

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 14th April 2026 at 6pm

PRESENT:

- Cllr Jon Holmes (JH) - Chair
- Cllr Jamie Pearn (JP) – Vice Chair
- Cllr Jasper Graham-Jones (JGJ)
- Cllr James Lundy (JL)
- Cllr Chris Harwood (CH)
- Cllr George Ingham (GI)

IN ATTENDANCE:

- 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 Chair Cllr Jon Holmes welcomed everyone to the meeting. It was RESOLVED to co-opt Cllr George Ingham onto the Services, Assets and Community Committee for the meeting. Proposed by Cllr Jon Holmes and seconded by Cllr Chris Harwood. All in favour.	

SAC/25-26/045	To Receive Apologies for Absence and reasons given. It was agreed to accept Apologies for absence and the reasons given from Cllr Stephen Remington (SR), Cllr Michala Powell (MP) and Cllr Mark Pughe (MPU).	
SAC/25-26/046	To Receive Declarations of Interest/Request for dispensations. None received.	
Public Participation		
SAC/25-26/047	To Receive representations from members of the Public in respect to the business on the Agenda. None present.	
SAC/25-26/048	To Resolve to approve the minutes of the previous meeting of the Services, Assets & Community Committee held on 2nd December 2025. It was RESOLVED to approve the minutes of the previous meeting of the Services, Assets & Community Committee held on 2nd December 2025. Proposed by Cllr Jon Holmes and seconded by Cllr Chris Harwood. Carried 5 for / 1 abstention.	
SAC/25-26/049	To receive questions on the report from the Library Supervisor. The Library Supervisor report was circulated and noted. Cllrs congratulated the staff team on their excellent service. Recent statistics results show our Library as 2nd in the whole of Cornwall for Community Engagement. The Library and Tourist information hub are now opening later on a Tuesday evening.	

SAC/25-26/050	To receive questions on report from the Town Clerk regarding naming and signage for Belinda Lane. The report on naming and signage for Belinda Lane was circulated and noted. The TC gave an overview of the report and feedback from the Finance and Strategy Committee meeting. The TC will continue to explore other design options and costs for the signage. It was RESOLVED to note the report. Proposed by Cllr Jon Holmes and seconded by Cllr Jasper Graham-Jones. Carried 5 for / 1 abstention.	
SAC/25-26/051	To receive questions on report from the Finance Officer, Nayax income. The report from the Finance Officer on the Nayax income was circulated and noted. Cllrs thanked Cllr Mark Pughe and the Deputy Clerk for repairing the broken paddle gates in the Seafront toilets. Cllr Mark Pughe will be researching a manufacturer locally to produce replacement polycarbonate paddle gates.	Cllr Pughe
SAC/25-26/052	To receive questions on the report from the Deputy Clerk and Resolve any necessary actions to be taken including: The Deputy Clerks report was circulated and noted. The DC gave an overview of her report. Cllrs discussed the recent opening of The Meeting Place situated in the Old Vets building and the recent book launch of “FlavOURS of LOOE”. Cllrs agreed that it would be good to have an exhibition of the artwork in Looe.	

SAC/25-26/053	To review and approve flooring material for the Guildhall Toilets. The report on the flooring for the Guildhall Toilets was circulated and noted. The DC gave an overview of the report. Discussion ensued around the differing flooring types, pros, cons, costs, durability and need to withstand occasional flooding. It was RESOLVED to defer a decision until further comparison costs could be obtained from additional Resin suppliers. Proposed by Cllr Jon Holmes and seconded by Cllr Jasper Graham-Jones. All in favour.	
SAC/25-26/054	To review Maintenance Schedule plan, progress made and supply costs. The Maintenance Schedule plan was circulated and noted. The Deputy Clerk gave an overview of the Maintenance Schedule.	
SAC/25-26/055	To note correspondence received for information only. Correspondence was received from Cllr Mark Pughe.	
SAC/25-26/056	Exclusion of members of the press and public. 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 matters due to the confidential nature of the business to be discussed. Proposed by Cllr Jon Holmes and seconded by Cllr James Lundy. All in favour.	

SAC/25-26/057	Confidential items for discussion. 1. Polkirt Arcade The Report on options for the Polkirt Arcade was circulated and noted. It was RESOLVED to recommend to Full Council for officers to investigate the options presented by two prospective businesses and amend the expired licence to allow them to take on the business (subject to references and deposits). Proposed by Cllr Jon Holmes and seconded by Cllr Jasper Graham-Jones. All in favour. 2. Looe Library and Community Hub Reconfiguration The Report on the Looe Library and Community Hub reconfiguration was circulated and noted. It was RESOLVED to recommend to Full Council to accept the quotation from SWS 1958 – for £8,891 (+£525 for drawers) + VAT. Proposed by Cllr Jasper Graham-Jones and seconded by Cllr Chris Harwood. Carried for by Cllrs Jon Holmes, Chris Harwood, George Ingham, Jasper Graham-Jones and Jamie Pearn Against Cllr James Lundy. 3. Budget Recommendations The Report on Budget Recommendations was circulated and noted. It was AGREED to recommend to Full Council to allocate projects to the apportioned Reserves: Ringfenced Reserves for 2026-27: Library and Community Hub Counter, Millpool Toilet Repairs, Mariners Garden Project, The Seafront toilet roof, The Guildhall toilet floor and CCTV maintenance.	
---------------	---	--

	Ringfenced Reserves for 2027-2028: The LTC Van and replace the Millpool Toilet roof. Earmarked Reserves for 2028 -2029: Library Windows and Replacement Hannafore toilets.	
SAC/25-26/058	Date of Next Meeting: Tuesday 14th July 2026	
	Meeting Closed at: 7:05pm	