

# LOOE TOWN COUNCIL KONSEL TRE LOGH



## MINUTES OF THE MEETING OF LOOE TOWN COUNCIL Held in The Council Chamber, Looe Library and Community Hub, The Millpool

25<sup>th</sup> March 2024 at 6.00pm

**PRESENT:** Cllr Tony Smith (TS) – Chair  
Cllr Stephen Remington (SR)  
Cllr Simon Barker (SB)  
Cllr Chris Harwood (CH)  
Cllr Stuart Haresnape  
Cllr John Holmes (JH)  
Cllr Martin Gregory (MG)  
Cllr James Lundy (JL)  
Cllr Jamie Pearn (JP)

**IN ATTENDANCE:** Lynda Powell – Town Clerk (TC)  
Karen Vaughan – Deputy Clerk (DC)

**Members of the public:** One member of the public joined the meeting at 6.40pm

	Welcome	Action
94.	<p><b>To Receive Apologies for Absence</b></p> <p>Apologies for absence were received. It was <b>RESOLVED</b> to accept apologies, along with the reasons given, from Cllr Armand Toms and Cllr Michala Powell. Proposed Cllr TS seconded Cllr SR. All in favour.</p> <p>Cllr Jasper Graham-Jones was absent from the meeting.</p>	

95.	<p><b>To Receive Declarations of Interest</b></p> <p>Cllr Lundy declared an interest in the item relating to Land North of Sunrising House.</p>	
96.	<p><b>To Receive Questions from Members of the Public</b></p> <p>No members of the public were in attendance at this time.</p>	
97.	<p><b>Minutes</b></p> <ol style="list-style-type: none"> <li>1. It was <b>RESOLVED</b> to approve the Minutes of the Finance &amp; Strategy Committee meeting held on Monday 22<sup>nd</sup> January 2024. Proposed by Cllr Barker, seconded by Cllr Harwood. All in favour.</li> <li>2. After a lengthy discussion about recollections of last meeting, it was <b>RESOLVED</b> to approve the Minutes of the Full Council meeting held on Tuesday 30<sup>th</sup> January 2024. Proposed by Cllr Barker, Seconded by Cllr Remington. Carried by Mayor’s casting vote. 3 for 3 against, 3 abstained as not present at previous meeting.</li> </ol>	<p><b>TC publish minutes</b></p>
98.	<p><b>Three Seas</b></p> <p>The mayor welcomed Simon Ryan from 3C’s to the meeting. Simon thanked LTC for their support over past year or so and stated that the project had received great support within town and from local bodies, as well as a good response from the public on social media.</p> <p>(A member of the public joined the meeting at this time).</p> <p>Simon advised Councillors that a detailed project plan was in progress and their website contained full details. Information had also been sent to Planning &amp; Building Control and other relevant services. He explained that the project was now looking to raise 1.9m funding for the actual construction costs and to ensure building could be as ecologically sound as possible e.g. air source heating and insulation.</p> <p>Simon stated that the precise timescale to complete the project remained unclear but finances should be secured by summer which would be followed by a tender process and then building would commence in Autumn. He advised Councillors that £1.6m had been secured and a Community Share Offer was being launched to raise £250,000, the project would then make up remainder of funds needs through a loan or other grants. Simon assured Councillors of his confidence that the project in Looe would proceed.</p>	

