

Looe Town Council

Meeting of Services, Assets & Community Committee

14th April 2025 at 6pm

LOOE TOWN COUNCIL
KONSEL TRE LOGH
Looe Library and Community Hub,
The Millpool, West Looe PL13 2AF.
Telephone: 01503 262255
VAT Reg: 381 5093 50

Members of the Services and Asset Management Committee
Looe Town Council

7th April 2025

Ladies and Gentlemen

You are hereby summoned to attend a meeting of the Services, Assets & Community Committee, convened by the Town Clerk for the purpose of transacting the following business.

This meeting will be held at Looe Library and Community Hub, The Millpool, Looe, PL13 2AF on:

Monday, 14th April 2025 at 6.00pm

Yours faithfully



Sharon Payne
Looe Deputy Town Clerk

Please note that this meeting is open to members of the public. If you would like information about attending a meeting or how to ask a question please email enquiries@looetowncouncil.gov.uk or ring 01503 262255

Looe Town Council
Meeting of Services, Assets & Community Committee
14th April 2025 at 6.00pm



AGENDA

	Welcome	
SAC/24-25/46	To Receive Apologies for Absence To receive and consider for approval, apologies for absence and reasons given.	2 mins
SAC/24-25/47	To Receive Declarations of Interest Councillors are reminded to declare any interest on any item on the agenda at this point or at any point during the meeting in accordance with the Council's Code of Conduct.	
SAC/24-25/48	Public Participation. To receive representations from members of the public in respect to the business on the agenda ¹ .	15 mins
SAC/24-24/49	To Resolve to approve the minutes of the previous meeting of the Services & Assets & Community Committee held on 13th January 25	2 mins
SAC/24-25/50	To Receive questions on report from the Library Supervisor.	5 mins
SAC/24-25/51	To Receive questions on report from the Content and Communications Officer.	5 mins
SAC/24-25/52	To Receive questions on report from the Responsible Finance Officer.	5 mins
SAC/24-25/53	To Receive questions on report from the Deputy Clerk and Resolve any necessary actions to be taken including; <ul style="list-style-type: none"> • 1) Kernowfomia festival and the seafront toilets. 	15 mins
SAC/24-25/54	To Review Maintenance Schedule plan & progress made.	5 mins
SAC/24-25/55	To receive a report on 24/7 Accessible Toilet Operation at the Millpool and Guildhall facilities and Resolve to recommend to Full Council any necessary actions to be taken including; <ul style="list-style-type: none"> • 1) Continue to operate the accessible toilets at the Guildhall and Millpool 24/7. • 2) Padlock the accessible toilets - with the facilities being secured at dusk. 	5 mins
SAC/24-25/56	To Note correspondence received for information only	2 mins
SAC/24-25/57	Exclusion of members of the press and public - Standing Order 3d. The Town Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. <ul style="list-style-type: none"> • 1)Tenders received and advertising trailer – Land adjoining the Looe Library. 	10 mins

	• 2)Patients Car Park Barrier	
SAC/24-25/58	Date of the next meeting: Tuesday June 10th 2025	2 mins

1 Please note that this meeting is open to members of the public. If you would like to attend, please email enquiries@looe-town-council.gov.uk or ring 015023 262255. In accordance with Looe Town Council Standing orders members of the public may speak for no more than 3 minutes and the period of time designated for public participation shall not exceed 15 minutes unless directed by the Chairman of the meeting.

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



Services, Assets & Community Committee Minutes

Held in

The Council Chamber, Looe Library and Community Hub, The Millpool, Looe

Meeting held on 13th January 2025 at 6pm

PRESENT: Cllr Jon Holmes (JH) - Chair
Cllr Armand Toms (AT)
Cllr Stephen Remington (SR)
Cllr Jasper Graham-Jones (JGJ)
Cllr James Lundy (JL)
Cllr Jamie Pearn (JP)

IN ATTENDANCE: Sharon Payne – Deputy Clerk (DC)
Donna Folland – Admin Officer (AO)

Members of the Public: 2

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	Welcome The Chair welcomed all to the meeting.	
SAC/24-25/33.	To Receive and Accept Apologies It was agreed to accept Apologies for absence and the reasons given from Cllr Martin Gregory (MG) and Cllr Chris Harwood (CH).	

SAC/24-25/34.	<p>To Receive Declarations of Interest</p> <p>Clr Toms declared an interest in matters pertaining to Cornwall Council, Looe Development Trust and Looe Harbour Commissioners.</p>	
SAC/24-25/35.	<p>To Receive Questions from Members of the Public</p> <p>Questions were received from the two members of public present.</p> <p>The Chair and Clr Remington responded to the questions.</p>	
SAC/24-25/36.	<p>To Resolve to approve the Minutes of the previous meeting of the Services, Assets & Community Committee held on 11th November 2024.</p> <p>There were insufficient Councillors present to approve the minutes of the previous meeting of the Services and Assets and Community held on 11th November 2024. The minutes will go to the Full Council meeting on the 27th January 2025 for approval.</p>	
SAC/24-25/37.	<p>To receive questions on the report from the Library Supervisor.</p> <p>The report from the Library Supervisor was circulated and noted.</p> <p>Councillors appreciate The Library service as an asset to the town and the free Craft Workshops have been well received and attended. These will tie into Creative Looe initiative.</p>	
SAC/24-25/38.	<p>To receive questions on the report from the Content and Communications Officer.</p> <p>The report from the Content and Communications Officer was circulated and noted.</p>	
SAC/24-25/39.	<p>To receive questions on the report from the Responsible Finance Officer.</p> <p>The report from the Responsible Finance Officer was circulated and noted.</p>	

