LOOE TOWN COUNCIL
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Services, Assets & Community Committee Minutes

Held in

The Council Chamber, Looe Library and Community Hub, The Millpool, Looe

Meeting held on 21st July 2026 at 6pm

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

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/26-27/1	**To Receive Apologies for Absence and reasons given.**	

	It was **AGREED** to accept apologies and the reasons given from Cllr James Lundy (JL) and Cllr Michala Powell (MP). Cllr Jasper Graham-Jones (JGJ) was absent.	
SAC/26-27/2	**To Receive Declarations of Interest/Request for dispensations.** None declared.	
Public Participation		
SAC/26-27/3	**To Receive representations from members of the Public** None Present.	
SAC/26-27/4	**To Resolve to approve the minutes of the previous meeting of the Services, Assets & Community Committee held on 14th April 2026.** It was **RESOLVED** to approve the minutes of the previous Services, Assets & Community Committee held on 14th April 2026. **Proposed** by Cllr Jon Holmes and **seconded** by Cllr Mark Pughe. Carried 5 for / 1 abstention as not present at the meeting.	
SAC/26-27/5	**To receive questions on the report from the Library Supervisor.** The Library Supervisors report was circulated and noted.	
SAC/26-27/6	**To receive a report on the devolution of land at Sunrising.** The report on the devolution of land at Sunrising was circulated and noted. The Town Clerk provided an overview of the report. Discussion took place regarding the potential future costs of resurfacing the footpath and the need to formalise areas of land that had been unofficially incorporated into residents'	

	gardens. The results of the residents' survey indicated that the community wished to protect the land due to its wildlife value. It was noted that a biodiversity survey could be considered for inclusion in the 2027/28 budget. It was **RESOLVED** to proceed to a Heads of Terms agreement with Cornwall Council for the devolution of the land at Sunrising, including the footpath. **Proposed** by Cllr Jon Holmes and **seconded** by Cllr Chris Harwood. All in favour.	
SAC/26-27/7	**To receive a report on a feasibility study for future uses of the Looe Family Hub building.** A report on the feasibility study for future uses of the Looe Family Hub building was circulated and noted. The Town Clerk provided an overview of the report. Discussion took place regarding current groups having been given notice and whether the Town Council could take over the running of the Hub from September to April. It was noted that costs, staffing, after-hours arrangements and potential outgoings would need to be considered. The need for a more focused feasibility study was highlighted. It was **RESOLVED** to • accept the quote to undertake the feasibility study and business case for alternative uses for the Looe Family Hub, and to present to Council in the autumn. • To establish a working group to input into the final brief for the study and support its progress over the next few months. **Proposed** by Cllr Jon Holmes and **seconded** by Cllr Stephen Remington. All in favour.	
SAC/26-27/8	**To receive questions on the report from the Finance Officer, Nayax income.**	

	The report from the Finance Officer on the Nayax income was circulated and noted. The Deputy Town Clerk gave an overview of the report.	
SAC/26-27/9	**To receive questions on the report from the Deputy Clerk and Resolve any actions to be taken.** The Deputy Clerk's report was circulated and noted. The Deputy Clerk provided an overview of the report. Councillors discussed the progress made to Mariners Garden and noted that it was pleasing to see people sitting in and enjoying the garden. The CCTV cameras at the seafront are currently in the process of being installed. Thanks were given to the Deputy Clerk, Cllr Mark Pughe and Cornwall Electricals for the efficient organisation of the installation. It was noted that there had been no further response from the Police regarding the damage to the Patients Barrier arm. Looe Town Council's insurers will make a claim against the driver's policy. It was **RESOLVED** to contact the Police again to enquire about the progress of the reported crime. **Proposed** by Cllr Jon Holmes and **seconded** by Cllr Stephen Remington. All in favour.	
SAC/26-27/10	**To review the Maintenance Schedule plan, progress made and supply costs.** The Maintenance Schedule plan was circulated and noted. The Deputy Clerk gave an overview of the report.	
SAC/26-27/11	**To note correspondence received for information only.** Correspondence was circulated and noted. The Deputy Clerk will respond.	

SAC/26-27/12	**Exclusion of members of the press and public.** It was **RESOLVED** to pass 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 dur the consideration of the following matter due to the confidential nature of the business to be discussed." **Proposed** by Cllr Jon Holmes and **seconded** by Cllr Mark Pughe. All in favour.	
Confidential items for discussion.		
SAC/26-27/13	**Memorial Bench Policy** The Memorial Bench Policy was circulated and noted. It was **AGREED** to establish a working group to produce a policy on the charging, maintenance and installation of benches, to be submitted to Full Council. **Proposed** by Cllr Jon Holmes and **seconded** by Cllr Mark Pughe. All in favour. All Councillors would be invited to join the working group. Councillors Jamie Pearn, Mark Pughe and George Ingham expressed an interest in joining the working group.	
	IT support Tender The IT Support Tender was circulated and noted. Cllr Mark Pughe gave an overview of the report. It was **RESOLVED** to publish the IT Support Tender document on to Contract Finder and Looe Town Council's website and socials by Friday 31st July 2026.	

	Proposed by Cllr Jon Holmes and **seconded** by Cllr Mark Pughe. All in favour.	
	Seafront Stores The report on the Seafront Stores was circulated and noted. The Deputy Clerk gave an overview of the report. It was **RESOLVED** to recommend to Full Council to serve a 'Notice to Quit' on the tenant; deadline to vacate the premises by 30th September 2026 (subject to legal advice). **Proposed** by Cllr John Holmes and **seconded** by Cllr Stephen Remington. Carried 5 for / 1 against. It was **RESOLVED** to initiate a Residents' Survey to ascertain the future use of the facility (deadline of 30th September 2026). **Proposed** by Cllr Jon Holmes and **seconded** by Cllr Stephen Remington. All in favour. It was **RESOLVED** the Services, Assets and Community Committee endeavour to review the results of the Residents Survey on Tuesday 13th October 2026 and make a recommendation for future use of the facility to Full Council on Tuesday 27th October 2026 **Proposed** by Cllr Jon Holmes and **seconded** by Cllr Stephen Remington. All in favour.	
	Review tender submissions for Seafront Toilet roof project. The tender submissions for the Seafront Toilet Roof project were circulated and noted. It was **RESOLVED** to recommend to Full Council Contractor B – Pete Nicholls Roofing Ltd for the Seafront Toilet roof project. **Proposed** by Cllr Jon Holmes and **seconded** by Cllr Stephen Remington. All in favour.	

	Review tender submissions for Guildhall Plumbing Project. The tender submissions for the Guildhall Plumbing Project were circulated and noted. It was **RESOLVED** to recommend Sam Wilkinson Plumbing & Heating to Full Council for the Guildhall Plumbing Project. **Proposed** by Cllr Mark Pughe and **seconded** by Cllr Stephen Remington. All in favour.	
SAC/26-27/14	**Date of Next Meeting: 13th October 2026**	
	Meeting Closed at: 7:43 pm	