

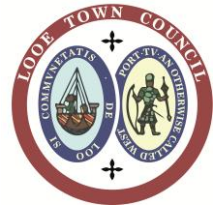
LOOE TOWN COUNCIL

KONSEL TRE LOGH

Looe Library and Community Hub,

The Millpool, West Looe PL13 2AF. Telephone: 01503 262255

VAT Reg: 381 5093 50



20th May 2026

Town Councillors

Looe Town Council

Dear Councillors

You are hereby summoned to attend a meeting of Looe Town Council for the purpose of transacting the following business. This meeting will be held at the **Millpool Centre (downstairs room), Looe** on:

Tuesday 26th May 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*



Meeting of Looe Town Council
26th May 2026 at 6.00pm

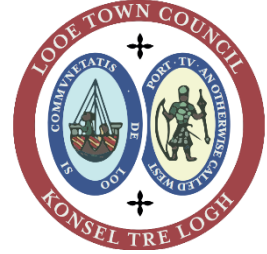
AGENDA

	Welcome	
FC26/27.1	To Receive Apologies for Absence and reasons given.	
FC26/27.2	To Receive Declarations of Interest/ Requests 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.	
FC26/27.3	Public Participation To receive representations from members of the public ¹	
FC26/27.4	Minutes: Full Council Meeting. To receive and resolve to adopt the minutes of the Annual Town Meeting held on 19 th May 2026	
FC26/27.5	Minutes: Council Committees and Working Groups: To resolve to adopt the minutes of the Planning Committee held on 13 th April 2026	
FC26/27.6	Police Report To receive a report on Neighbourhood Policing from Insp Jamie Musgrove	
FC26/27.7	To receive correspondence	
FC26/27.8	Representation on Outside Bodies – to elect Members to: Looe In Bloom Looe Public Schools and Exhibition Foundation South East Cornwall CAP Looe Community Safety Partnership Creative Looe Looe Business Forum	
FC26/27.9	Membership of Council Committees to decide membership of Council committees for the 2026/27 year	
FC26/27.10	Cornwall Councillors To receive a report from Cllr Jim Candy To receive a report from Cllr Mark Gibbons	
FC26/27.11	Mayor's Report To receive a report from Cllr Stephen Remington	
FC26/27.12	Clerk's Report To receive a report from the Town Clerk outlining actions taken since the meeting on 21 st April 2026	
FC26/27.13	To review and approve the Asset Register	
FC26/27.14	To receive a report from the Responsible Finance Officer (RFO) on S137 expenditure	
FC26/27.15	To resolve to approve the Community Infrastructure Levy expenditure report	
FC26/27.16	Exclusion of members of the press and public To consider passing the following resolution "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." .	
	Confidential Items for discussion	

1 In accordance with Looe Town Council Standing Orders 3e, f, g and h members of the public may make representations, answer questions and give evidence at a meeting which they are entitled. A member of the public may speak for no more than 5 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



Minutes of the Annual Meeting and Mayor Making Ceremony

Held in

The Millpool Centre, The Millpool, Looe

On Tuesday 19th May 2026 at 7.00pm

PRESENT:

Cllr Stephen Remington - Mayor
Cllr Simon Barker
Cllr Jasper Graham-Jones
Cllr Chris Harwood
Cllr Jon Holmes
Cllr George Ingham
Cllr Abbas Matini
Cllr Jamie Pearn
Cllr Michala Powell – Deputy Mayor
Cllr Mark Pughe
Cllr Chris Rose
Cllr Adrian Rusu

COUNCIL OFFICERS

Sam White – Town Clerk
Sharon Payne – Deputy Clerk
Fiona Wilkes-Jones – Responsible Finance Officer
Donna Folland – Administration Officer
Sharon Johnson – Community Hub information Officer
Holly Gayner – Community Hub Information Officer
Catherine Foley – Supervisor, Looe Library & Community Hub
Liberty Turnbull – Finance Officer

IN ATTENDANCE:

Alfie – Macebearer (outgoing)
Lee - Macebearer (outgoing)

Lily - Sergeant-at-Mace (incoming)
 Bea - Sergeant-at-Mace (incoming)
 Alfie - Mayor's Cadet (incoming)
 Wally Scarah – Town Sergeant
 Cornwall Councillor – Jim Candy
 Cornwall Councillor – Mark Gibbons
 Recipients of Mayor's Charity Donations
 Representatives of other Looe organisations and trusts

Members of the Public: Many members of the public.

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
1.	<p>Welcome The Town Sergeant announced the commencement of the meeting. Members of Looe Town Council were led by the Mace Bearers, Mayor's Cadet, Mayor's Chaplain, Mayor, Deputy Mayor and Town Clerk.</p> <p>Cllr Stephen Remington, Mayor of Looe invited everyone to take their seats and welcomed all to the Annual Meeting and Mayor Making Ceremony of Looe Town Council.</p>	
2.	<p>Apologies for Absence – To receive, and consider for approval, apologies for absence and reasons given.</p> <p>Apologies for absence and the reasons given were accepted from Cllr James Lundy and Cllr Elliot Stone</p>	
3.	<p>Declaration of Disclosable Pecuniary Interests and Other Register of Interests – to note declarations of interest from Councillors on items on the agenda.</p> <p>The Mayor, Cllr Stephen Remington reminded Councillors of their duty to register their interests.</p> <p>Cllr Michala Powell declared an interest in matters pertaining to East Looe Barbican Preschool.</p>	
4.	<p>Election of Mayor – To elect the Mayor for the Council Year 2026-2027</p>	

