

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



23rd September 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 29th September 2026 at 6.00pm

Yours faithfully

Sam White

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
29th September 2026 at 6.00pm**

AGENDA

	Welcome	
FC26/27.64	To Receive Apologies for Absence and reasons given.	
FC26/27.65	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.	
FC26/27.66	Public Participation To receive representations from members of the public ¹	
FC26/27.67	Minutes: Full Council Meeting. To receive and resolve to adopt the minutes of the Full Council Meeting held on 28 th July 2026	
FC26/27.68	Minutes: Council Committees and Working Groups: To resolve to adopt the minutes of the Planning Committee held on 7 th July 2026 and 4 th August 2026 To resolve to adopt the minutes of the Finance & Strategy Committee held on 14 th July 2026	
FC26/27.69	Police Report To receive a report on Neighbourhood Policing from Insp Jamie Musgrove	
FC26/27.70	To receive correspondence	
FC26/27.71	Council Committees and Working Groups: - To receive a report from the Planning Committee - To receive a report from the Finance & Strategy Committee	
FC26/27.72	Cornwall Councillors To receive a report from Cllr Jim Candy To receive a report from Cllr Mark Gibbons	
FC26/27.73	Mayor's Report To receive a report from Cllr Stephen Remington	
FC26/27.74	Clerk's Report To receive a report from the Town Clerk outlining actions taken since the meeting on 28 th July 2026	
FC26/27.75	Deputy Clerk's Report (incorporating Services, Assets & Community Committee report) To receive a report from the Deputy Town Clerk outlining actions taken since the meeting on 28 th July 2026	
FC26/27.76	Residents' Survey 2026 To receive a report from the Town Clerk and Events & Communications Officer on proposed questions for the 2026 Residents' Survey	
FC26/27.77	Streetlighting To receive a report on Cornwall Council's policy of switching of selected street lights	
FC26/27.78	Variation to the Calendar of Meetings (SAC). To receive a report to seek Full Council's approval to formally reschedule the upcoming Services, Assets and Community Committee meeting	
FC26/27.79	Polkirt Arcade	

	To receive a report on the S20 Notification of Intention: roof works (2 Polkirt Arcade)	
FC26/27.80	To consider the recommendation to approve and adopt the following policies: 1) Anti-Fraud and Corruption Policy 2) Appropriate Policy Document 3) Broadcasting and Social Media at Council Meetings Policy 4) Code of Conduct for Members 5) Complaints Procedure 6) Councillor Co-option Policy 7) Data Protection and Privacy Policy 8) Disciplinary Policy 9) Equality and Diversity Policy 10) Freedom of Information Policy 11) Grievance Policy 12) Health and Safety Policy 13) Surveillance Camera Policy	
FC26/27.81	To receive and resolve the Reserve allocation after year-end 31.03.2026.	
FC26/27.82	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	
FC26/27.83	To consider an application for a community grant from Christmas in Looe	
FC26/27.84	To consider an application for a community grant from Pelynt Male Choir	
FC26/27.85	Date of the next meeting: Tuesday 27th October 2026	

1 In accordance with Looe Town Council Standing Orders 3e, f, g and h members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend on any matter within the Council's remit, whether or not it is on the agenda. 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



Full Council Meeting Minutes

Held in

The Millpool Centre, The Millpool, Looe

On 28th July 2026 at 6.00pm

PRESENT:

Cllr Stephen Remington - Mayor (SR)
Cllr Michala Powell - Deputy Mayor (MP)
Cllr Simon Barker (SB)
Cllr Jasper Graham -Jones (JGJ)
Cllr Chris Harwood (CH)
Cllr Jon Holmes (JH)
Cllr George Ingham (GI)
Cllr Abbas Matini (AM)
Cllr Jamie Pearn - (JP)
Cllr Mark Pughe (MPU)
Cllr Chris Rose (CR)
Cllr Adrian Rusu (AR)

IN ATTENDANCE:

Cornwall Councillor - Jim Candy
Sam White – Town Clerk
Sharon Payne – Deputy Town Clerk
Donna Folland – Administration Officer

Members of the Public: None

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
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	Welcome The Mayor, Cllr Stephen Remington welcomed everyone to the meeting.	
FC 26/27.40	To Receive Apologies for Absence. Apologies for absence and the reasons given were accepted from Cllr James Lundy (JL) and Cllr Elliot Stone (ES).	
FC 26/27.41	To Receive Declarations of Interest / Requests for Dispensations. Declaration of Interest were received from Cllr Michala Powell in matters pertaining to Barbican Preschool and Cllr Jon Holmes in matters pertaining to Looe Festival of Words. It was AGREED that Councillors could remain in the room during discussions but would not vote on those matters. Proposed by Cllr Stephen Remington and seconded by Cllr Mark Pughe. All in favour.	
FC 26/27.42	Public Participation There were no members of the public present.	
FC 26/27.43	Minutes: Full Council Meeting It was RESOLVED to adopt the Minutes of the Full Council meeting held on 23rd June 2026. Proposed by Cllr Simon Barker and seconded by Cllr Michala Powell. Carried 11 for / 1 abstention as not present at previous meeting.	
FC 26/27.44	Minutes: Council Committees and Working Groups:	

	Planning Committee Cllr Chris Harwood gave an overview of the Planning meeting held on 9th June 2026. It was RESOLVED to adopt the minutes of the Planning Committee held on 9th June 2026. Proposed by Cllr Chris Harwood and seconded by Cllr Chris Rose. All in favour. Finance and Strategy Committee It was RESOLVED to adopt the minutes of the Finance and Strategy Committee held on 2nd June 2026. Proposed by Cllr Simon Barker and seconded by Cllr Mark Pughe. All in favour. Services, Assets and Community Committee It was RESOLVED to adopt the minutes of the Services, Assets and Community held on 14th April 2026. Proposed by Cllr Jon Holmes and seconded by Cllr Jasper Graham-Jones. All in favour.	
FC 26/27.45	Police Report The Town Clerk gave an overview in the absence of a member of the Police team. There has been a 9.2% increase in crime between June 2025 and June 2026. Security patrols have now commenced for the summer holidays. Councillors requested that a police representative attend the September Full Council meeting. The importance of reporting any issues by phoning 101, or 999 in an emergency, was highlighted.	
FC 26/27.46	To receive Correspondence None received.	

FC 26/27.47	Council Committees and Working Groups: Planning Committee Report The Planning Committee Report was circulated and noted. Cllr Chris Harwood gave an overview of the report. Finance & Strategy Committee Report The Finance & Strategy Committee Report was circulated and noted. Cllr Simon Barker gave an overview of the report. It was RESOLVED to note the Planning Committee and Finance and Strategy Committee Reports. Proposed by Cllr Simon Barker and seconded by Cllr Abbas Matini. All in favour.	
FC 26/27.48	Cornwall Councillor Updates Cornwall Councillor Jim Candy. A report from Cornwall Councillor Jim Candy was circulated and noted. Cllr Candy gave an overview of his report. Cllr Stephen Remington thanked Cllr Candy for his report. Cornwall Councillor Mark Gibbons A report from Cornwall Councillor Mark Gibbons was circulated and noted. The Town Clerk gave an overview of Cornwall Councillor Mark Gibbons report.	
FC 26/27.49	Mayor's Report The Mayor's report was circulated and noted. Cllr Stephen Remington thanked Cllr Simon Barker and Cllr Michala Powell for attending events on his behalf.	

FC 26/27.50	Clerk's Report The Clerk's report was circulated and noted. The Clerk gave an overview of her report. Discussion ensued regarding traffic and pedestrian issues on Fore Street. This will be raised again with the Highways Department at Cornwall Council. The Town Clerk encouraged Councillors to complete a survey on Cornwall Council's website to help the Council better understand the scale of van dwelling in Cornwall. It was RESOLVED to note the Clerk's report. Proposed by Cllr Mark Pughe and seconded by Cllr Adrian Rusu. All in favour. Cornwall Councillor Jim Candy left the meeting at 6:37pm	
FC 26/27.51	Deputy Clerk's Report (incorporating Services, Assets & Community Committee report) The Deputy Clerk's Report was circulated and noted. The Deputy Clerk gave an overview of her report. Details of damage to the Patients Car Park Barrier were discussed. The Deputy Clerk will pursue an update from the police on the criminal damage.	
FC 26/27.52	To discuss Dowl Glan motion Motion: "This Council notes with grave concern the systemic failure of South West Water to manage the sewage system in Cornwall. Despite record bills and government intervention, raw sewage continues to impact our environment and public health." Discussion ensued around responsibility to test local waters, the residents survey and ongoing sewage and pollution issues. It was RESOLVED to:	

	1) To formally declare a Vote of No Confidence in South West Water. 2) To sign the collective letter to the Secretary of State demanding the removal of South West Water's management through a Special Administration Order. Proposed by Cllr Stephen Remington and seconded by Cllr Jamie Pearn. All in favour.	
FC 26/27.53	Exclusion of members of the press and public. It was RESOLVED to exclude members of the press and public 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. Proposed by Cllr Stephen Remington and seconded by Cllr Michala Powell. All in favour.	
Confidential Items for discussion		
FC 26/27.54	To review and approve the Finance & Strategy Committee recommendation to appoint an Internal Auditor for Looe Town Council for the next three years. A report from the Responsible Finance Officer detailing the recommendation from the Finance and Strategy Committee was circulated and noted. It was RESOLVED to appoint J T Audit and Accountancy as the internal auditor for Looe Town Council for the period 2026-27 to 2028-29. Proposed by Cllr Simon Barker and seconded by Cllr Jamie Pearn. All in favour.	
FC 26/27.55	To review and approve the Finance & Strategy Committee recommendation of a community grant for the Looe Defibrillator Project.	

	A report from the Responsible Finance Officer, detailing a grant request from the Looe Defibrillator Project and the recommendation from the Finance and Strategy Committee, was circulated and noted. It was RESOLVED to approve a grant of £2k from the Council's Discretionary Grant Fund towards the imminent cost of replacing the batteries and pads. Proposed by Cllr Simon Barker and seconded by Cllr Adrian Rusu. All in favour.	
FC 26/27.56	To consider an application for a community grant from the Looe Festival of Words. Details of an application for a community grant from the Looe Festival of Words was circulated and noted. It was RESOLVED to award a grant of £500 to Looe Festival of Words. Proposed by Cllr Mark Pughe and seconded by Cllr Michala Powell. Carried 11 for / 1 abstention.	
FC 26/27.57	To consider an application for a community grant from Barbican Pre-School. Details of an application for a community grant from Barbican Pre-school was circulated and noted. It was RESOLVED to pledge £1000 to Barbican Preschool to be paid when sufficient funds have been raised for their project. Proposed by Cllr Mark Pughe and seconded by Cllr Adrian Rusu. Carried 6 for / 3 against / 3 abstentions.	
FC 26/27.58	To consider an application for a community grant from Looe Community Academy.	

