chair checked that Councillors had read the written report circulated, recognised the successes of the library during the summer and acknowledged plans for Autumn 2023. Councillors thanked library staff for continued great services that they provide to the community and visitors.</p>	
6.	<p>To Receive questions on report from the Deputy Clerk and resolve any necessary actions to be taken</p> <p>The Chair thanked DC for an excellent report and Councillors raised questions about:</p> <ul style="list-style-type: none"> • Funding for flood protection at the Library building; DC responded that no sources of suitable funding had been identified to date • Plans for Buller Quay phone-box and the likely refusal of planning permission for any digital signage at the site; DC confirmed that no firm plans for the phone-box were yet developed 	

	<ul style="list-style-type: none"> Increased cost to empty the dog bin installed last year and whether this was viable for the amount of use that the bin was getting; it was agreed that this would be monitored by DC/CMS and information provided to next meeting of this Committee <p>At the request of the Chair, DC highlighted key points in her report and explained in more details any issues where a decision was required.</p> <p>It was RESOLVED to progress with work to the Guildhall toilets roof and lantern at the price quoted by Atlantic Roofing. Proposed by Cllr Toms, seconded by Cllr Graham-Jones. All in favour.</p> <p>It was RESOLVED to apply for retrospective planning permission for the new water refill point at Guildhall. Proposed by Cllr Toms, seconded by Cllr Graham-Jones. All in favour.</p> <p>Discussion ensued regarding the valuation of LTC building assets and the purpose of this piece of work. It was agreed that DC would discuss the needs and scope in more detail with the Responsible Financial Officer and circulate information to members of this group prior to seeking further quotes.</p> <p>It was agreed that a report on the trial of an electric vehicle by LTC would be presented to Full Council on 31st October.</p>	<p>DC/CMS check CC schedule of emptying and monitor contents of bin</p> <p>DC seek permission from LHC and appoint contractor</p> <p>DC complete planning application</p> <p>DC discuss with RFO</p> <p>DC/TC Agenda and report</p>
<p>7.</p>	<p>To Review Maintenance Schedule plan, progress made and budget requirements</p> <p>Councillors acknowledged progress against essential works identified in surveyor’s report on LTC assets and DC explained that new methodology, provided by Cllr Harwood, was being introduced to capture and plan routine maintenance as well as emerging defects.</p> <p>Officers confirmed to Councillors that the Asset Maintenance Plan would form part of the annual budgeting process.</p>	
<p>8.</p>	<p>To Consider report on Seafront Toilet Charges and resolve recommendations to be taken to Full Council</p> <p>The Chair thanked DC for a comprehensive report which had been circulated to Councillors prior to the meeting. A concern was raised about potential queues and congestion at the seafront toilets which may be created if entry gates were in place. Discussions took place about the positioning of gates; importance of effective comms about payment amount and method; and whether there were alternative entry/exit possibilities.</p>	

	<p>Discussion continued about the need to charge for toilet facilities at all and a number of Councillors noted their preference not to charge if funding were available from other sources. It was acknowledged, however, that the cost of servicing and maintaining public toilets was a substantial amount of precept income and, therefore, largely funded by Looe council tax-payers if entry fees were not in place. Councillors also considered the level of charge in Looe and agreed that this should be 20p on introduction at seafront, in line with the Millpool.</p> <p>It was agreed that there was a need to refurbish the seafront toilets which added to the justification for charging there and could help to demonstrate the improvements possible with income from public toilets. It was suggested that CIL income could be utilised to support refurbishments in advance of the seafront toilets generating income over and above the cost of installing the entry gate system.</p> <p>It was RESOLVED to recommend to Full Council the introduction of charges at seafront toilets and the use of CIL money to refurbish the facilities prior to the introduction of entry fees. Proposed by Cllr Gregory, seconded by Cllr Harwood. Carried 5 for/1 against.</p>	<p>TC add to FC agenda</p>
<p>9.</p>	<p>To Resolve arrangements for toilet opening times and Cleaning staff's leave for Christmas and New Year 2023/24</p> <p>DC explained that a closure of the offices during the period between Christmas and New Year was agreed at last Full Council meeting. She explained that cleaning staff were required to work during this period, including all the bank holidays other than Christmas Day, and usual practice was to shut down toilet facilities for a short period in January to afford cleaning staff the same leave as Officers.</p> <p>It was RESOLVED to delegate authority to DC to ensure appropriate arrangements were made so that cleaning staff had comparable leave to Officers during the Christmas period.</p>	<p>DC/CSM arrange with staff</p>
<p>10.</p>	<p>To Receive an update on the provision of a banking hub for Looe</p> <p>The Town Clerk provided a verbal update on the provision of a banking hub for Looe. She emphasised that this was progressing but that additional services may delay the project slightly. Those present were reminded that no further details or dates could be publicised at this stage until legal arrangements had been finalised.</p>	

11.	<p>To Receive an update on the review of Visit Looe</p> <p>The Town Clerk informed Committee that the working group appointed to oversee this review had been meeting every two weeks and members of that had been reviewing other sites, and gathering information from other Councils to help to inform the review. She advised that the Local Government Resource Centre had been appointed to provide an independent peer review and their experts would be running workshops with stakeholders and Councillors during November before formally reporting to Full Council at the December 2023 meeting.</p>	
12.	<p>To Discuss priorities, aims and objectives for this Committee in line with strategic themes identified</p> <p>It was recognised that many actions for this Committee were driven by the Asset Maintenance Plan and that the objectives for Community & Services would need to be reviewed when strategic themes were finalised. The Town Clerk explained the process that Officers would take to move from strategic priorities to achievable actions for the team.</p>	
13.	<p>Other urgent business as determined by the Chairman (for information only)</p> <p>No matters</p>	
14.	<p>Part 2 - Exclusion of members of the press and public.</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>Date of next meeting: Monday 15th January 2024</p>	

The Meeting closed at 7.17pm

Signed

Date.....