

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE Services and Asset Management Committee**

**On Monday 25<sup>th</sup> October 2021 at 6.45pm**

**PRESENT:** Chairman: Councillor Martin Gregory  
Councillors: Hannaford, Sullivan, Barker, Lundy, Truan, Toms, Remington, Leong.

**IN ATTENDANCE:** Councillors  
Mel Colton-Dyer – Commercial Strategy Director and Town Clerk (CSD).  
Kate Puckey – Deputy Clerk (DC).

**Open Forum - Welcome**

	<b>Welcome</b>	<b>ACTIONS</b>
<b>01</b>	<b>Apologies for absence</b> None received.	
<b>02</b>	<b>Declarations of Interest</b> Cllr Hannaford Cornwall Council.	
<b>03</b>	<b>To Elect a Vice Chair</b> Cllr Truan volunteered to join the committee. It was <b>resolved</b> to elect Cllr Truan to this committee. Proposed by Cllr Hannaford, seconded by Cllr Gregory. All in favour. It was <b>resolved</b> to elect Cllr Truan as vice chair. Proposed by Cllr Sullivan, seconded by Cllr Hannaford. All in favour.	DC to update sheets and website
<b>04</b>	<b>Questions from members of the public</b> None present.	
<b>05</b>	<b>To Resolve to approve the Minutes of the Meeting held on 19<sup>th</sup> April 2021</b> It was <b>resolved</b> (proposed by Accuracy Cllr Hannaford, seconded by Cllr Gregory) that the minutes of 19 <sup>th</sup> April 2021 are taken as read, confirmed, and signed by the Chairman. All in favour. Cllr Sullivan abstained from the vote.	

<p><b>06</b></p>	<p><b>Questions on report of progress of actions from the Minutes of the Meeting held on 19<sup>th</sup> April 2021</b></p> <p>CSD confirmed War Memorial is still with Harbour Commission and LTC are awaiting further information. Once repairs have been completed, it has been suggested this would be devolved to us. CSD recommended this to be taken on.</p> <p>Water refill unit, still ongoing and Harbour are taking this forward.</p> <p>Gull control license – situation ongoing and marketing campaign in progress.</p> <p>Guildhall toilets still in progress.</p> <p>Campervans data in progress and survey done.</p> <p>Data for Millpool toilets to be chased up.</p> <p>Visioning sessions booked.</p> <p>Maintenance Partnership.</p> <p>No questions received.</p>	<p>DC to obtain update on water refill station</p> <p>CSD/DC to pick up</p>
<p><b>07</b></p>	<p><b>To Review Priority List for SAM's Committee</b></p> <p>Budget reviewed.</p> <p>Electricity discussed.</p> <p>Waste disposal contracts discussed. EH and SB to look at this in more detail and feedback to DC.</p> <p>Patient's car park to be more widely promoted to fill vacancies.</p> <p>Warwick lite works at Polkirt arcade. It was recommended to investigate the liability regarding this. Cllr Lundy has suggested if we are not covered by our insurance, this needs to be considered at a future meeting. SLCC</p>	<p>DC to check electricity contracts.</p> <p>CSD / DC to contact other councils re toilets refurbs and maintenance costs.</p> <p>DC /CSD to check legal insurance if we are covered for legal advice re Warwick Lite works at Polkirt.</p> <p>DC/CSD to query RFO over seating.</p> <p>EH/SB to feed back to DC</p> <p>CE to promote this when in post.</p> <p>DC to add to SAM's agenda and contact</p>

	<p>may also be able to provide advice.</p> <p>Asset Maintenance plan is required to assist in shaping these priorities as this will inform where the maintenance is required.</p>	<p>Insurance company.</p> <p>DC/ CSD to enquire about professional body in to assess SAM's assets and energy efficiency.</p>
<b>08</b>	<p><b>To Discuss letter from ELTT regarding waste collection</b></p> <p>Although LTC are not an enforcing authority, there are actions LTC can take such as a campaign and supporting them to Cornwall Council. Cllr Hannaford has suggested that LTC should respond positively to ELTT for seeking support and that a multi-agency approach would be beneficial.</p> <p>It was <b>resolved</b> to respond to this letter in agreement to a multi-agency approach and liaise with all organisations across the town. Proposed by Cllr Hannaford seconded by Cllr Gregory. All in favour.</p>	<p>CSD to respond and arrange meeting</p>
<b>09</b>	<p><b>To Discuss Millpool toilets charging</b></p> <p>It was <b>resolved</b> to move this to a briefing. Proposed by Cllr Gregory, seconded by Cllr Hannaford. All in favour.</p>	<p>CSD to arrange</p>
<b>10</b>	<p><b>To Discuss water saving initiatives</b></p> <p>It was <b>resolved</b> to move this to a briefing. Proposed by Cllr Gregory, seconded by Cllr Hannaford. All in favour.</p>	<p>DC to complete report on this and provide recommendations</p>
<b>11</b>	<p><b>To Discuss commissioning an independent Accessibility Audit of the town</b></p> <p>It was <b>resolved</b> to commission this report at a cost of £800. Proposed by Cllr Hannaford, seconded by Cllr Gregory. All in favour.</p>	<p>CSD to obtain prices and commission.</p>
<b>12</b>	<p><b>Deputy Clerk to present their report on weeds for discussion and resolution</b></p> <p>It was <b>resolved</b> to move this to a briefing for further discussion. Proposed by Cllr Gregory, seconded by Cllr Hannaford. All in favour.</p>	
<b>13</b>	<p><b>To Discuss Housing strategy for Cornwall response</b></p> <p>It was <b>resolved</b> to allocate this to a planning committee meeting as it is more suited for planning discussion. Proposed by Cllr Lundy, seconded by Cllr Gregory. All in favour.</p>	<p>JL to take this to planning committee</p>
<b>14</b>	<p><b>Other urgent business as determined by the Chairman (for information only)</b></p> <p>None</p>	

15	<p><b>Exclusion of members of the press and public to resolve that, under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for any items that involve the likely disclosure of confidential information</b></p> <p>No items for discussion.</p>	
	<p><b>Date of next meeting:</b></p> <p>25<sup>th</sup> January 2022</p>	

**The Meeting closed at 8.05pm.**

Signed.....

Date.....

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