	Details of an application for a community grant from Looe Community Academy were circulated and noted. It was RESOLVED to award Looe Community Academy a grant of £500. Proposed by Cllr Mark Pughe and seconded by Cllr Jamie Pearn. All in favour.	
FC 26/27.59	To consider a proposal for the interim management of the Looe Family Hub. A report on the interim management of the Family Hub was circulated and noted. The Town Clerk gave an overview of the report. It was RESOLVED that officers negotiate a zero-cost option for Looe Town Council to take on the management of bookings for the Family Hub, to enable providers to continue offering services from the building. A full feasibility study and business plan would be completed by April 2027. Proposed by Cllr Stephen Remington and seconded by Cllr Michala Powell. All in favour. It was RESOLVED to extend the meeting time. Proposed by Cllr Stephen Remington and seconded by Cllr Jasper Graham-Jones. All in favour.	
FC 26/27.60	To review and approve the Services, Assets & Community Committee recommendation for the Seafront Stores. A report from the Services, Assets and Community Committee for the Seafront Stores was circulated and noted. The Deputy Clerk gave an overview of the report. It was RESOLVED to:	

	a. To serve a 'Notice to Quit' on the tenant; deadline to vacate the premises by 30th September 2026 (subject to legal advice); b. To initiate the Residents' Survey to inform the future use of the facility (deadline of 30th September 2026) c. The Services, Assets and Community Committee to endeavour to review the results of the Residents' Survey on Tuesday 13th October and make a recommendation for the future use of the facility to Full Council on Tuesday 27th October 2026. Proposed by Cllr Jon Holmes and seconded by Cllr Michala Powell. All in favour.	
FC 26/27.61	To review and approve the Services, Assets & Community Committee recommendation for the Seafront Toilet Roof Tender. A report on the recommendation for the Seafront Toilet Roof Tender was circulated and noted. It was RESOLVED to approve the award of The Seafront Toilet Roof Tender to contractor B – Pete Nicholls Roofing Ltd for £50,644 ex VAT. Proposed by Cllr Jon Holmes and seconded by Cllr Chris Harwood. All in favour.	
FC 26/27.62	To review and approve the service, Assets & Community Committee recommendation for the Guildhall Plumbing and Sanitary Ware Tender. A report from the Services, Assets and Community Committee detailing the recommendation for the Guildhall Plumbing and Sanitary Ware Tender was circulated and noted. It was RESOLVED to approve the award of the The Guildhall Plumbing & Sanitary Ware Tender to contractor I – Sam Wilkinson Plumbing & Heating for £31,807.00 ex VAT.	

	Proposed by Cllr Jon Holmes and seconded by Cllr Abbas Matini. All in favour.	
FC 26/27.63	Date of Next Meeting: Tuesday 29th September 2026	
	Meeting Closed at: 8:02pm	

Signed:

Date:

Draft



LOOE TOWN COUNCIL KONSEL TRE LOGH

MINUTES OF THE PLANNING COMMITTEE MEETING

Held on the 4th of August 2026 at 6.00pm

At The Millpool Centre, The Millpool, Looe, PL13 2AF

REPORT TO COUNCIL

PRESENT: Councillor J Lundy (JL) – Chair
Councillor S Remington (SR)
Councillor C Harwood (CH)
Councillor J Graham-Jones (JGJ)
Councillor J Holmes (JH)
Councillor M Powell (MP)

IN ATTENDANCE: S Bonney – Planning Officer (PO)
Several members of the public.

	Welcome The Chair welcomed Councillors and members of the public to the meeting.	Actions
PLG 335	To Receive and Consider Apologies No apologies were received.	
PLG 336	To Receive Declarations of Interest None Received.	
PLG 337	To Receive Questions from Members of the Public. The Chair checked which agenda items were of particular interest to members of the public in attendance and it was agreed to re-order the agenda so that those planning applications could be discussed first. <u>PA26/03908</u> <u>Building Plot South of Tregarrick Road, Looe - Proposed self-build dwelling and garage.</u> Looe Town Council Planning Committee discussed the application PA26/03908, and it was resolved to Support this application in principle subject to receiving visual drawings of the wider street scene to appreciate the roof height against the neighbouring properties, proposed by Cllr Lundy, seconded by Cllr Remington, All in favour.	

	<u>PA26/04885</u> <u>Lower Quay Stores Quay Street Looe PL13 1AP - 'United by The Sea' permanent wall mural.</u> The committee discussed this application, and the chair raised concerns that the proposed ceramic fish mural would go against preserving Looe Conservation Area and therefore did not accord with said policies nor the adopted Looe Neighbourhood Development Plan. It was resolved to Support this application PA26/04885 proposed by Cllr Graham-Jones, seconded by Cllr Powell, 5 for / Cllr Lundy Against. The Chair returned to the correct order of the agenda and the members of the public left the meeting.	
PLG 338	To Resolve to Approve the Minutes of the Planning Committee meetings held on the 7th of July 2026. It was resolved to approve the Minutes of the Planning Committee meeting held on the 7th of July 2026, proposed by Councillor Lundy, seconded by Cllr Remington, All in favour.	
PLG 339	Questions and updates from the Planning Officer. The Planning officer stated that a written report had been circulated to Councillors and all actions from the previous meeting were completed.	PO
PLG 340	Correspondence. Correspondence that had been previously shared with councillors was discussed.	
PLG 341	To Receive and Note Decision Notices. It was noted that decisions are currently 83.02% in line with those of Cornwall Council.	
PLG 342	To Receive and Discuss Site Meetings and Planning Appeals None received.	
PLG 343	To Receive and Discuss 5 Day Protocols None Received.	
PLG 344	To Consider the Planning Applications as listed and agree comments/ recommendations to be made to Cornwall Council. The Committee discussed the remaining planning applications as listed and made recommendations as follows:	

	<u>PA26/04280</u> <u>Rock Ledge Dawn Road Hannafore Looe - Construction of raised terrace and enlarged external storage space, enlargement of first floor dormer window for ensuite, creation of two new openings for patio doors, re-cladding of Southeast and North East Elevations, replacement windows and doors with aluminium and rebuild of existing Northeast Extension.</u> Looe Town Council Planning Committee discussed this application PA26 04280, it was resolved to SUPPORT in principle this Application subject to a land stability report, proposed by Cllr Lundy, seconded by Cllr Remington, All in favour. <u>PA26/04398</u> <u>Welbeck Portuan Road West Looe - Replacement Decking to Rear Garden.</u> It was resolved to SUPPORT the application, proposed by Cllr Lundy, seconded by Cllr Harwood, All in favour. <u>PA26/04476</u> <u>Inlieu, The Quay West Looe - Proposed re-roofing and new doors and windows.</u> Looe Town Council Planning Committee welcomed this application in principle, however, the following concerns are raised to help improve the proposal: • Window 3 at first-floor level, it may be appropriate to incorporate a central mullion within the proposed replacement window. The current design has a large central pane of glass which gives the window a noticeably modern appearance. A central mullion would create four equal width windows giving more traditional proportions and better reflect the character of the building and the Looe Conservation Area. • A similar opportunity exists with the narrow top light above the ground-floor doors. Introducing more traditional glazing proportions and subdivision would likewise reinforce the building's historic character and result in a design that is more sympathetic to the Conservation Area. • Policy 24 of the Cornwall Local Plan encourages development proposals to take opportunities to better reveal the significance of heritage assets and to maintain the special character and appearance of Conservation Areas. • under Section 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, the local planning authority must pay special attention to the desirability of preserving or enhancing the character or appearance of conservation areas when determining planning applications. It was resolved to OBJECT this application PA26/04476 proposed by Cllr Lundy,	PO to upload comments to CC website.
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seconded by Cllr Remington, All in favour.

PA26/04539

Rostallan West Looe Hill West Looe - Listed Building Consent for the removal of existing manmade roof tiles, and reroofing with natural slate, including installation of roof felt.

It was **resolved** to SUPPORT this application PA26/04539 proposed by Cllr Lundy, seconded by Cllr Harwood, All in favour.

PA26/04552

Riviera Apartments Shutta Road East Looe - Conversion of 4 apartments into 2 dwellings with no external alterations.

Looe Town Council Planning Committee discussed this application PA26/04552, it was noted that there is likely to be a boundary change as per the submitted plans, therefore the committee requested further detailing of the proposed new boundary changes/treatments as this could have an impact on the Looe Conservation Area.

It was **resolved** to SUPPORT in principle this application PA26/04552 proposed by Cllr Lundy, seconded by Cllr Remington, All in favour.

PA26/04648

Merrivale Portuan Road West Looe - Removal of raised planter, construction of a retaining wall and driveway.

It was **resolved** to SUPPORT this application PA26/04648 proposed by Cllr Lundy, seconded by Cllr Graham-Jones, All in favour.

PA26/04986

Avalon Barbican Hill East Looe - Proposed extensions and modernisation.

It was **resolved** to OBJECT to this application due to the ridge height, bulk and scale as the proposed is against:

Looe Neighbourhood Plan

Policy TC8 - Building Height

Policy TC9 - Development on steep slopes - section B: Respects the amenities of existing properties

Cornwall Local Plan

Policy 12 – Design

	proposed by Cllr Lundy, seconded by Cllr Remington, All in favour.	
PLG 345	To Discuss and Recommend Communication of Key Messages To advertise the upcoming extra ordinary planning meeting for PA26/04513 - proposed large development on the Land West of Kimlers Way, St Martin, Looe, Cornwall, PL13 1PS.	Comms Officer
PLG 346	Other urgent business as determined by the Chairman (for information only). None.	
PLG 347	Exclusion of members of the press and public. The Meeting closed at 19.05 pm.	
	Date of next Planning Meeting: Extraordinary Planning Meeting to be held on 25th August in relation to PA26/04513 - Kimlers Way, St Martin, Looe PL13 1PS - Erection of a Convenience Store.	

Signed

Date.....



LOOE TOWN COUNCIL KONSEL TRE LOGH

MINUTES OF THE PLANNING COMMITTEE MEETING

Held on the 7th of July 2026 at 6.00pm

At The Millpool Centre, The Millpool, Looe, PL13 2AF

REPORT TO COUNCIL

PRESENT: Councillor J Lundy (JL) – Chair
Councillor S Remington (SR)
Councillor C Harwood (CH)
Councillor J Holmes (JH)
Councillor M Powell (MP)

IN ATTENDANCE: S Bonney – Planning Officer (PO)
Sam White – Town Clerk
Several members of the public.
S McTeare.