	<p>A question was raised about whether there would be any return on shares for investors from the community and Simon responded that a 3% return per year was anticipated but could not be guaranteed. No further questions were raised, and the Chair thanked Simon for attending.</p> <p>Simon Ryan left the meeting and the Town Clerk invited the member of the public to introduce himself and address Councillors.</p> <p>Mr Jim Candy introduced himself and apologised for his late arrival. He explained that he was standing for election as Cornwall Councillor in West Looe. Mr Candy stated that he was aware of town issues and had been briefed by CC ward member for East Looe Armand Toms. He requested that it be recorded that he was very grateful to Cllr Toms for all the work that had been done since their friend and colleague Cllr Edwina Hannaford became ill.</p>	
99.	<p><b>Clerk’s Report</b></p> <p>The Town Clerk stated that she had provided a written report to Councillors prior to the meeting and updated those present with the fact that an appointment had been made to position of Content and Communications Officer. She thanked all those involved with the recruitment process.</p> <p>Cllr Holmes asked for an update on the town’s banking hub and the period that it was likely to be based at the Heritage Centre. The Town Clerk confirmed that the hub had premises there on an 18 month lease with Looe Harbour Commissioners.</p> <p>The Town Clerk drew Councillors’ attention to the availability of LANTRA training in April and encouraged attendance by members who may support Council events.</p> <p>Cllr Barker asked whether there was any further update on landslip at Polperro Road, and the Clerk advised that no information had been made available to LTC beyond the announcement previously provided.</p>	
100.	<p><b>Cornwall Councillor Updates:</b></p> <p>It was noted that no reports had been provided to this meeting.</p>	
101.	<p><b>External Organisations Reports</b></p> <p><b>Devon &amp; Cornwall Police</b> – none received</p> <p><b>Looe Volunteers</b> – Cllr Barker provided a verbal report and confirmed that Looe Development Trust had agreed to manage finances for the volunteer group in the short term. Cllr Barker stated that a meeting had taken place about organising a</p>	

	<p>'clear up' process for the town and he asked Councillors to send their ideas about priorities for the group to consider at their next meeting. He informed Councillors that the Charities Commission had requested more information about setting up the Community Interest Organisation, and that there had been an offer of sponsorship from a local business</p>	
<p><b>102.</b></p>	<p><b>Council Committees and Working Groups</b></p> <ol style="list-style-type: none"> <li>1. A detailed written report from Planning Committee was noted. A question was raised about development of sites at St Martins and Cllr Lundy advised that details of Cornwall Council's planning decisions were awaited.</li> </ol> <p>It was <b>RESOLVED</b> to support Cllr Lundy's application to be a member of the Cornwall Planning Partnership. Proposed by Cllr Remington, Seconded by Cllr Barker. All in favour</p> <ol style="list-style-type: none"> <li>2. Written reports from Finance &amp; Strategy Committee were noted. <ol style="list-style-type: none"> <li>a. Cllr Lundy questioned the proposal to give delegated authority to Finance &amp; Strategy Committee for grants of up to £3,000 and stated his view that this decision should be made by Full Council. A discussion took place about pros and cons of this and it was noted that the Committee already had delegated responsibility for such decisions. The Town Clerk stated that there was a need to agree the financial limit of this delegated authority.</li> </ol> <p>It was <b>RESOLVED</b> to adopt revised Community Grants policy. Proposed by Cllr Gregory, Seconded by Cllr Barker. All in favour</p> <p>It was <b>RESOLVED</b> to delegate authority for the allocation of Community Grants up to a limit of £1,000 to Finance &amp; Strategy Committee. Proposed by Cllr Remington, Seconded by Cllr Barker. All in favour</p> <ol style="list-style-type: none"> <li>b. Cllr Barker drew attention of the meeting to proposals for financial risk management and a need to spread risks as far as possible. He stated that the Committee suggested splitting funds beyond £85,000 at Lloyds (based on protected 'guaranteed' limit) between Cornwall Council and Community Churches Local Authority (CCLA) Investment Fund. Cllr Remington asked whether there was a guarantee of £85,000 being returned if anything happened to Lloyds and Cllr Barker responded that a definitive answer had not yet been received about the return of funds to public bodies in the event of loss of the bank.</li> </ol> </li> </ol>	<p><b>TC publish policy with amendment</b></p>