SAC/24-25/40.	<p>To receive questions on the report from the Deputy Clerk and Resolve any necessary actions to be taken including.</p> <ol style="list-style-type: none"> 1. Radio frequency identity toilet card to recommend to Finance & Strategy. <p>The Deputy Clerks report was circulated and noted. The DC gave an overview of her report.</p> <ul style="list-style-type: none"> • The energy saving film has been fitted to five of the Office windows. Energy savings will be monitored. • The flood defence barriers have arrived, a date for the building company to fit is to be confirmed. • The Polkirt Arcade 5 year electrical safety report will be completed in February 2025. • Seven of the Finger posts have now been refurbished. The finger post by the bridge will be completed by an external company. <p>5:25pm A member of the public left the meeting.</p> <p>The Guildhall toilet flooring was discussed. Quotes will be obtained for a surveyor and based on their findings utilise 'Contract finder'.</p> <p>A price comparison report for the Public toilet supplies was circulated and noted. A possible further reduction for supplies was established and will be included for consideration.</p> <p>The disabled toilet at Hannafore is open following vandalism in October 2024.</p> <p>The Old Vets building will be returned to the Council on 23rd January 2024. Following inspection possible future use will be run across all the Council committees.</p> <p>Discussion ensued about the radio frequency toilet cards for visitors. It was agreed that the additional workload for staff and costs is too prohibitive and therefore not viable.</p> <p>It was RESOLVED to not proceed with recommending a radio frequency identity toilet card to Finance and Strategy Committee.</p> <p>Proposed by Cllr Jon Holmes and seconded by Cllr Stephen Remington. All in favour.</p>	
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SAC/24-25/41.	<p>To review the maintenance schedule plan and progress made.</p> <p>The maintenance schedule plan was circulated and noted. The Deputy Clerk explained that due to the small maintenance team and staff sickness the team were behind schedule.</p>	
SAC/24-25/42.	<p>To receive an update on the Mariners Garden and Resolve any necessary actions to be taken including.</p> <ol style="list-style-type: none"> 1. Resolution on style of new planters to recommend to Full Council. 2. Resolution to apply for a grant for the purchase of planters <p>1. Discussion ensued around the style of planters, the construction materials, and the need to consider they are in a conservation area.</p> <p>It was RESOLVED to recommend to Full Council a boat style planter.</p> <p>Proposed by Cllr Jasper Graham Jones and seconded by Cllr Stephen Remington. Carried 5 for/ 1 against.</p> <ol style="list-style-type: none"> 2. Discussion ensued around the possibility to apply for a grant for the purchase of the planters. <p>It was RESOLVED to apply to West Looe Town Trust for a grant for the purchase of a boat style planter.</p> <p>Proposed by Cllr James Lundy and seconded by Cllr Armand Toms. All in favour.</p>	
SAC/24-25/43.	<p>To note correspondence received for information only.</p> <p>Correspondence was circulated and noted. The</p>	
SAC/24-25/44.	<p>Exclusion of members of the press and public.</p> <p>Exclusion of the Press and Public. Standing Order 3d. The Town Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p>	

LIBRARY & COMMUNITY HUB MONTHLY REPORT – February 2025

<p>ACHIEVEMENTS</p> <ul style="list-style-type: none">• Completed the last of our New Year, New Hobby Workshops; Candle Craft and Cross Stitch for Beginners. Our workshops were very popular and received excellent feedback• Aboriginal Art Workshop 'Dot Art' for children during Feb Half Term• Two well attended Drop-Ins and first of three workshops with our WiR, Jackie Taylor• March library newsletter completed (See attached), shared and displayed in LTC noticeboards• March Wasson completed, shared and displayed in LTC noticeboards
<p>PROGRESS REPORT</p> <p>Library Statistics:</p> <p>Issues: 10th (out of 28 sites) 😞 Disappointing. Possible reasons: one of our housebound borrowers has sadly died and Restgarth Care Home has paused our Housebound Delivery Service. These amount to a drop in approximately 30 issues per month. I asked Libraries HQ for any feedback regarding our drop in issues % growth. 'Yes, all the libraries were pretty poor this month. Its normally down to the weather. We had a lot of storms last month. Looe were top for new borrowers though which is really good.'</p> <p>New Borrowers: 1st 😊 Positive impact from the workshops. Some of the people attending the workshops came to the Hub for the first time and consequently discovered the library. We encouraged them to join and borrow books on the topic of the workshop.</p>
<p>CURRENT PRIORITIES</p> <ul style="list-style-type: none">• Complete 1-1 appraisals with Library Team• Team to complete new training requested by Cornwall Libraries• Plan cover for Donna's shifts while she is on Jury Service• Prepare and print updated TIC leaflets for the Leaflet Exchange Event at The Portbyhan on Fri 28th. Sharon will be at the event representing Looe Festival of Words and has offered to share our TIC leaflets• Prepare for children's Easter Activities: Easter Art & Craft Workshop and JT Scott Storytelling Workshop• Liaise with HT to schedule dates for Looe Primary visits• Continue preparations for our Eco Event on 29th March• Create links with Eco Event to promote the library service– carbon footprint of a shop book v library book• Hub Team continuing to update our tourist information leaflets with a focus on local walks, ready for the new season• Empty and prepare the leaflet trailer for new leaflets/new season
<p>CURRENT OBSTACLES/ISSUES N/A</p>

Catherine Foley,
Library & Community Hub Supervisor

27th February 2025

SAC/24-25-50

Library Newsletter

Displayed in LTC noticeboards and on Cornwall Council Libraries Website

[Looe Library and Information Service - Cornwall Council](#)



LOOE LIBRARY

LAST MONTH AT LOOE



MARCH



Fabulous Feedback!

Candle Craft and Beginners Cross Stitch, completed the last of our New Year, New Hobby Workshops. Thank you for all the fabulous feedback; we enjoyed leading the workshops as much as you enjoyed coming!



Aboriginal Art

..inspired our Half Term workshops and children created their own dotty paintings of sea creatures.



Catherine
Supervisor, Looe Library & Community Hub

Writer In Residence

After two well attended Drop-Ins, Jackie Taylor is ready with pen poised to lead her creative writing workshops - already fully booked!



SAVE THE DATE

7th March: Job Centre Drop-In
29th March: Looe Eco Event
10th April: Easter Craft Activity
17th April: JT Scott Workshop

Follow us on Facebook
Looe Library & Community Hub

FREE CLUBS & GROUPS

Stories & Songs EVERY MONDAY 10.30-11AM
Knit & Natter EVERY TUESDAY 2-4PM
Saturday Club EVERY WEEK 11AM-1PM

MONTHLY REPORT –March 2025

KEY ACHIEVEMENTS/SUCSESSES

(the key things you've achieved or completed in the last month – maximum 5)

- Reached council decision on new Visit Looe website!
- Assisted in planning & completion of Eco Event.
- Introduced new councillors to Social Media policy & added profiles to the website.
- Submission to community news & frequent posting of community events on social media channels.

PROGRESS REPORTS

(status update on any ongoing projects or business as usual work which has progressed in month)

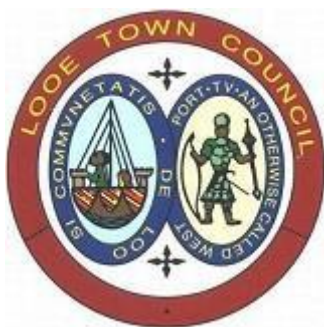
- Steps taken to ensure website is ready for takeover, working with Simon Rickwood frequently & filing relevant information/photographs.
- Conversations with RFO & Simpleview to ensure Visit Looe domain is ours.
- Communication with both successful & unsuccessful Visit Looe candidates, providing feedback on submission.
- Added open tender for land adjacent to library building on site & promoted this across our channels.
- Added Cleaning operative job vacancy to site & promoted to social channels.
- Created signage & promotion for Eco Event & promoted this frequently across social channels.
- Created signage for cleaning & maintenance team.
- Frequent promotion of community events and projects both via Looe Town Council & Visit Looe. **Examples include:** Looe Shedders Tractor project, We are of This Place, Looe & Beyond Walking Tours, Writer in Residence.
- Collection & maintenance of Looe & beyond images/ video for social media and website.
- Maintained posting frequently on our Visit Looe social media, 45 new followers. 2.5k followers total, 7.5k views average. Top performing posts seem to be following the Beyond Paradise relaunch, relevant across both Instagram & Facebook. Our Looe Town Council socials excel this figure due to frequent posting & sharing of advertisements mentioned (views17k average) this month.