	<p>Cllr Michala Powell nominated Cllr Stephen Remington for the office of Mayor of Looe and Chair of Looe Town Council. Cllr Jamie Pearn thanked him for his hard work and dedication over the past year. There were no further nominations.</p> <p>It was Resolved to elect Cllr Stephen Remington to the post of Mayor of Looe and Chair of Looe Town Council.</p> <p>Proposed by Cllr Michala Powell and seconded by Cllr Simon Barker. All in favour.</p>	
5.	<p>Signing of the Mayor’s Declaration of Acceptance of Office – followed by the Mayor’s acceptance speech.</p> <p>Cllr Stephen Remington gave his acceptance speech.</p>	
6.	<p>Election of Deputy Mayor – To elect the Deputy Mayor for the Council Year 2025-2026.</p> <p>Cllr Stephen Remington nominated Cllr Michala Powell for the office of Deputy Mayor of Looe. There were no further nominations.</p> <p>It was Resolved to elect Cllr Michala Powell to the post of Deputy Mayor of Looe for the year 2026/27.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Simon Barker. All in favour.</p> <p>Cllr Jamie Pearn presented the Deputy Mayor’s chain to Cllr Michala Powell.</p>	
7.	<p>Signing of the Deputy Mayor’s Declaration of Acceptance of Office.</p> <p>Cllr Michala Powell signed her Declaration of Acceptance of Office as Deputy Mayor.</p>	
8.	<p>Election of Councillors to Council committees to consider the election of members to Committees and Chairman and Vice-Chairman of each committee.</p>	

	<p>Finance and Strategy Committee</p> <p>It was Resolved to appoint Cllr Simon Barker as Chair of the Finance and Strategy Committee.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Jasper Graham-Jones. All in favour.</p> <p>It was Resolved to appoint Cllr Mark Pughe as Vice Chair of the Finance and Strategy Committee.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jamie Pearn. All in favour.</p> <p>Planning Committee</p> <p>It was Resolved to appoint Cllr James Lundy as Chair of the Planning Committee.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Chris Harwood. All in favour.</p> <p>It was Resolved to appoint Cllr Chris Harwood as Vice Chair of the Planning Committee.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Jasper Graham-Jones. All in favour.</p> <p>Services, Assets and Community Committee</p> <p>It was Resolved to elect Cllr Jon Holmes as Chair of the Services, Assets and Community Committee.</p> <p>Proposed by Cllr Stephen Remington and seconded by Cllr Chris Rose. All in favour.</p> <p>It was Resolved to elect Cllr Jamie Pearn as Vice Chair of the Service, Assets and Community Committee.</p> <p>Proposed by Cllr Jon Holmes and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	
9.	Mayor’s awards and donations – to welcome organisations to receive awards and donations.	

	<p>Presentations of a donation from the Mayor’s Fund were presented to:</p> <ul style="list-style-type: none"> i. Age Concern ii. Cornwall Wildlife Trust iii. Looe Pioneers iv. Looe Festival of Words <p>The ‘Citizen of the Year’ Award was presented to Antony Scarah for services within the Community and East Looe Town Trust.</p> <p>The ‘Organisation of the Year’ Award was presented to both Janine Waring of Looe Primary Academy and Paul Boyes Looe Community Academy.</p>	
10.	<p>Mayor’s appointment of Honorary Town Burgesses</p> <p>The Mayor, Stephen Remington, presented Tony Smith the Honorary Town Burgess award.</p>	
11.	<p>Public Participation – To receive representations from members of the public in respect to the business on the agenda.</p> <p>Cllr Stephen Remington gave an overview of how the Public can participate in all meetings. A member of the public suggested Looe Town Council submit a bid to enter ‘UK Town of Culture’ competition. This had been considered earlier this year; however, it was decided that Looe was not ready yet to apply. It is hoped that a bid will be submitted for the 2028 competition.</p>	
12.	<p>Minutes of Full Council held 21st April 2026 – to consider for approval.</p> <p>It was Resolved to approve the minutes of the Full Council Meeting held on 21st April 2026.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Jasper Graham-Jones. All in favour by those present at the meeting.</p>	

<p>13.</p>	<p>Annual Committee Reports – to receive questions on reports provided by Committee Chairs</p> <p>I. The Annual Report from the Finance and Strategy Committee had been circulated and was noted. No questions from Councillors were received. Thanks were given to the RFO for the level of commitment and professionalism.</p> <p>It was Resolved to note the Finance and Strategy Committee Annual Report.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Abbas Matini. All in favour.</p> <p>II. The Annual Report from the Planning Committee had been circulated and was noted. No questions from Councillors were received.</p> <p>It was Resolved to note the Planning Committee Annual Report.</p> <p>Proposed by Cllr Chris Harwood and seconded by Cllr Adrian Rusu. All in favour.</p> <p>III. The Annual report from the Services, Assets and Community Committee had been circulated and was noted. No questions from Councillors were received. Thanks were extended to Looe Festival of Words and Creative Looe for their immense work over the previous year.</p> <p>It was Resolved to note the Services, Assets and Community Committee Annual Report.</p> <p>Proposed by Cllr Jasper Graham-Jones and seconded by Cllr Jamie Pearn. All in favour.</p>	
<p>14.</p>	<p>Councillor Attendance</p> <p>The Councillors’ meeting attendance was circulated and noted. No questions were raised.</p>	

<p>15.</p>	<p>Meeting Dates 2026/27 – to approve and adopt the annual calendar of meetings.</p> <p>The Calendar of Meetings was circulated and noted.</p> <p>It was Resolved to adopt the Annual Calendar of Meetings.</p> <p>Proposed by Cllr Jon Holmes and seconded by Cllr Chris Rose. Carried 11 for/1 no vote.</p>	
<p>16.</p>	<p>Review of Standing Orders – to approve to adopt.</p> <p>The Standing Orders had been circulated and were noted.</p> <p>It was Resolved to approve and adopt the Standing Orders.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr Chris Harwood. All in favour.</p>	
<p>17.</p>	<p>Review of Financial Regulations – to approve to adopt.</p> <p>The Financial Regulations had been circulated and were noted.</p> <p>It was Resolved to approve and adopt the Financial Regulations.</p> <p>Proposed by Cllr Simon Barker and seconded by Cllr John Holmes. All in favour.</p>	
<p>18.</p>	<p>Scheme of Delegation and Terms for Reference of Council Committees – to approve and adopt.</p> <p>The Scheme of Delegation and Terms for Reference of Council Committees had been circulated and were noted.</p> <p>It was Resolved to adopt the Scheme of Delegation and Terms of Reference of Council Committees.</p>	

