



LOOE TOWN COUNCIL

MINUTES OF THE ENVIRONMENT AND PUBLIC PROTECTION MEETING

Held in the Council Chamber, The Guildhall, Fore Street, East Looe
On Monday 15th September 2014 at 7.00pm

REPORT TO COUNCIL

PRESENT:

Chairman - Councillor D J Bryan
Councillors T Crane, M Gregory, R Hendy and
Mrs M Powell

OFFICERS

Town Clerk – Mrs Anne Frith

IN ATTENDANCE

Mr and Mrs Welsford – Members of the Public

		ACTIONS
24.	<u>APOLOGIES</u> Apologies for absence were received from Councillor M Soady. <u>ABSENT</u> Councillor J R B Dingle, Mrs E Graham-Jones and T Stacey.	
25.	<u>TO RECEIVE DECLARATIONS OF INTEREST</u> Councillor Hendy declared an interest in any matter raised concerning East Looe Town Trust.	
26.	<u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no questions or statements.	
27.	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 22nd JULY 2014</u> .1 <u>Reference Minute No: 17.2 – Bathing Water Quality</u> The Chairman informed the Committee that East Looe Town Trust have asked the Council to progress the discussions on bathing water quality by calling a second meeting. The Committee agreed this should be done as soon as	

	<p>possible and that education regarding fats, oils and grease is very important.</p> <p>It was suggested that a meeting be arranged for week commencing 6th October. The Clerk was asked to organise.</p> <p><u>.2 Reference Minute No: 19 – Traffic Regulation Order</u></p> <p>The Clerk was asked to chase Councillors Mrs Hannaford and Toms regarding funding of correction of mistakes made by Cormac on the current Traffic Regulation Order.</p>	
28.	<p><u>CORRESPONDENCE</u></p> <p><u>.1 Councillor Mrs Hannaford's comments</u></p> <p>The Chairman read out the e-mail from Councillor Mrs Hannaford, as she had requested, regarding Civil Enforcement, Community Officer replacement and public conveniences.</p> <p>All comments were noted.</p> <p><u>.2 Cornwall Council – Revised Layout of Millpool Car Park</u></p> <p>The Chairman read out a letter received regarding the proposed revised layout for the Millpool car park and informing that Looe Harbour Commission will be taking responsibility for the area. A map showing the area concerned was circulated for information.</p> <p>Concerns were raised that the access for a 4 x 4 with a boat trailer would be too tight and also that, if as indicated, Looe Harbour Commission take responsibility for the area they may charge for use of the slipway and the Committee would want reassurance regarding both these issues.</p> <p>Councillor Crane proposed that we support the project in principle subject to reassurance from both Cornwall Council and Looe Harbour Commission, seconded by Councillor Gregory it was unanimously agreed.</p> <p><u>.2 Cornwall Council – Seats in the Millpool</u></p> <p>The Chairman read out an e-mail from Mr Wallace which asked if Looe Town Council wished to take responsibility for these seats under a similar agreement to that recently made regarding the seats at Hannafore.</p> <p>After much discussion it was agreed that Looe Town Council take on the responsibility for the seats and Councillor Gregory proposed that, for the time being, we only replace or repair the existing seats, the ones that have already been removed to be replaced in the future, seconded by Councillor Mrs Powell it was unanimously agreed.</p> <p>Councillor Crane suggested that an advert be placed in the press offering memorial seats for sale, this was unanimously agreed.</p> <p><u>.3 Cornwall Council – Wall at the rear of the Old Bridge Bridge House, North Road, West Looe</u></p> <p>The Chairman read out an e-mail giving Cornwall Council's response to concerns raised about the condition of the wall. The Committee were of the opinion that the cracks in the wall</p>	<p>Clerk to write to Cornwall Council and Looe Harbour Commission.</p> <p>Clerk to confirm acceptance.</p>

