

SAC.14.04.26

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, Assets and Community Committee
Looe Town Council**

8th April 2026

Dear Councillors

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:

Tuesday 14th April 2026 at 6.00pm

Yours faithfully

**Sam White
Looe 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
Tuesday 14th April 2026 at 6.00pm



AGENDA

	Welcome	
SAC/25-26/45	To Receive Apologies for Absence and reasons given. To receive and consider for approval, apologies for absence and reasons given.	
SAC/25-26/46	To Receive Declarations of Interest / Request for dispensations To RECEIVE any declarations of interest. To RESOLVE to grant dispensations where appropriate. 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.	2 mins
	Public Participation	
SAC/25-26/47	To receive representations from members of the public in respect to the business on the agenda ¹ .	15 mins
SAC/25-26/48	To Resolve to approve the minutes of the previous meeting of the Services & Assets & Community Committee held on 2nd December 25.	2 mins
SAC/25-26/49	To receive questions on report from the Library Supervisor.	5 mins
SAC/25-26/50	To receive questions on report from the Town Clerk regarding naming and signage for Belinda Lane.	5 mins
SAC/25-26/51	To receive questions on report from the Finance Officer, Nayax income.	5 mins
SAC/25-26/52	To receive questions on report from the Deputy Clerk and Resolve any necessary actions to be taken.	15 mins
SAC/25-26/53	To review and approve flooring material for the Guildhall Toilets.	10 mins
SAC/25-26/54	To review Maintenance Schedule plan, progress made and supply costs.	5 mins
SAC/25-26/55	To Note correspondence received for information only.	2 mins
SAC/25-26/56	Exclusion of members of the press and public. 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."	2 mins
SAC/25-26/57	Confidential items for discussion <ul style="list-style-type: none"> • Polkirt Arcade • Looe Library and Community Hub Reconfiguration • Budget Recommendations 	15 mins
SAC/25-26/58	Date of the next meeting: Tuesday 14th July 2026.	

¹ Please note that this meeting is open to members of the public. If you would like to attend, please email enquiries@looetowncouncil.gov.uk or ring 01503 262255. In accordance with Looe Town Council Standing orders members of the public may speak for o 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 2nd December 2025 at 6pm

PRESENT: Cllr Jon Holmes (JH) - Chair
Cllr Jamie Pearn (JP) – Vice Chair
Cllr Stephen Remington (SR)
Cllr Chris Harwood (CH)
Cllr Mark Pughe (MPU)

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

Members of the Public: None Present

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	Welcome The Chair Cllr Jon Holmes welcomed everyone to the meeting.	
SAC/25-26/031	To Receive Apologies for Absence and reasons given. It was AGREED to accept apologies and the reasons given from Cllr Michala Powell and James Lundy.	

