

LOOE TOWN COUNCIL

KONSEL TRE LOGH

Looe Library and Community Hub, The Millpool, West Looe PL13 2AF.

Telephone: 01503 262255

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Members of the Services, Assets and Community Committee

Looe Town Council

14th October 2026

Dear Councillors

You are hereby summoned to attend a meeting of the Services, Assets & Community Committee, convened by the Town Clerk for the purpose of transacting the following business.

This meeting will be held at Looe Library and Community Hub, The Millpool, Looe, PL13 2AF on:

Thursday 22nd October 2026 at 6.00pm

Yours faithfully

A handwritten signature in black ink that reads '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

Looe Town Council
Meeting of Services, Assets & Community Committee
Thursday 22nd October 2026 at 6.00pm



AGENDA

	Welcome	
SAC/26-27/15	To Receive Apologies for Absence and reasons given. To receive and consider for approval, apologies for absence and reasons given.	
SAC/26-27/16	To Receive Declarations of Interest / Request for dispensations To RECEIVE any declarations of interest. To RESOLVE to grant dispensations where appropriate. Councillors are reminded to declare any interest on any item on the agenda at this point or at any point during the meeting in accordance with the Council's Code of Conduct.	2 mins
SAC/26-27/17	Election of Vice-Chairman of Services, Assets and Community Committee - To consider the election of Vice-Chairman for the Services, Assets and Community Committee.	5 mins
	Public Participation	
SAC/26-27/18	To receive representations from members of the public ¹ .	15 mins
SAC/26-27/19	To Resolve to approve the minutes of the previous meeting of the Services & Assets & Community Committee held on 21 st July 2026.	2 mins
SAC/26-27/20	To receive a report from the Library Supervisor.	5 mins
SAC/26-27/21	To receive a report from the Events and Communications Officer.	5 mins
SAC/26-27/22	To receive a report from the Property Maintenance Apprentice.	5 mins
SAC/26-27/23	To receive questions on report from the Finance Officer, Nayax income.	5 mins
SAC/26-27/24	To receive questions on report from the Deputy Clerk and Resolve any necessary actions to be taken.	5 mins
SAC/26-27/25	To review a request from Looe in Bloom for a water supply and tap at the Millpool Toilets.	10 mins
SAC/26-27/26	To review Maintenance Schedule plan, progress made and supply costs.	5 mins
SAC/26-27/27	To Note correspondence received for information only.	2 mins
SAC/26-27/28	Exclusion of members of the press and public. To consider passing the following resolution(s). "In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the consideration of the following matter due to the confidential nature of the business to be discussed."	2 mins
SAC/26-27/29	Confidential items for discussion None	2 mins
SAC/26-27/30	Date of the next meeting: Monday 7th December 2026.	

1 Please note that this meeting is open to members of the public. If you would like to attend, please email enquiries@looe-town-council.gov.uk or ring 01503 262255. In accordance with Looe Town Council Standing orders members 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



Services, Assets & Community Committee Minutes

Held in

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

Meeting held on 21st July 2026 at 6pm

PRESENT:

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

IN ATTENDANCE:

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

Members of the Public: None Present.

Agenda Item	Discussion/Outcome/Decision	Action/Follow up
	Welcome The Chair Cllr Jon Holmes welcomed everyone to the meeting.	
SAC/26-27/1	To Receive Apologies for Absence and reasons given.	

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

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

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

SAC/26-27/12	Exclusion of members of the press and public. It was RESOLVED to pass the following resolution. “In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the consideration of the following matter due to the confidential nature of the business to be discussed.” Proposed by Cllr Jon Holmes and seconded by Cllr Mark Pughe. All in favour.	
Confidential items for discussion.		
SAC/26-27/13	Memorial Bench Policy The Memorial Bench Policy was circulated and noted. It was AGREED to establish a working group to produce a policy on the charging, maintenance and installation of benches, to be submitted to Full Council. Proposed by Cllr Jon Holmes and seconded by Cllr Mark Pughe. All in favour. All Councillors would be invited to join the working group. Councillors Jamie Pearn, Mark Pughe and George Ingham expressed an interest in joining the working group.	
	IT support Tender The IT Support Tender was circulated and noted. Cllr Mark Pughe gave an overview of the report. It was RESOLVED to publish the IT Support Tender document on to Contract Finder and Looe Town Council’s website and socials by Friday 31st July 2026.	

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

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

Footfall

This summer, compared to last summer, shows a significant increase in the number of people visiting Looe Library & Community Hub, with nearly **1,000 more visitors** over three months.

July '25: 3657 - July '26: 4008 (+351)
Aug '25: 3368 - Aug '26: 3654 (+286)
Sept '25: 3217 - Sept '26: 3443 (+226)

Tourist Information

We continue to receive positive feedback about our improved reception space and tourist information area. Our smart new signage provides clarity for the services we provide, and our new larger front desk means we can serve two people at once, sharing maps and giving directions. Visitors say that they appreciate the personal service we provide, they are grateful to speak to friendly, helpful people and discuss what they can do in and around Looe, while looking at physical maps and timetables. Staff are up to date with local events so we can share current information to ensure visitors enjoy their time in Looe. Our increased footfall indicates that our upgraded customer service area and improved tourist information provision have **successfully attracted more locals and visitors**.

We recently expanded our range of maps, walking books and items supporting Cornwall Wildlife Trust. Since July, we have sold approximately 90 tourist information items (including postcards).

Library Service & Summary of Stats

The table below shows the number of books borrowed from Looe Library during September 2026. Our 16.62% increase (from September 2025) ranks Looe Library fourth in percentage growth (out of thirty library sites), this is excellent as it shows **the culture of reading and using the library is growing in Looe**. Our statistics usually show a healthy % growth and last month was a particularly good one.

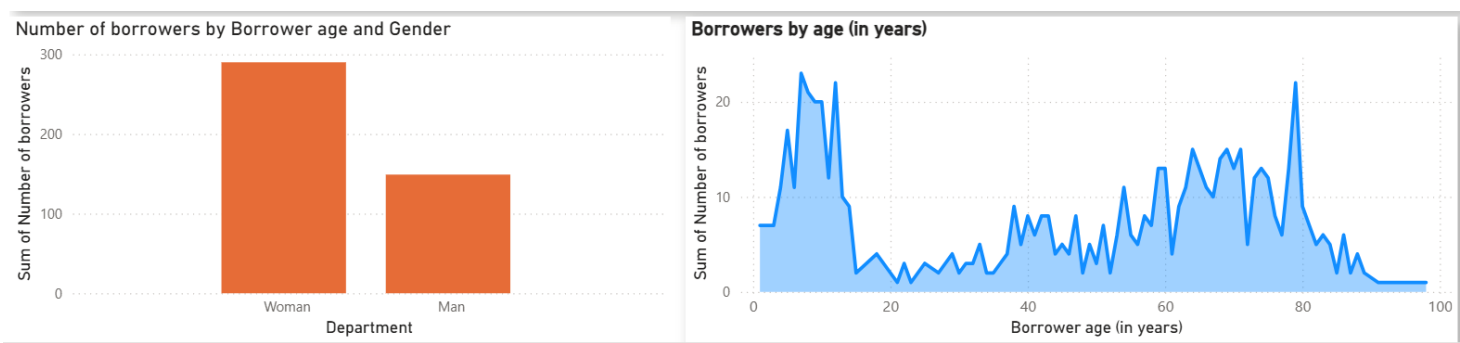
All issues comparison between this month 2025 and 2026, with 2024 for your information				
Site	2024 Issues	2025 issues	2026 issues	% Growth
Lostwithiel Library	426	377	737	95.49%
Fowey Library		147	203	38.10%
Par Library	562	434	535	23.27%
Perranporth Library	1618	1911	2334	22.14%
Looe Library	1366	1504	1754	16.62%
Penryn Library	1454	1322	1361	2.95%
St. Columb Library	1316	1063	1092	2.73%
Cornwall Maritime Library	3557	3608	3654	1.65%