	Welcome The Chair welcomed Councillors and members of the public to the meeting.	Actions
PLG 322	To Receive and Consider Apologies Apologies were received from Councillor Stone and Rose. Councillor Graham-Jones was absent.	
PLG 323	To Receive Declarations of Interest None Received.	
PLG 324	To Receive Questions from Members of the Public. The Chair checked which agenda items were of particular interest to members of the public in attendance and it was agreed to re-order the agenda so that those planning applications could be discussed first.	

PA26/03577

Ship Inn Fore Street East Looe

Creation of a new outside seating and bar area above the existing flat roof store areas, including perimeter fencing.

Looe Town Council Planning Committee received a presentation of matters of concern from the spokesperson of a group of local residents, concerns raised included, light and noise intrusion, loss of privacy and that there are currently 4 seagull nests on the property.

The committee then discussed the application and raised concerns over the potential loss of privacy for the neighbours, the chair then stated that the proposed development would be against the following policies:

Cornwall Local Plan

Policy 12 – Design, character and layout.

Including a lack of engagement procedure.

Section 2 – Section A, B and C.

Policy 16 – Health and Wellbeing.

Looe Neighbourhood Development Plan

Policy TC3 - Design and Local Distinctiveness in Looe's Historic Core.

It was also noted that the proposed would have a direct visible and audible impact on local residents, the proposed 10-foot-high fence would be an overbearing structure, highly intrusive and visible in the locality, it would not contain the noise that would be generated.

It was **resolved** to OBJECT to application PA26/03577 proposed by Cllr Lundy, seconded Cllr Holmes, Cllr Remington in favour, Councillors Harwood and Powell abstained.

PA26/03465

Polvellan Manor The Millpool West Looe- Redevelopment of existing Polvellan Manor (retaining the original house) and the creation of 25 dwellings comprised of 7 apartments in the existing building, 4 detached dwellings and 14 apartments with communal facilities, site amenity car parking and landscape works.

Looe Town Council Planning Committee received a presentation from Mr Mctear outlining the proposed work to the site whilst showing the slides that are available on the Cornwall Council portal.

The chair raised concerns over the ease of access to the site in its current state and stated that it should be cordoned off as a matter of urgency for public health and safety, Mr Mctear advised that this would be rectified as a matter of urgency.

	The chair also said that Looe Town Council welcomed the submission of a Planning application for Polvellan Manor, However, a public consultation event should take place first to inform the local community, as the building and area are historically iconic and located within Looe's conservation area, therefore, the chair proposed that the consultee comments are deferred until local residents have been consulted with a presentation from the architects. It was resolved to postpone consultee comments until the public have had the chance to attend a public consultation, proposed by Cllr Lundy, seconded Cllr Remington, All in favour.	
PLG 325	To Resolve to Approve the Minutes of the Planning Committee meetings held on the 9th of June 2026. It was resolved to approve the Minutes of the Planning Committee meeting held on the 9th of June 2026, proposed by Councillor Lundy, seconded by Cllr Remington, All in favour.	
PLG 326	Questions and updates from the Planning Officer. The Planning officer stated that a written report had been circulated to Councillors and all actions from the previous meeting were completed.	PO
PLG 327	Correspondence. It was agreed to discuss the Non-Material amendment that was received by email.	
PLG 328	To Receive and Note Decision Notices. It was noted that decisions are currently 82.24% in line with those of Cornwall Council.	
PLG 329	To Receive and Discuss Site Meetings and Planning Appeals None received.	
PLG 330	To Receive and Discuss 5 Day Protocols None Received.	
PLG 331	To Consider the Planning Applications as listed and agree comments/ recommendations to be made to Cornwall Council. The Committee discussed the remaining planning applications as listed and made recommendations as follows: <u>PA26/03508</u> <u>Alexandra Cottage West Looe -Listed building consent for proposed replacement of 2 windows on north elevation</u> Looe Town Council Planning Committee discussed the application, it was resolved to SUPPORT the comments made by Historic Environment Planning to this application PA26/03508 proposed by Cllr Remington, seconded Cllr	PO to upload comments to CC website.

Holmes, All in favour.

PA26/03943

2 Sunnyside West Road West Looe

Re-roof front elevation replacing old/damaged tiles with Spanish slate and carry out associated repair works. Re-flaunch/re-point chimney stack using existing pots. Replace front door with sealed composite of similar design with like for like window above.

Looe Town Council Planning Committee Support the re-roofing of this application; however, more information is required for the proposed door design, the door replacement should be heritage grade as per Policy TC7 of Looe's Neighbourhood development plan – window and door repair and replacement in the historic core

It was **resolved** to SUPPORT this application PA26/03943 proposed by Cllr Lundy, seconded by Cllr Harwood, All in favour.

PA26/03576

4 Higher Beech Terrace West Road West Looe

Proposal to replace dormer window with a slim-profile aluminium window with slight increase in height. Removal of existing cement render to reveal original stone and brickwork. Installation of a secondary glazed timber door within the existing porch. Minor alterations to the rear roof structure and associated internal alterations. Original timber sash windows to be retained and restored.

Looe Town Council Planning committee note that this application is retrospective and stated concerns over the removal of the render in a conservation area.

It was discussed that the proposed anthracite windows and doors are against:

Policy TC7 of Looe's Neighbourhood development plan - WINDOW AND DOOR REPAIR AND REPLACEMENT IN THE HISTORIC CORE paragraph 3 states: "The sensitive repair, maintenance and replacement of doors and windows on unlisted buildings within the Conservation Area will be supported if they closely match the original in terms of materials, design and opening method. The insertion of factory-made standard windows of all kinds whether in timber, aluminium, galvanised steel or plastic will not be supported on principal or public elevations (elevations with a street frontage or open to public view)"

	It was resolved to OBJECT this application PA26/03576 proposed by Cllr Lundy, seconded by Cllr Powell, All in favour.	
PLG 332	To Discuss and Recommend Communication of Key Messages To advertise the upcoming public consultation for PA26 03465- Polvellan Manor, on social media platforms.	Comms Officer
PLG 333	Other urgent business as determined by the Chairman (for information only). None.	
PLG 334	Exclusion of members of the press and public. The Meeting closed at 19.29 pm.	
	Date of next Planning Meeting: 4 th of August 2026.	

Signed

Date.....

LOOE TOWN COUNCIL

KONSEL TRE LOGH



Finance and Strategy Committee Minutes

Held in

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

On 14th July 2026 at 6.00pm

Present: Cllr Simon Barker (SB) – Chair
Cllr Jon Holmes (JH)
Cllr Abbas Matini (AM)
Cllr Mark Pughe (MPU) - Vice Chair
Cllr Stephen Remington (SR)

In Attendance: Fiona Wilkes-Jones, Responsible Financial Officer (RFO)
Liberty Turnbull – Finance officer (FO)
Donna Folland, Admin Officer (AO)

Members of the Public: None

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	Welcome Cllr Simon Barker welcomed everyone to the meeting of the Finance and Strategy Committee. Cllr Barker introduced and welcomed Liberty, the newly appointed Finance Officer to the Meeting.	
FAS /26-27/012	To Receive and accept apologies. It was RESOLVED to accept the apologies for absence and the reasons given from Cllr Chris Rose and Cllr Michala Powell.	

	Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour. Cllr Jasper Graham-Jones (JGJ) was absent.	
FAS /26-27/013	To Receive Declarations of Interest / Requests for Dispensations. None declared.	
FAS /26-27/014	To Receive Questions from members of the public None present.	
FAS /26-27/015	Finance & Strategy Committee minutes It was RESOLVED to approve the minutes of the previous Finance and Strategy Committee held on 2nd June 2026 Proposed by Cllr Simon Barker, seconded by Cllr Mark Pughe. All in favour.	
Finance		
FAS /26-27/016	To receive an update report, from the RFO. The report from the RFO was circulated and noted. The RFO gave an overview of her report. The Finance Officer updated Councillors on the grant payments to the Youth Council's nominated recipients and confirmed that she was liaising with Sam Day at Looe Community Academy. It was AGREED to note the report from the RFO. Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.	
FAS /26-27/017	To receive the following reports and resolve to approve: 1. Bank reconciliation checks May & June 2026 2. Previous Supplier payments & expenses 3. LTC monthly expenditure report May & June 2026 The Bank reconciliation checks were circulated and noted. Cllr Barker confirmed that the Bank reconciliation checks have been completed.	

	The previous supplier payments and expenses were circulated and noted. The RFO confirmed that donations received from wheelchair loans are distributed minus expenses for servicing to Liskeard Lions Chairity and Looe RNLI. The monthly expenditure report May & June 2026 were circulated and noted. The RFO will include a year-to-date figure. It was RESOLVED approve the: 1. Bank reconciliation checks May & June 2026 2. Previous Supplier payments & expenses 3. LTC monthly expenditure report May & June 2026 Proposed by Cllr Simon Barker and seconded by Cllr Abbas Matini. All in favour.	RFO to include a year to date figure.
FAS /26-27/018	To receive and note a report on: 1. Income v Expenditure 2026-27 The Income v Expenditure 2026-27 was circulated and noted. The RFO confirmed that the June income for the toilets had not been received to date. It was RESOLVED to approve and note the Income v Expenditure 2026-27 report. Proposed by Cllr Simon Barker and seconded by Cllr Mark Pughe. All in favour.	
FAS /26-27/019	To receive the following review and resolve to approve: 1. Draft Allocation of Reserves The RFO gave an overview of the Draft Allocation of Reserves and discussion ensued. Councillors agreed to postpone approval of a revised Draft Allocation of Reserves to the next meeting.	
FAS /26-27/020	To receive and note: 1. The Internal Auditors' Report The Internal Auditors' Report was circulated and noted. It was RESOLVED to receive and note the Internal Auditors' report.	

	Proposed by Cllr Simon Barker and seconded by Cllr Mark Pughe. All in favour.	
FAS /26-27/021	To receive and resolve to approve: 1. The Draft Finance & Strategy Committee Calendar 2026-27 The draft Finance & Strategy Committee Calendar 2026–27 was circulated and noted. The purpose of the Calendar was discussed, including its role in enabling reviews to be completed throughout the financial year. Councillors noted that draft policies would be produced for review and comment and were advised that any concerns could be raised with the Town Clerk and Responsible Finance Officer. It was RESOLVED to approve the draft Finance & Strategy Committee Calendar 2026-27. Proposed by Cllr Simon Barker and seconded by Cllr Jon Holmes. All in favour.	
FAS /26-27/022	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 and in view of the confidential nature of the business to be discussed, to exclude the public and press from the meeting during consideration of the following matters. Proposed by Cllr Simon Barker and seconded by Cllr Stephen Remington. All in favour.	
Confidential items for discussion.		
FAS /26-27/023	To receive the following grant applications and resolve to approve: 1. Looe Exercise Group The grant application from Looe Exercise Group was circulated and noted. It was RESOLVED to approve the grant of £200 to Looe Exercise Group. Proposed by Cllr Jon Holmes and seconded by Cllr Mark Pughe. All in favour.	