	<p>Proposed by Cllr Chris Rose and seconded by Cllr Simon Barker. All in favour.</p>	
19.	<p>Confirmation of Insurance Cover – to adopt and approve.</p> <p>Details of Insurance cover had been circulated and were noted.</p> <p>It was Resolved to approve the insurance cover.</p> <p>Proposed by Cllr Simon Baker and seconded by Cllr Jasper Graham-Jones. All in favour.</p>	
20.	<p>2026/27 Annual Subscriptions – to approve and adopt.</p> <p>The list of annual subscriptions provided by the RFO had been circulated and were noted.</p> <p>It was Resolved to approve the 2025/26 Annual Subscriptions.</p> <p>Proposed by Cllr and seconded by Cllr. in favour.</p>	
21.	<p>Organisations’ Reports – to receive reports from organisations funded by Looe Town Council in 2025/26.</p> <p>Looe in Bloom</p> <p>Looe in Bloom thanked the Council for their support. They have purchased a new van, have recruited new members and begun planting for the season.</p> <p>Looe Weekender/New Year’s Eve Fireworks/Looe Business Forum</p> <p>Peter Friend gave a verbal report. New regulations and Road Closures will be required for this year’s New Year’s Eve Fireworks event. The event requires a collaborative approach involving all organisations across the town.</p> <p>Looe Business Forum</p>	

	<p>Looe Business Forum thanked Cllr Stephen Remington and Cllr Jamie Pearn for their involvement. Funds raised will secure two uniformed security patrols for seven days of half term and throughout the School Summer Holidays.</p> <p>Xmas in Looe With the budget of £19K the project has been divided into two phases. Phase one will involve upgrading the lights in East Looe. Phase two will focus on upgrading the lights in West Looe.</p> <p>Looe Weekender There are 80 performers scheduled to perform in the pubs in Looe this year.</p>	
22.	<p>Mayor’s appointments – to note the Mayor’s appointments for the year 2025/26.</p> <ul style="list-style-type: none"> a) The Mayor’s Consort b) The Mayor’s Chaplain c) The Mayor’s Sergeants-at-Mace d) The Mayor’s Cadet <ul style="list-style-type: none"> a) The Mayor thanked his 2025/26 Consorts. He confirmed he will not be appointing a Consort for this year but will spontaneously invite when required. b) The Mayor appointed Revd. Ben Morgan Lundie as Chaplain for the year 2026/27. c) The Mayor thanked the outgoing Mayor’s Cadet Jago Midwinter and appointed Alfie for Mayor’s Cadet for the year 2026/27. d) The Mayor thanked the outgoing Sergeants-at-Mace, otherwise known as Macebearers, Alfie and Lee and the Maces were passed to Lily and Bea for the year 2026/27. <p>The Mayor thanked everyone for attending and expressed his appreciation to Councillors, Officers and Staff for their hard work.</p>	

23.	Date of next Full Council meeting: Tuesday 26 th May 2026	
	Meeting Closed at: 7:56 pm	

Signed:

Date:



LOOE TOWN COUNCIL KONSEL TRE LOGH

The Planning Committee Meeting Minutes

Held in

Looe Library & Community Hub, The Millpool, Looe, PL13 2AF

on 13th April 2026 at 6.00pm

PRESENT: Chair: Cllr James Lundy (JL)
Cllr Chris Harwood (CH)
Cllr Chris Rose (CR)
Cllr Abbas Matini (AM)

OFFICERS: S White – Town Clerk (TC)
D Folland – Administration Officer (APO)

Members of the Public: 4 Present

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	<p>Welcome</p> <p>Cllr Lundy welcomed Councillors and members of the Public to the Planning Committee Meeting.</p>	
PLG 279	<p>To Receive and Consider Apologies</p> <p>It was AGREED to accept apologies from Cllr Stephen Remington (SR) and Cllr Elliot Stone.</p> <p>Cllrs Michala Powell, Jasper Graham-Jones (JGJ) and Charleigh Patterson were absent.</p>	

<p>PLG 280</p>	<p>To Receive Declarations of Interest</p> <p>None were received.</p>	
<p>PLG 281</p>	<p>To Receive Questions from members of the public:</p> <p>The Chair asked the members of the Public which agenda items were of particular interest to them and it was agreed to re-order the agenda enabling discussion on those planning applications first.</p> <p><u>PA26/01231 – 23 Goonrea, West Looe. - Single storey rear extension.</u></p> <p>It was RESOLVED to support planning application PA26/01231.</p> <p>Proposed by Cllr James Lundy and seconded by Cllr Chris Harwood. All in favour.</p> <p><u>PA26/01868 – Portlooe Boatyard, West Looe Hill, West Looe – Proposed storage /workshop building within commercial boatyard.</u></p> <p>The Chair observed within the submitted Design and Access Statement that it referred to St Sampson Neighbourhood Plan as oppose to the adopted Looe Neighbourhood Plan (NDP). The Chair also stated that it was factually incorrect to state that an adopted NDP holds very limited weight as it is a legally binding document. Councils and Local Planning Authorities are still awaiting updates on proposed administrative changes to the National Policy Framework and the proposal of having a ‘Neighbourhood Statement’ as oppose to the current NDP, currently there are a number of unknowns at this time.</p> <p>It was RESOLVED to support planning application PA26/01868.</p> <p>Proposed by Cllr James Lundy and seconded by Cllr Chris Rose. All in favour.</p> <p>Members of Public left the meeting.</p> <p>Cllr Abbas Matini expressed an interest in being co-opted onto the Planning Committee for the meeting.</p> <p>It was RESOLVED to co-opt Cllr Abbas Matini onto the Planning Committee for the meeting.</p> <p>Proposed by Cllr James Lundy and seconded by Cllr Chris Rose. All in favour.</p>	