SAC/25-26/032	<p>To Receive Declarations of Interest / Request for dispensations.</p> <p>None received.</p>	
Public Participation		
SAC/25-26/033	<p>To Receive representations from members of the Public in respect to the business on the Agenda.</p> <p>None Present.</p>	
SAC/25-26/034	<p>To Resolve to approve the minutes of the previous meeting of the Services, Assets & Community Committee held on 23rd September 2025.</p> <p>It was RESOLVED to approve the minutes of the Services, Assets & Community Committee held on 23rd September 2025.</p> <p>Proposed by Cllr Jamie Pearn and seconded by Cllr Stephen Remington. Carried 4 for / 1 abstained as not present at the meeting.</p>	
SAC/25-26/035	<p>To receive questions on the report from the Library Supervisor.</p> <p>The Library Supervisors report was circulated and noted. Cllrs praised the work of the Library Staff.</p>	
SAC/25-26/036	<p>To receive questions on the report from the Content and Communications Officer.</p> <p>The Content and Communications Officers report was circulated and noted. Discussion ensued around the proposed revival of St Pirans Day celebrations for 2026 and historical Town celebrations. The TC informed Cllrs that for the first year this would be a tea party in the Chambers with the hope that the event would grow in future years.</p>	
SAC/25-26/037	<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. The Deputy Clerk gave an overview of the toilet income and informed Cllrs that there were accounting errors within the document that had been raised with HITECH.</p>	
SAC/25-26/038	<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 asking Cllrs to decide on the location of the new boat for the Mariners Garden. Discussion ensued around the location for the boat and the possibility including picnic benches alongside the water towards the Anchor.</p> <p>It was RESOLVED to install the boat on the tarmac, beneath and alongside the Christmas Tree.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Jon Holmes. All in favour.</p> <p>The Deputy Clerk informed Cllrs that the review of the Memorial Benches was going well resulting in the sale of two benches to people on the waiting list to date. Further work will be completed on the costs and duration of the agreement. The Deputy Clerk asked if any other Cllrs were able to help on New Years Eve. The Seafront toilets will be free of charge for the evening. It was suggested that donations towards the costs of the fireworks should be collected. A poster with a QR Code for donations will be drafted.</p>	Poster for donations
SAC/25-26/039	<p>To review and approve asset charging for the budget 2026-27.</p> <ul style="list-style-type: none"> • RFO report. 	

	<ul style="list-style-type: none"> • Comparator Towns Report. <p>The RFO report and Comparator Towns report were circulated and noted. Cllrs were required to recommend to Full Council an increase in the toilet entry charges. Discussion ensued around other town charges for toilet facilities and charges for use of Accessible toilets. The Deputy Clerk will research other Councils charges and systems for Accessible toilets, card reader entry, and voluntary donations.</p> <p>It was RESOLVED to recommend to Full Council an increase to the toilet entry charges of 10 pence to 40 pence per entry.</p> <p>Proposed by Cllr Jon Holmes and seconded by Cllr Mark Pughe. Carried 4 for / 1 against.</p> <p>Cllrs discussed an increase to the annual permit for the Surgery Car Park. The Town Clerk is in discussing devolution of this Car Park with Cornwall Council. The new barrier for the Car Park is in progress.</p> <p>It was RESOLVED to increase the Surgery Car Park Annual Permit to £222.</p> <p>Proposed by Cllr Mark Pughe and seconded by Cllr Stephen Remington. All in favour.</p>	
SAC/25-26/040	<p>To review maintenance Schedule & progress made.</p> <p>The Maintenance Schedule was circulated and noted. Clarification was given on the lease for the Polkirt Arcade and the reasons LTC pay for Fire extinguishers. The Deputy Clerk confirmed that the Fire Risk Assessment will be completed on 3/12/25.</p>	
SAC/25-26/041	<p>To note correspondence received for information only.</p> <p>None received.</p>	

SAC/25-26/042	<p>Exclusion of members of the press and public.</p> <p>It was RESOLVED “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>Proposed by Cllr Jon Holmes and seconded by Stephen Remington. All in favour.</p>	
SAC/25-26/043	<p>Confidential items for discussion.</p> <ul style="list-style-type: none"> • Electric Vehicle Report. <p>It was RESOLVED to retain the Garia Utility Vehicle and review options for the 2027-28 budget, with the proviso that further discussion at the next Looe’s Loos meeting in the New Year.</p> <p>Proposed by Cllr Jon Holmes and seconded by Cllr Stephen Remington. All in favour.</p> <ul style="list-style-type: none"> • Seafront Toilet Roof <p>It was agreed that the amended tender document would be circulated to the Services, Assets and Community Committee members via email.</p> <ul style="list-style-type: none"> • Budget recommendations <p>It was RESOLVED to purchase two new picnic benches subject to confirmation of costs.</p> <p>Proposed by Cllr Mark Pughe and seconded by Cllr Chris Harwood. All in favour.</p>	
SAC/25-26/044	<p>Date of Next Meeting:</p> <p>Tuesday 14th April 2026</p>	
	<p>Meeting Closed at: 7:18pm</p>	

DRAFT



April 2026

LOOE LIBRARY

NEWS



Children love to choose their own books!