	<p>A further question was raised about the links between CCLA and Church of England (CoE), and their past involvement in reparation funds, arms dealing, and political causes. Cllr Lundy suggested that LTC should seek a more neutral provider who is less politically led and experienced at wealth management. Cllr Barker stated his understanding that CCLA was a public sector deposit fund that was a Mutual Society, i.e. owned by its investors and that the biggest investors did not include the CoE.</p> <p>The Town Clerk suggested that more information should be gathered about where money would be deposited, and Councillors agreed that the principle of spreading financial risk more broadly was supported.</p> <p>c. Cllr Barker drew Councillors attention to the report provided about Allocation of Reserves and stated that this was a first draft of how these should be allocated.</p> <p>It was <b>RESOLVED</b> to adopt the Allocation of Reserves 2023/24. Proposed by Cllr Barker, Seconded by Cllr Remington. All in favour.</p> <p>d. The Financial Risk Register was noted.</p> <p>It was <b>RESOLVED</b> to adopt the Financial Risk Register. Proposed by Cllr Gregory, Seconded by Cllr Barker. All in favour.</p> <p>The Chair thanked Committee Chairs for their reports</p> <p>3. Cllr Remington stated that a written report had been circulated about the Business &amp; Learning Working Group. He drew attention to the draft report from Real Ideas and recommended that all Councillors read this and provide feedback to TC or himself. TC advised that the planning application agreed at last Full Council meeting had been submitted on 20<sup>th</sup> February.</p> <p>Cllr Harwood gave a verbal update on the Community Safety Partnership, and reported that the last meeting had been well attended with outcomes including: guidance to be provided by Cornwall Council about rough sleepers; Community Emergency Plan updated with others in group.</p>	<p><b>RFO</b></p> <p><b>RFO allocate in budget plans</b></p>
<p><b>103.</b></p>	<p><b>Seafront Toilets Water Tank</b></p> <p>It was <b>resolved</b> to approve expenditure to remove the water tank from seafront toilets. Proposed by Cllr Barker, Seconded by Cllr Remington. All in favour</p>	

<p><b>104.</b></p>	<p><b>Land North of Sunrising House</b></p> <p>Cllr Lundy left the room.</p> <p>Reports provided for Councillors by Officers were noted and the Chair explained that this was about land that Cornwall Council have invited LTC to take over. The meeting discussed why LTC may want the site and the potential benefits to the town and/or Council of taking over woodland, etc.</p> <p>Councillors noted that significant liabilities were attached to the site with requirement for tree management in particular, and no benefit or use of site, or potential demand for it were identified. The possibility of the site being managed by a community organisation or nature-based charity was discussed by Councillors and it was agreed that Officers would explore third parties that may be interested and qualified to manage the site on behalf of the town before responding to Cornwall Council with a decision.</p>	<p><b>TC/DC explore options and report to FC</b></p>
<p><b>105.</b></p>	<p><b>Local Heroes Noticeboard, Mariners Garden</b></p> <p>Cllr Barker explained the idea of having somewhere in Looe to celebrate those people who do lots of voluntary work for the town and the proposal that this could be a board in the Mariners Garden.</p> <p>Cllr Lundy stated that he and the Town Clerk were working on a project with Looe in Bloom to improve the Mariners Garden and it was agreed that the idea of a Local Heroes Noticeboard should be considered as part of any wider scheme for the area.</p>	<p><b>SB/JL/TC consider as part of plans for area</b></p>
<p><b>106.</b></p>	<p><b>Skatepark</b></p> <p>The Chair invited the Town Clerk to introduce this item and she stated that she had circulated an update report based on her understanding of actions from last meeting. She noted, however, that in discussing minutes of last meeting, recollections of the resolutions taken there appeared to vary. The Town Clerk asked Councillors to therefore consider what actions were now required.</p> <p>Cllr Lundy stated that if LTC was the applicant for planning permission, Council would be unable to comment or to present information to the public about the application and would have to direct people to the Cornwall Council process. Cllr Lundy expressed his view that the local level of objective representation provided by Looe Town Council as a formal consultee to the planning process would be lost in this situation.</p> <p>The Town Clerk suggested that progressing with a planning application would help to understand how people felt about the skatepark proposed for Looe. She</p>	