The number of new borrowers, eg people that join Looe Library, usually amounts to around 20-30 per month, with a growth of between 3-4% compared to the same month in the previous year. This growth is a very positive indicator, showing that we are **successfully capturing new residents** moving into Looe.

We exceeded our target for the number of children in Looe who registered for the **Cornwall Reading Challenge** this summer. This year, 86 children started and 78 children completed the challenge – 90.7%! This is an outstanding achievement as the overall average completion rate for Cornwall Libraries was 68%. **We surpassed the county average by over 22%.**

The charts below show a breakdown of the **Looe Library user demographics for physical usage** for September 2026: Women make up the majority of library users, with approximately 290 borrowers and men significantly less, with approximately 150 borrowers. Our library users peak in two distinct age groups: young readers, aged 5–13 and older adults aged 60-80 each with approximately 20 borrowers per age year. Physical usage drops dramatically during late teens, 20s, and early 30s, averaging less than 5 borrowers per age year.



The table below shows a breakdown of **Looe Library user demographics for digital usage**. Digital reading services are most widely used by members aged 25 and over, with eAudiobooks the most popular service, accounting for 789 loans. Digital use helps offset some of the decline in physical borrowing among these age groups; however, engagement among children and young adults remains low.

Service	Borrowers	Loans	Aged 0–15	16–24	25–44	45–64	65+
eAudiobooks	97	789	8	0	18	25	33
eBooks	54	176	7	1	8	14	19
eMagazines	57	215	7	0	4	23	20
eNews	17	295	0	0	0	8	7

Community Hub

We aim to create **an environment where everyone feels welcome**. Many people in our community come in for **companionship**, under the guise of holding a library book they may not have even read. We listen to grumbles and try to find solutions. We find that many issues are resolved by people just being heard. Much of our work involves signposting and responding to town council/Cornwall Council enquiries. The chart on the following page shows a summary of enquiries during September 2026.

Site Assessments Housing Library Other Waste Total

Penzance Library	2		1561			1563
Looe Library	22	19	1007	68	28	1144
Redruth Library	2		822	1	5	830
Wadebridge Library			690			690
Camborne Library	6		590	1		597
Hayle Library	32	10	531		1	574
Falmouth Library			560			560
Falmouth Old Post Office	130	82		214	123	549
Launceston Library	14	2	498			514
Bodmin Library	6	3	484	3		496
St Ives Library	2	2	487			491
Callington Library	12		397	1		410
Helston Library	2		403	2	1	408
St Just Library			380			380
Saltash Library	6		363	4		373
Total	236	118	9039	294	158	9845



We signpost when appropriate and **offer hot drinks and give time** to people who are **lonely, vulnerable or homeless**. We are working more closely with The Welcome Space (**Boundless Trust**) next door, teaming up when needed to give support to vulnerable people. For the last few years, we have advertised a **Warm Space** to support community well-being during the winter months. We will do the same again this year, our Warm Space being during library opening hours and therefore a Warm Space all year round – in winter with the addition of biscuits!

In addition to engaging babies and toddlers, our weekly **Stories & Songs Sessions provide an opportunity for young parents to meet** and share worries and joys with each other. Many stay in the safe space of the library to talk, while some go over to the playground together, with new friends they have made at the library. We arrange for a variety of agencies to join the session and speak to the parents. This session has become very popular and we are considering running two sessions a week to accommodate the high demand.

We continue to produce Wasson, a monthly news sheet listing community events and local clubs and groups.

Library staff lead **free activities and workshops** for children during the school holidays and for adults at Christmas and in the New Year. We led activities daily throughout our 'Festival Week' keeping to the *Extraordinary Explorers* theme of the Cornwall Reading Challenge

We arranged sixteen author talks and events to celebrate the **National Year of Reading 2026**. As the local library, we believe that it is important for us to **support local authors** and offer **cultural experiences for the community**. Author events received positive feedback from the authors and the public.

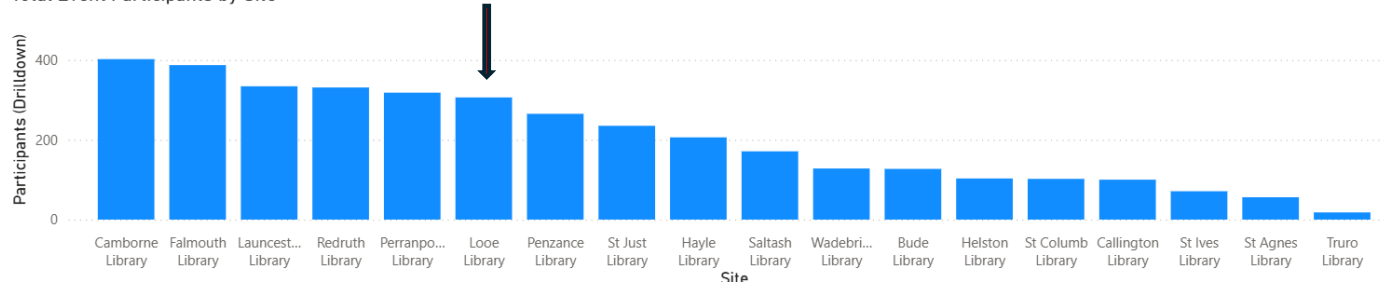
We supported the **Looe Festival of Words** by promoting the festival and as a pickup point for programmes and other resources and we were also a venue space for two of the festival events.

The two charts below show the number of **events and participants** that took place at Looe Library during September '26. Notice how much we offer compared to much larger libraries.

Total Events Held by Site



Total Event Participants by Site



We welcome **local community groups** to use our first floor for meetings. Looe Garden Club, Creative Looe, Looe Festival of Words and Looe in Bloom, hold meetings here regularly and we run a booking system. Most groups have found the large table that seats twelve, to be enough space for community group meetings.

Since the first floor has become multi-purpose and the new location for our Adult Non-Fiction and Cornish Collection, we have noticed more **people using the space to read, work and rest**. Pentreath and other support charities use the space regularly for 1-1 counselling with clients.