Our **Junior Library** has a wide range of books for you to enjoy with your child.

Thank you, **Jackie Taylor** for leading an inspirational creative writing course at Looe.



Aspiring writers, you are welcome to join **The Write Place**, our monthly creative writing group, 10:30am, first Tuesday of the month.

Young Adults
Did you know you have your very own spinner! Come and give it a twirl...



To celebrate The National Year of Reading 2026, we invite you to a whole year of **FREE** Author Talks & Workshops. Next up....

Pamela Vass

will be reading from and talking about her book 'From Cornwall to the Crystal Palace'
10.30-11.30am
Tuesday 28th April

Sally Hubbard

will be reading from and talking about her novel 'A Clattering Beneath the Woods'
10.30 - 11.30am
Thursday 7th May

Mor Poets

Will be reading from and talking about their latest book '**Wild Women**'
10.30-11.30am
Friday May 15th

Mark Simmons

Will be reading from and talking about his book **Ian Fleming's War**
10.30-11.30am
Thursday May 21st

Spaces for our free talks & workshops are limited. Book early if you don't want to miss out. Phone: 01503 262390. Follow us on Facebook and be the first to hear.

Catherine
Supervisor, 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
- The Write Place** 1ST TUES O/T MONTH 10:30AM

Don't miss out!
Follow us:
Looe Library & Community Hub





Author: Sam White
Committee: Services, Assets and Community
Status: Public
Agenda Item: SAC/25-26/50
Date: 7th April 2026

1. Background

1.1. A member of the public has recently raised the matter of Belinda Lane; an unmarked pedestrian route running from Barbican Hill to Shutta Road. The route is known locally as 'Belinda Lane' and is referred to as such in some heritage publications but has no signage.

2. Cornwall Council

2.1. On consultation with the Address Management Team at Cornwall Council, they advised there are two routes to getting the path officially recognised

2.1.1. For the Town Council to confirm the path's local name and it will then be added to the Interactive Mapping. The Town Council will then be responsible for installing signage

2.1.2. For Cornwall Council to initiate the process of officially naming the lane, which requires a period of consultation and any objections being raised at the Magistrates' Court. This would be a low priority for Cornwall Council and although they would then be responsible for installing signage, there is no budget to do so, so the lane would still be unsigned.

3. Signage

3.1. I have begun early discussions with Parc Signs about signage and they have provided a mock up of a bilingual sign that could be installed at each end of Belinda Lane. Feedback is welcomed.

3.2. Costs are being confirmed and will be presented to the committee in due course.

4. Recommendation

4.1. It is recommended that

4.1.1. This report is noted.



BELINDA LANE

BOWNDER BELINDA



Author: Sharon Payne, Deputy Town Clerk

Committee: SAC 14th March 2026

Status: PUBLIC

Agenda Item: SAC 25-26/51 Nayax Toilet Income Report

Date: 30th March 2026

1. Purpose. To review Nayax reports to compare year on year toilet income.
2. December 2025-2024 – Note increase in transactions with Seafront toilets open.

Client Name: Looe
Date Period: From: 01/12/2025 To 31/12/2025

Machine Number	Location	Total Transactions Count	Credit Card	Pre-Paid Credit	Service Fee	Processing Fee (Credit Card)	Processing Fee (Pre-Paid)
612130224153606	Seafront Ladies	860	£197.70	£60.30	£15.00	£15.82	£0.60
612130224153552	Seafront Gents	778	£183.60	£49.80	£15.00	£14.69	£0.50
153614	Millpool Ladies New	1324	£330.60	£86.60	£15.00	£26.45	£0.67
53650	Millpool Gents New	1333	£326.10	£73.80	£15.00	26.088	0.738
		4,295	£1,038.00	£250.50	£60.00	£83.04	£2.51