	<p><u>.7 Councillor Mrs Hannaford – Western Greyhound</u></p> <p>Councillor Mrs Hannaford had supplied an e-mail regarding the usage of the bus to Hannaford which was read to the Committee. This was referred to the Finance and Works Committee.</p>	
29.	<p><u>TO DISCUSS WINTER OPENING/CLOSING FOR PUBLIC CONVENIENCES AND THE REFURBISHMENT PROGRAMME</u></p> <p>The Chairman stated that decisions need to be made urgently as the refurbishment needs to commence at the end of October. Councillor Hendy stated that the conversion of the Guildhall gents should take priority and then the ladies facility can be handed back to East Looe Town Trust. He suggested that, whilst the work is in progress, the seafront toilets should remain open. It was agreed after much discussion that an advert be put out for a Project Manager for all conversion and refurbishment works, responses to be received within fourteen working days. The Clerk asked for help with the wording of the advert, Councillor Gregory agreed to help.</p> <p>Councillor Crane proposed that a Recommendation be put to Full Council that a Project Manager is advertised for and that the Guildhall facility close totally at the end of September with the ladies facility and disabled toilet being handed back to East Looe Town Trust at that time, seconded by Councillor Gregory it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to put the above Recommendation to Full Council.</p> <p>The Clerk was asked to write to St Austell Brewery regarding their community toilet scheme.</p>	<p>The Clerk to write to St Austell Brewery.</p>
30.	<p><u>TO DISCUSS EMPLOYMENT OF A COMMUNITY OFFICER AND CIVIL ENFORCEMENT OFFICER</u></p> <p>The Chairman reminded the Committee of Councillor Mrs Hannaford's opinion that the employment of a Community Officer should be deferred and that it is more urgent to employ a Civil Enforcement Officer. The Chairman also circulated information provided by the Clerk (see attached Appendix) which was reviewed.</p> <p><u>.1 Community Officer</u></p> <p>Councillor Hendy expressed the opinion that the role name should be changed and it needs to be decided whether we require someone who will be a) "hands-on" work/maintenance b) in a supervisory role or c) to deal with enforcement or a combination of all or some.</p> <p>Councillor Bryan stated that this role has almost become two roles, one community and enforcement focussed and one</p>	

	<p>maintenance and that all Councillors have a vast responsibility for the points raised on the Clerks information. Councillor Crane stated that a pyramid structure of control needs to be formulated. He also stated that this role needs to be handled very carefully as it is a very delicate subject that has split the Council.</p> <p>There was a long discussion about the requirement, the role, the title etc and the potential of the role becoming two roles. All agreed that the role needs defining Councillor Mrs Powell proposed that a Special Full Council Meeting be called to discuss development of the role, seconded by Councillor Hendy it was:</p> <p><u>RESOLVED</u></p> <p>Unanimously to make recommendation to Full Council to call a Special Full Council Meeting as proposed.</p> <p><u>.2 Civil Enforcement Officer</u></p> <p>The Clerk was asked to chase Stephen Foster, Community Network Manager, for clarification of Looe Town Council's ability to employ a Civil Enforcement Officer.</p>	Clerk to contact Stephen Foster.
31.	<p><u>TO ARRANGE A DATE FOR A TRAFFIC WORKING PARTY MEETING</u></p> <p>Councillor Gregory asked the Clerk if Councillors Toms and Mrs Hannaford had come back with any information regarding Cornwall Council funding correction of the mistakes made with the current Traffic Regulation Order, the Clerk responded that no information had been received. The Clerk was asked to chase Councillors Toms and Mrs Hannaford and also Cornwall Council for information that had been requested from them regarding Mr Powell's access problems on North Road. The suggested date for the next meeting was week commencing 6th October.</p>	
32.	<p><u>TO REVIEW THE SEAGULL EGG CULL 2014</u></p> <p>The Committee reviewed the figures for the egg cull carried out this year and agreed that it is a necessary service for the residents.</p> <p>The Chairman read out an e-mail received from Mark Grantham, who represents Cornwall Bird Watching and Preservation Society, in which various questions were asked such as the number of eggs replaced, other non-lethal methods used etc.</p> <p>The Clerk was asked to respond to Mr Grantham, the response to be approved before being sent by Councillors Bryan and Gregory.</p>	Clerk to formulate a response.
33.	<p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN</u></p> <p><u>.1 Recycling Charges</u></p> <p>Concerns were raised about the potential of fly-tipping now</p>	

	<p>that charges for disposal have been implemented at Connon Bridge, the Committee were also concerned that these charges put an extra burden on the residents of the area. The Clerk was asked to write to the Portfolio Holder, Councillor Bert Biscoe, to express our concerns.</p> <p><u>.2 Bowling Club/Putting Green</u></p> <p>Councillor Mrs Powell reported that a tree in the centre of the putting green has been damaged.</p> <p>The Meeting closed at 9.10pm.</p>	<p>Clerk to write to Councillor B Biscoe.</p>
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WORK PICKED UP BY THE OFFICE STAFF

1. Reporting of uncollected refuse/recycling
2. Constant complaints about dog fouling
3. Constant complaints about fly-posting, fly tipping and "A" boards
4. Dealing with replacement seats – ordering, selling, arranging dedications and installation
5. Organisation of public convenience staff i.e. Music festival extra hours, supplies deliveries/ordering/delivery
6. Monitoring of all public convenience facilities over the Music festival period
7. Problems with car park barrier & CCTV
8. General complaints/issues from the public
9. Organisation of planters/boats for Mariner's Garden
10. Organisation of grass-cutting at War Memorial (with the kind help of Louis Portman)
11. Dealing with any problems at the Bowling Club/Putting Green
12. Dealing with reports of broken seats
13. Transportation of goods to and from the Store, West Looe
14. Reporting of road/drainage issues – potholes/leaks etc