<p>PLG 282</p>	<p>To Resolve to Approve the Minutes of the Planning Committee meeting held on the 10th March 2026.</p> <p>It was RESOLVED to approve the minutes of the planning committee meeting on the 10th March 2026 subject to the amendment to remove the duplicate seconder in the resolution on Agenda item PLG269.</p> <p>Proposed by Cllr James Lundy and seconded by Cllr Chris Harwood. All in favour.</p>	<p>APO to update website and permanent record.</p>
<p>PLG 283</p>	<p>Questions on Update from Admin & Planning Officer.</p> <p>All planning application comments from the previous meeting were submitted onto the Planning Portal.</p>	
<p>PLG 284</p>	<p>Correspondence</p> <p>None received.</p>	
<p>PLG 285</p>	<p>To Receive and Note Decision Notices.</p> <p>None received.</p>	
<p>PLG 286</p>	<p>To Receive and Discuss Site Meetings and Planning Appeals</p> <p>None received.</p>	
<p>PLG 287</p>	<p>To Receive and Discuss 5 Day Protocols</p> <p>One application was received requiring a decision within the 5 day protocol.</p> <p><u>PA26/00817 – 4 Top view</u></p> <p>Details were circulated to Planning Committee Members via email for discussion.</p> <p>On this occasion Committee Members selected ‘ Agree to Disagree’ with the Case Officer’s recommendation’.</p>	
<p>PLG 288</p>	<p>To Consider the remaining Planning Applications as listed and agree comments/make recommendations to Cornwall Council.</p> <p><u>PA26/01459</u> Ju Jus higher Market Street, East Looe – Proposed rear dormer and internal alterations.</p> <p>It was RESOLVED to support application PA26/01459.</p>	

	<p>Proposed by Cllr James Lundy and seconded by Cllr Chris Rose. All in favour.</p> <p>PA26/01543 Trebarwith, Chapel Grounds, West Looe, PL132BJ – Construction of single storey glazed extension to norther elevation</p> <p>It was RESOLVED to support application PA26/01543.</p> <p>Proposed by Cllr James Lundy and seconded by Cllr Chris Harwood All in favour.</p> <p>PA26/01543 Fire Brigade, Looe Fire Station , Church Street, West Looe – Proposed single storey extension for showers, WC’s and changing rooms plus an extension to the appliance bay.</p> <p>It was RESOLVED to Support application PA26/01543.</p> <p>Proposed by Cllr James Lundy and seconded by Cllr Chris Harwood. All in favour.</p>	
PLG 289	<p>To Discuss and Recommend Communication of Key Messages.</p> <p>None at present.</p>	
PLG 290	<p>To Discuss the Enforcement Procedure.</p> <p>Cornwall Councils planning enforcement procedure/guidance and reporting form are available on their website. Cllrs discussed whether these documents could be available on the Town Council facebook/website with links to Cornwall Councils webpages and have a copy available in the Library for members of the public to access.</p>	
PLG 291	<p>To receive a report on the signage for Belinda Lane in East Looe.</p> <p>The report on the signage for Belinda Lane in East Looe was circulated and noted. The Town Clerk gave an overview of the report. Cllrs discussed the need for the sign, the design and costs that will be incurred with no funding opportunities being available.</p> <p>It was RESOLVED to note the report on the signage for Belinda Lane in East Looe and the Town Clerk will explore further designs and costs.</p> <p>Proposed by Cllr James Lundy and seconded by Cllr Chris Rose. All in favour.</p>	
PLG 292	<p>Other Urgent business as determined by the Chair (for information only)</p> <p>None for discussion.</p>	

<p>PLG 293</p>	<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> <p>No Agenda items.</p>	
	<p>Date of next Planning Meeting:</p> <p>Tuesday 12th May 2026</p>	

The Meeting closed at **6:41pm**

Signed

Date.....

Looe TC Report for 26.5.2026

- A) I apologize that I was unable to stay last Tuesday for the whole evening, and congratulate Cllrs Remington and Powell on their elections.
- B) I continue to promote the Just Park app will need less to be loaded on it, as it gives significant discounts, I think only £2.89 to park all day in Millpool in summer, just £2.31 all day in winter. [JustPark Wallet - Cornwall Council](#). Its not the easiest app to use, I have an unofficial guide to the app if anyone needs it.
- C) The pothole backlog stands at 2026 currently on our system, down from nearly 6000.
- D) I am awaiting further information re evening buses to Tregoad and Polperro.
- E) I have asked SW Water about their relining of the foul pipes. They will stop the work during the tourist season, but hope to complete by Christmas.
- F) I am challenging the police about lack of advanced notice for the road closure on the A387 last Friday.
- G) I will be working with Mark Gibbons, LTC and others re the problems on E Looe beach over late May Bank Holiday.



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

MAYOR'S REPORT TO FULL COUNCIL – 26 May 2026

Elections

Firstly, thank you so much for re-electing me as your Chair and Mayor of Looe for the Council year 2026/27. I will do my best to support all our Councillors and Officers in pursuit of our agreed strategies.

My heartfelt thanks to Jamie Pearn for being Deputy Mayor for the past year. I am so pleased he is continuing as a Councillor. I warmly welcome Michala Powell as our new Deputy Mayor.

And I am grateful to our three Committee Chairs, and their Vice-Chairs, for agreeing to continue in their roles.

Communications

Before the elections I shared with the now re-elected Committee Chairs, with Michala Powell and Sam White my proposal that, if elected, we refresh communications among our five roles, both individually and collectively.