Gross Amount £1,288.50
Billable Payments £1,038.00
Service Fee £60.00
Processing Fee £85.55
VAT £29.11
Total to Transfer £863.35

£ Monthly Fee	£15.00
(%) Service Fee	8%
Total Machines	4
Price per a Use	£0.30

Client Name: Looe
Date Period: From: 01/12/2024 To 31/12/2024

Machine Number	Location	Total Transactions Count	Credit Card	Pre-Paid Credit	Service Fee	Processing Fee (Credit Card)	Processing Fee (Pre-Paid)
612130224153606	Seafront Ladies	0	£0.00	£0.00	£15.00	£0.00	£0.00
612130224153552	Seafront Gents	0	£0.00	£0.00	£15.00	£0.00	£0.00
53614	Millpool Ladies New	928	£171.60	£14.00	£15.00	13.728	0.14
53650	Millpool Gents New	790	£146.00	£12.00	£15.00	11.68	0.12
		1,718	£317.60	£26.00	£60.00	£25.41	£0.26

Gross Amount £343.60
Billable Payments £317.60
Service Fee £60.00
Processing Fee £25.67
VAT £17.13
Total to Transfer £214.80

£ Monthly Fee	£15.00
(%) Service Fee	8%
Total Machines	4
Price per a Use	£0.20

3. January 2026 – January 2025. Note increase in transactions with Seafront toilets open and extended opening hours in 2026.

Client Name: Looe
 Date Period: From: 01/01/2026 To 31/01/2026

Machine Number	Location	Total Transactions Count	Credit Card	Pre-Paid Credit	Service Fee	Processing Fee (Credit Card)	Processing Fee (Pre-Paid)
612130224153606	Seafront Ladies	797	£163.20	£75.90	£15.00	£13.06	£0.76
612130224153552	Seafront Gents	510	£115.20	£37.80	£15.00	£9.22	£0.38
153614	Millpool Ladies New	861	£196.80	£61.50	£15.00	£15.74	£0.62
53650	Millpool Gents New	884	£198.00	£67.20	£15.00	15.84	0.672
		3,052	£673.20	£242.40	£60.00	£53.86	£2.42

Gross Amount £915.60
 Billable Payments £673.20
 Service Fee £60.00
 Processing Fee £56.28
 VAT £23.26
 Total to Transfer **£533.66**

(£) Monthly Fee	£15.00
(%) Service Fee	8%
Total Machines	4
Price per a Use	£0.30

Client Name: Looe
 Date Period: From: 01/01/2025 To 31/01/2025

Machine Number	Location	Total Transactions Count	Credit Card	Pre-Paid Credit	Service Fee	Processing Fee (Credit Card)	Processing Fee (Pre-Paid)
612130224153606	Seafront Ladies	178	£27.60	£8.00	£15.00	£2.21	£0.08
612130224153552	Seafront Gents	198	£33.40	£6.20	£15.00	£2.67	£0.06
53614	Millpool Ladies New	788	£135.00	£22.60	£15.00	10.8	0.226
53650	Millpool Gents New	758	£124.80	£26.80	£15.00	9.984	0.268
		1,922	£320.80	£63.60	£60.00	£25.66	£0.64

Gross Amount £384.40
 Billable Payments £320.80
 Service Fee £60.00
 Processing Fee £26.30
 VAT £17.26
 Total to Transfer **£217.24**