	2. Looe defibrillator Project. The grant application from Looe Defibrillator Project was circulated and noted. It was RESOLVED to recommend to Full Council an initial contribution of £2000 towards the Looe Defibrillator Project with a view to establishing a long-term partnership. Proposed by Cllr Mark Pughe and seconded by Cllr Jon Holmes. All in favour.	
FAS /26-27/024	To receive information from Internal Auditors and resolve to approve: Information from Internal Auditors was circulated and noted. It was RESOLVED to recommend J T Audit and Accountancy for 3 years to Full Council. Proposed by Cllr Simon Barker and seconded by Cllr Abbas Matini. All in favour.	
FAS /26-27/025	Date of next meeting: 15th September 2026	

The Meeting closed at 7:30pm.

Signed

Date.....



Stephen Remington
Mayor of Looe
Looe Town Council

18th September 2026

Dear Stephen

I am writing to personally thank you for your kind donation of £2,000 to our recent defibrillator fundraising appeal.

We are delighted to announce that the £5,616 target was exceeded!

This will ensure that these vital, life-saving resources remain available across our community.

The Looe Defibrillator Project Team met with Andy Collins (South Western Ambulance Service Trust) (SWAST) recently to commence the handover of the defibrillators.

We are extremely grateful to Ivor Campbell, who has agreed to become the Primary Guardian of all the Looe units. Ivor will complete the monthly checks and report his findings to the Circuit (NHS Response Centre).

Looe Harbour Commissioners' staff will continue their role as Secondary Guardian and will be responsible for ensuring the units remain rescue ready, arranging community training sessions, replacing the G5 units, batteries and pads when they have reached their life expectancy, and raising funds to ensure the future of the project.

The order has now been placed for the interim pads and batteries, and the surplus funds from the recent appeal are being held by Looe Development Trust to purchase replacement pads (when required) over the next three years.

The units in situ will reach their life expectancy in March 2030. Therefore, we will continue to fundraise, so that all 19 units can be replaced at this time.

Thank you for your continued support of this vital community project.

Yours sincerely

Tina

Tina Hicks
Looe Defibrillator Project Team



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

**Planning Report for Full Council 29.9.26****Author : Cllr J Lundy**

Both our August and September planning Committee meetings saw a large number of planning applications with a mix of large scale and smaller development proposals. We as a committee received a good amount of public interest and public participation at our meetings. We even had to call an Extra Ordinary meeting to accommodate **PA26/04513 – Land West of Kimlers Way, St Martin, East Looe**. I have set out below the applications received and commented on in our consultee capacity.

4th August :

DATE	REF. & OFFICER	LOCATION	PROPOSAL
6 July 2026	PA26/04280 Katie Jewell	Rock Ledge Dawn Road Hannafore Looe	Construction of raised terrace and enlarged external storage space, enlargement of first floor dormer window for ensuite, creation of two new openings for patio doors, re-cladding of Southeast and North East Elevations, replacement windows and doors with aluminium and rebuild of existing Northeast Extension.
10 July 2026	PA26/04398 Katie Jewell	Welbeck Portuan Road West Looe	Replacement Decking to Rear Garden.
3 July 2026	PA26/04476 Katie Jewell	Inlieu The Quay West Looe	Proposed re-roofing and new doors and windows.
7 July 2026	PA26/04539 Katie Jewell	Rostallan West Looe Hill West Looe	Listed Building Consent for the removal of existing manmade roof tiles, and reroofing with natural slate, including installation of roof felt.
16 July 2026	PA26/04552 Josep Sandercock	Riviera Apartments Shutta Road East Looe	Conversion of 4 apartments into 2 dwellings with no external alterations.
14 July 2026	PA26/04648 Katie Jewell	Merrivale Portuan Road West Looe	Removal of raised planter, construction of a retaining wall and driveway.
23 July 2026	PA26/04885 Josep Sandercock	Lower Quay Stores Quay Street Looe PL13 1AP	'United by The Sea' permanent wall mural.
22 July 2026	PA26/04986 Katie Jewell	Avalon Barbican Hill East Looe	Proposed extensions and modernisation.
27 July 2026	PA26/03908 Josep Sandercock	Building Plot South Of Tregarrick Road, Looe. PL13 2SD	Proposed self-build dwelling and garage.

25th August – Extra Ordinary Planning Meeting

DATE	REF. & OFFICER	LOCATION	PROPOSAL
22 July 2026	PA26/04513 Stefan Fludger	Land West of Kimlers Way Kimlers Way St Martin Looe	Erection of a convenience store, associated parking and landscaping.

NB – For ease of reference please see below our consultee comments for the above application which generated much interest from members of the public namely Barratt Estate residents:

Looe Town Council

Comment Date: Wed 26 Aug 2026

Before the application is fully assessed Looe Town Council strongly request a full and transparent community consultation to allow the community to pose questions to the associated architect etc. The consultation should include good quality design boards which illustrate the proposal in an easy and accessible form so that the community can fully engage with what is being proposed.

Looe Town Council are also aware that there are other proposed retail opportunities within the vicinity.

Concerns are raised by members of the public that the current comments on the portal are not a true reflection of public feeling towards this proposal as there are several people who cannot access the portal due to Cornwall Council website IT issues.'

8th September

DATE	REF. & OFFICER	LOCATION	PROPOSAL
4 August 2026	PA26/04624 Katie Jewell	Klymiarven Cottage Barbican Hill East Looe	Alterations and extension to existing dwelling and reconstruction works on a structurally unstable garden retaining wall including the creation of a forecourt parking area serving the dwelling. Various works of demolition associated with the proposals and removal of late C20 extensions and outbuildings.
31 July 2026	PA26/04660 Josep Sandercock	Sea Spirit Portuan Road West Looe	Erection of a replacement ancillary garden room following the demolition of the former summer house.
19 August 2026	PA26/04943 Katie Jewell	Little Owl Cottage West Looe Hill West Looe	Replace worn and inefficient asbestos roof tiles on the front elevation with Gaelic Mondonedo slate tiles and replace two windows to the front elevation.
6 August 2026	PA26/05178 Katie Jewell	Penmar West Road West Looe	Replacement of windows and doors, replacement of defective balustrade to roof terrace. Enlargement of stair enclosure to roof terrace, construction of a garden room on the roof terrace. Removal of one chimney stack, external decoration and vertical slating to the north elevation.
20 August 2026	PA26/05483 Katie Jewell	Trecairne 3 Plaidy Park Road Looe	Demolition of existing front entrance porch and construction of new single storey entrance room/boot room. Extension of first floor terrace and new external stair to provide access to the rear garden. External works to the front parking area and garage and creation of new external stairs.
26 August 2026	PA26/05640 Katie Jewell	Spartel Shutta Road East Looe	Proposed removal of existing garage and formation of extended parking area.

The Planning Committee has submitted all comments as a consultee to Cornwall Council via the online planning portal. Submitted comments can also be viewed under each individual planning reference number.

Planning Decisions Percentages in line with Cornwall Council

August: **83.02 %** inline with Cornwall Council

September: **83.71%** inline with Cornwall Council

Planning Protocol Review and Future Engagement survey' via Let's Talk Cornwall.



As agreed at our September meeting I drafted a response on behalf on Looe Town Council in relation to the Cornwall Council ' Planning Protocol Review and Further Engagement Survey',to be implemented on the 31st October 26, which highlights a number of central government changes to the planning system in terms of how Town and Parish Councils are consulted on applications within their area. Our main focus was to express our concerns with regards to how our Neighbourhood Development Plan has been handled during past applications and to also express further concerns that the said changes have not been dealt with in a democratic or fair way to communities such as ours. I have set out below our response to the said survey :

Quote:

1. Responding as : **Parish or Town Council Representative*
2. How has your experience been using the existing protocols ? **Usually Negative*
3. Optional further response : *It has been worrying that since Looe's Neighbourhood Development Plan (NDP) was legally adopted back in May 2022 that little planning weight has been afforded to it with the existing protocols. There always seems to be a reason why the adopted NDP policies are not applicable in the eyes of the Case Officer who is handling the said planning applications . When it comes to 5 day protocols where invariably you can only ' Agree to Disagree' as a Town Council, we feel that local knowledge is disregarded by Case Officers who at times can be disconnected from the negatives and consequences within a proposal .*

4. Overall how clear do you find the revised protocols? **Neither clear nor unclear*
5. Optional further response: *It is concerning and extremely disappointing that it would appear that adopted NDP's are being watered down especially as they are legally binding throughout the specified timeframe ie in Looe's case from 2022 until 2030. We would like to point out that an NDP is voted on by communities at a formal referendum. The proposed changes seem like an Undemocratic change via the back door without offering communities the opportunity to vote on the changes via a new referendum. It should be remembered that an NDP is legally binding.*
6. Is there anything missing from the protocol that would help local members work effectively with Planning Officers under the new national arrangements? **YES - Allow the proposed changes to become a democratic choice by offering communities a referendum! This would allow any changes to become more transparent. By just offering a survey such as this the protocol changes have already been determined by the government and individual county councils, so by the time any input reaches Town and Parish Councils the decision has already been made without any consultation and surveys such as this feel like an afterthought and a tick box exercise, especially as you have informed us that the proposed changes will be implemented on 31.10.26.*
7. Taking into account of Cornwall's geography and the number of Parish and Town Councils, what do you think is the most practical and useful way for Cornwall Council to engage with you on wider planning matters, such as the local plan, neighbourhood planning, planning reform and infrastructure issues ? (Please rank options in rider of preference) :
- Written Guidance/Explainers *1
 - Community Area Partnership (CAP) meetings *1
 - Email Updates *1
 - Workshop/ Discussions *2
 - In person local meetings *2
 - Online briefing sessions *1
 - Cornwall Planning Partnership meetings *1
 - Email updates/Newsletters *1
8. What is the one thing Cornwall Council could do differently to improve engagement with local Councils and members on planning matters ? *Fully understand and appreciate the importance of local Neighbourhood Development Plans which took a great number of years to achieve by communities. Case Officers should fully take on board local knowledge on applications rather than trying to look for the least line of resistance. Local knowledge can prove highly important especially when it relates to infrastructure issues ie land stability.*

In terms of the proposed local Neighbourhood Statements (LNS), funding should be made available to Town and Parish Councils as members give their time on a voluntary basis and require additional assistance. This was the case when Neighbourhood Development Plans were being compiled on behalf of communities. To expect Councils to undertake the new LNS without assistance is unrealistic and unfair as some NDP's are newly adopted and it feels that the goalposts are constantly being changed without proper consultation.