I am not suggesting an inner circle or cabinet but want to ensure that we are able to check for levels of agreement, and any disagreement, on proposals that will be brought to Committees and Full Council. No change to the collective powers and responsibilities of Committees, or of Officers, is intended.

Priorities

In addition to supporting all aspects of our present and developing work, I would like to summarise for Council my own priorities, set out at the Annual Meeting:

- I aim to continue to encourage positive connections for the Town Council around the community. I will continue to build links with Looe Business Forum, Creative Looe, our Primary and Community Academies, the emergency services, the other three key governance bodies and the many cultural, sporting and social organisations.
- I will actively support the revival of our Town Twinning with Quiberon. I hope to continue to work with Jon Holmes and the Town Twinning Association on this.
- I want to see Looe Youth Council mature and flourish and will give time to supporting it along with any other routes to engaging and supporting our young people in cooperation with the schools.
- I will further develop our connections with other Cornish communities, through their Mayors and Councils, and with Cornwall Council.

If Councillors are able and willing to support my efforts in any of these areas or have ideas for new initiatives or improved working please let me know. We are a team and we have a big agenda.

Thanks

My thanks to Sam White and the whole staff team for their continuing sterling work for the community. I am optimistic for the year ahead and wish good health, success and happiness to all Councillors and the entire team.

Stephen Remington
May 2026



Author: Sam White
Committee: Full Council
Status: Public
Agenda Item: FC/26-27/12 Clerk's Report
Date: 20th May 2026

This report provides an update on the Town Clerk's activities since the meeting in April.

1. Meetings update

- 1.1. I attended the CALC Larger Councils' Meeting on 23rd April which was held in person at Launceston Town Council. The meeting was also attended by Cornwall Council officers from Highways and Localism to discuss weed treatments. Officers from Safer Cornwall gave a presentation and information was provided on the Armed Forces Covenant.
- 1.2. I attended a Cornwall Council webinar on the new Neighbourhood Priority Statements along with Cllr Lundy
- 1.3. I attended the NALC Coastal Communities online network meeting.

2. Looeminations

- 2.1. Work has continued on the project to upgrade the festive lights infrastructure in the town.
- 2.2. We now have an unmetered supply agreement in place with National Grid which has enabled me to get a quote from Cornwall Council and Enerveo for installing the electricity connection, which has now been received.
- 2.3. Robert Freer has also submitted the planning application so we will await the outcome of that.

3. Twinning with Quiberon

- 3.1. We hosted a successful Teams call with our counterparts in Quiberon during which plans for reinvigorating our twinning relationship were discussed further.
- 3.2. Individual groups will be helped to make contact with each other via the Mayor's office
- 3.3. There will be a delegation from Quiberon who will come to Looe during the weekend of 9th, 10th and 11th October to celebrate the anniversary of the original twinning agreement.

4. Recruitment

- 4.1. Recruitment has now concluded for all our vacancies, with the exception of the Property Maintenance Apprentice.
- 4.2. Our new Finance Officer has started and our new Events and Communications Officer starts in mid-June
- 4.3. The Cleaning & Maintenance Team will also soon be back up to full strength and ready for the summer season.

5. Skatepark

- 5.1. Fundraising has now passed £100,000 with the recent confirmation of a grant approval

5.2. Further activity includes a volunteer support event on 10th June at the Millpool Centre

6. IT Working Group

6.1. The IT Working Group has now been established and held its first meeting

6.2. Queries have been sent to the IT Contractor and a further meeting will be arranged once his responses have been received.

7. Local Council Awards Scheme

7.1. The application to the Local Council Award Scheme has now been made

7.2. Initial feedback is due imminently and our application will then proceed to the next stage

7.3. A further verbal update will be given in the meeting

8. Mariners' Garden refurbishment

8.1. We were successful in obtaining a grant from Great Western Railway to refurbish Mariners' Garden.

8.2. A kick off meeting was held on 18th May with representatives from Looe in Bloom and Looe Shedders to discuss the project and begin making plans.

8.3. The new boat planter will be installed very soon and planted for summer colour and a more detailed planting plan will be drawn up for winter/spring 2026/7.

8.4. The project needs to be completed by the end of March 2027 to satisfy the funders.

9. Upcoming meetings

9.1. Town and Parish Councils' representative at the DMO Model Discussion on 21st May

9.2. Looe Food & Drink Festival update meeting on 22nd May

9.3. Library move day 28th May

9.4. Meeting about the Looe Valley Line and how it was affected by flooding last winter.

9.5. Design meeting for the Mariners' Garden refurbishment on 2nd June

10. Recommendation

10.1. It is recommended that this report is noted.



Author:	Responsible Finance Officer
Committee:	Full Council
Status:	PUBLIC
Agenda Item:	13
Date:	22 nd May 2026

1. Purpose

1.1 It is a requirement that the Council approve the Asset Register which consists of its Fixed Assets.

2. Background

- 2.1 Fixed Assets are defined as property plant and equipment with a useful life of more than one year.
- 2.2 Acquisitions and disposal of assets must be recorded during the financial year and reflected within the Asset Register.
- 2.3 The Annual Governance & Accountability Return (AGAR) includes a section requiring completion of the total value of fixed assets recorded in the Asset Register (Box 9).
- 2.4 Officers are currently reviewing the methodology used by the Council to record its assets.