(£) Monthly Fee	£15.00
(%) Service Fee	8%
Total Machines	4
Price per a Use	£0.20

4. February 2026 – February 2025. Extended hours.

Client Name: Looe
 Date Period: From: 01/02/2026 To 28/02/2026

Machine Number	Location	Total Transactions Count	Credit Card	Pre-Paid Credit	Service Fee	Processing Fee (Credit Card)	Processing Fee (Pre-Paid)
612130224153606	Seafront Ladies	1239	£291.90	£79.80	£15.00	£23.35	£0.80
612130224153552	Seafront Gents	910	£234.30	£38.70	£15.00	£18.74	£0.39
153614	Millpool Ladies New	1389	£356.10	£60.60	£15.00	£28.49	£0.61
53650	Millpool Gents New	1300	£323.70	£66.30	£15.00	25.896	0.663
		4,838	£1,206.00	£245.40	£60.00	£96.48	£2.45

Gross Amount £1,451.40
 Billable Payments £1,206.00
 Service Fee £60.00
 Processing Fee £98.93
 VAT £31.79
 Total to Transfer **£1,015.28**

(£) Monthly Fee	£15.00
(%) Service Fee	8%
Total Machines	4
Price per a Use	£0.30

Client Name: Looe
 Date Period: From: 01/02/2025 To 28/02/2025

Machine Number	Location	Total Transactions Count	Credit Card	Pre-Paid Credit	Service Fee	Processing Fee (Credit Card)	Processing Fee (Pre-Paid)
612130224153606	Seafront Ladies	861	£149.80	£22.40	£15.00	£11.98	£0.22
612130224153552	Seafront Gents	809	£141.40	£20.40	£15.00	£11.31	£0.20
53614	Millpool Ladies New	1428	£254.20	£31.40	£15.00	20.336	0.314
53650	Millpool Gents New	1187	£210.00	£27.40	£15.00	16.8	0.274
		4,285	£755.40	£101.60	£60.00	£60.43	£1.02

Gross Amount £857.00
 Billable Payments £755.40
 Service Fee £60.00
 Processing Fee £61.45
 VAT £24.29
 Total to Transfer **£609.66**

(£) Monthly Fee	£15.00
(%) Service Fee	8%
Total Machines	4
Price per a Use	£0.20



Author: Sharon Payne, Deputy Town Clerk

Committee: SAC 14th April 2026

Status: PUBLIC

Agenda Item SAC 25-26/52 Deputy Clerk's Report

Date: 9th April 2026

Deputy Clerk's Report on Services, Assets & Community – April 2026

This report sets out actions taken by the 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

- **Polkirt Arcade** – The current licence holder has handed in their notice and will leave the property on 10th May 2026. Please see separate report (SAC.25-26.57.1).
- **Looe Heritage Trail signs** – This project is complete. Please see gallery below.
- **Maintenance Plan** – Monthly plans prepared for period to the end of April 2026. Deputy Town Clerk and Maintenance Supervisor to complete annual maintenance plan. See Point 2 in this report.
- **The Mariners Garden** – Works to install the new boat have been delayed across the winter. Looe Town Council await notification on a grant application.
- **Guildhall Toilets** – The Deputy Clerk met with the Assistant Harbour Master to discuss alterations to adjacent guttering's. Builders have removed the central drains. Please see separate report (SAC.25-26.53).
- **Toilet Consumables Report** - see SAC.25-26.54b.
- **Patients Car Park Barrier** – The barrier was hit by a vehicle in February and this has delayed works. A new barrier control unit has been delivered. This is expected to of been fitted by the

day of this meeting. To restrict access to permit holders only over the Easter Bank Holiday; TFS switched control to fob only access.

- **The Old Vets** – Looe Community Meals are now open. See point 6 below.
- **Town CCTV** – Two new cameras have been installed on the Millpool toilets.
- **Finger Posts** – The second to last finger post has been restored, with thanks to Darren from All-in-One Improvements . Please see gallery below.

1. CLEANING & MAINTENANCE TEAM

We are operating on our Spring/Summer schedule. All facilities will be open daily from 9am-7pm. We would like to take this opportunity to thank our hard-working cleaning and maintenance team. They strive to offer a friendly, quality service in very difficult circumstances.