We hosted a **French Fun Place** at the library to celebrate the **Twinning of Looe & Quiberon**. Over one hundred people came from the community, and we organised musicians, a unique poetry performance, activities in French for children, French themed bead bracelet making, postcards scribed in French for adults – plus coffee and croissants for all. It was a special community day, a lovely celebration and enjoyed by all who came. Photographs of the event were displayed in our window. Leading up to the Twinning Anniversary, we displayed French themed and French language books – an example of how we try to link community events and celebrations to reading.

This month we have increased our opening hours and are now open six days a week Monday – Saturday. After trialing it for six months, we have dropped underused late-night Tuesdays for Wednesday mornings and reallocated staff hours accordingly. This change aligns with our highest active demographics (parents with young children and retirees) who are more likely to visit the library on a Wednesday morning than on a late Tuesday evening.

Beyond the Library

We have **fifteen individual residents** who regularly use our **Home Delivery Housebound Service** and we also offer this service to people who need temporary help during treatment or post operations. We also supply books fortnightly to two residential homes; **Hillcrest and Rivermead View**. We are very grateful to Malcolm for volunteering to drive to Looe, Polperro, Pelynt and Downderry, to enable us to provide this service to the housebound.

Schools & Young People

The Library Team attended **Looe Primary and Polperro Primary** Summer Fetes. This was a great opportunity to **engage with young families** and introduce them to the library and register children for the Summer Reading Challenge.

We supported a local young person for 10 weeks of **voluntary work** as part of his Duke of Edinburgh Award and a Y10 student from **Looe Community Academy**, completing her **work experience** week.

We are participating in a trial with Cornwall Libraries **to encourage secondary age children to enjoy and engage with reading**, by lending library books to secondary schools. I had an initial meeting with the Headteacher to discuss how the trial might work and as a result, we recently delivered around 200 books to **Looe Community Academy** for their recently revamped school library. We visited the library, spoke with staff and shared ideas for displays for their library space. Going forward, we plan to liaise with the school termly to ensure that we supply books that the pupils enjoy, taking requests from teachers and students.

We had a great visit from **Barbican Pre-School** this week. We host these visits on Monday afternoons while we are closed to the public, which gives the children a really relaxed, welcoming space to explore. It is a fantastic way to **connect with local young families** and introduce children to the library from an early age.

While **Looe Primary Academy**, has not found the time to visit yet this year, they know they are always welcome. I am in regular communication with the Headteacher and Deputy Head, and we continue to share information and actively promote each other's initiatives to keep that bridge strong.

Library Team

The Library Team is made up of six permanent, part-time staff, Clare, Holly, Donna, Sharon, Tania, me and two volunteers, Mary-Ann & Malcolm. Everyone brings different strengths and skills to the team. It is always a challenge getting the balance right between delivering the services we offer and the extra activities and events we put on. Additional events require significant preparation and place extra demands on the team, as they are managed alongside the core responsibilities of maintaining an efficient library service, tourist information, and daily town council enquiries. There is a large amount of administrative work completed behind the scenes, and I am incredibly grateful for the team's work ethic and willingness. When staff are not actively front-facing, they are actively managing many important tasks required to sustain the high level of customer service that we deliver.

Helpful to know

Library Opening Hours

We are now open six days a week

Monday	9:30am - 1pm
Tuesday	9:30am - 5pm
Wednesday	9:30am - 1pm (New!)
Thursday	9:30am - 5pm
Friday	9:30am - 1pm
Saturday	10am - 2pm

Regular Groups

- Stories & Songs for Under 5s
- Knit & Natter
- The Write Place
- Saturday Club

Regular Drop-Ins/Pop-Ups

- Job Centre/DWP
- Police
- Cornwall Hospicel
- Read Easy
- Support for young families; Dental Health, Family Support

Events Coming Up

Oct

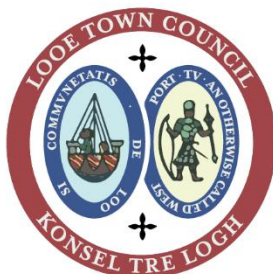
- Sat 31st Halloween Craft Workshop

Nov

- Thurs 5th Author Talk – Mark Camp
- Sat 7th Christmas Lantern Workshop (We run this although it is held at the Millpool Centre)
- Fri 27th Christmas Lantern Parade & Mulled Wine Evening (Library Team run the Mulled Wine Stall for the Mayor's Fund)

Dec

- Thurs 3rd Adult Christmas Craft
- Thurs 10th Christmas Jumper Day (Cakes & Mulled Wine)
- Mon 21st Children's Christmas Craft



Author:	Claire Pipe, Events and Communications
Committee:	SAC 22nd October 2026
Status:	PUBLIC
Agenda Item	SAC 26-27.21 Events and Communications Report
Date:	14th October 2026

Introduction

This report provides an overview of the work undertaken in my role as Events and Communications Officer since joining Looe Town Council on 16 June 2026. The period has focused on strengthening the Council's communications and digital presence, supporting key projects and events, building relationships with local organisations, and progressing a number of strategic initiatives that will continue to develop over the coming months.

Key Areas of Activity

- Enhancing the Council's and Visit Looe's digital communications and social media presence, including the reactivation of the Looe Town Council Instagram account and the creation of a new Looe Town Council LinkedIn page.
- Increasing audience reach, engagement and awareness across Looe Town Council and Visit Looe digital platforms through the delivery of regular and consistent communications.
- Coordinating communications, promotion and event support for the 50th Anniversary Twinning Celebrations between Looe and Quiberon.
- Supporting Council communications through press releases, media engagement and stakeholder liaison, resulting in coverage across local, regional and industry publications.
- Delivering promotional and marketing support for Council projects and services, including the Looe Library & Community Hub refurbishment and associated signage and promotional assets.
- Creating an autumn and winter safety campaign, promoting key safety messages to residents and visitors.
- Developing relationships with the Beyond Paradise production team to support future promotional and communications opportunities for Looe.
- Supporting communications relating to public toilet improvements; the Guildhall refurbishment, Seafront toilet roof works and the promotion of the Residents' Toilet Card scheme.
- Supporting the promotion a new Town Crier for Looe.
- Producing and coordinating content for Looe Community News.
- Completing LANTRA Traffic Management for Community Events training to support future event planning and delivery.

The following sections provide further detail on progress made across these areas during my first four months in post.

Quiberon 50th Twinning Anniversary Celebrations

A significant proportion of my time during this reporting period has been dedicated to supporting the planning, promotion and delivery of the 50th Anniversary Twinning Celebrations between Looe and Quiberon.

Working closely with Stephen, I have coordinated a wide range of communications, promotional and event management activities to support the anniversary celebrations. This has involved branding and design, print production, marketing, media relations, event logistics, delegate management and on-the-day support.

