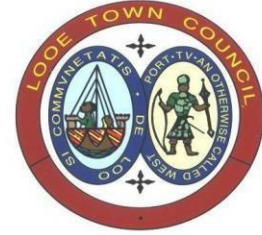


**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE Services, Assets & Community Committee**

**Meeting held on 22<sup>nd</sup> April 2024 at 6pm**

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

**IN ATTENDANCE:** Karen Vaughan – Deputy Clerk (DC)  
Donna Folland – Admin Officer (AO)  
Andrew Thompson – Cleaning & Maintenance Supervisor (CMS)

	<b>Welcome</b>	<b>ACTIONS</b>
<b>26.</b>	<p><b>To Receive and Accept Apologies</b> Apologies for absence were received from Cllr Jon Holmes (JH) and Cllr Stephen Remington (SR)</p> <p>It was <b>RESOLVED</b> to accept apologies and the reasons given. Proposed by Cllr Gregory and seconded by Cllr Lundy. All in favour.</p>	
<b>27.</b>	<p><b>To Receive Declarations of Interest</b> Cllr Toms declared an interest in matters pertaining to Cornwall Council, Looe Development Trust and Looe Harbour Commissioners.</p>	
<b>28.</b>	<p><b>To Receive Questions from Members of the Public</b> None in attendance.</p>	
<b>29.</b>	<p><b>To Resolve to approve the Minutes of the previous meeting:</b> It was <b>Resolved</b> to approve the Minutes of the previous meeting of Services &amp; Asset Community Committee held on 15<sup>th</sup> January 2024. Proposed by Cllr Gregory, seconded by Cllr Harwood. Carried 3 for /2 abstained as not present at the meeting.</p>	<b>AO publish minutes.</b>

<p><b>30.</b></p>	<p><b>To Receive questions on the report from the Library Supervisor.</b></p> <p>Councillors acknowledged the well-attended workshop events that the library team have provided and the increasing popularity of the Wasson Community events/groups leaflet.</p>	
<p><b>31.</b></p>	<p><b>To receive questions on the report from the Social Media provider.</b></p> <p>Councillors acknowledged the report from the Social Media provider. Tegan will be joining the team as the Content and Communications Officer on Monday 29<sup>th</sup> April 2024.</p>	
<p><b>32.</b></p>	<p><b>To receive questions on the report from the Deputy Clerk and Resolve any necessary actions to be taken.</b></p> <p>Councillors thanked the Deputy Clerk for a comprehensive report, and DC reported on recent updates including:</p> <ul style="list-style-type: none"> <li>a) The seafront refurbishment is complete, and the entry gates have been installed. Following a final snagging at the end of April, a follow up meeting with one Councillor from the Committee to be arranged to review the project.</li> <li>b) Discussion ensued around exploring the possibility of a toilet card for tourists. DC to contact HI TECH, proposed costs would be £25 for the card with £5 credit and a refundable £20 deposit.</li> <li>c) Valuation of LTC property assets – the team are working on identifying supporting documentation for ownership/tenure of some premises.</li> <li>d) A letter had been received from CC regarding the Patient Car Park lease renewal which will be circulated to members.</li> <li>e) LTC had previously agreed to take over the emptying of the dog waste bin at the junction of Tregarrick &amp; Goonwartha. It has been identified that the bin is a dual purpose bin for both litter and dog waste. As LTC are not responsible for litter the DC will investigate the history of installation.</li> <li>f) The need for flood protection for the main doors of the Council Offices was discussed. DC to present options to next SAC meeting.</li> <li>g) The costs for updating and refurbishing of the towns finger posts was considered. Removal of 1 finger post and replacement of 4 new fingers with refurbishing of existing fingers were identified. The condition of the top of the post at Pennylands was highlighted.</li> </ul> <p>It was <b>Resolved</b> to remove one fingerpost; to purchase 4 new pointer signs and refurbish and re-use existing materials where possible.</p>	<p><b>DC arrange review meeting</b></p> <p><b>DC to contact HI-TEC.</b></p> <p><b>DC circulate letter</b></p> <p><b>DC to contact CC re. installation of dual purpose bin.</b></p> <p><b>DC to investigate flood protection for Council Offices.</b></p> <p><b>DC to arrange new finger posts.</b></p>