2. MAINTENANCE PLAN/SCHEDULE

The Monthly Maintenance Plan is a working document that is updated monthly. Copies are available for Councillors to inspect in the Teams folder.

See SAC.25-26/54.

3. SEAFRONT TOILETS

Looe Town Council have closed the walkway to the rear of the facilities for safety reasons. The council are preparing to submit a planning application to Cornwall Council and put out a tender notice for a re-roof. Another paddle gate was broken by a member of the public over the Easter weekend. This has been replaced.

4. LIBRARY

Drainage works to the rear of the library and community hub are ongoing. We will need to make alterations to the guttering and this requires a scaffold. An update will be provided in due course.

5. LOOE LIBRARY AND COMMUNITY HUB RECONFIGURATION

Please see separate report (SAC.25-26.57.2).

6. THE OLD VETS BECOMES THE MEETING PLACE

On Thursday 19th March, Mayor Stephen Remington, Councillors Jon Holmes and Michala Powell attended the Grand opening of The Meeting Place. A new facility and home for **Looe Community Meals** next to **Looe Library and Community Hub**.

Zahra Ahmadi who portrays the much-loved character of DS Esther Williams of Shipton Abbot Police Station in Beyond Paradise, joined us for the opening ceremony. Seen below with Barney Barron cutting the ribbon.

A special thank you to Sara Barron, Boundless Trust, volunteers, all the local trades people and businesses who have supported and continue to support Looe Community Meals. See Gallery.

7. MEMORIAL BENCHES

The admin officer has been working hard to complete a review of all LTC memorial benches. As part of this review the Services, Assets and Community Committee will consider options for bench maintenance agreements.

8. ELECTRIC VEHICLE

The Garia Utility vehicle is back on the road.

9. THE MILLPOOL TOILETS

We are waiting on quotes for a roof repair.

Gallery.





Creative Looe.

On Tuesday 31st March 2026 Councillors Jon Holmes, Mark Pughe and George Ingham attended the official book lunch of FlavOURS of LOOE at The Sardine Factory. It was a truly inspiring event that our community can be so proud of. Students from Looe Community Academy and Looe Primary School were present to really show off Looe's Creative talent with beautiful artwork and singing. Congratulations to all.

FlavOURS of LOOE - An illustrated Community Cookbook is available to purchase from Coop stores in Looe.

'A Love Letter to the Tide

This isn't just a cookbook—it's a painted love letter to Looe, a town shaped by the tide for centuries. Flavours of Looe celebrates our fishing heritage through the eyes and brushes of young people. In a world of digital snaps and generic recipes, we chose creativity: we chose CreativeLooe.

This project brings together the heart, heritage, and home-cooked secrets of Looe. From the kitchens of Looe Academy students to the professional skills of our town's award-winning chefs, we've captured the soul of our seafaring roots in cherished seafaring dishes.

From Quay to Canvas

A century ago, most Looe schoolchildren had family ties to fishing. That link has faded, but the connection endures. This book reconnects us with fresh eyes.

- **Inspiration:** Students connected with the local fleet to learn about Looe Harbour's seasonal catch.
- **Kitchen:** Recipes were tested and perfected at home, often guided by grandparents with fishing roots or favourite chefs.
- **Studio:** In art lessons, students painted their dishes—capturing the shimmer of fish scales, the glow of prawns, and golden pastry crusts with brushes, not cameras.

We're bridging past and future: blending the legacy of families like Pengelly's (five generations strong), with the artistic vision of Looe Community Academy students under the guidance of Lesa Welch, a professional lino artist, teacher and artist in residence at Looe Community Academy. From "Catch & Cook" boat classes to painting species their great-grandparents never knew, we're all learning to cook, eat, and celebrate the new Looe'.