3. Summary

3.1 The Council to approve the Asset Register showing a value of £238,642.73 for inclusion within the Annual Governance & Accountability Return for 2025-26 (see Appendix B)

4. Recommendation

4.1 That the Council approves the Asset Register for year-ending 31st March 2026.

Looe Town Council Asset Register YE 2024-25 v1

ITEM	DATE OF ACQUISITION-AGREEMENT	DISPOSAL DATE	DETAILS ACQUISITION/DISPOSAL/ ADJUSTMENT	Value @ 31/3/2025	INCREASE	DECREASE	Value @ 31/3/2026	MARKET VALUE/ REPLACEMENT	DATE OF VALUATION	LOCATION	RESPONSIBILITY	USAGE	USAGE CHARGES/ RENTAL
Chains of Office:													
Mayor	1974			8,525.00			8,525.00	revaluation 07/2021 £16,375	2021	with Mayor	Mayor	Civic Events	N/A
Mayorress	1974			296.00			296.00	revaluation 07/2021 £950	2021	with Mayoress	Mayorress	Civic Events	N/A
Deputy Mayor	Unknown			296.00			296.00	revaluation 07/2021 £825	2021	with Deputy Mayoress	Deputy Mayoress	Civic Events	N/A
Deputy Mayoress	Unknown			296.00			296.00	revaluation 07/2021 £395	2021	with Deputy Mayoress's consort	Deputy Mayoress	Civic Events	N/A
Town Crier:													
Bell	1986		Donated	1.00			1.00		N/A	TC Office	Town Clerk	Civic/Town Events	N/A
Staff	1986		Donated	1.00			1.00		N/A	TC Office	Town Clerk	Civic/Town Events	N/A
Paintings:													
Cromwell's First Appearance	Unknown			35,000.00			35,000.00		2012	Council Chamber	Town Clerk	Display	N/A
Polvellan House	Unknown			50.00			50.00		1997	TC Office	Town Clerk	Display	N/A
The Queen	2017		Donated	1.00			1.00		N/A	TC Office	Town Clerk	Display	N/A
Boats Moored Up	2017		Donated	1.00			1.00		N/A	TC Office	Town Clerk	Display	N/A
Looe Bridge	2016		Donated	1.00			1.00		N/A	TC Office	Town Clerk	Display	N/A
"Jessica"	1997			50.00			50.00		1997	Council Chamber	Town Clerk	Display	N/A
Aerial photo of Looe	Unknown			30.00			30.00		1997	Council Chamber	Town Clerk	Display	N/A
HMS Cornwall	Unknown			30.00			30.00		1997	Council Chamber	Town Clerk	Display	N/A
Twinning Charter	Unknown			75.00			75.00		1997	Council Chamber	Town Clerk	Display	N/A
Ashley Mallott x 3	Unknown			200.00			200.00		1997	Council Chamber	Town Clerk	Display	N/A
20th Anniversaire du Jumelage Looe Quiberon 1976-1996	Unknown		Donated	1.00			1.00		N/A	TC Office	Town Clerk	Display	N/A
Ron Overd painting	Unknown		£1.00	1.00			1.00		N/A	office	Town Clerk	Display	N/A
Water Colours by Derrick J Worton:													
St Michaels Mount (Battleship Wreck "Warsprite" 1995	2017		Gifted	1.00			1.00		N/A	TC Office	Town Clerk	Display	N/A
"Sunrise Bay circa 1960	2017		Gifted	1.00			1.00		N/A	TC Office	Town Clerk	Display	N/A
"The Bay" circa 1957	2017		Gifted	1.00			1.00		N/A	TC Office	Town Clerk	Display	N/A
"Porthleven" Cornwall 1957	2017		Gifted	1.00			1.00		N/A	TC Office	Town Clerk	Display	N/A
"Sennen Cove" Cornwall 1955	2017		Gifted	1.00			1.00		N/A	TC Office	Town Clerk	Display	N/A
"Marazion" Cornwall 1955	2017		Gifted	1.00			1.00		N/A	TC Office	Town Clerk	Display	N/A
"St Mawes Castle" Cornwall 1955	2017			1.00			1.00		N/A	TC Office	Town Clerk	Display	N/A
Fixtures and Fittings:													
Honor boards	2017			75.00			75.00		N/A	Council Chamber	Town Clerk	display	N/A
Finance Cupboards x2	2020			654.00			654.00		N/A	RFO office	Town Clerk/RFO	Financial storage	N/A
Chamber Cupboards	2020			380.00			380.00		N/A	Council Chamber	Town Clerk	Storage	N/A
9 x Notice Boards and 4 x Town Maps	2017/18			5,400.00			5,400.00		N/A	Town Locations various	Deputy Clerk	Official/ Information Notices	N/A
Looe Town Heritage Maps x6	Jan-26		updated signs	0.00	6,837.00		6,837.00			Town Locations various	Deputy Clerk	Official/ Information Notices	N/A
9 Fingerposts	Unknown			4,000.00			4,000.00	updated insurance cover	N/A	Various Town Locations	Town Clerk	Signs	N/A
Furniture:													
7 x desks +1 desk	Unknown			1,246.25			1,246.25	replacement value	N/A	Office/TIC	Town Clerk	Office usage	N/A
4 X conference desks	2019			780.00			780.00	cost	N/A	Council Chamber	Town Clerk	Meetings	N/A
4x grey chairs, 3x soft office chairs & 12 x red conference chairs	Unknown			600.00			600.00	replacement value	N/A	Office	Town Clerk	Office/meetings	N/A
5 x Library primary stools	Jul-20			560.00			560.00		N/A	Council Chamber	Town Clerk	Meetings	N/A
19 x blue Conference chairs	2019			517.75			517.75	cost	N/A	Council Chamber	Town Clerk	Meetings	N/A
8 x High back office chairs + x3 office chairs	Jun-20			775.50			775.50		N/A	Council Chamber	Town Clerk	office	N/A
Armchairs for warm space x 2	Sep-24			258.00			258.00						
Equipment:													
Scanner	2014			100.00			100.00						
Safe	Unknown			250.00			250.00	replacement value	N/A	Office	Town Clerk	Security for money	N/A
Document shredder & Filing Cabinets	Unknown			283.04			283.04	replacement value	N/A	Office	Town Clerk	Office business	N/A