Unquote

23rd September

Local Council Training ‘ Changes to Planning Committees and Protocols,Policy Update Session

I had the opportunity to attend this online session which covered national planning changes brought in by the Planning and Infrastructure Act 2025, and following the [Government consultation](#) in the Spring, and their response published in June: [Planning committee reform: statutory consultation on draft regulations and guidance – government response - GOV.UK](#), as well as the latest policy changes and Local Plan latest news. The programme included:

- Planning Committee reform and changes to delegation powers including new CC Member protocol, and new Local Council protocol
- Policy update including Neighbourhood Priorities Statements and Local Plan progress.

My thanks go to Schanine and planning members for their support .

Cllr James Lundy – Planning Chair 24.9.26



Author: Responsible Finance Officer
Committee: Finance and Strategy
Status: Public
Agenda Item: FC.26-27.71.2
Date: 22.09.26

1. Purpose.

To provide an update to Full Council on the recent activity of the Finance and Strategy Committee.

2. Financial

2.1 Income v Expenditure

<i>LTC 2026-27 summary</i>	<i>Budget YTD</i>	<i>Actual YTD</i>	<i>Variance YTD</i>	<i>Variance YTD %</i>
Income summary	Apr to Aug	Apr to Aug		
Precept	£298,341.00	£298,341.00	£0.00	0%
Rental income	£7,350.00	£8,563.69	£1,213.69	17%
Toilet income (entry & adverts)	£27,083.33	£42,209.33	£15,126.00	56%
Grant income	£0.00	£12,700.00	£12,700.00	N/A
Miscellaneous	£7,083.33	£27,330.13	£20,246.80	286%
Total income	£339,857.67	£389,144.15	£49,286.48	15%
Expenditure summary	Apr to Aug	Apr to Aug		
Overheads	£20,706.25	£12,407.58	£8,298.67	40%
Council Services	£120,006.67	£111,466.47	£8,540.20	7%
Community Hub/Library	£66,696.25	£53,364.70	£13,331.55	20%
Facilities Toilets	£90,775.00	£104,574.62	£13,799.62	-15%
Assets & Services	£6,020.83	£7,714.89	-£1,694.06	-28%
Looe Community Grants	£14,916.67	£15,071.28	-£154.61	-1%
Total expenditure	£319,121.67	£304,599.54	£14,522.13	5%
Total income	£339,857.67	£389,144.15	£49,286.48	15%
Total expenditure	£319,121.67	£304,599.54	£14,522.13	5%
surplus / deficit	£20,736.00	£84,544.61	£63,808.61	
Full Reserves Expenditure		£71,344.66		

These figures are subject to change

Income remains above budget due to an insurance payout, a roof repair claim, the sale of the Council's trailer, continued higher bank interest rates and match funding from the Looe Business Forum, resulting in a favourable year to date variance of £49,286.48.

Although expenditure has increased slightly, it remains below budget, with a favourable year to date variance of £14,522.13.

Overall, the Council is in a more positive position by £63,808.61 however, most of the additional income received will be spent on specific projects or repairs.

2.2 Reserve and Project Expenditure

<i>Project</i>	<i>Budget</i>	<i>Expenditure</i>	<i>Surplus</i>
Library & Visitor refurbishment	£15,000	£12,575	£2,425
Seafront toilet roof	£70,000	£4,580	£65,420
Guildhall toilet Works	£32,000	£29,147	£2,853
CCTV	£12,000	£7,024	£4,976
Toilet entry installations	£20,000	£8,355	£11,645
Mariners Garden (GWR Grant £12,700)	£12,700	£3,994	£8,706

Listed above are the main projects. Overall total reserve expenditure stands at £71,344.66. A revised reserve allocation following the year end on 31 March 2026 is included on today's agenda. A further review and reallocation of reserves may be undertaken following the 2027-28 budget setting process, once current and anticipated future projects have been assessed.

Coca-Cola historical match funds £6,500

Full Council approved the recommendations of Looe Youth Council for the distribution of these funds to local groups and projects.

Almost all of these funds have been paid out. Any surplus will be paid over to the Boundless Trust. An update will be made at the next meeting.

2.3 Precept

The Council has received its final tranche of the 2026-27 Precept from Cornwall Council of £298,341.

3. Looe Community grants

<i>Grant</i>	<i>Full YR Budget</i>	<i>Spent/pledged</i>	<i>Surplus</i>
Looe Discretionary Grant	£10,000	*£5,200	£4,800

***Includes the Barbican Preschool £1,000 once match funding has been confirmed.**

4. Bank Mandate Lloyds Bank

The Finance and Strategy Committee has approved Cllr Pughe as an extra Limited signatory, alongside with the Finance Officer, following the successful completion of their probationary period.

5. Audit-Governance

5.1 External Audit

Further documents were requested by the External Auditor (BDO LLP) including clarification as to why the Council was satisfied that Assertion 5 of the Annual Governance Statement could be answered "Yes".

The audit review has been progressed to a partner.

5.2 Internal Audit

A Letter of Engagement with the Town Council's new Internal Auditor has been signed. Our interim audit is likely to commence soon.

5.3 Internal Controls

Work continues on reviewing and strengthening the Council's annual internal control framework.

6. Committee Diary/calendar

An annual committee diary and revised policy review schedule is now in use to ensure items and policies are reviewed in a timely manner.

7. Pay award

The National Joint Council's 2026-27 pay award of 3.3% will be backdated to April 2026 and included in the September payroll.

8. Budget 2027-28

A working group will review the Councils Strategy before meeting for an initial budget review. The November Finance and Strategy Committee meeting will have the first draft of the budget, a forecast for 2026-27 along with details of Looe's tax base provided by Cornwall Council.

9. Contracts

The Finance and Strategy Committee has agreed to renew the Councils two broadband lines with the current supplier for another year at a slightly lower cost. There has been no update regarding fibre broadband provision in Looe.

10. Recommendation

It is recommended that this report is noted.

FC 2026/27.72

Cllr Mark Gibbons Report

September 2026

Councillor's update

It has been a busy summer, and I am pleased to see signs of a welcome boost for our visitor economy after several challenging years.

There has been plenty of discussion in the press recently about possible visitor levies. The devolution arrangements Cornwall Council is working towards may give it the power to introduce a levy, but whether to do so would remain a choice. Having discussed this with tourism providers, both large and small, I have raised my concerns with the portfolio holder. I have been assured that there will be a full debate, public consultation and a vote before any such measure is taken forward.

I have also been working to address concerns about local fairness in the Homechoice allocation system, particularly for rural communities. These include the suitability of rural placements for residents with significant support needs or a criminal record, alongside concerns that applicants with local connections are being overlooked and left waiting far too long for the limited suitable accommodation available. These issues need to be addressed. I have submitted a report and recommendations to council leaders, which have been well received, and I will continue pressing for reforms to be introduced early next year.

Alongside this, I have been supporting East Looe Town Trust and working to reform Cornwall Council's policy on maintaining essential sea defences built on private land around the coast.

There has been no let-up in my casework this summer, with people needing support on issues ranging from housing to heating. I am constantly reminded that, while we live in an area of extraordinary beauty, many people here are struggling with the pressures of everyday life.

On a brighter note, I was delighted to support the Looe Weekender by organising late buses to take visitors back to holiday parks to the east and west of the town. The event was a great success, and I spoke to several happy business owners over the weekend. Congratulations to everyone involved.

The extra buses carried 327 passengers over the three nights, making the service viable. I will be meeting with Go and the organisers in the new year to plan and promote a wider service for the area for the 2027 event.

I was also pleased to help Looe Town Council with planning issues relating to the Christmas lights.

I continue to work with Looe Town Council and Cornwall Council to secure a sustainable future for the Family Hub. Although there is still some way to go towards a long-term solution, its short-term future now appears secure. Particular thanks go to Sam for all her work on this.

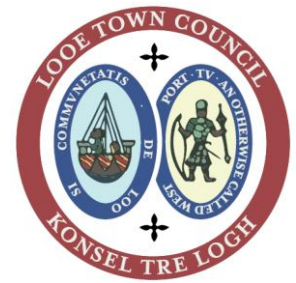
I will shortly be meeting the committee of the pre-school, which occupies the adjoining building, to help with the challenges it is facing.

Despite the August break in regular council meetings, I attended an emergency scrutiny session in Truro on the airport. I also took part in training on the controversial changes to the National Planning Policy Framework that came into force over the break, as well as sessions on housing viability and the implications for South East Cornwall.

I continue to review and monitor National Highways plans for the A38 between Treulefoot and Liskeard, with a particular focus on the impact of proposals on the rural highways network in my division.

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 – 29 September 2026

Fiftieth anniversary of Twinning with Quiberon

Let me stress the importance of this event to our town.

1. it tests the town's interest in the concept that could determine the level of future effort needed for success
2. it provides us with a potential launchpad for future twinning activities and exchanges
3. it can be a catalyst to bring together the town's governance and other organisations, one of our explicit strategic aims: *continue working closely with other key town organisations, looking for collaboration and co-production opportunities*



We are seeking to make this an all-town enterprise and in due course the Looe Twinning Association, which already has an agreed draft constitution and Steering Group, should be formed with broad representation across Looe. So, the project is not branded as a Council initiative, our logo does not feature and we are making every effort to involve our colleague organisations in the coming celebration. I am pleased to report that both **East Looe Town Trust** and the **Looe Harbour Commissioners** are hosting welcome receptions for our Quiberon visitors.

All the same, the revival of the Twinning has been facilitated by our Council in its early stages. A modest approved budget has been provided in 2026/27 and Councillors and officers are giving tremendous help.

All Councillors are encouraged to lend support overall and in particular to enjoy:

1. **French Fun Palace** at the Library & Community Hub 10:00-14:00 on Saturday 3 October
2. The public **Flag Raising Ceremony** on Saturday 10 October at 10:00 – those wishing to join in the procession to the flagpoles by the War Memorial should assemble at 09:40 at the Rose Garden.
3. The **Civic Lunch** at 12:45 on Sunday 11 October at the Sardine Factory. Although there is a charge for the meal it promises to be exceptional value and a memorable occasion. The Council will meet the meal costs of the Quiberon delegation and the High Sheriff's team of three within budget.

I thank everyone who is working hard towards the success of the weekend. The generous nine home hosts for our Quiberon guests include Councillors Barker, Holmes and Matini and Fiona Wilkes-Jones along with the Buttivant, Lewin, Merrin, Cole and Allen households. Catherine Foley and the Library Team have created the **French Fun Palace** event. The **Primary and Community Academies' students** will play key roles. The **Looe Old Cornwall Society** is opening the Museum specially on a Saturday morning. Mark Barber of **Looe Walking Tours** is giving his time to the walking and tasting tour (in French) and several retail outlets will be offering tasty free samples on the tour before two boats set off for a round-island passage (sea state permitting). The **Masonic Hall** will host a fish and chip supper, donated by **Catch** and accompanied by the shanties of **Miner Quay**.