SAC/24-25/51

<p>CURRENT PRIORITIES (your focus and priorities for the coming month – maximum 5)</p> <ul style="list-style-type: none"> • Collect & sort high-res images for Simon Rickwood ahead of website relaunch. • Take some time to schedule social media posting across Visit Looe prior to Easter season with a focus on reels. Aim to increase views & likes to replicate previous peak. This involves, allocating more time to the page to achieve engagement alike to Looe Town Council page. • Work closely with new Town Clerk to ensure complete understanding of my role & future aspirations for Visit Looe.
<p>CURRENT OSTACLES (any barriers or issues blocking your ability to progress with work that you need to complete)</p> <ul style="list-style-type: none"> • Some images we have on file- it is unclear who owns the image or if we have permission to use this. To avoid future copyright issues time is needed to collect new images (this is weather dependent & takes a fair amount of time to capture/edit etc)

YOUR NAME Tegan Bould
DATE March 2025
JOB TITLE Content & Communications

SAC/24-25/52 – CONFIDENTIAL



Author: Sharon Payne, Deputy Town Clerk

Committee: SAC 14th April 2025

Status: PUBLIC

Agenda Item SAC 24-25/53 Deputy Clerk's Report

Date: 4th April 2025

Deputy Clerk's Report on Services and Assets – April 2025

This report sets out actions taken from previous meetings of the Services & Asset Management Committee, now replaced by Services, Assets & Community Committee, and provides any necessary update on other LTC assets or matters arising.

Items in bold red require a decision from Committee members please.

1. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

- **Flood protection for Council offices** – The Flood barriers have been fitted and staff have been trained in safe deployment.
- **Polkirt Arcade Fire alarm** – All Looe Town Council remedial works for fire risk assessment compliance have been completed. Liskeard Property Management have advised us that the emergency lights and the alarm have been reinstated. They currently have no funds to carry out the remaining works (Interconnected fire alarm for the upstairs). We have asked our fire risk assessor if a temporary solution will be acceptable. As soon as funds become available, this will be completed. Liskeard Property Maintenance are currently funding communal power until a resolution from the ombudsman is obtained.

- **Simpler Recycling.** Simpler Recycling by 31st March 2025 – Please see separate report (SAC.24-25.53.3).
- **Finger posts** – New tops for the completed posts will be ordered and fitted by the team. The finger post on the Looe bridge has been completed by a local decorating firm. 7 posts have been cleaned and painted; finials will be measured.
- **Looe Heritage Trail signs** – Looe Old Cornwall Society have confirmed that they put these signs up but advise that they don't have resources to maintain or update. Deputy Town Clerk to liaise and find a way forward / use for this signage around the town. An update will be provided in June, but Councillors are asked to consider possible uses across our committees and working groups.
- **Maintenance Plan** – Monthly plans prepared for period to the end of April 2025. Deputy Town Clerk to complete monthly plans for May 2025 and June 2025. See Point 2 in this report.
- **The Mariners Garden** – project nearing completion. Arborcure have removed the slate chippings, replaced the weed control fabric and planted the beds. Both boats were removed as they were nearing the end of their maintainable lives. We will obtain quotes for a boat style planter and submit a grant to WLTT for its purchase (SAC/24-25/42.2). Our cleaning and maintenance team will continue to water in the new plants and spread seeds for a wildflower bed nearest the bridge. See Gallery images 1 at the end of this report.
- **Guildhall Toilets** – Our Architect has been appointed and a topographical survey has been completed. A drainage company will complete an intrusive survey of the manhole in the near future. An update will be provided once complete.
- **Toilet Consumables Report** - see Appendix A.
- **Patients Car Park Barrier** – Please see separate report – SAC.24-25.57.2
- **West Looe Quay Toilet Roof** – We have made contact with the adjoining property owner and we are in the process of fixing a date with our contractor to clear the roof of accumulated debris.

2. CLEANING & MAINTENANCE TEAM

We are now operating on our spring schedule – the cleaning team have completed deep cleans on all facilities. All facilities will be open daily from 9am-5pm. Opening times will be extended for the Easter weekend and May bank holidays – 8am-8pm (Friday 18th - Monday 21st April 2025, Saturday 3rd May – Monday 5th May & Saturday 24th May- Monday 26th May 2025).

3. MAINTENANCE PLAN/SCHEDULE

We are continuing to refine how we use the Maintenance Planning and Scheduling routine. The Monthly Maintenance Plan is a working document which we update at the end of each calendar month and Councillors can view this in Teams at:

https://looetowncouncil.sharepoint.com/:f:/s/TownCouncillors/Eh0rhzdillRMmUZbA6mxbJIBvG9yNmQmp_MfzzvSCKsq6w?e=eB35pB

See Appendix A.

4. Land adjoining Looe Library and Community Hub

At the meeting of Full Council on 27th January 2025 (FC24-25.102.4) it was resolved to put out to tender the land adjoining the Looe Library and Community Hub. Please see separate report – SAC 24-25.57.1.

Decision is required to select a preferred option to put forward to Full Council on Monday 28th April 2025.

5. TOWN CCTV

The CCTV system was identified as a budget priority for this year's EMR's. At the meeting of Full Council held on 27th January 2025 (FC24/25.102.2) it was resolved to select Cornwall Electrical Systems to install a new CCTV system for the town and for council assets. This work commenced on 5th March 2025 and is in progress.

6. PIZZA HUT

Ownership of The timber structure at the western end of the Millpool car park – locally known as 'The Pizza Hut', has been transferred from Cornwall Council to Looe Town Council. The structure has been serviced and treated by our Cleaning and maintenance supervisor and has been fitted with the Smuggler's Way signage.

7. THE OLD VETS

Looe Town Council took back ownership of the Old Vets on 23rd January 2025. At the meeting of Full Council on 27th January 2025 (FC 24-25.102.4) it was resolved to lease the building on a two year fully repairing and insuring lease. A draft of the lease is included in Appendix A. The Vets sales particulars are now available on our website and social media pages.

8. SEAFRONT TOILETS

In recent weeks the toilets at the seafront have been experiencing breakdowns. Please see separate report (SAC.24-25.53.8).

9. KERNOWFORNIA FESTIVAL

A new music festival will be held on East Looe Beach from 26th September until 28th September. Please view details of the festival by clicking on the link below.