Key areas of involvement included:

- Working with Dell'Anno Design to develop the official Looe-Quiberon 50th Anniversary Friendship Flag and event visual identity.
- Coordinating the production of five ceremonial flags for the Flag Raising Ceremony through P & J Print.
- Designing promotional material for the Flag Raising Ceremony, including posters for community noticeboards, the Library & Community Hub and social media.
- Planning and delivering a promotional campaign across Looe Town Council and Visit Looe Facebook and Instagram channels to raise awareness of the anniversary, and particularly the Flag Raising Ceremony.
- Writing and distributing a pre-event press release, which secured coverage in The Cornish Times.
- Contacting local media and inviting members of the press to attend the Flag Raising Ceremony.
- Attending planning meetings with the Twinning Steering Group, host families and representatives from The Sardine Factory.
- Working with Sam to create and distribute a Mailchimp campaign promoting the celebratory lunch to more than 160 people.
- Managing lunch bookings, collecting attendee details and menu selections, and coordinating arrangements directly with The Sardine Factory.
- Attending and supporting the Flag Raising Ceremony rehearsal.
- Sourcing and coordinating the official photographer for the Flag Raising Ceremony.
- Sourcing a calligrapher and coordinating the production of commemorative scrolls.
- Procuring 50th anniversary celebration stickers through P & J Print.
- Liaising with Popes Estate Agents regarding the provision of Wi-Fi connectivity for the Flag Raising Ceremony.
- Attending the Saturday morning events – Flag Raising Ceremony & Guildhall reception. Providing photography and social media coverage during the anniversary weekend celebrations.
- Writing post event press release and distributing to the media.

This project has required significant coordination with a wide range of individuals and organisations, while ensuring the anniversary celebrations were effectively promoted and communicated to residents, visitors and partner organisations across Looe. The anniversary represents an important milestone in the relationship between Looe and Quiberon, and I have played a key role in supporting its planning, promotion and delivery.

Social Media

When I joined Looe Town Council in June 2026, the Council's and Visit Looe's social media channels had the following audience figures:

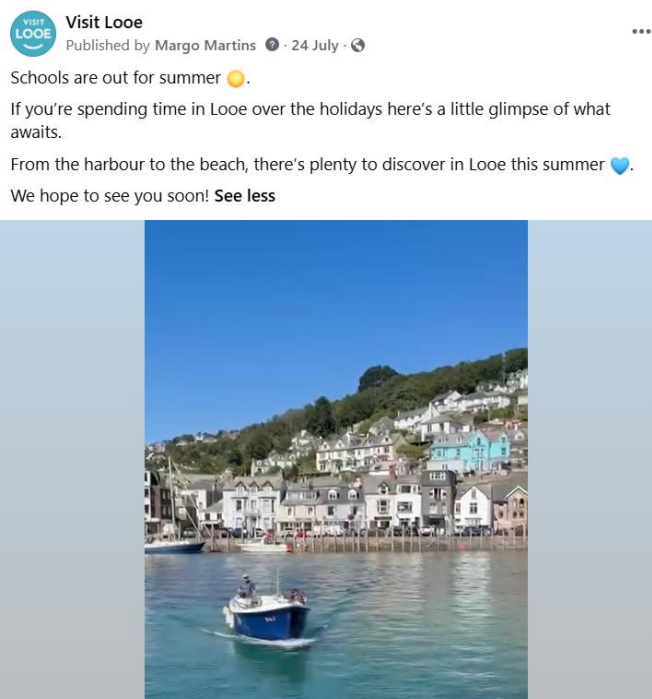
- **Looe Town Council Facebook:** 3,200 followers
- **Looe Town Council Instagram:** 628 followers (inactive)
- **Visit Looe Facebook:** 4,300 followers
- **Visit Looe Instagram:** 3,089 followers

A key focus during the summer season was to strengthen Visit Looe's digital presence through the creation of engaging content that showcased Looe as a leading visitor destination. This involved capturing and producing a regular mix of photography, video content, reels and story updates, helping to maintain a consistent and active presence across the platform.

As a result, the Visit Looe Facebook page reached **6,000 followers on 1 September 2026** and has continued to grow, reaching **6,400 followers as of 13 October 2026**. This represents an increase of approximately **49%** since I joined the Council.

In addition to audience growth, engagement levels have increased significantly, with content regularly achieving strong reach, interactions and shares. A varied content approach has been used, combining short-form video, photography and story content to keep audiences engaged and encourage repeat visits to the page.

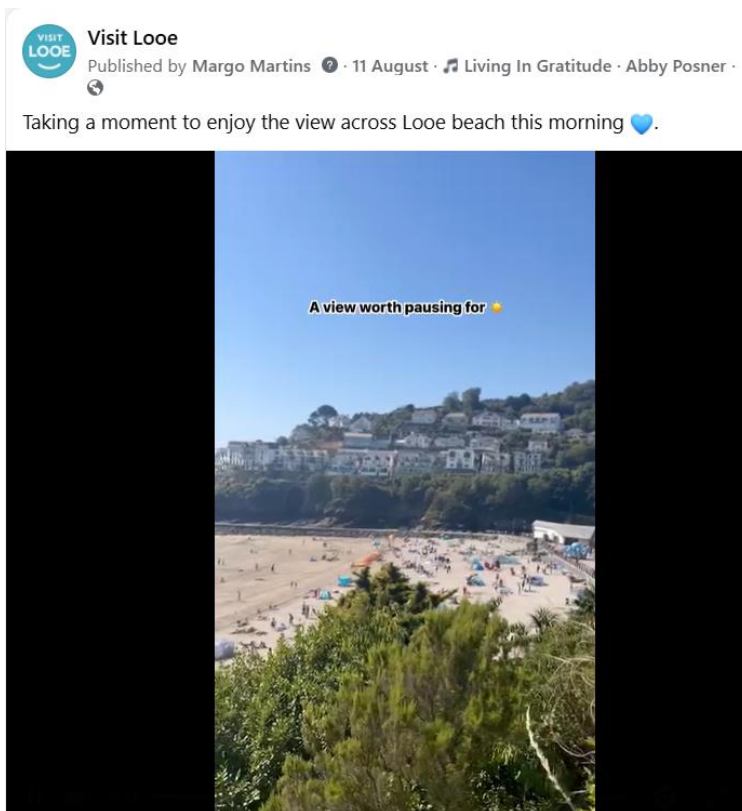
Examples of high-performing content are included below.



- Reel – 1.8K likes, 86 comments, 82 shares



- Reel – 1.2K likes, 29 comments, 31 shares



- Reel – 837 likes, 38 comments, 21 shares



Visit Looe

Published by Margo Martins · 1 September ·

September in Looe has its own kind of magic 🌊.

Slightly quieter, a little more relaxed and with plenty of opportunities to enjoy the coast.

What do you love most about Looe in September? [See less](#)



- Photo – 515 likes, 42 comments, 11 shares

As we move into the autumn and winter months, we would naturally expect growth to slow. However, it is encouraging to have built a larger audience, giving us an even stronger platform to showcase and promote the town throughout the quieter months.

Visit Looe Facebook Statistics (16th June – 13th October)

Views	740,913
Engagement	29,637
Net Follows	2,178

Views -The number of times that content was played or displayed. Content includes reels, posts, stories and ads.

Engagement - The number of reactions, comments, shares and clicks on posts.