One-to-one meeting with Councillors

I have started a series of informal meetings with colleagues that I will aim to complete during the autumn.

Mayor's schedule since the last Full Council meeting on 28 July 2026

In addition to frequent meetings with our Clerk and other team members I have attended the following:

29 July Mark Barber re Twinning celebration
30 July Simon Pascoe EU Twinning official
1 August Looe Lions Carnival judging and prizegiving (with Michala Powell)
2 August Looe Lugger Classics prizegiving (with Michala Powell)
3 August Photocall with Phoenix Security
4 August Looe's Loos Working Group
4 August Planning Committee
14 August Staffing Committee
25 August Planning Committee (extraordinary meeting)
2 September Masonic Hall re Twinning celebration
8 September Planning Committee
10 September Cornwall Council re Safety Partnership
13 September Wadebridge Civic Service
15 September Finance and Strategy Committee
16 September Mike Allsopp re Twinning celebration
16 September Staffing Committee
16 September Chairs' Meeting
17 September Sardine Factory re Twinning Civic Lunch
18 September Mark Pughe catch-up
21 September IT Working Group
21 September Primary Academy choir rehearsal
21 September Twinning Steering Group and Hosts meeting
22 September Radio Cornwall interview re Town Crier recruitment
23 September Creative Looe onYon performance in Liskeard
28 September Looe Festival of Words launch

Stephen Remington
September 2026



Author:	Sam White
Committee:	Full Council
Status	Public
Agenda Item	FC/26-27/74 Clerk's Report
Date:	22nd September 2026

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

1. Meetings update

- 1.1. Meetings have continued throughout the summer to ensure our projects remain on track
- 1.2. The Family Hub Working Group had its first meeting to approve the feasibility study brief for Fin Irwin and I subsequently met with him to show him the space.
- 1.3. There have been two CALC Larger Councils' meetings. In August, a proposal for co-working spaces with Cornwall Council was discussed and September's meeting included a discussion about the Cornwall Chamber of Commerce Visitor Levy Summit.
- 1.4. I attended the Cornwall Chamber of Commerce Visitor Levy Summit on Friday 11th September which was very informative.
- 1.5. I attended the NALC Coastal Communities meeting which included a presentation by the Marine Conservation Group
- 1.6. There has also been a meeting with Lucy Allison from Safer Cornwall with a view to getting the Looe Community Safety Partnership up and running again.
- 1.7. I attended the South East Cornwall CAP Climate Change Network and it was useful to hear about the projects being pursued by other town and parish councils in our area.
- 1.8. I have also met with Cornwall Council about further devolution projects.(see 4 below)

2. Looe Family Hub

- 2.1. Members will recall it was agreed that the Town Council would take on the interim management of the building from 1st October so long as a net zero cost agreement could be reached with Cornwall Council.
- 2.2. Whilst I was successful in this negotiation, there have been a number of logistical delays which mean Cornwall Council will continue to manage the building until 31st December 2026 with the intention that the Town Council will take over from 1st January 2027 until 31st March 2027.
- 2.3. In the meantime and as detailed above, work has started on investigating the medium and long term options for the building.

3. Looeminations

- 3.1. Following feedback from Cornwall Council Planning, it has been determined that planning permission is required for the lighting scheme although a simplified approach has been agreed.
- 3.2. A revised application is now being submitted although it is unlikely the full scheme can be in place for this Christmas, so alternative plans are being developed.

4. Devolution

- 4.1. In a recent meeting with the devolution team at Cornwall Council, the matter of the play park and full freehold of Patients' Car Park was discussed.
- 4.2. There have been outline discussions about these two assets for a while now but we can now proceed to more intensive discussions.
- 4.3. The playpark has recently been refurbished so subject to a ROSPA survey, should not require significant investment in future years while a long term refurbishment plan is developed.
- 4.4. The Patients' Car Park is already managed by the Town Council and is in receipt of the parking income generated. The devolution would be around the legal title and freehold.

5. Recruitment

- 5.1. George Thompson has now started his Property Maintenance apprenticeship with weekly attendance at College beginning in early October
- 5.2. His support over the summer has been invaluable.

6. Skatepark

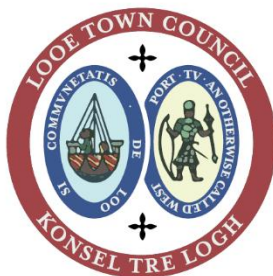
- 6.1. The CIL application has been submitted and the outcome is now awaited
- 6.2. Further community fundraising is continuing and is picking up pace again after the summer.
- 6.3. Looe Sheddars have made a totaliser which is on display in the Millpool Centre window and which received press coverage.

7. Upcoming meetings

- 7.1. Whole Society Resilience Conference on 22nd September
- 7.2. Cornwall Local Councils' Conference on 6th October
- 7.3. LANTRA training on 7th October
- 7.4. A visit from Plymouth University MSc students on 21st October
- 7.5. I am anticipating a further period of leave early to mid-October for the final house move.

8. Recommendation

- 8.1. It is recommended that this report is noted.



Author: Sharon Payne, Deputy Town Clerk

Committee: FC 29th September 2026

Status: PUBLIC

Agenda Item FC 26-27.75 Deputy Clerk's Report

Date: 22nd September 2026

1. **Purpose.** To provide an update to Full Council on the recent activity of the Services, Assets and Community Committee.

2. **Updates.**

Upgrading Our Local Facilities

- **Seafront Toilet Roof:** Pre-construction preparation is officially underway. We are moving steadily closer to getting the necessary roof replacement started.
- **Guildhall Toilet Refurbishment:** Work started on Monday 7th September and we are making excellent progress. The new electrics and flooring are in place, the walls have been freshly painted and the new fixtures are being fitted now. **A huge, formal thank you goes to Looe Harbour Commissioner's** for their incredible support and assistance.

Patients' Car Park & Railings Update

- On 14th September 2026, *Trelawney Fire & Security* finished installing and commissioning our brand-new car park barrier and control unit. Unfortunately, just a week later on 21st September, the barrier boom was struck by a vehicle again. This has been reported to the police.

The Deputy Town Clerk has also been pursuing updates on previous incidents. The police have contacted the registered keeper of the vehicle involved in the April 2026 damage, and that matter is now sitting with the insurers. Additionally, recent damage to the surrounding perimeter railings is being handled via insurance (photos are available in *Picture Gallery A*). We appreciate your patience as we work to keep this community asset secure and operational.

- **IT Support Tender.** The IT Support Tender document is under review.

Caring for Our Shared Spaces.

- **The Mariners' Garden:** Our team is continuously working on improvements to keep the garden beautiful. Sadly, we have experienced incidents of theft and criminal damage over the summer; which have been reported to the police.
 - **How you can help:** Looe Town Council will shortly be launching an Autumn/Winter Community Campaign asking parents and guardians: *Do you know where your children are, who they are with, and what they are doing?* Please help us protect this community space. We invite everyone to visit the garden, enjoy it, and help us keep it safe, welcoming, and vibrant for all.
 - **Looe Library and Community Hub - Exciting news! We are extending our opening hours starting this October.** This will give you more time to visit. Keep an eye on our social media pages, where we'll be sharing the official new times very soon. In the meantime, essential drainage works are nearly complete. See **Picture Gallery A**.
3. **Looe's Loos** – The toilet facilities are open 9am to 7pm until the end of October; when they will revert to our Autumn/Winter schedule of 9am to 5pm. Please contact enquiries@looe-towncouncil.gov.uk with any comments or requests.

Picture Gallery A – Refurbishments and maintenance progress.

Guildhall Toilets.





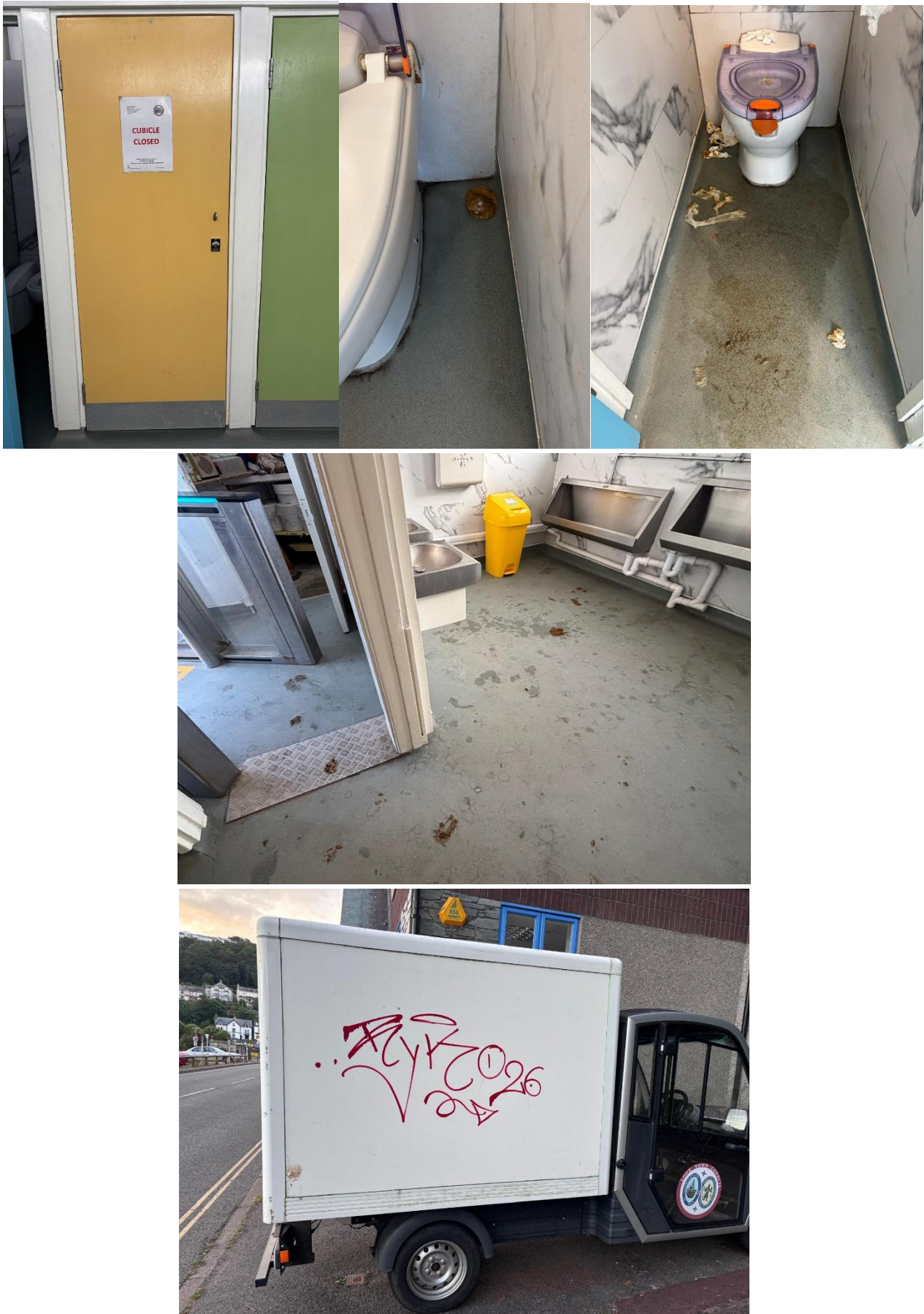
Patients Car Park.



