

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



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

**On Monday 16 January 2022 at 6pm**

**PRESENT:** Chairman: Councillor Martin Gregory (MG)  
Councillors: Simon Barker (SB), Jasper Graham-Jones (JGJ),  
James Lundy (JL) and Tony Smith – Deputy Mayor (TS)

**IN ATTENDANCE:** Councillor Armand Toms (AT)  
Karen Vaughan – Deputy Clerk (DC)  
Trevor Pond – Cleaning & Maintenance Supervisor (CMS)

	<b>Welcome</b>	<b>ACTIONS</b>
<b>26</b>	<p><b>To Receive and Accept Apologies</b></p> <p>Apologies were received and accepted from</p> <p>Cllr Jasper Graham-Jones was co-opted to the Committee for this meeting.</p>	
<b>27</b>	<p><b>To Receive Declarations of Interest</b></p> <p>No declarations of interest were made.</p>	
<b>28</b>	<p><b>To Receive Questions from Members of the Public</b></p> <p>No members of the public were present.</p>	
<b>29</b>	<p><b>To Resolve to Approve the Minutes of Previous Meetings Held on 22 August and 31 October 2022</b></p> <p>It was <b>resolved</b> to approve the minutes of 22 August 2022. Proposed by Cllr Gregory, Seconded by Cllr Lundy. Carried 3 for/2 abstentions</p> <p>It was noted that there were not sufficient members in attendance to approve minutes of 31 October and it was <b>resolved</b> to recommend these to Full Council for approval. Proposed by Cllr Gregory, seconded by Cllr Barker. All in favour.</p>	<p><b>DC – publish and upload to LTC website</b></p> <p><b>DC – add to FC agenda</b></p>

<p><b>30</b></p>	<p><b>To Receive Questions on Report from the Deputy Clerk</b></p> <p>The Chair thanked DC for her report and items 1 – 8 were noted with no further questions raised. Discussions took place about other items within DC report as follows:</p> <p><b>9-Polkirt Arcade</b> – Cllr Gregory explained the issue which had been previously discussed with other leaseholders and a concern about apparent transfer of the freehold for this building.</p> <p>It was <b>resolved</b> that Cllr Barker would contact Looe Development Trust and arrange to meet with them about taking this matter forward. Proposed by Cllr Lundy, seconded by Cllr Gregory. All in favour.</p> <p>It was agreed that DC would collate previous correspondence from Warwick Estates and check whether LTC insurance would cover any potential legal costs if needed.</p> <p><b>10-Buller Quay phonebox</b> – It was noted that LTC had formally adopted the phone box and agreed that the equipping of this was a matter for the Library &amp; Community Hub committee to then recommend to Full Council.</p> <p>In response to Looe Harbour Commissioners’ request to smarted up the phone box it was <b>resolved</b> to carry out the painting, lock-fitting and signage as detailed in DC’s report. Proposed by Cllr Gregory, seconded by Cllr Barker. All in favour.</p> <p><b>11-Land North of Sunrising House</b> – The Chair asked Cllr Lundy for background following discussion about this consultation by Planning Committee. JL advised that the site was a protected green space in Looe Development Plan, had previously been used as allotments but was a sloping site which had suffered land slippage in the past. He suggested that further information should be requested from Cornwall Council along with an extension to the deadline for response, to allow LTC to make a final decision at March meeting. It was <b>resolved</b> that JL would work with DC to draft letter to CC and make recommendation to Full Council</p> <p><b>12-CC LMP</b> – DC explained the Local Maintenance Partnership and shared map provided showing footpaths in Looe. Following discussion about costs and grant available, it was <b>resolved</b> not to participate in the LMP in 2023. Proposed by Cllr Gregory, seconded by Cllr Lundy. All in favour.</p> <p><b>13- Seafront Waste</b> – DC drew members’ attention to letter from East Looe Town Trust (ELTT) which had been referred to a Town Team</p>	<p><b>SB contact LDT</b></p> <p><b>DC find information and report to SB</b></p> <p><b>DC/CMS progress with work</b></p> <p><b>JL draft letter DC add to FC agenda</b></p>
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	<p>meeting which was not well attended. Councillors discussed assets of LTC and ELTT and noted that a similar request from Looe Harbour Commissioners had previously been declined. It was agreed that waste around Looe was an issue for all organisations and businesses and that Council should continue to seek a ‘joined-up’ approach to tackling it. It was <b>resolved</b> that the Mayor would arrange a meeting with East Looe Town Trust to discuss a way forward. Proposed by Cllr Hannafore, seconded by Cllr Gregory. All in favour.</p>	<p><b>EH contact ELTT</b></p>
<p><b>31</b></p>	<p><b>To Resolve Maintenance Schedule plan, progress made and budget requirements</b></p> <p>DC and CMS updated the Committee about progress made on priority maintenance tasks identified as necessary during the current financial year. DC pointed out that significant savings had been achieved through CMS and team’s abilities to carry out many of the required tasks, and the Chair thanked Trevor Pond and his team for their excellent work on this.</p> <p>It was agreed that any additional requirements for maintenance should be added to the Asset Maintenance Schedule for the next financial year along with a plan for replacement and refurbishment of assets, considering water-saving initiatives and other eco-friendly solutions wherever possible.</p>	<p><b>DC/CMS to develop schedule</b></p>
<p><b>32</b></p>	<p><b>To Review letting arrangements and usage of Seafront Store and West Looe Downs Store and Resolve recommendations to Full Council on future use</b></p> <p>The Chair explained letting arrangements and current purposes of storage buildings as well as proposals made to maximise their use in the future. A discussion took place about licencing/leasing of properties and the Town Council’s strategic priorities.</p> <p>It was <b>resolved</b> to seek a report from a commercial estate agent about potential uses and income from the Seafront Store building. Proposed by Cllr Gregory, seconded by Cllr Lundy. All in favour.</p> <p>It was further <b>resolved</b> to dispose of the West Looe Downs Store building and, in the first instance, to offer the licence for this to a local trust to enable continued use by community group. Proposed by Cllr Gregory, seconded by Cllr Barker. All in favour.</p>	<p><b>DC appoint agent</b></p> <p><b>DC contact trust</b></p>