	<p><b>Proposed</b> by Cllr Gregory and <b>seconded</b> by Cllr Lundy. All in favour.</p> <p>h) Discussion ensued on ownership of the Looe Heritage Trail signs and the need for refurbishment. DC to explore.</p> <p>i) The DC informed the committee that the insurers have now paid for the water damage to the carpet upstairs and will activate replacement.</p> <p>j) New locking mechanisms have been fitted to disabled toilets following a fault being identified with some of the mechanisms.</p> <p>k) Discussion ensued around the servicing costs of the new HI-TEC entry gates at the sea front and the discounted package offered for servicing of both sites.</p> <p>It was <b>Resolved</b> to approve the DC proposal of servicing both sites by HI-TEC with the recommended 2 services a year. Proposed by Cllr Gregory and seconded by Cllr Lundy. All in favour.</p> <p>l) Discussion ensued around the land adjacent to the Library Building. It was agreed that the possible uses for the site and associated income stream should be considered by the Finance and Strategy Committee. DC add to Agenda for next meeting of that Committee.</p> <p>m) A question was raised about the Fire Alarm at Polkirt Arcade Unit and DC advised that new managing agents had taken over the freehold so their permission had to be sought to make changes to the system. This had now been granted so Trelawney Fire &amp; Security would be asked to make the necessary changes to the fire alarm within the unit.</p>	<p><b>DC to explore ownership.</b></p> <p><b>DC to arrange replacement carpet.</b></p> <p><b>DC arrange with Hi-Tec</b></p> <p><b>DC to add to Finance and Strategy Agenda.</b></p> <p><b>DC arrange work through TFS.</b></p>
<p><b>33.</b></p>	<p><b>To Review Maintenance Schedule plan, progress made and budget requirements.</b></p> <p>The Committee noted that the monthly maintenance schedule process is working well. Cllr Harwood and the DC will work together to develop the Annual Maintenance Plan for next Council year.</p>	<p><b>DC &amp; CH to produce Annual Plan for next Council year.</b></p>
<p><b>34.</b></p>	<p><b>To Resolve actions to be taken in response to Legionella Risk Assessments completed at Town Council premises.</b></p> <p>The Legionella risk assessments circulated to Councillors before the meeting were noted</p> <p>It was <b>Resolved</b> to accept the recommendations of the DC to continue work on addressing any items identified as a risk. Proposed by Cllr Gregory and seconded by Cllr Graham-Jones. All in favour.</p>	<p><b>DC progress actions</b></p>

<p>35.</p>	<p><b>To consider options for traffic management in East Looe during peak holiday season and Resolve action to be taken.</b></p> <p>Options for traffic management in East Looe during peak season were discussed including purchasing additional parking enforcement from CC or employing a Street Marshal dedicated to Fore Street entrance. The Committee would like to investigate the possibility of a more permanent solution in the longer term and previous draft Traffic Regulation Orders would be reconsidered.</p> <p>It was <b>Resolved</b> to recommend to Full Council to advertise for a Street Marshal to commence as early in summer season as possible, with hours and pay to meet budgeted cost. Proposed by Cllr Gregory and seconded by Cllr Graham-Jones. All in favour.</p>	<p><b>DC investigate previous plans.</b></p> <p><b>DC add to FC agenda</b></p>
<p>36.</p>	<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>It was <b>Resolved</b> to exclude members of the press and public. Proposed Cllr Gregory and seconded by Cllr Lundy. All in favour.</p> <p>The DC summarised issues about seafront store and current licence arrangements with tenant. Councillors discussed recent asset valuations and costs/terms of similar storage units available in town.</p> <p>It was <b>Resolved</b> to provide a new lease with an 18month term for the Seafront Store. Proposed by Cllr Graham-Jones and seconded by Cllr Lundy.</p> <p>It was <b>Resolved</b> to increase the rent to £200 per month. Proposed by Cllr Harwood and seconded by Cllr Lundy. Carried - 4 for/1 against.</p>	<p><b>DC contact tenant and provide new licence</b></p>
	<p><b>Date of next meeting: TBA</b></p>	

The Meeting closed at 19:17pm

Signed .....

Date.....