Follows - The number of accounts that followed the account in the selected time period.

Visit Looe Instagram Statistics (15th July – 12th October)

Views	48,268
Net followers	+152
Interactions	2,733
Profile visits	555

Looe Town Council's Instagram account has been reactivated. Whilst still in the early stages of development, the platform provides an opportunity to broaden our digital reach and engage with audiences who may not actively use Facebook.

Looe Town Council Facebook Statistics (16th June – 13th October)

Views	510,413
Net followers	+350
Engagement	39,098

Looe Town Council Instagram Statistics (15th July – 12th October)

Views	8,679
Net followers	+45
Interactions	124
Profile visits	89

As part of strengthening the Council's digital communications, I have established a new Looe Town Council LinkedIn page.

While LinkedIn serves a different purpose to Facebook and Instagram, it provides an additional platform through which the Council can share positive news stories, project updates, partnership working and organisational developments with a professional audience. Content will be tailored to suit the platform and focuses on areas such as Council initiatives, community investment, economic development, partnerships and achievements within the town.

Many local authorities and town councils, including Newquay Town Council, maintain an active presence on LinkedIn, and establishing a Council page ensures that Looe Town Council is represented within this professional network. The platform also provides opportunities to increase visibility amongst stakeholders, partner organisations, businesses and potential funding bodies, helping to raise the profile of both the Council and the work being undertaken within the community.

Press Releases

Since starting in the role, I have secured coverage for three press releases in **The Cornish Times**:

- *Looe Strengthens its Security for the Summer*
- *Streets Set to be Safer After CCTV Upgrade*
- *Looe to Mark 50 Years of French Friendship*





A press release promoting the search for a new Town Crier was also submitted to **Radio Cornwall** and resulted in an on-air interview between Stephen and James Churchfield.

Following a press release regarding Phoenix Security's presence in the town over the summer, **BBC Spotlight** contacted the Council and spent a morning in Looe filming. The feature included interviews with the Phoenix Security team, Stephen, Peter Friend and local business owners. I coordinated with the production team during their visit. The feature was subsequently broadcast on BBC Spotlight.

In addition, I submitted stories to **Clerks & Councils Direct** magazine, with both the Library Refurbishment and CCTV Upgrade projects featured in the September edition.

Promotional Assets

Following the library refurbishment, I worked with designers at P & J Print to create a range of new promotional materials for the Library & Community Hub. This included new signage for behind the front desk, a branded feather flag outside promoting the Tourist Information service, and updated signage for the external A-board highlighting both the Tourist Information service and library opening hours.

I also worked with Tania to arrange the reprinting of an updated version of the Historic Looe leaflet, ensuring visitors continue to have access to current information about the town's heritage.

This work has helped improve the visibility of both the Library & Community Hub and Tourist Information services, while providing refreshed promotional materials for residents and visitors alike.

Progress with the Beyond Paradise Team

Red Planet Pictures have been based in Looe on a number of occasions over recent months while filming the latest series of Beyond Paradise. I have spent time on location with the production team to capture updated photographs, which they have kindly agreed can be used by the Council and Visit Looe once the new series has aired.

Alongside this, I have begun developing a working relationship with the production team and publicist to explore potential future communications opportunities. This includes exploring ways to collaborate more closely when filming takes place in Looe and identifying opportunities to generate additional promotional content, such as behind-the-scenes insights or a short piece to camera on why Looe continues to be an attractive filming location for the series. By continuing to develop these connections, there is potential to create valuable communications and promotional opportunities for both Looe Town Council and Visit Looe in the future.

Town Crier Campaign

The recruitment campaign for a new Town Crier is currently underway. I have been promoting the opportunity through social media and a press release, which resulted in coverage from Radio Cornwall and an on-air interview between Stephen and James Churchfield.

To date, we have received four applications, with the closing date set for 19 October 2026. The introduction of a Town Crier will be a valuable addition to the town, helping to support civic events, community celebrations and local traditions while providing a visible ambassador for Looe.

Looe Community News Content

Looe Town Council contributes regularly to the bi-monthly Looe Community News publication.

Since starting in post, I have liaised with Elaine to coordinate and submit the Council's three pages of content for each edition. This includes writing the main Looe Town Council page, collating content from Catherine for the Library & Community Hub and gathering contributions from Stephen.

Once all content has been received and reviewed, I compile and submit the completed pages for publication. This helps ensure residents continue to receive regular updates on Council activities, Library & Community Hub news, community projects and local events.

Residents' Toilet Card Campaign

As the introduction of pay-as-you-go charging across Looe Town Council's public toilets continues to be rolled out, I have been delivering a communications campaign to raise awareness of the Residents' Toilet Card scheme.

This has included the creation and promotion of social media content, as well as the production and distribution of posters highlighting the benefits of the scheme and how residents can obtain a card. As a result the Library has seen an increase in the sale of Residents' Toilet Cards, particularly at the beginning of October.

The aim of this campaign has been to encourage greater awareness and uptake of the Residents' Toilet Card, whilst keeping residents and visitors informed as improvements and charging arrangements continue to be introduced across the town's public toilet facilities.

Alongside this, I have supported communications relating to the Guildhall public toilet refurbishment and the roof works at the Seafront public toilets, ensuring residents and visitors are kept informed of closures, reopening dates and changes to opening arrangements throughout the works.

In addition, I regularly provide support with the design and production of ad-hoc toilet signage and notices as required, ensuring important information relating to public toilet facilities is communicated clearly and consistently.

Autumn/Winter Safety Communications Campaign

As we move into the autumn and winter months, I have developed a social media campaign to reinforce key safety messages for residents and visitors. With shorter daylight hours and changing weather conditions, the campaign aims to raise awareness of potential hazards around the town and encourage safe use of public spaces.

A particular focus is supporting communications around the Seafront Toilets roof works, ensuring the public are aware of the construction activity and any associated safety measures in place. Through a combination of social media posts, website updates and public information messaging, the campaign seeks to keep residents informed while helping to minimise risks and disruption.

This proactive approach demonstrates the role communications can play in supporting public safety, maintaining awareness of ongoing projects and ensuring clear, timely information is available to the community.

LANTRA Training

On 7 October 2026, I attended the LANTRA Traffic Management for Community Events training course. The course provided a valuable insight into the planning and operational requirements involved in delivering community events safely and effectively. Topics covered included road closure applications, traffic management planning, event signage, risk assessments and the coordination required with relevant authorities prior to an event.

The training has given me a much better understanding of the processes involved in event planning and traffic management and will be beneficial in supporting the organisation and delivery of future Town Council events and activities.

Summary

Since joining Looe Town Council in June 2026, I have focused on developing the Council's communications and promotional activity, supporting key projects and events, and establishing new relationships with partner organisations, community groups, local businesses and the media.

During my first four months in post, I have delivered a wide range of communications, marketing and event-related work. I have thoroughly enjoyed my first four months in the role and look forward to continuing to build on this progress, supporting future projects and helping to further enhance the Council's communications and events programme.