<https://www.kernowforniafestival.com/>

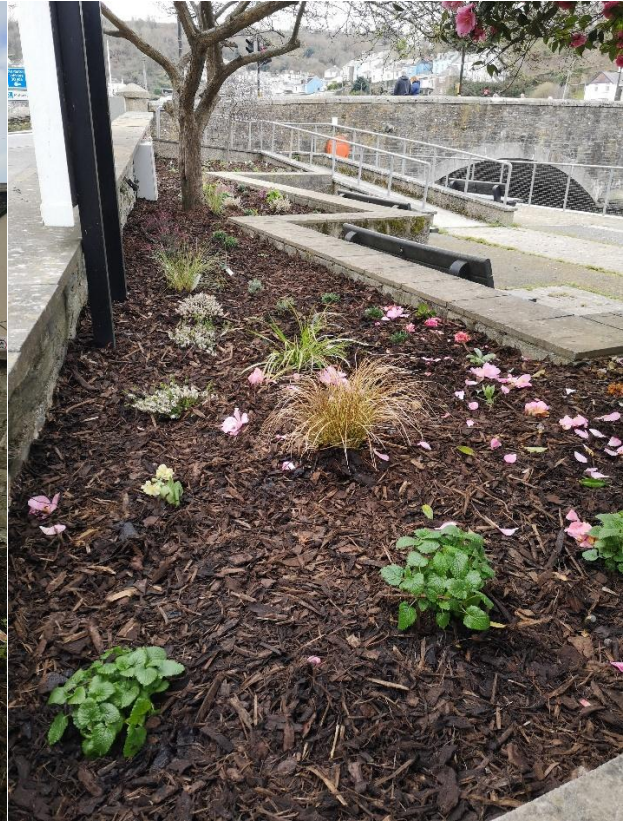
We have enquired with the Production Manager of Gracenote Promotion / Kernowfornia Festival, as the Seafront Toilet facilities fall within the licence area of the festival. See Gallery images 2 at the end of this report. Kernowfornia have requested the use of the facilities as back-stage toilets.

Our officer team and cleaning and maintenance supervisor have a number of reservations regarding this request. It has been suggested that the event will need to supply approximately 80 Portaloo's to properly service the number of attendees, no donation towards cleaning of the facilities has been offered.

Councillors are asked to review website (link above) and the gallery images below and resolve to decide use of the facilities as a backstage facility by Kernowfornia and if a donation is required.

Gallery.

1.



2.

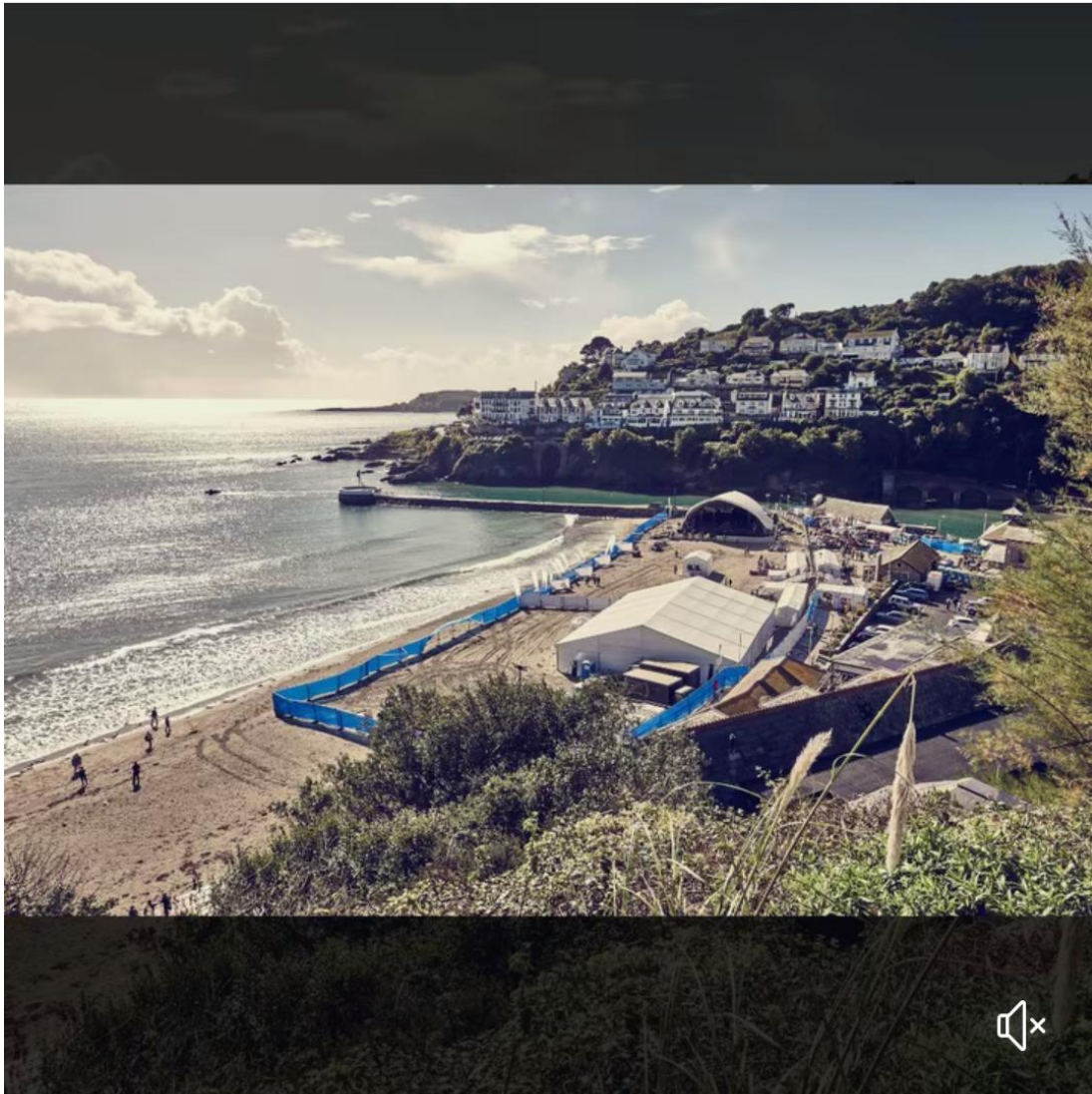


Kernowfornia Festival



Sponsored · 

Kernowfornia Festival 2025 - Only a limited time left to get tickets at our Early Bird Price! Be quick before the price rises!



kernowforniafestival.com

Kernowfornia Festival - Looe Music Festival, Cornwall

Shop now

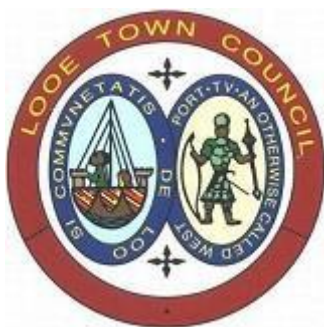



KERNOWFORNIA FESTIVAL

LOOE BEACH
CORNWALL

Day Tickets £49
Weekend Tickets
from £99

Friday	Main Stage	Sunday
MARILLION	NICK MULVEY	JORDAN RAKEI
EMBRACE	VILLAGERS	LUCY ROSE
THE MAGIC NUMBERS	A BLAZE OF FEATHER	NEWTON FAULKNER
HAUNT THE WOODS	MATTHEW & THE ATLAS	TORS
WILLE & THE BANDITS	FINNEGAN TUI	SUNSET SONS
PURE REASON REVOLUTION	MATTHEW & THE ATLAS	SCOTT MATTHEWS
LESOIR	RACHEL SERMANNI	VANESSA FORERO
HARVEY JAMES	THE OGGYMEN	JAMIE YOST
Second Stage		
FERRIS & SYLVESTER	DELTA SLEEP	LAND OF THE GIANTS
ISOLDE LASOEN	MORIATY	VINCE LEE
RD THOMAS	WINTER MOUNTAIN	BIG LAVA
JAMES DIXON	RUSSELL SINCLAIR	BECCA LANGSFORD & THOMAS FORD
THE CABARATS	BADCORE HORNS	WEBMOMS
GRACE LIGHTMAN	BAILEY TOMKINSON & THE LOCALS	ALEX HART
JON FAZAL	PASSING WAVES	THE RAGDOLLS
STONE TAPE THEORY	REDRO	ALEX ROBERTSON TRIO



Author:	Sharon Payne - Deputy Town Clerk
Committee:	SAC 14th April 2025
Status:	PUBLIC
Agenda Item	SAC 24-25/53.1.3 Simpler Recycling
Date:	4th April 2025

1. Purpose. To review costs for waste services and demonstrate that we have selected the most appropriate supplier to meet our responsibilities.