	<p>stated that Looe Development Trust (LDT) would run consultation events along with Boundless so that LTC were not leading engagement with the public.</p> <p>Cllr Remington asked Councillors to consider how democracy would be best served: through a planning application from LTC or from another body? Cllr Gregory pointed out that there was also a need to consider liability for any conditions attached to planning permission granted as responsibility for these would rest with the applicant.</p> <p>Cllr Gregory went on to suggest that much had changed since LTC first agreed to apply for planning permission for the skatepark in June 2022 and that, in light of this, the whole issue should be considered again by Full Council.</p> <p>The Town Clerk stated that things had moved on and changed but principle of having a skate park in Looe was supported by Council in 2022 and still is now, with the project stated in Looe Neighbourhood Development Plan and listed as a Strategic Priority for 2024/25. She emphasised that discussions now need to be about how it can be delivered and that will mean Councillors and Officers working with other organisations to achieve this.</p> <p>It was <b>RESOLVED</b> that a planning application for the skatepark should be submitted by Looe Development Trust, supported by Council Officers, and funded by LTC. Proposed by Cllr Gregory, Seconded by Cllr Holmes. All in favour.</p> <p>The Chair noted that the time had reached 8pm and reminded Councillors that Standing Orders precluded meetings beyond two hours without agreement to continue. It was <b>RESOLVED</b> to extend this meeting to complete the agenda and for a maximum of 30 minutes. Proposed by Cllr Barker, Seconded by Cllr Remington. All in favour</p> <p>It was <b>RESOLVED</b> that an Extraordinary Full Council meeting would be arranged as soon as possible to discuss the provision of a skatepark for the town and Looe Town Council's responsibilities and commitments for its delivery and management. Proposed by Cllr Holmes, Seconded by Cllr Barker. All in favour</p>	<p><b>TC advise partners</b></p> <p><b>TC arrange meeting</b></p>
<p><b>107.</b></p>	<p><b>Event Risk Management Support</b></p> <p>A report about risk management had been circulated by the Town Clerk in advance of the meeting and this was noted. Councillors questioned the risks involved and where responsibility and liability would lay if there were any accidents or incidents at events. It was recognised that support being procured would also increase the skill and confident of employees to management future events.</p>	

	<p>It was <b>RESOLVED</b> to contract with Neil Pickett for 2024 to provide expertise, knowledge and advice on H&amp;S, event planning/management and to be the named event organiser at all Town Council insured events.</p> <p>Proposed by Cllr Barker, Seconded by Cllr Harwood. All in favour</p>	<b>TC set up contract</b>
<b>108.</b>	<p><b>Voluntary Visitor Payback Scheme Feasibility Study</b></p> <p>A report from the Town Clerk was noted following agreement at last Full Council to work with other pilot towns and partners on a feasibility study for the proposed scheme.</p> <p>It was <b>RESOLVED</b> to submit a funding application to the Community Capacity Fund on behalf of the councils involved. Proposed by Cllr Remington, Seconded by Cllr Barker. All in favour</p>	<b>TC/RFO submit app</b>
<b>109.</b>	<p><b>Community Grants/Donations</b></p> <p>The Town Clerk reported that advice had been sought about providing grants to churches as requested at last meeting of Council when a request from Looe PCC was considered. She stated that she had contacted Cornwall Association of Local Councils and spoken to the Local Government Resource Centre for advice.</p> <p>Following advice, the Town Clerk had looked at Cornwall Council's closed churchyard policy and whether they should be providing the service for which the grant is being requested. She explained that CC are obligated to cut the hedge-row so the issue then is whether what they do is at the level required. Under new Local Government legislation, TC stated that Town Councils can fund a church.</p> <p>An objection was raised by Cllr Lundy on a point of principle, who asked why Council should pay for the upkeep of church assets while the diocese was selling off assets and earning money. It was suggested that the volunteer group that provided upkeep at the churchyard could be formalised through the new volunteering group so that work could be done without LTC funding. A further question was raised about whether this would be a one-off request or likely to be annual expenditure.</p> <p>It was proposed to approve a grant of £1,000 to St Martins and St Nicholas Churches, Looe PCC. Proposed by Cllr Smith, Seconded by Cllr Barker. Not carried 4 for / 5 against.</p>	<b>TC advise applicant</b>



<p><b>110.</b></p>	<p><b>Part 2 – Exclusion of members of the press and public</b></p> <p>In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business to be discussed, it was <b>RESOLVED</b> to exclude the public and press from the meeting during consideration of the following matters. Proposed by Cllr Remington, Seconded by Cllr Lundy. All in favour.</p> <p>a. The Chair thanked the Visit Looe working group for the draft Heads of Agreement which would form a Memorandum of Understanding for 12 months between Council and Welcome to Looe &amp; Polperro. It was <b>RESOLVED</b> to adopt the Heads of Agreement as presented. Proposed by Cllr Barker, Seconded by Cllr Lundy. Carried 7 for / 1 against / 1 abstained.</p>	<p><b>TC confirm with WTLP</b></p>
	<p><b>Date of the next meeting: 30<sup>th</sup> April 2024</b></p>	

The meeting concluded at 8.22pm

Signed \_\_\_\_\_

Date \_\_\_\_\_