Author:	George Thompson, Property Maintenance
Committee:	SAC 22nd October 2026
Status:	PUBLIC
Agenda Item	SAC 26-27.22 Property Maintenance Report
Date:	14/10/2026

1. Purpose of the role

Overall, the purpose of my Property Maintenance Apprentice role with Looe Town Council is to assist the Cleaning and Maintenance Supervisor with their day-to-day duties, as well as carrying out my own tasks as instructed. Through this role, I am learning the practical skills and knowledge needed to work independently in property maintenance, with the end goal of achieving my Level 2 Property Maintenance Operative qualification.

I initially worked two days a week part-time over the summer, with an additional day of volunteering, before officially starting my full-time apprenticeship in September. During this time, I have carried out a wide variety of tasks and gained experience in different areas of property maintenance.

Some examples of tasks that I have carried out or helped with, and skills I have learnt while working, include:

- Installing electrical items such as lights and hand dryers.
- Assembling and potting planters.
- Tarmacking and external ground maintenance.
- Measuring, ordering materials for and installing a French drain.
- Cutting in and painting walls.
- Filling, sanding and painting damaged areas of walls.
- Investigating and fixing a leaking immersion heater.
- Carrying out safety checks such as legionella, fire extinguishers and alarms.

- Conducting and recording meter readings.
- Helping to inspect faulty toilets and identifying issues.
- Installing signage.
- Using power tools for drilling, screwing and cutting.



I have also been involved in the Guildhall toilet refurbishment, both carrying out work and observing the work carried out by the plumbers during the refitting of the facilities, the installation of pay gates by electricians, and the laying of the resin floor by the floor layers. This has given me a better understanding of how different trades work together and how maintenance projects are organised and carried out.



Alongside the practical experience I have gained, I have also shadowed PAT testing of council property and completed training in areas such as health and safety and ladder safety. This has helped me to better understand the importance of working safely and following the correct procedures when carrying out maintenance tasks.

Through this, I have been able to develop my practical skills and gain a better understanding of the different responsibilities involved in property maintenance. As I continue with my apprenticeship, I want to build on what I have already learnt learning more about the industry, gain more experience in a wider variety of trades, and become more confident in carrying out jobs both under supervision and independently.

2. College course beginnings

The first week at college was an introduction to the course, our tutor and the other apprentices. The group ranges in age from their late teens to their early forties, with people working for a variety of organisations, from social housing providers such as Ocean Housing and LiveWest, and larger organisations like the NHS, to smaller employers like us at Looe Town Council and a specialist fire and log burner company. This gives us a good mix of backgrounds and experience, which will encourage us to engage in peer learning.

We were given a tour of the facilities, access to the college's online systems and shown how to use them, alongside an overview of the course structure and what is expected of us. This included going through how to record our 'off-the-job' training hours and the requirements for completing our portfolios.



Some examples of the duties required to pass the qualification include:

- Carrying out minor plastering, tiling and roofing repairs.
- Carrying out remedial painting and decorating work on a range of surfaces.
- Using carpentry and joinery skills to repair fixtures within and around properties.
- Performing fault diagnostics and repairs on plumbing systems.
- Safely isolating electrical, electronic and emergency systems.
- Communicating effectively, both verbally and in writing.
- Creating a safe working environment by implementing the necessary control measures.
- Maintaining and developing competence in the property maintenance industry.

During the second week, we began developing our practical skills, starting with basic carpentry. We learnt how to make half-housing joints and dovetail joints, using tools such as tenon saws, chisels and a combination square. We then began preparing our workshop bays, starting to put up the studwork and noggins. This introduced us to the early stages of constructing a timber frame and gave us practical experience of how these structures are assembled.

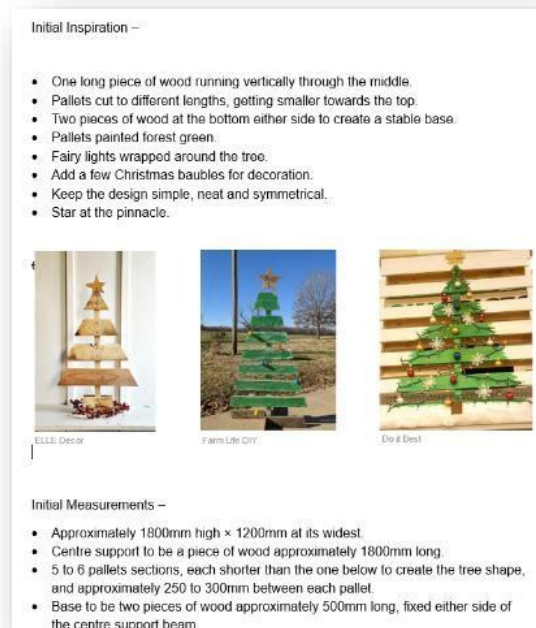
Overall, the first two weeks at college have given me a better understanding of what is expected throughout the apprenticeship and an introduction to both the theoretical and practical sides of the course. The PMO qualification is designed to open a range of career opportunities, from becoming a Maintenance Operative or Property Technician, Multiskilled/trade roles, or specialising in a trade such as plumbing. Therefore, I have begun developing skills that I can build on throughout my training, which will be fundamental to my role with Looe Town Council, allowing me to take on a wider range of maintenance tasks and apply what I learn at college to my day-to-day work.

3. Next month

I have been asked to design and build a Christmas tree from recycled wooden pallets for the Mariner's Garden, with the main purpose of this project being to develop my carpentry

skills. The idea is to use a central piece of timber as the main support, with pallet sections cut to different lengths and arranged from longest to shortest to create the shape of a Christmas tree. The initial design also includes a stable wooden base, forest green outdoor paint, fairy lights and a star at the top.

Here is a snippet from the current plan:



I have started breaking down the pallets and preparing the timber for construction. The next stages will involve measuring and cutting the pallet sections to size, securing them to the central support and constructing a stable base. Once assembled, I plan to paint the tree and add the lights and decorations.

Throughout the project, I will need to focus on accuracy when measuring and cutting, selecting suitable timber and using the correct tools and fixings. I will also need to work safely by removing protruding nails and screws, smoothing rough edges and ensuring the finished structure is stable and suitable for outdoor use.

This project will allow me to put the carpentry knowledge I have started developing at college into practice, while improving my confidence and ability to work with timber on a practical maintenance project.



Author: Sharon Payne, Deputy Town Clerk

Committee: SAC 22nd October 2026

Status: PUBLIC

Agenda Item SAC 26-27/23 Nayax Toilet Income Report

Date: 12th October 2026

1. Purpose. To review Nayax reports to compare year on year toilet income.
2. June 2025-2026 (Note date error 2026 report – should be June 26).