2. Background. Simpler Recycling by 31st March 2025. All businesses with 10 FTE employees and relevant non-domestic premises in England will need to arrange for the collection of the core recyclable waste streams, with the exception of garden waste (glass, metal, plastic, food waste, paper and card). Please visit - [Simpler Recycling in England: policy update - GOV.UK](#) for more information.

3. Explanation. Simpler Recycling will enable consistent, more streamlined collections from all households, businesses and relevant non-domestic premises (such as schools and hospitals).

4. New default requirements. The new default requirement for most households and workplaces will be 4 containers:

- residual (non-recyclable) waste
- food waste (mixed with garden waste if appropriate)
- paper and card
- all other dry recyclable materials (plastic, metal and glass)

This is the government's maximum default requirement and is not expected to increase in the future.

5. Why?. Recycling easier: people will be able to recycle the same materials across England whether at home, work or school, and will no longer need to check what is accepted for recycling in their local area. A universal standard will ensure that everything that can be collected for household recycling is collected in every region.

6. Supporting the circular economy strategy. The government is committed to moving towards a zero waste, circular economy. This will create a future where:

- we keep our resources in use for longer and reduce waste
- we accelerate the path to net zero
- we see investment in critical infrastructure and green jobs
- our economy prospers
- nature thrives

To do this they are building a circular economy strategy and a series of sector-based roadmaps for reform. This will include a long-term roadmap for the packaging sector.

Simpler Recycling in England will be an essential part of this mission.

Alongside [Extended Producer Responsibility for packaging](#) and the [Deposit Return Scheme for drinks containers](#), Simpler Recycling will make a significant step towards meeting our ambition to recycle 65% of municipal waste by 2035, and deliver greenhouse gas emissions savings equivalent to £11.8 billion .

These reforms will reduce confusion and will help ensure the correct materials are captured for recycling.

This will improve recycling rates – [household recycling rates in England have flatlined at around 44% to 45% since 2015](#). This policy will play a critical role in delivering emissions savings for the waste sector in Carbon Budgets 4 to 6.

Simpler Recycling aims to ensure there is more recycled material in the products we buy, and that high quality recycled material can be sourced domestically, enabling packaging circularity in the UK. It will help to support more than [£10 billion investment in the UK's recycling capability over the next decade](#).

7. Costs. We have obtained prices from the following service providers to meet our simpler recycling responsibilities.

7.1. **Biffa:** (Our Current waste collection service). We are in contract with Biffa for General waste and DMR. There is a 41% of the remaining service contract penalty for exiting early – 9 months – £237 per month * 9 = £2133 – £874.53 to exit early.

New Contract offered:

Service: 1100L General Waste Wheelie Bin – 1 visit per week

- Current Lift Price: **£45.76**
- Offered Lift Price: **£13.52**

New Services:

- 1 x 240L Recycling Bin @ **£5.60** per lift
- 1 x 140L Food Waste only @ **£7.20** per lift
- 1 x 140L Glass only @ **£5.65** per lift

Prices are exclusive of VAT.

I can also offer a fixed term contract for the first 12 month without any price increases.

7.2. Cornwall Council:

Collection Items	Item Cost	Cost Per Week
1 x 1100 litre wheelie bin for rubbish	£21.50	£21.50
1 x 34 litre bag for paper and magazines	£1.25	£1.25
1 x 60 litre bag for cardboard	£1.25	£1.25
1 x 60 litre bag for plastics and cans	£1.25	£1.25
1 x 23 litre outdoor caddy for food waste	£3.00	£3.00
1 x 55 litre box for glass	£1.25	£1.25
Total Weekly Cost		£29.50

Collection Items	Item Cost	Cost Per Week
1 x 1100 litre wheelie bin for rubbish	£21.50	£21.50
1 x 240 litre wheelie bin for paper and magazines	£7.50	£7.50
1 x 240 litre wheelie bin for cardboard	£7.00	£7.00
1 x 240 litre wheelie bin for plastics and cans	£7.00	£7.00
1 x 23 litre outdoor caddy for food waste	£3.00	£3.00
1 x 55 litre box for glass	£1.25	£1.25
Total Weekly Cost		£47.25

Collection Items	Item Cost	Cost Per Week
2 x 1100 litre wheelie bin for rubbish	£21.50	£43.00
1 x 240 litre wheelie bin for paper and magazines	£7.50	£7.50
1 x 240 litre wheelie bin for cardboard	£7.00	£7.00
1 x 240 litre wheelie bin for plastics and cans	£7.00	£7.00
1 x 23 litre outdoor caddy for food waste	£3.00	£3.00
1 x 55 litre box for glass	£1.25	£1.25
Total Weekly Cost		£68.75

7.3. Suez:

four quote

Select materials Select containers Review basket Complete quote

Please note that monthly collections will incur a one-off container delivery charge.

Price per month		£105.00 ex VAT
Mixed recycling 240L 1 per week Change container Remove	1	£29.30 monthly price ex VAT what is included?
General waste 1100L 1 per week Change container Remove	1	£59.70 monthly price ex VAT what is included?
Glass 140L Monthly Change container Remove	1	£6.30 monthly price ex VAT what is included?
Food waste 140L Monthly Change container Remove	1	£9.70 monthly price ex VAT what is included?

8.How?. Looe Town Council have considered how we meet our obligations for simpler recycling.

- The offices and Looe Library and Community Hub already sort our waste streams into 4 categories. We will add a glass and food waste collection service from 31st March 2025.
- Our public toilet facilities – We currently have general waste bins at each site that are emptied by our cleaning and maintenance team and deposited into a 1100L container at the Looe Library and Community Hub.
- Unfortunately, the waste in these receptacles will need to be sorted from 1st April 2025. This new activity will be hazardous and time consuming for the staff and we have little room in the toilets to supply multiple receptacles for pre-sorting.
- Looe Town Council will remove the general waste bins from the toilets over Easter and encourage people to take waste home. The Cleaning and maintenance team will review on 1st May 2025.
- **9. Conclusion.** The early exit fee for leaving the Biffa contract early, combined with a very reasonable new 12-month contract offered means that we will stay with Biffa. In 8 months' time we will contact these suppliers again to re-negotiate the best service and price.