Looe Town Council Asset Register YE 2024-25 v1

Guillotine				75.00			75.00							
6 x Telephones	Unknown			200.00			200.00	replacement value						
3 x folding tables	Unknown			50.00			50.00	replacement value	N/A	Office	Town Clerk	meetings	N/A	
Fridge	2019			200.00			200.00	replacement value	N/A	Kitchen	Town Clerk	Office	N/A	
Fridge	2021			103.00			103.00			cleaners	deputy clerk			
Microwaves	2019/2021			65.00			65.00			Staff rooms x2	Staff	Staff	N/A	
Salt Bins Looe	2015 onwards			310.00			310.00	replacement value	N/A	CC bins devolved to LTC	Deputy Clerk	Public safety	N/A	
Signage x 52	Unknown			1,820.00			1,820.00	replacement value	N/A	Town locations various	Deputy Clerk	Public information	N/A	
Pressure washer	Feb-21			92.00			92.00				Maintenance		N/A	
Gazebo 3x3m aluminium blue canopy	Feb-26			0.00	490.00		490.00			Office	Town/Deputy Clerk	events		
Boat planter 8 foot dinghy	Sep-25			0.00	395.00		395.00			Mariners garden	Deputy Clerk	planting		
General sundries and office equipment	Ongoing as needed			1,494.00			1,494.00	replacement value	N/A	Office	Town Clerk	Office	N/A	
IT hardware Synology DS 220	Dec-21			545.00			545.00	replacement value	N/A	Office	Town Clerk		N/A	
CCTV System and 9 cameras new system x12	Mar-25	Mar-25		22,390.00			22,390.00	replacement value	N/A	Town locations E Looe only	Deputy Clerk	Public safety	N/A	
Additional CCTV Seafront x2	Dec-25			0.00	1,568.00		1,568.00							
Additional CCTV Millpool x1	Mar-26			0.00	950.00		950.00							
Bus Shelters x 2	2016/2018			11,000.00			11,000.00	replacement value	N/A	Sunrising and Hannafore	Deputy Clerk	Public use	N/A	
Car park Barrier and console	2015	Dec-25		2,990.00	2,669.00	2,990.00	2,669.00	replacement value	N/A	Station Road	Deputy Clerk	Public use/permit holders	£2000 income	
Street benches x 76	devolved 2021 from CC			35,001.00			35,001.00	replacement value	N/A	PL13 Looe	deputy clerk	Seating	N/A	
Dell inspiron 14" laptops x 4 including monitors/keyboards/webcams/adaptors	Mar-21			3,780.00			3,780.00			PL13 Looe	Town Clerk	Staff	N/A	
Samsung Tablet x1	2019			180.00			180.00		N/A	PL13 Looe	Town Clerk	staff	N/A	
Dell Latitude & inspiron 3510 laptops 15.6" display x2	Dec-21			1,167.00			1,167.00			PL13 Looe	town clerk	staff	N/A	
Dell OptiPlex3090 computers+ monitor x1	Apr-22	May-24		1,228.00			1,228.00		N/A	PL13 Looe	Town clerk	staff	N/A	
Dell Latitude 3420 x1 computer	Jun-23			650.18			650.18			PL13 Looe	town clerk	staff	N/A	
Dell Vestro x2 computer	Mar-24			824.80			824.80			PL13 Looe	town clerk	staff	N/A	
Dell Latitude 3550	Aug-25			0.00	882.00		882.00			PL13 Looe	town clerk	staff	N/A	
Dell Pro 16" Ultra 5	Mar-26			0.00	887.00		887.00			PL13 Looe	town clerk	staff	N/A	
Video Conferencing System Logitech	Jul-23			448.21			448.21			PL13 Looe	town clerk	staff	N/A	
PA System	2018			2,000.00			2,000.00	replacement value	N/A	PL13 Looe	Deputy Clerk	Public events	N/A	
Projectors x 2	2017			600.00			600.00	replacement value	N/A	Office	Town Clerk	Public meetings	N/A	
Overhead projector and screen	2019			2,000.00			2,000.00	replacement value	N/A	Office	Town Clerk	Council meetings	N/A	
VIC Pop Up trailer	Under review			850.00			850.00		2019	Library carpark	Town Clerk	VIC events	N/A	
Cups for BSAF				5,624.00			5,624.00	insured by BSAF renewal Sept 25	2017	various	Deputy clerk	BSAF annual awards	N/A	
Flood barrier- for library building	Feb-25			1,884.00			1,884.00							
Sound beacon	Sep-24			380.00			380.00							
Vehicles owned/leased														
Garia U22 Utility City Electric Vehicle WR69 KVA	18.12.23			9,995.00			9,995.00	purchase price	Dec-23	Millpool	Deputy clerk/Facilities Supervisor	facilities staff	N/A	
Land & Buildings Owned:														
Mariners Garden	2007			1.00			1.00		N/A	Station Road	Deputy Clerk	Public use	N/A	
2 Polkirt Arcade	2014			39,250.00			39,250.00		2021	Higher Market Street	Deputy Clerk	Dog grooming	£6,500 income	
Public Conveniences -Millpool, Hannafore- West Looe	2015			3.00			3.00	£192,500 + £245,000 + £105,000	Jan-24	Hannafore & West Looe/Quay Road & Millpool	Deputy Clerk	Public Use	N/A	