Author: Sharon Payne, Deputy Town Clerk
Committee: SAC 14th April 2026
Status: PUBLIC
Agenda Item SAC 25-26/53 Guildhall Toilet Flooring
Date: 10th April 2026

1. **Purpose.** To review options for the Guildhall Toilet flooring surface.
2. **Decision Required.** Councillors are asked to review the different types of flooring in this report and Resolve to select an option for officers to pursue (see point 5 below).
3. **Background.** The Guildhall toilet floor and drainage was identified as a priority (SAC.24-25.28) & SAC.24-25.30 (delayed Hannafore toilets refurbishment). The Central drains were both blocked, a fatlike substance was seeping out of the floor and radiating cracks were causing the vinyl to form lumps. The main manhole had been concreted over.
4. **Progress.** A drain survey has been completed, which identified issues with rainwater going into a soakaway. This water can be diverted into existing infrastructure. The two central drains have been removed and patched. The concrete slab has been visually inspected (where the builder could access) and the main manhole has been exposed and checked. We are now in a position to consider flooring options.
5. **Flooring Types. 5a. Altro Fix Vinyl,** previous quote £7196 (20/11/24 – will need to re-quote, see appendix A).

Pros	Cons
Durable, nonslip, local company, chemical resistant, ease of install, available in many colours.	Flood water; moisture could lift it again, same results-glue failure, can't guarantee. Not seamless, short life (lifted after 3 years), 2.5mm.

5b. Resin. Surface Systems Limited Totnes, Estimate option 2 based on 37m² for just the floor – £5,023 (additionally, would need to quote for removal of existing, ‘coving’ and remedial works) – Awaiting quotation if Councillors consider Resin to be the right option.

Pros	Cons
Durable, chemical resistant, ideal for garages, warehouses, and toilets. Seamless, customisable, waterproof, Polyurethane resin can ‘move’ with a substrate and can handle temperature variations. Guarantee, potential 10+ year life, Southwest Company, 9mm thick. Resistant to flooding.	Slightly longer install and hardening time, more expensive than vinyl (once additional costs are factored in), needs an anti-slip aggregate, initial strong odour on install, difficult to remove.

5c. Concrete. I talked to Lazenby Concrete flooring, Yeovil about concrete. Their response: ‘I will be honest and say that I don’t think concrete is a good solution for what you are looking for. Concrete is porous by nature even when sealed correctly. As the area you are looking at is public toilets, I wouldn’t trust that this could be maintained in the correct manner and would expect there to be a high degree of staining. This combined with the fact that there may be saltwater stagnant on the floor means that I could not offer any guarantees about the performance of concrete. I think that any flooring may struggle to deal with all of these parameter’s truth be told. Appreciate that wasn’t what you were looking for but I hope that gives you some guidance’.

5d. Natural Stone could be a good choice (ELTT used slate in Quirky’s). Preparation and cost to install was around £60,000.

Pros	Cons
Highly durable and long-lasting if properly installed and maintained, withstanding high traffic. ‘Tumbled texture can offer slip resistance’. Slate can be less porous. Resistant to flooding. 20-50+ year life.	Material and installation cost. High maintenance, if not properly sealed; will stain. Requires regular sealing. Porous. Slippery when wet. Can become scratched. Time to install.

5e. Quarry tiles or another man-made tile. Cost depends on type of tile.

Pros	Cons
<p>Highly Durable, Slip Resistance: (unglazed, slightly abrasive texture).</p> <p>Water and stain resistance: They have a very low absorption rate, making them largely impervious to moisture.</p> <p>Versatility: Suitable for both indoor and outdoor use. Lifetime of 20+years if properly fitted and maintained.</p>	<p>Installation cost and time. Need to be sealed.</p> <p>Grout can crack, which could undermine the tile. Retains dirt in the grout. Can be prone to dirt and cracking.</p>

Appendix A.