SAC/24-25/53.1.8 - CONFIDENTIAL

SAC/24-25/53.7 - CONFIDENTIAL



Author: Sharon Payne, Deputy Clerk

Committee: SAC 14th April 2025

Status: PUBLIC

Agenda Item SAC 24-25/53.8 Seafront Toilets

Date: 31st March 2025

1. **Purpose.** To keep council informed of the condition of the Propelair toilets at the Seafront facilities.
2. **Background.** As part of the toilet refurbishment completed at the Seafront facilities in 2024, Council selected Propelair for the installation of 10 new toilets. Propelair toilets use electricity, water and air pressure to flush waste. The flush is activated by users closing the lid, releasing 200ml of water into the pan, followed by a high-velocity air jet that effectively flushes the toilet and efficiently propels waste through the pipe. The ambition was to reduce water usage at this facility. The toilets came with a one-year guarantee on mechanical defects - consumables were not included.
3. **Wear and tear.** In recent months 'fair wear and tear' breakdowns of consumable parts such as toilet seats and seals has increased. We approached Propelair and queried the high number of seals that appeared to need replacing in the first year. A technician was booked to complete an inspection and training service with our Cleaning and Maintenance supervisor. One toilet seat and six seals were replaced. Due to the high level of use, we enquired about an annual service package. This will be considered once the one-year manufacturer guarantee ends and costs of consumables becomes clear (this information has been requested).

4. **Broken Toilet.** Our Cleaning and Maintenance supervisor reported a broken toilet at the facilities on the 20th March 2025. This will be replaced under warranty - the fault was a manufacturing defect.

5. **Annual Service Plan.**

Please see below for details of our periodic service plan. Please let me know if you need anything further.

Propelair Periodic Service Plan – Keep Your Propelair Toilets at Their Best

We understand the importance of your Propelair toilets operating at peak performance. That's why we've introduced a Periodic Service Plan.



 Ensure that your Propelair system remains in top condition while preventing costly issues caused by undetected leaks or wear-and-tear

What's included?
Our periodic service plan ensures your Propelair toilet and surrounding pipework remain in top condition, preventing issues before they arise. Our technicians perform a full Audio & Visual Inspection, including:

- **Leak checks** in the Propelair system, related pipework, and service duct (we proactively assess nearby leaks that impact your system)
- **Flush testing** to confirm optimal operation
- **Battery voltage test** using a multi-meter to ensure reliability
- Cleaning of the **water inlet filling valve** to maintain smooth performance
- Replacement of **key components**: filling valve diaphragm, flow regulator, lid and seat seals

Service Frequency: Annually (recommended) for optimal performance, or periodically based on usage. Applicable to all 1.5-litre and OneThreeFive Propelair toilets.

Why Choose Propelair's Service plan?

- Preventative maintenance reduces the risk of **unexpected, costly breakdowns**
- Ensures continued water savings with optimal performance.
- Peace of mind knowing your system is checked and serviced by our experts.
- Minimal disruption – our service is efficient and thorough
- UK: £190 per toilet unit
- SA: R1 850 per toilet unit

 service@propelair.com



6. **Conclusion.** The Deputy Town clerk will report at the next meeting of SAC.

Part Number	Product Name	Price £ ex VAT
91-0013	Inner & Outer Air Cuffs, Inner Cuff Clamp Ring, Air Foam Gasket	£13.05
91-0015	Orange Hinge Caps - Left & Right (pair)	£8.45
91-0016	White Hinge Caps - Left & Right (pair)	£8.60
91-0018	Water Hose Cuff x 2, Spring Clip x 2	£14.63
91-0019	Water Pump Skirt + O-Ring 47.35 x 1.78	£10.30
11-0066	Latch Cover Plate - Orange	£13.15
11-0017	Latch Cover Plate - White	£10.60
91-0020	Round Buffer (pack of 5)	£4.56
91-0021	Side Seat Buffer (pack of 2)	£3.71
12-0002	Hinge Pin	£15.11
13-0002	Float Level Sensor Assembly	£18.92
14-0003	12V Battery (pack of 2)	£60.50
91-0022	40 Amp Blade Fuse x 5	£2.46
14-0001	Water Pump 24V DC	£24.33
91-0023	M6 x 25 Steel Washer x 10	£1.06
91-0024	O-Ring 23 x 3 (pack of 10)	£2.81
91-0025	O-Ring 35 x 2.4 (Pack of 10)	£1.81
20-0001	Latch Hinge Pin	£0.46
26-0004	Breather Tube (320mm)	£0.95
27-0008	Molex to JST Adaptor	£18.85
34-0004	110mm DC3BLOS Drain Connector - McAlpine	£16.74
34-0001	15mm x 1/2" x 300mm Flexible Tap Connector with Isolator	£14.46
34-0003	2" x 2.5" Straight Flexible Coupling	£20.66
34-0039	50mm 92deg Solvent Weld Swept Bend - White	£5.49
34-0006	Float Operated Inlet Valve - Thomas Dudley	£23.23
34-0005	Pan Floor Fixing Pack	£15.67
200-003	Accessory - Disabled Plinth, trim & snap caps	£114.98
35-0006	Plinth Trim	£7.84
400-005	Seat Pack - Clear - Orange Latch	£176.13
400-004	Seat Pack - Clear - White Latch	£176.13
400-002	Seat Pack - White - White Latch	£117.03
90-0009	Air Pump Assembly	£202.93
90-0013	Air Pump Motor Assembly	£184.00
90-0034	Latch Assembly - Orange	£25.03
90-0016	Latch Assembly - White	£16.40
90-0014	Lid Seal Assembly	£28.05
90-0052	AGV (Actuated Gate Valve Assembly)	£101.30
90-0055	AGV Control Module - Mk3.3	£146.50
90-0001	Pan Assembly	£401.72
90-0015	Seat Seat Assembly	£30.63
90-0033	Smart Charger Assembly - Mk3	£117.85
90-0046	Water Pump Assembly	£24.33
91-0005	KoP - Latch - Orange	£41.61
91-0002	KoP - Latch - White	£28.60

SAC/24-25/54 - CONFIDENTIAL



Author: Sharon Payne – Deputy Town Clerk
Committee: SAC 14th April 2025
Status: PUBLIC
Agenda Item: SAC 24/25.55 Accessible Toilet Opening Times
Date: 13th March 2025

1.Purpose. To review an incident report submitted by the Cleaning and Maintenance Supervisor regarding 24/7 opening of the accessible toilets at The Millpool and The Guildhall. See point 4 below.

2.Decision required. Councillors are asked to review the incident report, the risk assessments (see images below) corresponding to 24/7 entry of our accessible toilet facilities and to recommend to Full Council Option 7.1 or 7.2 below for the future opening hours of these facilities.

