

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 23rd September 2025 at 6pm

PRESENT: Cllr Jamie Pearn (JP) – Vice Chair
Cllr Stephen Remmington (SR)
Cllr Jasper Graham-Jones (JGJ)
Cllr James Lundy (JL)
Cllr Chris Harwood (CH)
Cllr Michala Powell (MP)
Cllr Mark Pughe (MPU)
Cllr Chris Rose (CR)

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

Members of the Public: None

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	Welcome The Vice Chair Cllr Jamie Pearn welcomed everyone to the meeting.	
SAC/25-26/015	To Receive Apologies for Absence and reasons given.	

	<p>It was agreed to accept Apologies for absence and the reasons given from Cllr Jon Holmes</p>	
SAC/25-26/016	<p>To Receive Declarations of Interest/Request for dispensations.</p> <p>None declared by all Cllrs.</p>	
Public Participation		
SAC/25-26/017	<p>To Receive representations from members of the Public in respect to the business on the Agenda.</p> <p>None Present.</p>	
SAC/25-26/018	<p>To Resolve to approve the minutes of the previous meeting of the Services, Assets & Community Committee held on 10th June 2025.</p> <p>It was RESOLVED to approve the minutes of the previous Services, Assets & Community Committee held on 10th June 2025.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Chris Harwood.</p> <p>All in favour by those present at the meeting. 2 abstentions.</p>	
SAC/25-26/019	<p>To receive questions on the report from the Library Supervisor.</p> <p>The Library newsletter was circulated and noted. Cllrs congratulated the Library Team on their hard work.</p>	
SAC/25-26/020	<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> <p>Discussion ensued around Council facebook posts. The Town Clerk will liaise with the</p>	TC to liaise with CCO

	<p>Content and Communications Officer.</p> <p>6:05pm Cllr Jasper Graham-Jones joined the meeting.</p>	
SAC/25-26/021	<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/25-26/022	<p>To receive questions on the report from the Deputy Clerk and Resolve any necessary actions to be taken.</p> <p>The Deputy Clerks report was circulated and noted. The Deputy Clerk gave an overview of her report and answered Cllrs questions. Discussion ensued around the use of the Seafront Toilets during Kernowfornia, the Maintenance schedule, Cleaning Team, Polkirk Arcade and the repairs to the LTC van.</p>	<p>DC to liaise with Cllr MPU</p> <p>TC to liaise with Cllr JP</p>
SAC/25-26/023	<p>To receive a report on the Patients Car Park Barrier and Resolve to select option 5a, 5b, or 5c from the report.</p> <p>The report on the Patients Car Park Barrier was circulated and noted. The Deputy Clerk gave an overview of the report. Discussion ensued around the researched options within the Report.</p> <p>It was RESOLVED to instruct Trelawney, Fire and Security to replace the barrier with an intercom and fob option. Between 8am & 5:30pm access will be limited to patients with appointments being 'buzzed' in by reception at the Doctors. LTC permit holders granted access via a fob from 5:30pm (the Doctors Surgery have advised that although appointments can be after 6pm, patient numbers are very low).</p> <p>Proposed by Cllr Jamie Pearn and seconded by Cllr Mark Pughe.</p> <p>Carried 6 for / 1 against. 1 abstention.</p>	

SAC/25-26/024	<p>To Review Maintenance Schedule plan & progress made.</p> <p>The Maintenance Schedule was circulated and noted. The Deputy Clerk gave an overview of the report.</p>	
SAC/25-26/025	<p>Report from Looe's Loos working group.</p> <p>The report from the Looe's Loos working group was circulated and noted. The Deputy Clerk gave an overview of the report. A request was made for volunteer Cllrs to assist the cleaning team with New Years Eve toilet closures.</p>	
SAC/25-26/026	<p>To receive questions on the report from Town Clerk regarding Looe Boating Lake?</p> <p>The report from the Town Clerk regarding the Boating lake was circulated and noted. The Clerk gave an overview of the report. Discussion ensued around historical use and previous planning applications.</p> <p>It was agreed not to comment until a presentation to Cllrs or planning application was received.</p>	
SAC/25-26/027	<p>To note correspondence received for information only.</p> <p>Correspondence received was circulated and noted.</p>	
SAC/25-26/028	<p>Exclusion of members of the press and public.</p> <p>To consider passing the following resolution(s). “In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the consideration of the following matter due to the confidential nature of the business to be discussed.”</p> <p>None present.</p>	

SAC/25-26/029	<p>Confidential items for discussion.</p> <ul style="list-style-type: none"> • CCTV Extension Proposal <p>The report on the proposed CCTV extension was circulated and noted.</p> <p>It was RESOLVED to install two cameras on the Seafront Toilets subject to further research into positioning of cameras to protect our assets.</p> <p>Proposed by Cllr Mark Pughe and seconded by Cllr Stephen Remington. All in favour.</p>	
SAC/25-26/030	<p>Date of Next Meeting:</p> <p>Tuesday 2nd December 2025</p>	
	<p>Meeting Closed at: 7:03pm</p>	