Looe Town Council
 Millpool Centre
 Looe
 Cornwall
 PL13 2AF

ESTIMATE 1033
 DATE 20/10/2024
 EXPIRATION DATE 20/11/2024

DESCRIPTION	ITEM NO	UNIT PRICE	QUANTITY	AMOUNT	AMOUNT
Guildhall WCs					
Gents WC - Uplift & dispose of existing safety flooring* Mechanically prepare sub floor by grinding back to substrate Supply & apply one coat of Stopgap F77 liquid waterproof surface membrane, diluted with thinners to penetrate existing sub floor to help reinforce existing friable sand/cement screed. Supply & apply a second coat of Stopgap F77 liquid waterproof surface membrane to provide a new moisture barrier. Supply & apply a single coat of approx 3-4mm Stopgap 1200 Pro smoothing compound to provide a sub floor suitable to receive new safety flooring. Supply & install Altro Classic - Skyline 2.5mm sheet safety flooring, fully adhered with Altro Fix 19 plus 2 part epoxy adhesive, inclusive of all cutting, waste & all seams to be hot welded. As above as a 100mm skirting detail inclusive cove former and PVC capping strip (black or white) inclusive of waste.	1	2,874.02	20.0% S	2,874.02	
Ladies WC - Uplift & dispose of existing safety flooring* Mechanically prepare sub floor by grinding back to substrate Supply & apply one coat of Stopgap F77 liquid waterproof surface membrane, diluted with thinners to penetrate existing sub floor to help reinforce existing friable sand/cement screed. Supply & apply a second coat of Stopgap F77 liquid waterproof surface membrane to provide a new moisture barrier. Supply & apply a single coat of approx 3-4mm Stopgap 1200 Pro smoothing compound to provide a sub floor suitable to receive new safety flooring. Supply & install Altro Classic - Skyline 2.5mm sheet safety flooring, fully adhered with Altro Fix 19 plus 2 part epoxy adhesive, inclusive of all cutting, waste & all seams to be hot welded. As above as a 100mm skirting detail inclusive cove former and PVC capping strip (black or white) inclusive of waste.	1	3,121.20	20.0% S	3,121.20	

* This would be the stage where the floor drains get replaced by a Plumber if required to do so.

Terms & Conditions.

- All areas to have mains power & lighting.

- All cubicles to be removed by others prior to any flooring works commencing.

- All areas to be at a suitable room temperature 18°C prior, during & 24hrs after flooring installation to allow adhesives & compounds to cure fully.

We endeavour to understand your requirements and budgets and do our best to provide a value for money service. If we have under or over estimated your requirements, please do not hesitate to contact us, we are open to discuss and can quickly look at adjusting the quote if and where possible.

Accepted By

Accepted Date

SUBTOTAL

5,995.22

VAT TOTAL

1,199.04

TOTAL

£7,194.26

BUDGET QUOTATION

Re: Resin Flooring – Guildhall Toilets, Looe

Area – 37m²

Existing vinyl flooring to be removed by others.

Option 1

Prepare existing concrete surfaces by means of mechanical planing. This will remove dirt and loose material and provide a suitably keyed surface.

Carry out isolated repairs using an epoxy paste/mortar.

Apply Sherwin Williams resin system as follows:

- Prime surfaces using Resuprime MVT
- Trowel apply Resufloor Q Screed at a depth of 4mm.
- Apply grout coat of Resufloor GC-UVR
- Apply top coat of Resufloor HB Clear
- Apply Seal coat of Resupen WB Matt Clear.

Price - £7713.00

Note, we are unable to provide a price for resin coving as we are unable to take exact measurements from the supplied drawing. This can be measured and a separate price supplied after a site visit.

Option 2

Prepare floor as Option 1.

Apply Sherwin Williams resin system as follows:

- Prime surfaces using a moisture tolerant primer.
- Trowel apply a Polyurethane resin screed at a thickness of 6-9mm

Price - £5023.00

Note, we are unable to provide a price for resin coving as we are unable to take exact measurements from the supplied drawing. This can be measured and a separate price supplied after a site visit.