Looe Library works and vegetables grown at the Mariners Garden.



Picture Gallery B – All in a day's work.





Author:	Sam White
Committee:	Full Council
Status	Public
Agenda Item	FC/26-27/76 Looe Residents' Survey
Date:	22nd September 2026

1. Introduction

- 1.1. Members will recall that we ran a Residents' Survey last year in order to gauge opinion and assess levels of general satisfaction.
- 1.2. The survey generated 272 responses which equates to approximately 5% of Looe's population.
- 1.3. The full results report was presented under FC25/25.100

2. 2026 Survey

- 2.1. The document attached to this report detailed the questions we are proposing to ask for the 2026 survey
- 2.2. Many of the questions are the same as 2025 so we can track progress.
- 2.3. We have included questions related to the toilets including a new question on future ideas for the Seafront Stores.
- 2.4. The survey will again be distributed via SurveyMonkey.

3. Recommendation

- 3.1. It is recommended that the draft survey questions are approved

SurveyMonkey Residents' Survey questions Autumn 2026

Thank you to everyone who responded to our Residents' Survey last year. It helped us develop our Strategic Plan which we have started to work on and which we are planning to develop so we are again asking for your input into the plans and priorities. We also want to continue to ensure we are communicating with you in ways that work for you and so we'd like your opinions on that too.

We have put together this short survey – it shouldn't take longer than a few minutes – and all replies are anonymous. Your answers will really help us to ensure we are working effectively for you in the future. Many of the questions are the same as last year so we can track and measure progress against last year and against other town councils.

What is your postcode:

Section 1 – Living in Looe

Q1 How strongly do you feel you belong to your local area?

- Very strongly
- Fairly strongly
- Not very strongly
- Not at all strongly
- Don't know

Q2 Thinking about the town, how much of a problem do you think each of the following are:

- Noisy neighbours
- Rubbish or litter lying around
- Vandalism, graffiti and other deliberate damage to property or vehicles
- People using or dealing drugs
- People being drunk or rowdy in public places

A very big problem

A fairly big problem

Not a very big problem

Not a problem at all

Don't know

Q3 To what extent would you agree or disagree that people in Looe pull together to improve the local area

- Definitely agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Definitely disagree
- Don't know

Section 2 - How are we doing?

Q4 Overall, how satisfied or dissatisfied are you with the way Looe Town Council runs things?

- Very satisfied

- Fairly satisfied
- Neither satisfied nor dissatisfied
- Fairly dissatisfied
- Very dissatisfied
- Don't know

Section 3 – How we communicate with you, including Councillor engagement

Q5 How do you currently find out about Looe Town Council and the services it provides?

- Website
- Social media – Facebook, Instagram
- Council e-newsletters (e.g. the Friday update)
- Notice boards
- Looe Community News and other printed information
- Word of mouth
- Do not find out any information

Q6 Please tell us about a way you'd like us to communicate with you that we don't use at the moment

<verbatim answer>

Q7 Which three things do you think Looe Town Council could do better to engage with local residents?

- Make it clearer how residents can get involved with council decision making
- Explain more clearly its decisions when they affect you
- Be more visible in the community
- Further improve its customer service
- Demonstrate more clearly how it is acting on residents' feedback
- Increase residents' access to local councillors e.g. hold regular councillor surgeries
- Explain more clearly how it is using your money

Section 4 – Areas of priority

Q8 We are always looking for ways to improve our services whilst keeping costs as low as possible. We also have some new project opportunities that we could do if the community wants us to do, although some of these may mean a small increase in your council tax. Please tell us which two of the following ideas you'd like us to prioritise

Devolution – taking on more assets from Cornwall Council such as buildings, green spaces and car parks

Festivals, events and markets – putting on more events that would be free such as St Piran's Day or working with local businesses to run regular markets. This may also include creating a formal partnership with some of the other town organisations to share resources and expertise

Climate action and environment – doing more to improve the natural environment in the town such as nature recovery and to take steps to tackle climate change such as reducing emissions

Community support – setting up or supporting more community groups e.g. for veterans, memory café etc, expanding the community grant scheme, setting up a community hub

Visitor Information – we have significantly improved the tourist information offering in the Library this year but we could consider other measures such as opening a stand alone tourist information office in East Looe.

Any others <verbatim answer>

Section 5 - Toilets

Q9 Keeping the 5 sets of public toilets open, clean and in good condition currently costs Looe Town Council around £230,000 a year. This is funded entirely by your council tax and the revenue from the 40p cost of using Millpool and Seafront toilets.

Q10 Do you think we should continue to charge to use the toilets?

- Yes
- No
- Don't know

Q11 Are you aware of the Residents' Toilet card which allows residents to use the toilets as many times as they like for a one off payment of £5?

- Yes
- No

Q12 Closing some of the toilets either permanently or just in the winter would help us save money. Would you be in favour of this?

- Yes
- No
- Don't know

Q13 As part of our refurbishment of the Seafront Toilets, we have the opportunity to consider a new use for the storage area that's part of the toilet block. We are considering a number of uses so which of the following do you think we should look into?

- Beach changing facility with paid for showers and lockers
- Let the space after refurbishment (subject to planning and usage consents)
- A creative space
- Town Council storage
- Other <verbatim answer>

Section 6 – Emergency Planning

We are developing a new Emergency Plan for the town and we need the community to be involved.

Q14 Would you be willing to share your skills and expertise if they were required in response to an emergency. Examples might be providing refreshments for evacuated residents, running messages in the event of a loss of communications or volunteering to use equipment you have such as chainsaws to help get roads reopened.

- Yes
- No

Q15 Do you personally feel prepared for an emergency

- Yes

- No

Q16 Would you welcome some training or guidance on how to make yourself and your family/home more resilient in an emergency?

- Yes
- No

Thank you very much for completing the survey. We'll analyse the results and publish them as soon as we can.



Author:	Sam White
Committee:	Full Council
Status	Public
Agenda Item	FC/26-27/77 Streetlighting
Date:	23rd September 2026

1. Introduction

- 1.1. Members will recall that Cornwall Council recently introduced a programme of switching off selected streetlights between midnight and 5am to save money and reduce light pollution.
- 1.2. In Looe, the East Looe and West Looe town centre lights stay on but those in the main residential areas such as The Barbican and Sunrising are included in the switch off programme. This means that all the areas that are covered by our CCTV cameras have streetlights on all night.
- 1.3. Councillors at other town councils and also the MP for Falmouth and Truro are now raising concerns about the policy and requesting Cornwall Council reverses the policy.

2. Considerations

- 2.1. There are concerns that in areas where the lights are switched off, it becomes less safe particularly for women and girls. There are also fears of increased crime and anti-social behaviour.
- 2.2. In other areas, there are concerns that darker streets impact the efficacy of CCTV cameras. That is not a consideration for Looe although footage from private cameras such as Ring doorbells may be affected.
- 2.3. Traffic movements may be made safer, especially in the winter months, if the streets are lit.
- 2.4. Switching off the lights leads to lower levels of light pollution which can help wildlife especially moths and other nocturnal species.
- 2.5. Carbon emissions are reduced and there are electricity cost savings, although as present these won't be passed to taxpayers in the form of reduced council tax

3. Council options

- 3.1. The current street lighting regime in Looe is satisfactory and should continue
- 3.2. The current street lighting regime in Looe introduces an uncomfortable level of risk to our residents and so Looe Town Council requests that Cornwall Council reviews the policy.

4. Recommendation

- 4.1. That Council considers its position on the current street lighting regime in Looe



Author: Sharon Payne, Deputy Town Clerk

Committee: FC 29th September 2026

Status: PUBLIC

Agenda Item FC 26-27.77 Variation to the Calendar of Meetings (SAC)

Date: 17th September 2026

1. **Purpose.** To seek Full Council's approval to formally reschedule the upcoming Services, Assets and Community Committee (SAC) meeting. The meeting originally resolved for **Tuesday 13th October 2026** to be held on **Thursday 22nd October 2026**. And, to add an additional meeting on Tuesday 7th December 2026.
2. **Resolution Required.** Councillors are asked to approve the variations to the resolved calendar of meetings.
3. **Reasons for the Proposed Move.** This alteration is being formally tabled on the current agenda to ensure proper administrative processing and to appoint a new Vice Chair for the Services, Assets and Community Committee.
4. **Officer Recommendation.** Approve the proposed variations to the resolved calendar of meeting dates for the Services, Assets and Community Committee.



Author: Sharon Payne, Deputy Town Clerk

Committee: FC 29th September 2026

Status: PUBLIC

Agenda Item FC 26-27.78 Polkirt Arcade S20 Notification of intention (roof works)

Date: 21st September 2026

1. **Purpose.** Councillors to receive the S20 Notification of Intention: roof works for the Polkirt Arcade and to take the opportunity to submit observations and/or nominate a contractor.
2. **Resolution Required.** Councillors are asked to review the correspondence received from Modbury Remote and RESOLVE to select observations from the suggested list:

2A. Types of Observations Tenants Can Make

(i) Questioning Necessity:

- a. Challenge whether the proposed works or services are actually required right now.
- b. Ask for maintenance logs or survey reports proving the need.

(ii) Challenging Scope and Details:

- c. Request clarification if the description of works is unclear or incomplete.
- d. Suggest alternative or more cost-effective methods to complete the work.

(iii) Nominating Contractors:

- e. Propose the name of a preferred, qualified contractor for the landlord to invite for an estimate.

(iv) Commenting on Costs and Financing:

- f. Ask if any reserve or sinking fund exists and could this cover or offset the costs.
- g. Raise concerns over unreasonable pricing or hidden management fees once estimates are provided in Stage 2.