WORK NOT BEING DONE

1. Dealing with dog fouling
2. Addressing/visiting areas of concern raised by public
3. Monitoring of the cleanliness of toilets
4. Management of the public convenience staff (office staff dealing with this at the moment)
5. Complaints about overgrown paths, broken railings etc (Armand picks up most of this)
6. Reports of untaxed/obstructive vehicles
7. Ticketing of unauthorised vehicles in Patients car park
8. Dealing with identification of planning contraventions reported to the office.
9. Reports of bonfires/noise etc – advice only being given
10. General patrols of the town/liaison with the police re issues noted
11. No help with setting up for Civic Sunday-lifting/carrying etc (Armand, the Mayor, Vicar and Church Warden helped yesterday)
12. Personal visits to problem areas reported
13. Liaison with event organisations i.e. Food Festival/Scott May Dare Devils etc re posters/banners

WORK FORTHCOMING THAT WILL NEED ARRANGING/MONITORING

1. Allotment site – project management of installation of track/fencing/ordering/delivery/liaison with allotment association
2. Toilet refurbishment liaison
3. Bowling club structural repairs liaison
4. Work to be done in 2 Polkirt Arcade – sourcing of contractor's/monitoring/liaison

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Since the resignation of LCO various extra duties have arisen:

1. Many Memorial bench enquiries
2. Assist and deal with enquiries/complaints for public conveniences and public convenience operatives
3. CCTV enquiries and assistance to the Police

	Enquiry	Action
1.	Telephone call received re concerned resident of manhole cover lifting on Barn Meadow.	Informed Colin Lewis – Cormac. This was due to the very heavy rainfall.
2.	Telephone call received from resident complaining that the Road Closed signs were still out for the Prom 20 th June.	Informed Colin Lewis – Cormac and asked for removal asap
3.	Reported broken step on pathway by Pixies Holt, East Looe.	Informed Cornwall Council
4.	Reports of noise from Fishermans Arms	Reported to the Police
5.	Complaints of parking in space no 20 in doctors patients car park	
6.	Missed rubbish collection	Contacted Chris Lee
7.	Tree down on Sandplace Road	Reported to CC
8.	Blocked drain on West Looe Hill	Reported to CC
9.	Rubbish reported on Station Road	Reported to CC
10.	Telephone call received from elderly gentleman with concerns that his smoke alarm was not working.	Contacted St Austell fire brigade who would send someone out to visit the gentleman as a matter of urgency
11.	Missed rubbish collection	Reported to Chris Lee
12.	Dealt with lady and family who had concerns over husband with slight dementia wondering off.	Made the Mayor and Mayoress, LHC and ELTT aware. Lady contacted the police who found the gentleman safe over at the Millpool.
13.	Roads needed sweeping	Reported to CC
14.	Missed rubbish collection	Reported to Chris Lee
15.	Locate small fibreglass flower boats to be placed in the Mariners Garden	Purchased and located in the Mariners Garden
16.	Locate dog mess stencil and walking man stencil	Purchased
17.	Enquiry re car parking ringo machines. Number displayed on machine not located to the Millpool.	Contacted the One Stop Shop for confirmation of number. Visited CC website where I found that the location number had changed. Informed holidaymaker.

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18.	Phone call re lost keys in Rose Garden	Found keys and returned to owner
19.	Phone call re location of memorial plaque from memorial seat at Hannafore. LCO had replaced the seat and the plaque was in the office.	Returned plaque to the owner and gained interest from her to purchase another seat.
20.	11/8 Enquiry re reporting untaxed vehicle	Informed them to view the DVLA website to report.
21.	11/8 Complaint re rubbish constantly being left next to a property Quayview, West Looe. Pole to be removed and illegal parking.	Reported to Chris Lee and Edwina Hannaford.
22.	12/8 Fly tipping on Polperro Road	Reported to Chris Lee
23.	12/8 Report of further collapse of sea defences at Hannafore	Reported to Ann Trevarthan – Cormac.
24.	14/8 Took delivery of public convenience supplies until operative arrived	
26.	14/8 Took an enquiry regarding memorial seat at Hannafore - sold	
25.	14/8 Ordered 3 memorial seats from Glasdons	
26.	14/8 Went to the Doctor's Health Centre Patients Car park re bollard installed in car park (space no 20) and had discussions with contractor and thanked them for the work carried out.	
27.	14/8 Went out and checked address of property on Fore Street for Enforcement Officer, Cornwall Council.	Informed Enforcement Officer of correct address.
28.	18/8 Reported salt bin overturned on the entrance to the Millpool	Reported to Chris Lee.
29.	18/8 Received face to face enquiry re memorial seat at Hannafore.	Customer to think and come back to me.
30.	Dealt with public convenience operative. Blocked drains in seafront toilets.	Contacted Cormac to quote and instruct them to proceed with the necessary repairs.
31.	Report of fly tipping at Churchlands, East Looe.	Reported online to Cornwall Council.

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