3.Background. Up until December 2024, the cleaning and maintenance team had padlocked the accessible toilets, at the same time as the toilet facility closed. A decision was made in December by Councillors to not padlock the accessible facilities at the Millpool and the Guildhall toilets. The arrangement was to continue into the New Year and we were to record any incidents of vandalism or antisocial behaviour that occurs.

4.Incident Report from the Cleaning and Maintenance Supervisor. After work on 12/03/2025 I received a phone call at home from one of our cleaning operatives.

They had called to report an issue with someone in the Guildhall – Our cleaning and maintenance operative had attempted to close the toilet at 18:00 - but the individual in the cubicle was not leaving.

At 18:30 myself and our female operative entered the ladies toilet, where I called who I was and that the toilet was being closed. The response we received was a mumble of sounds; we continued to engage in conversation, asking if the individual could open the door? The door was locked and the individual continued to mumble. After a while I

informed the individual, I would open the door from the outside and then our female operative entered the cubicle to ensure the persons dignity.

We found a person slumped off the toilet and wedged between the toilet and the cubicle wall. The person was of a stature that left them unable to get up from the position they were in. I assisted the person into a seated position on the toilet - this proved extremely difficult, as they continued to slump off the toilet. To stop the person falling back into the same position I wedged myself between them and the cubicle wall, so that they were upright and leaning against me.

Once the person was in a more comfortable position, our cleaning and maintenance operative recognised them.

We both encouraged the person to talk to us, asking what had happened? Were they injured in any way? Should we call for medical assistance? As time went on, they became more lucid - apologising and asking us to ring their relative and to go home. Our operative retrieved the person's telephone and gave it to them, but they could not type in its access code. We offered to help if they told us the code, after a couple of attempts we got into the telephone and located the relative's number - we put the phone on loudspeaker and asked the relative if they could come and get the person.

The relative arrived shortly afterwards to take them home. A considerable effort was needed to extricate and escort the person to a waiting taxi.

At 19:35 we were able to lock the Guildhall toilets.

5. Concerns of the Cleaning and Maintenance Supervisor. This has brought to my attention an issue with the accessible toilets that we leave open 24 hours. If this incident had happened when there were no members of the cleaning team around, the outcome could have been very different. That evening was very cold, and the position that the person found themselves in could have led to hypothermia and severe breathing difficulties - or worse.

5.1. I have asked that all accessible toilets be closed and padlocked when we lock up each block on health and safety grounds - so that we do not face this situation again.

5.2. I have been instructed to leave them open until the council debates the issue at the next full council meeting.

5.3 I am seeking written confirmation that I have advised closing but been told to continue opening unsupervised.

Thank you for your help in this matter.

6.Conclusion. Officers feel that the decision to have two accessible facilities open 24/7 should be reviewed by Councillors. The original decision asked officers to record acts of vandalism and antisocial behaviour. Councillors should be aware of the added risk of a potential emergency being left undiscovered overnight.

7.Resolution. Councillors are asked to Resolve to recommend to Full Council Option 7A or 7B below for the future opening hours for these facilities.

7.1. Continue to operate the accessible toilets at the Guildhall and Millpool 24/7 with the signage as suggested in the corresponding risk assessment.


7.2. Accept the recommendation of the Cleaning and Maintenance Supervisor (5.1 above) and return to padlocking the accessible toilets at the Guildhall and Millpool when the toilet facilities are secured at dusk.

Images



RISK ASSESSMENT: LOOE TOWN COUNCIL

Ref:	TITLE: Public Toilets Guildhall (24/7 - Unisex and Accessible facilities)								
Activity	Hazard		Initial Risk			Mitigating Controls	Residual Risk		
Description: Process or Activity steps	Identified Hazard	People at Risk	Severity: No Controls in Place (1-4)	Likelihood: No Controls in Place (1-4)	Hazard Risk Rating (H/M/L)	Controls in Place: All Controls must be valid in that they reduce severity, likelihood or both and are adequate in reducing risk to as low as reasonably possible.	Severity: Mitigating Controls in Place (1-4)	Likelihood: Mitigating Controls in Place (1-4)	Residual Risk Rating (H/M/L)
Cleaning of Floors and Walls	Slips, trips and falls resulting in injury	Public, Employees	2	2	M	Area clear of trip hazards. Slip resistant flooring installed throughout. Walls to ceiling height can be readily reached by hand or by using mop fitted to handle. No requirement to use step ladders.	1	1	L
Use of 240v Electrical Appliances	Electric shock resulting in injury / electrical burns	Public, Employees	3	2	M	No 240v electric appliances used in toilets for cleaning. Main electrical board located in high level locked cupboard inaccessible to public.	2	1	L
Use of Substances Hazardous to Health	Exposure resulting in acute / chronic ill health	Employees	2	2	M	Proprietary cleaners and sanitising products supplied in concentrated form and kept in secure cupboard. Diluted products used for cleaning. All staff use PPE and have been trained in safe use of chemicals. COSHH	1	1	L
Contaminated waste clearance incl. drugs paraphernalia	Contact resulting in infection	Public, Employees	3	2	M	Used sanitary items collected in clearly marked designated clinical waste bags for weekly disposal. Any drugs paraphernalia found handled using litter picker and disposed of using 'sharps' container. Protective gloves worn when handling waste.	3	1	M
Access / Egress & Use of toilets	Slips, trips and falls resulting in injury	Public, Employees	2	2	M	Good access to toilets. Slip resistant flooring throughout. Cleaners endeavour to maintain floor in a dry condition. Warning signs in place when floor is wet.	1	1	L

Use of toilets	Unsafe damaged or defective facility with potential for harm	Public, Employees	3	2	M	Toilets routinely checked for defects by cleaners. Defects reported to the Amenities Manager or Town Clerk who prioritises and actions remedial works.	2	1	L
Use of toilets	Contact with contaminated surfaces resulting in infection	Public, Employees	3	2	M	Toilets regularly cleaned and surfaces sanitised using proprietary sanitising products	2	1	L
Emergency Exit	Loss of lighting or fire resulting in difficult exit with potential for injury	Public, Employees	3	2	M	Clear access with natural lighting. Clear route to exit. Low level of fire risk.	2	1	L
Emergency	Toilets are open 24/7. Public use at own risk.	Public	4	2	H	Toilets in use and not locked at night. A sign is posted on the outside - facility is not monitored and used entirely at your own risk. Toilets are checked at opening, regularly across the day and when closing the rest of the facility.	4	1	M
Assessor: S Payne		Signature: 			Date of Assessment: 12.3.2025		Review Date: 12.3.2026		