Client Name: Looe
Date Period: From: 01/06/2025 To 30/06/2025

Machine Number	Location	Total Transactions Count	Credit Card	Pre-Paid Credit	Service Fee	Processing Fee (Credit Card)	Processing Fee (Pre-Paid)
612130224153606	Seafont Ladies	6970	£1,959.90	£131.10	£15.00	£156.79	£1.31
612130224153552	Seafont Gents	5441	£1,512.00	£120.30	£15.00	£120.96	£1.20
53614	Millpool Ladies New	6186	£1,748.70	£107.10	£15.00	£139.896	1.071
53650	Millpool Gents New	4910	£1,372.80	£100.20	£15.00	£109.824	1.002
		23,507	£6,593.40	£458.70	£60.00	£527.47	£4.59

Gross Amount £7,052.10
Billable Payments £6,593.40
Service Fee £60.00
Processing Fee £532.06
VAT £118.41
Total to Transfer £5,882.93

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

Client Name: Looe
Date Period: From: 01/05/2026 To 31/05/2026

Machine Number	Location	Total Transactions Count	Credit Card	Pre-Paid Credit	Service Fee	Processing Fee (Credit Card)	Processing Fee (Pre-Paid)
612130224153552	Seafont Gents	4210	£1,534.40	£149.60	£15.00	£122.75	£1.50
612130224153635	Seafont ladies	5305	£1,929.20	£192.80	£15.00	£154.34	£1.93
153614	Millpool Ladies New	5495	£2,065.60	£132.40	£15.00	£165.25	£1.32
53650	Millpool Gents New	4026	£1,495.60	£114.80	£15.00	£119.65	1.148
		19,036	£7,024.80	£589.60	£60.00	£561.98	£5.90

Gross Amount £7,614.40
Billable Payments £7,024.80
Service Fee £60.00
Processing Fee £567.88
VAT £125.58
Total to Transfer £6,271.34

(£) Monthly Fee	£15.00
(%) Service Fee	8%
Total Machines	4
Price per a Use	£0.40

3. July 2025-2026 (Please note adjusted layout for July 2026)

Client Name: Looe
Date Period: From: 01/07/2025 To: 31/07/2025

Machine Number	Location	Total Transactions Count	Credit Card	Pre-Paid Credit	Service Fee	Processing Fee (Credit Card)	Processing Fee (Pre-Paid)
612130224153606	Seafont Ladies	9268	£2,606.70	£173.70	£15.00	£208.54	£1.74
612130224153552	Seafont Gents	7219	£1,998.60	£167.10	£15.00	£159.89	£1.67
53614	Millpool Ladies New	8298	£2,379.30	£110.10	£15.00	190.344	1.101
53650	Millpool Gents New	6649	£1,876.50	£118.20	£15.00	150.12	1.182
		31,434	£8,861.10	£569.10	£60.00	£708.89	£5.69

Gross Amount £9,430.20
Billable Payments £8,861.10
Service Fee £60.00
Processing Fee £714.58
VAT £154.92
Total to Transfer **£7,931.61**

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

Client Name: Looe
Date Period: From: 01/07/2026 To: 31/07/2026

Machine Number	Location	Total Transactions Count	Credit Card	Pre-Paid Credit	Service Fee	Processing Fee (Credit Card)	Processing Fee (Pre-Paid)
612130224153552	Seafont Gents	5882	£2,167.20	£185.60	£15.00	£173.38	£1.86
612130224153835	Seafont ladies	7277	£2,700.80	£210.00	£15.00	£216.06	£2.10
153614	Millpool Ladies New	6872	£2,609.60	£139.20	£15.00	£208.77	£1.39
53650	Millpool Gents New	5033	£1,902.40	£110.80	£15.00	£152.19	1.108
		25,064	£9,380.00	£645.60	£60.00	£750.40	£6.46

Gross Amount £10,025.60
Billable Payments £9,380.00
Service Fee £60.00
Processing Fee £756.86
VAT £163.37
Total to Transfer **£8,399.77**

(£) Monthly Fee	£15.00
(%) Service Fee	8%
Total Machines	4
Price per a Use	£0.40

Client Name: Looe
Date Period: From: 01/07/2026 To: 31/07/2026

Machine Number	Location	Total Transactions Count	Credit Card	Pre-Paid Credit	Service Fee	Processing Fee
4612134725195970	Millpool Ladies	974	£375.20	£14.30	£10.00	£11.13
4612134825101810	Seafont Ladies	846	£320.40	£17.90	£10.00	£9.67
4612134825278070	Millpool Gents	676	£257.40	£12.50	£10.00	£7.72
4612135025119310	Seafont Gents	839	£318.00	£17.50	£10.00	£9.59
		3335	£1,271.00	£62.20	£40.00	£38.11

Billable Payments £1,271.00
Service Fee £40.00
Processing Fee £38.11
VAT £15.63
Total to Transfer **£1,177.26**
Onboarding Fee £90.00
Total Received **£1,087.26** Confirm received 13/08/2026

(£) Monthly Fee	£40.00
(%) Service Fee	8
Total Machines	4
Price Per a Use	£0.40

4. August 2025-2026 (Please note adjusted layout for August 2026)

Client Name: Looe
 Date Period: From: 01/08/2025 To: 31/08/2025

Machine Number	Location	Total Transactions Count	Credit Card	Pre-Paid Credit	Service Fee	Processing Fee (Credit Card)	Processing Fee (Pre-Paid)
612130224153606	Seafront Ladies	11012	£3,135.30	£168.30	£15.00	£250.82	£1.68
3765	spare	6	£0.00	£1.80	£15.00	£0.00	£0.02
612130224153552	Seafront Gents	7619	£2,144.10	£141.60	£15.00	£171.53	£1.42
153614	Millpool Ladies New	12017	£3,495.00	£110.10	£15.00	£279.60	£1.10
4787	spare	1.333333333	£0.00	£0.40	£15.00	0	0.004
53650	Millpool Gents New	9730	£2,804.70	£114.30	£15.00	224.376	1.143
		40,385	£11,579.10	£536.50	£90.00	£926.33	£5.37

Gross Amount £12,115.60
 Billable Payments £11,579.10
 Service Fee £90.00
 Processing Fee £931.69

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

Client Name: Looe
 Date Period From: 01/08/2026 To: 31/08/2026

Machine Number	Location	Total Transactions Count	Credit Card	Pre-Paid Credit	Service Fee	Processing Fee
4612134725195970	Millpool Ladies	10122	£3,912.40	£136.40	£10.00	£115.95
4612134825101810	Seafront Ladies	9787	£3,720.40	£194.40	£10.00	£112.11
4612134825278070	Millpool Gents	7612	£2,920.80	£124.00	£10.00	£87.19
4612135025119310	Seafront Gents	11017	£4,179.60	£225.60	£10.00	£126.20
		38538	£14,733.20	£680.40	£40.00	£441.45

Billable Payments £14,733.20
 Service Fee £40.00
 Processing Fee £441.45
 VAT £96.29
 Total to Transfer **£14,155.46**
 Total Received **£14,155.45** Confirm received 15/09/2026

(£) Monthly Fee	40
(%) Service Fee	8
Total Machines	4
Price Per a Use	£0.40



Author: Sharon Payne, Deputy Town Clerk

Committee: SAC 22nd October 2026

Status: PUBLIC

Agenda Item SAC 26-27/24 Deputy Clerk's Report

Date: 14th October 2026

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

This report sets out actions taken by the Services, Assets & Community Committee, and provides any necessary update on LTC assets or matters arising.