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West Looe store -formally gents toilets	2015			1.00			1.00	£65,000	Jan-24	Rear of Ellies Haven	Deputy Clerk	Storage	N/A
Library/Information Service and land	29.03.2019			1.00			1.00	£929,000	Jan-24	Millpool	Town Clerk/ Deputy Clerk	Public use	N/A
Land known as "Sonia's Cafe"	29.03.2019			1.00			1.00	Valuation report 2017 - 80,000 market value	Mar-17	Millpool	Town Clerk/ Deputy Clerk	To be determined	Parking
Land on which the Millpool Centre stands	29.03.2019			1.00			1.00	Valuation report 2017 - £21,000 market value	Mar-17	Millpool	Town Clerk/ Deputy Clerk	Community Centre	No charge
Vet's (Old) Building and land	29.03.2019			1.00			1.00	£112,500	Jan-24	Millpool	Town Clerk/ Deputy Clerk	Community support	Boundless Trust no charge
6 x car park spaces - Millpool	29.03.2019			1.00			1.00		N/A	Millpool, West Looe	Deputy Clerk	Library use only	N/A
Buller quay carpark telephone box	Oct-22			1.00			1.00			Buller quay carpark, Fore street	Deputy Clerk	Information hub	£6 annual land rent LHC
Leased/other:													
Photocopier	2023			15,000.00			15,000.00	£17,000 replacement value confirmed AIS	2024	Office	Town Clerk	Office	N/A
Guildhall toilets	2015			1.00			1.00	£150,000 -LHC ownership	Jan-24	Churchend, East Looe	Deputy Clerk	Public Use	
Seafront Public Conveniences	2015			1.00			1.00	£482,500 -LHC ownership	Jan-24	Seafront, East Looe	Deputy Clerk	Public Use	N/A
Health Centre Patients Car Park (5 year lease)	2014			2,000.00			2,000.00	CC ownership	N/A	Station Road, East Looe	Deputy Clerk	Public permit holders	N/A
Allotment site (20 year lease)	2014			2,000.00			2,000.00	Dioses Truro	N/A	St Martins Road, East Looe	Deputy Clerk	Allotments	£2450 income per year
Bus shelter land x 2 (99 year lease)	2016/2018			2.00			2.00	£8,500 each -CC ownership of land	Jan-24	Hannafore and Barbican Road	Deputy Clerk	Public use - bus stops	N/A
Display Shelter at Millpool Amenity Area Looe	Feb-25			1.00			1.00	CC ownership	N/A	Millpool Amenity Area	Deputy Clerk	Display- signage	N/A
Hannafore Beds Marine drive Looe	Dec-24			1.00			1.00	CC ownership	N/A	Marine Drive Hannafore	Deputy Clerk	Flower beds for display	N/A
TOTALS				£226,954.73	£14,678.00	£2,990.00	£238,642.73						

Acquisitions-agreement 2025-26	
Looe Town Heritage Maps x6	£6,837.00
Gazebo 3x3m aluminium blue canopy	£490.00
Boat planter 8 foot dinghy	£395.00
Additional CCTV Seafront x2	£1,568.00
Additional CCTV Millpool x1	£950.00
Car park Barrier and console	£2,669.00
Dell Latitude 3550	£882.00
Dell Pro 16" Ultra 5	£887.00
Total	£14,678.00
Disposals 2025-26	
Car park Barrier and console	£2,990.00
Total	£2,990.00
Difference	£11,688.00



Author:	Responsible Finance Officer
Committee:	Full Council
Status:	PUBLIC
Agenda Item:	14
Date:	21 st May 2026

1. Purpose

1.1 It is a requirement that the Council's expenditure incurred under section 137 of the Local Government Act 1972 be reviewed.

2. Background

2.2 Section 137 of the Local Government Act, enables a local council to incur expenditure, which is in the interests of and will directly benefit its area or any part of it and some or all of its inhabitants.

2.3 Section 137 is used when there is no other specific power available.

2.4 Section 137 expenditure is limited to a specified amount each year, which is then, multiplied by the number of electors in the parish.

3. Summary

3.1 No expenditure was incurred during the period of 2025-26 under Section 137.

4. Recommendation

4.1 That Councillors note zero expenditure under Section 137 of the Local Government Act 1972 during the period of 2025-26.



Author:	Responsible Finance Officer
Committee:	Full Council
Status	Public
Agenda Item	15.
Date:	21.05.26

1. Introduction

The Community Infrastructure Levy (CIL) is a charge which allows planning authorities to levy contributions on development in order to fund infrastructure that addresses the cumulative impact of growth. The charging schedule came into effect in Cornwall in 2019. Cornwall Council collects these funds, then distributes a percentage of the funds to the relevant Town and Parish Councils. These funds must be spent within the five years of receiving them.

2. Summary

Looe Town Council did not receive any CIL funds during the 2025-26 financial year.

Expenditure of previous years CIL funds totalled £7,785 during 2025-26.

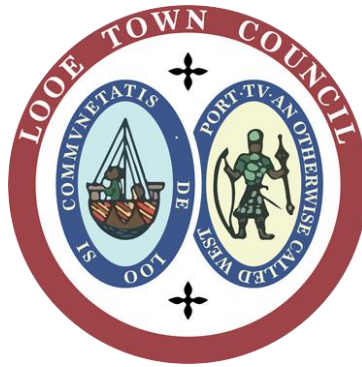
A balance of £14,303.54 remains, with an expiry date of April 2029.

Each year, the Council must submit a report to Cornwall Council detailing receipts, expenditure, and any remaining balance, and must also upload the information to the Council's website.

The Finance & Strategy Committee have reviewed and recommended approval for Full Council.

3. Recommendation

To approve the recommended Community Infrastructure Levy Report for 2025-26. (Appendix A)



Looe Town Council CIL (Community Infrastructure Levy) Report 1st April 2025 to 31st March 2026

<i>CIL receipts received during the financial year 2025-26</i>	£0.00
<i>Total CIL expenditure during the financial year 2025-26</i>	£7,785
<i>Details of expenditure</i> <i>Arbocure Mariners Garden improvements £3,390</i> <i>Boat planter Mariners Garden improvements £395</i> <i>Looe In Bloom Browns Nurseries Town improvements £4,000</i>	
<i>Details of any notices -repayment of any older receipts 5yrs+</i>	N/A
<i>Total amount remaining 31.03.2026</i>	N/A
<i>CIL receipts from previous years retained in Reserves</i>	£22,088.54
<i>Total CIL balance as at 31.03.2026</i>	£14,303.54