RISK ASSESSMENT: LOOE TOWN COUNCIL



Ref:	TITLE: Public Toilets Millpool (24/7 - Unisex and Accessible facilities)								
Activity	Hazard		Initial Risk			Mitigating Controls	Residual Risk		
Description: Process or Activity steps	Identified Hazard	People at Risk	Severity: No Controls in Place (1-4)	Likelihood: No Controls in Place (1-4)	Hazard Risk Rating (H/M/L)	Controls in Place: All Controls must be valid in that they reduce severity, likelihood or both and are adequate in reducing risk to as low as reasonably possible.	Severity: Mitigating Controls in Place (1-4)	Likelihood: Mitigating Controls in Place (1-4)	Residual Risk Rating (H/M/L)
Cleaning of Floors and Walls	Slips, trips and falls resulting in injury	Public, Employees	2	2	M	Area clear of trip hazards. Slip resistant flooring installed throughout. Walls to ceiling height can be readily reached by hand or by using mop fitted to handle. No requirement to use step ladders.	1	1	L
Use of 240v Electrical Appliances	Electric shock resulting in injury / electrical burns	Public, Employees	3	2	M	No 240v electric appliances used in toilets for cleaning. Main electrical board located in high level locked cupboard inaccessible to public.	2	1	L
Use of Substances Hazardous to Health	Exposure resulting in acute / chronic ill health	Employees	2	2	M	Proprietary cleaners and sanitising products supplied in concentrated form and kept in secure cupboard. Diluted products used for cleaning. All staff use PPE and have been trained in safe use of chemicals. COSHH	1	1	L
Contaminated waste clearance incl. drugs paraphernalia	Contact resulting in infection	Public, Employees	3	2	M	Used sanitary items collected in clearly marked designated clinical waste bags for weekly disposal. Any drugs paraphernalia found handled using litter picker and disposed of using 'sharps' container. Protective gloves worn when handling waste.	3	1	M
Access / Egress & Use of toilets	Slips, trips and falls resulting in injury	Public, Employees	2	2	M	Good access to toilets. Slip resistant flooring throughout. Cleaners endeavour to maintain floor in a dry condition. Warning signs in place when floor is wet.	1	1	L

Use of toilets	Unsafe damaged or defective facility with potential for harm	Public, Employees	3	2	M	Toilets routinely checked for defects by cleaners. Defects reported to the Amenities Manager or Town Clerk who prioritises and actions remedial works.	2	1	L
Use of toilets	Contact with contaminated surfaces resulting in infection	Public, Employees	3	2	M	Toilets regularly cleaned and surfaces sanitised using proprietary sanitising products	2	1	L
Emergency Exit	Loss of lighting or fire resulting in difficult exit with potential for injury	Public, Employees	3	2	M	Clear access with natural lighting. Clear route to exit. Low level of fire risk.	2	1	L
Emergency	Toilets are open 24/7. Public use at own risk.	Public	4	2	H	Toilets in use and not locked at night. A sign is posted on the outside - facility is not monitored and used entirely at your own risk. Toilets are checked at opening, regularly across the day and when closing the rest of the facility.	4	1	M
Assessor: S Payne	Signature:		Date of Assessment: 12.3.2025			Review Date: 12.3.2026			



Lynda Powell
Looe Town Council
enquiries@looetowncouncil.gov.uk

Your ref:
My ref: LMP 2025
Date: 31st January 2025

Dear Lynda Powell,

Local Maintenance Partnership Invitation 2025 – 26.

The Local Maintenance Partnership is a unique arrangement between Cornwall Council and Town and Parish Councils across the County. Over 160 Councils are currently involved, with grants paid by Cornwall Council for trimming and minor works over the agreed sections of the Public Rights Of Way (PROW) path network, thereby enabling delivery at a more local level.

These existing partnerships are highly valued and we are now looking to build on their success. We are therefore inviting all the remaining Town and Parish Councils to work with us to deliver an efficient and effective service which benefits all parties involved.

Details of the agreement have been included within the application package, however the key responsibilities can be summarised as follows;

Cornwall Council agrees to:

- Provide reimbursement for the work with grant funding calculated in relation to the classification "Gold, Silver, Bronze" of the PROW network.
- Provide technical advice and support to the local council;

The local Council agrees to:

- Appoint a coordinator to liaise with the Operational Delivery Area Rangers. This can be the Clerk, a Councillor or any member of the local community.
- Submit claims for the grant with supporting invoices.
- Check and hold copies of contractors' public liability insurance and training certificates.

Cornwall Council | Konsel Kernow
Environment Service, Unit 17, Threemilestone Industrial Estate, Truro, Cornwall, TR4 9LD
E: imp@cornwall.gov.uk | T: 0300 1234 100
www.cornwall.gov.uk



- This funding is specifically for the cutting of vegetation that grows along the surface of Public Rights of Way and is calculated at £149.62 per km, per cut for specific Gold paths, £7.47 per cut for specific isolated gates or stiles and a flat rate of £59.84 per km is offered for the overall length of Silver paths in the parish. Currently there is no specific grant for Bronze paths. A Frequently Asked Questions summary has been included in this offer pack.

Therefore, I am therefore pleased to offer you £392.30 for the cutting of Public Rights of Way in your parish.

Please find enclosed:

- **Parish Schedule** – schedule of cutting lengths and eligible costs.
- **Contractor summary of cutting** – this details cutting lengths only; please copy as necessary and pass to your contractor asking them to note the dates that they undertake each cut and return it to you with their invoice.
- **Digitised Public Rights of Way Maps** - illustrating the Gold, Silver and Bronze path cutting regimes for the Parish. Please make these available to your contractor to use with their schedule so that they can locate areas that require cutting.
- **Information Sheets** - LMP Frequently Asked Questions, Risk Management Note for the Local Maintenance Partnership and Small Works Contract.
- **Invoice Template** – Please use this template when you are ready to submit your invoice.
- **Acceptance of offer form** – To be signed and returned confirming your acceptance.

What to do next

If you would like to accept this offer, please sign your acceptance form and return it to me within one month of the date of this letter.

On receipt of your acceptance we will send you a Purchase Order in the new financial year

You will need to invoice us for the funds and you can submit your invoice after each full cut of the respective paths in your parish or submit one after the final cutting is complete. Your invoice must be supported by copies of your contractor invoices and their completed cutting schedule.

We hope that you will consider our proposal and look forward to working in partnership with you. The Chair of Cornwall Local Access Forum (CLAF), Victoria Burton-Davey, is pleased to support this initiative. The Forum is an organisation which is independent of Cornwall Council and advises the Council on improving access to the countryside. Further information about the Forum is available on the Council's website.
<http://www.cornwall.gov.uk/environment-and-planning/countryside/cornwall-countryside-access-forum/>

If you have any questions about the scheme in general, please do not hesitate to contact me.

Yours sincerely



Jon Mitchell
Public Space & Forestry Team Leader
Cornwall Council

imp@cornwall.gov.uk

Acceptance Form on following page

Offer of Grant: Local Maintenance Partnership (LMP) / SWCP cutting 2025

(Looe Town Council) Acceptance

We accept Cornwall Council's offer dated 31st January 2025 and agree to comply with the conditions of the offer.

We wish to undertake: LMP Cutting SWCP Cutting (Tick as appropriate)

Signed on behalf of (Looe Town Council)

Name in Capitals:.....

Position:

Signature:.....

Date:.....

Please return this form to;

Scan, or take a photo and email to imp@cornwall.gov.uk

Or alternatively an email stating your decision to the address above.

SAC/24-25/57.1 - CONFIDENTIAL

SAC/24-25/57.2 - CONFIDENTIAL