<p><b>33</b></p>	<p><b>To Review licence for land adjacent to library building and Resolve arrangements for Invitation to Tender for the coming year</b></p> <p>The Chair summarised current position regarding letting of this site and the need to review the licence prior to end date in May 2023. Cllr Lundy stated that the Town Council must when considering future options, take account of:</p> <ul style="list-style-type: none"> <li>• statutory planning requirements;</li> <li>• aesthetics of the area;</li> <li>• potential impact on Hub building project; and</li> <li>• Council’s Standing Orders regarding tender processes.</li> </ul> <p>These points were discussed by Committee and it was <b>resolved</b> that, subject to Standing Orders permitting, Cllr Barker would contact current tenant with suggested renewal terms. Proposed by Cllr Gregory, seconded by Cllr Barker. All in favour</p>	<p><b>SB contact tenant</b></p>
<p><b>34</b></p>	<p><b>To Review Current Budget, Earmarked Reserves, Year-End and CIL</b></p> <p>It was noted that financial matters had been reviewed and approved at very recent Finance Committee and agreed no further discussion required at this time.</p>	
<p><b>35</b></p>	<p><b>To Resolve to approve the terms for a continuation of the lease from Cornwall Council of the Patients car park, Station Road, Looe</b></p> <p>The Chair told the Committee that Cornwall Council (CC) was seeking back-rent for the patients car park and explained previous terms of lease, dates, arrangements and devolution priorities.</p> <p>It was agreed that Councillors would provide to DC any written evidence the LTC’s rent for the site had been waived by CC, and that DC would speak to Cornwall Link Advisor in the first instance before responding to communication received.</p>	<p><b>ALL send any emails or evidence to DC DC contact Sarah Sims</b></p>
<p><b>36</b></p>	<p><b>To Discuss advertising on bus stops owned by Looe Town Council</b></p> <p>The Chair stated that there were two bus stops in the town owned by Looe Town Council which had advertising space not rented out which could generate income for LTC. It was <b>resolved</b> to add this to list of Strategic Priorities. Proposed by Cllr Gregory, seconded by Cllr Hannaford. All in favour.</p>	<p><b>DC inform Cllr Remington</b></p>

37	<p><b>To Receive an update on the progress of the Accessibility Audit in Looe</b></p> <p>DC updated the Committee on work being undertaken by the Business Development Officer and Cllr Powell to add to the data gathered by Volunteer Cornwall and create a database of accessibility. Cllr Hannaford advised that the charity were working with limited resources so had been unable to canvas all local businesses.</p> <p>No further questions were raised.</p>	
38	<p><b>Other urgent business as determined by the Chairman (for information only)</b></p> <p>No matters</p>	
39	<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: 20<sup>th</sup> March 2023</b></p>	

**The Meeting closed at 8.03pm**

Signed .....

Date.....