Items in bold red require a decision from Committee members please.

1. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

- **Polkirt Arcade** – See Point 6 below.
- **Maintenance Plan** – Monthly plans prepared for period to the end of October 2026. See Point 2 in this report.
- **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 recently launched 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.

The Looe Sheddars are making excellent progress on the GWR 5700 Pannier tank engine modal for the garden – See Gallery below. **Contact Looe Sheddars CIO if you would like to lend a hand!**

contactus@looeshedders.co.uk / www.looeshedders.co.uk

- **Guildhall Toilets** – Refurbishment works at the Guildhall toilets are nearly complete, please see Gallery below. **A huge formal thank you goes to Looe Harbour Commissioner's** for their incredible support and assistance, and to members of the public for their patience whilst these difficult works are completed.
- **Toilet Consumables Report** - see SAC.26-27.26b, Appendix A.
- **Patients Car Park Barrier** –*Trelawney Fire & Security* finished installing and commissioning our second new car park barrier and control unit on the 14th of September. On the 21st of 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. We appreciate your patience as we work to keep this community asset secure and operational.

- **Town CCTV** – The officer team are currently working on the annual CCTV Surveillance Compliance Audit which helps LTC to comply with the 12 guiding principles of The Surveillance Camera Code of Practice. Results of the audit will be reported to the Service, Assets and Community Committee on Tuesday 7th December 2026.
- **Seafront Toilet Roof** - Pete Nicholls Roofing Ltd assumed the role of Principal Contractor for the roof replacement works on Monday 5 October 2026, with scaffolding erected on Tuesday 6 October 2026. The Seafront toilets remain open under a reduced service model for the duration of the works, preserving access to gender-neutral and accessible facilities.

1. CLEANING & MAINTENANCE TEAM

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

2. MAINTENANCE PLAN/SCHEDULE

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

See SAC.26-27.26.

3. SEAFRONT TOILETS

Two consecutive nights of anti-social behaviour and criminal damage to the Seafront gents' toilets by a large group of children; have led to Looe's Loos making the decision to close the toilets at 5pm. We ask that parents and guardians of school age children consider where their children are and what they are doing whilst unsupervised.

4. LIBRARY

Drainage works to the rear of the library and community hub are ongoing. We need to fill in a collapsed drain at the side of the library and re-direct to a secondary manhole. We will also need to make alterations to the guttering and this requires a scaffold. An update will be provided in due course.

5. MEMORIAL BENCHES

The admin officer has been working hard to complete a review of all LTC memorial benches. As part of this review the new Memorial Bench Policy Working Group will meet to progress a report to the next Services, Assets and Community Committee meeting.

6. POLKIRT ARCADE

FC.26-27.79 report to Full Council on 29th September 2026 was deferred from the agenda pending further information. Modbury Remote on behalf of the freeholder served a S20 Notification of Intention of Works: roof works for the Polkirt Arcade. The RFO and Deputy Town Clerk attended a meeting regarding the wording of the Polkirt Arcade lease. The outcome of this meeting was circulated to members of the SAC committee for decision. The SAC committee RESOLVED to make a 'Observation' as required by the S20 Notification. Looe Town Council response was: 'We therefore do not agree that we are responsible for any part of the costs for work referred to in your Notice of Intention to Carry Out Qualifying Works dated 10 September 2026'.

Gallery.

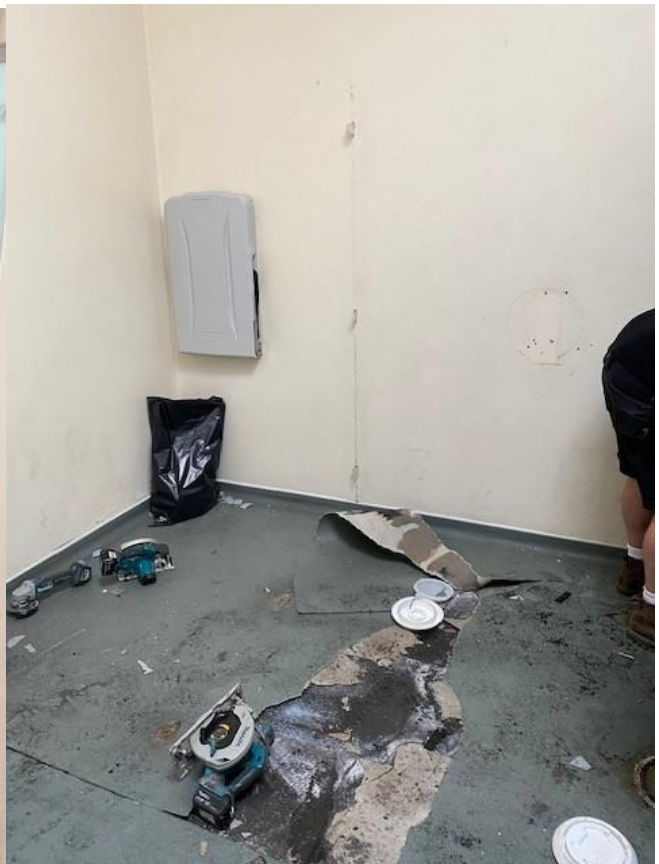
Mariners Garden and Looe Shedders Modal.

 Looe Shedders
Chris Roy · 6 days ago · 🌐

The 5700 Pannier tank engine is coming along.
Lots still to do before it stops looking like a Tonka toy.



Toilets Refurbishments.









Author:	Sharon Payne, Deputy Town Clerk
Committee:	SAC 22 nd October 2026
Status:	PUBLIC
Agenda Item	SAC 26-27/25 Looe in Bloom Water Supply
Date:	9th October 2026

1. **Purpose.** Councillors to review correspondence received from Looe in Bloom - see Point 3 below and RESOLVE to supply water to Looe in Bloom via a lockable outside tap at the Millpool toilets.
2. **Decision Required.** Councillors are asked to **RESOLVE** to allow Looe in Bloom to access Looe Town Council water supply at The Millpool toilets for the purpose of maintaining floral displays around the town.
3. **Background.** Correspondence received from Looe in Bloom on 2nd September 2026:

Good morning, Looe Town Councillors,

Looe in Bloom have gratefully been allowed a water supply from Looe Police Station for several years. This may now cease, which means Looe in Bloom will have to access a / several new water supplies.

Previously, Looe Town Council offered a supply from the small building in the Millpool car park near the local conveniences. We did look at this, but there appeared to be no outside tap. If we did need this water supply in the future, could we please request a lockable outside tap be installed as our waterers usual hours are between 5 - 8am.

We are looking into other supply sources but need to be prepared.

Thank you for your consideration.

Susan Rowe

Chair: Looe in Bloom.

4. **Officer Recommendation.** Councillors RESOLVE to allow Looe in Bloom access to a water supply at the Millpool toilets. The supply would not be needed until May/June 2027 and can be budgeted for in the coming months.