3. **Executive Summary.** Councillor's will find correspondence received in point 4 below. Point 5 contains a screenshot of the pertinent section of The Landlord and Tenant Act 1985 and Point 6 contains an excerpt of the lease for the Polkirt Arcade.

4. Correspondence received - Correspondence Received.

4A.

From: alex@modburyremote.co.uk <alex@modburyremote.co.uk>
Sent: 10 September 2026 17:35
To: Fiona Wilkes-Jones <finance@looeetowncouncil.gov.uk>
Subject: Polkirt - notice of intention: roof works (2 Polkirt Arcade)

Modbury Remote

Dear Sir or Madam,

On behalf of the freeholder, Tracy Faulkner, attached is a notice about the replacement of the roofs at Polkirt. It is the first stage of the consultation leaseholders are entitled to before major works, and a paper copy is in the post.

You can send observations, or nominate a contractor to price the work, by 16 October. There are no costs in the notice. They come at the next stage, once the estimates are in.

Kind regards,

Alex

Modbury Remote

Modbury Remote Ltd (Co. No. 17209651)

Registered Office: 128 City Road, London, EC1V 2NX

alex@modburyremote.co.uk | www.modburyremote.co.uk

Modbury Remote Limited, Co. No. 17209651, Registered Office: 128 City Road, London, EC1V 2NX

4B.

Modbury Remote

Looe Town Council
First Floor, Looe Library and Community Hub
The Millpool
West Looe
PL13 2AF
10 September 2026

NOTICE OF INTENTION TO CARRY OUT QUALIFYING WORKS

Section 20, Landlord and Tenant Act 1985, and Schedule 4 Part 2 of the Service Charges (Consultation Requirements) (England) Regulations 2003.

Premises: Polkirt Flats and Polkirt Arcade, Castle Street, East Looe, Cornwall PL13 1AZ. Your unit: 2 Polkirt Arcade.

The landlord intends to carry out qualifying works to the roofs at the above premises. You are a leaseholder who may be required to contribute towards the cost through the service charge. This notice tells you what is proposed, why, and what you may do about it.

The works

Replacement of the roof coverings to the two roofs serving the premises. The works are expected to comprise:

- erecting access towers and safety rails to encompass both roofs;
- stripping off loose and defective felt;
- priming the deck;
- applying a three layer torch-on felt roofing system;
- preparing and fitting welled drips so that water runs off correctly;
- removing all resulting waste and leaving the site tidy.

The contractor whose specification this reflects has indicated that the completed roofs would carry a ten year guarantee.

A fuller description of the proposed works, and the specification and quotation obtained to date, may be inspected free of charge by arrangement with Modbury Remote Limited at the address below. Please contact us and we will make them available to you, or send copies electronically if you prefer.

Why they are needed

The roof coverings have reached the end of their serviceable life and are no longer keeping water out. Water ingress has been reported into a flat at the premises in several places, and the letting agent has reported that it has been worsening as the weather has turned.

The landlord has been advised that patch repair would not resolve the underlying condition of the coverings, and that continued ingress risks damage to ceilings, plaster, decorations and electrical installations, which would cost more to put right than the works themselves. The landlord is also under an obligation to keep the structure in repair.

Separately from these works, the landlord may arrange a temporary covering to limit water entry in the meantime. Any such temporary measure would be of a cost well below the threshold at which consultation is required, and it does not form part of the qualifying works described in this notice.

Your right to make observations

You may make written observations about the proposed works. Observations must be sent to:

Modbury Remote Limited
acting as managing agent for the landlord
128 City Road, London, EC1V 2NX
alex@modburyremote.co.uk

Observations must reach us by 16 October 2026, which allows more than the 30 days required, counted from the date of this notice. All observations received within that period will be considered, and we will write to you again with a statement of the estimates obtained.

Your right to nominate a contractor

Within the same period you may nominate a person from whom the landlord should try to obtain an estimate for the works. If you wish to do so, please give us the name and full contact details in writing, to the address above, by the same date.

We would genuinely encourage this. More than one estimate is required in any event, and a local contractor you know and trust is often the most useful comparison we can obtain.

What happens next

- We consider every observation received and obtain estimates, including from anyone you nominate.
- We then send you a statement setting out the estimates obtained, together with a summary of the observations made and our responses. You will have a further 30 days to comment on those estimates.
- Only after that stage is complete will the landlord decide whether to proceed and place a contract.
- No cost figures are given in this notice. Estimates belong to the next stage, and it would be wrong to put a figure to you before the estimates have been properly obtained and compared.

If anything in this notice is unclear, or you would like the specification sent to you, please contact us.

Alex
Modbury Remote Limited
Managing agent for the landlord

5. Legislation. The Landlord and Tenant Act 1985 Section 20ZA (4&5):

<https://www.legislation.gov.uk/ukpga/1985/70/section/20ZA>

- (4) In section 20 and this section "the consultation requirements" means requirements prescribed by regulations made by the Secretary of State.
- (5) Regulations under subsection (4) may in particular include provision requiring the landlord—
- (a) to provide details of proposed works or agreements to tenants or the recognised tenants' association representing them,
 - (b) to obtain estimates for proposed works or agreements,
 - (c) to invite tenants or the recognised tenants' association to propose the names of persons from whom the landlord should try to obtain other estimates,
 - (d) to have regard to observations made by tenants or the recognised tenants' association in relation to proposed works or agreements and estimates, and
 - (e) to give reasons in prescribed circumstances for carrying out works or entering into agreements.

6. **Lease.** Detailed below – Looe Town Council's lease excerpt which includes keeping the roof in good repair.

- (ii) subject to the Tenants' obligation contained in clause 2 (iv) to keep the exterior and structure (which expression shall include the roof exterior walls and the arcade structures but excluding the shop front doors and window frames of the Premises and any glass therein or repairing renewing and maintaining internal load bearing walls and joists main timbers and all non-load bearing walls) of the Polkirt Arcade in good repair and condition throughout the said term
- (iii) to redecorate as often as shall in the Landlord's opinion reasonably be necessary the exterior of the Landlord's building and premises (Polkirt Arcade) including doors and windows frames and all parts usually painted



Author: Sam White
Committee: Finance and Strategy
Status: Public
Agenda Item: FAS/26-27/0xx
Date: 9th September 2026

1 Report:

1.1 After the amends detailed below were made, the following policy documents were reviewed by the Finance & Strategy Committee on 15th September and recommended for adoption:

Policy	Change
Anti-Fraud and Corruption Policy	No changes required, recommended for readoption
Appropriate Policy Document	No changes required, recommended for readoption
Broadcasting and Social Media at Council Meetings Policy	No changes required, recommended for readoption
Code of Conduct for Members	No changes required, recommended for readoption
Complaints Procedure	No changes required, recommended for readoption
Councillor Co-option Policy	Minor change to remove the need to provide a telephone number and that electronic devices should be secure.
Data Protection and Privacy Policy	No changes required, recommended for readoption
Disciplinary Policy	No changes required, recommended for readoption
Equality & Diversity Policy	No changes required, recommended for readoption
Freedom of Information Policy	No text changes but the ICO Model Publication Scheme and LTC Publication Scheme and associated costs added to the document for transparency.
Grievance Policy	No changes required, recommended for readoption

Health & Safety Policy	Minor text changes to reflect the Town Council's responsibility for employees' mental as well as physical health
Surveillance Camera Policy	• Updated to reflect adherence to the governments '12 Guiding Principles' • Minor amend to policy statement removing monitoring of traffic as a purpose • Amend to show data will be retained for one month before deletion • Minor typographical changes

2 Recommendation:

2.1 It is recommended that

2.1.2 these policies are readopted as recommended by the Finance & Strategy Committee.



Author: Responsible Finance Officer
Committee: Full Council
Status: Public
Agenda Item: FC.26-27.81
Date: 23.09.26

1. Introduction

- 1.1 Looe Town Council is required to maintain adequate financial reserves to ensure effective management of resources, financial stability and continuity of services.
- 1.2 The Finance and Strategy Committee has reviewed and recommended the reallocation of reserves following year-end position as at of 31st March 2026.

2. Background

2.1 The Council categorises its reserves as follows:

- General Reserves
- Ringfenced Reserves
- Earmarked Reserves
- Capital Receipts and Grant Reserves

2.2 A revised allocation of reserves has been prepared following year-end position as at of 31st March 2026.

2.3 Newly approved projects have been incorporated with appropriate funding allocated to support their current requirements.

2.4 A further review and reallocation of reserves may be undertaken following the 2027-28 budget setting process, once current and anticipated future projects have been fully assessed.

3. Detail

3.1 The Finance and Strategy Committee has recommended the adoption of the revised reserves allocations.

3.2 Allocation

Reserves balance YE £581,305.48		Notes
General Reserves 25% of expenditure		
Provision	£181,000.00	£724,926 expenditure budget for 2026-27
	£181,000.00	Acceptable balance to hold for our Council

Ringfenced Reserves		
Library & Visitor information refurbishment	£15,000.00	new counter & displays with improved visitor information YTD £12,576
Seafront toilets roof replacement	£70,000.00	Includes additional fencing for H&S required
Wheeled Sports facility/Skate Park	£19,872.00	
Guildhall toilets	£32,000.00	revised work & flooring replacement
CCTV	£12,000.00	additional x7 CCTV at Seafront YTD £7,024
Toilet entry system installation	£20,000.00	Council approved full installation YTD £8,355
	£168,872.00	Projects underway or likely to proceed, short to medium term
Earmarked Reserves		
Business & Learning Project	£68,985.00	
Library building improvements	£40,628.76	
Asset- vehicle replacement	£30,000.00	
Devolution	£64,000.00	Potential assets devolved from Cornwall Council
Millpool toilets roof replacement		Medium term project interim repairs completed
	£203,613.76	Projects likely to proceed in the future, medium to long term
Capital Receipts and Grant Reserves		
Community Infrastructure Levy- CIL	£14,303.54	Community improvements
Royal British Legion- War Memorial	£550.00	Work is believed to remain outstanding
Coca-Cola legacy- match funded - outdoor gym equipment	£6,500.00	Youth Council recommendations for full amount to local groups & Charities
Looe Food Festival	£6,466.18	Surplus allocated towards 2026 event
	£27,819.72	Funds, grants held for specific purpose or project
	£581,305.48	

4. Conclusion

- 4.1 The recommended reserve allocations for 2026-27 provide funding for expenditure already incurred and anticipated future costs, ensuring that the Council's reserves remain aligned with its financial commitments and approved projects.
- 4.2 A further review of reserve allocations will be undertaken following completion of the budgeting setting process.

5. Recommendation

- 5.1 Approve the reserve allocations for 2026-27 financial year as detailed in section 3.2, in accordance with the recommendation of the Finance and Strategy Committee.