



John Wright
Town Clerk

Lyme Regis Town Council

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Town Management and and Highways Committee

Core Membership: Cllr B. Larcombe (chairman), Cllr C. Aldridge (vice-chairman), Cllr B. Bawden, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

Notice is given of a meeting of the Town Management and Highways Committee to be held at the Guildhall, Bridge Street, Lyme Regis on **Wednesday 3 April 2024** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
22.03.24

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

AGENDA

1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee

2. Apologies

To receive and record any apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 14 February 2024 (attached)

4. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly, if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting

6. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 14 February 2024

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting

7. Update Report

To inform members about progress on significant works and issues

8. Town Management and Highways Committee – Objectives

To allow members to review progress of the committee's 2023-24 objectives

9. Policy Reviews

To allow members to review the following policies:

- Portable Appliance Testing (PAT) Policy
- Legionella Flushing Policy
- Control of Substances Harmful to Health (COSHH) Policy
- Management of Personal Protective Equipment (PPE) Policy

10. SWiM – Request for Additional Outside Seating

To allow members to consider the request from SWiM for additional outside seating

11. Stage V Cobb Works Update

To inform members about the latest position with the planned Stage V Cobb repair and stabilisation works

12. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 7 February to 18 March 2024

13. Commercial Properties – Lease Renewals and Rent Reviews

To seek members' approval for new leases concerning the National Trust Shop, Boylo's, Guildhall Shop, Lyme Regis Gig Club, and the Amusement Arcade

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

14. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

a) Agenda item 13 – Commercial Properties – Lease Renewals and Rent Reviews

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 14 FEBRUARY 2024

Present**Chairman:** Cllr B. Larcombe**Members:** Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr P. Evans, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner**Officers:** M. Adamson-Drage (operating manager) M. Green (deputy town clerk), A. Mullins (support services manager), P. Williams (acting operations manager)

23/77/TMH

Public Forum**J. Breeze (read out by an officer)**

J. Breeze spoke in relation to agenda item 16, 20mph Speed Limit. She congratulated the town council for its increased focus on traffic issues in Lyme Regis and for taking the initiative to invite residents to partake in a 'Our Future Transport' event this month. She said over many years, residents had consistently cited an improvement in traffic management in the town as a priority to ensure wellbeing and safety. She said the imperative to come up with new solutions to old problems was all the more urgent given the council's commitment to sustainability. J. Breeze said at the council's meeting on 4 October 2023, following a representation from residents from different areas of Lyme, the council supported residents for a 20mph in the town. To support that request, since early last year a number of Community Speedwatch activities had been successfully conducted in Lyme. She said if she was not convinced before, these sessions had strengthened her view that in many areas of the town, 30mph was wholly inappropriate. She said she had recorded speeds of 45mph approaching a stretch of Sidmouth Road without a pavement and with a blind bend. J. Breeze said along Queens Walk, she had witnessed how even speeds of 30mph posed danger to pedestrians. She said Broad Street was also a problem area, both during busy summer days but also in the evenings when visibility was reduced and reckless drivers sped along Cobb Road and out along Lyme's three main exits, Charmouth, Sidmouth and Uplyme Roads. She believed a good percentage of residents along those routes would express their concerns regarding speeding, noise and air pollution. J. Breeze attached a document to her letter, which was sent separately to members. She said the documents compiled responses to her enquiry among neighbours as to whether they supported reduced parking and a reduced speed limit in Lyme Regis. She said she was not alone in her concerns and the respondents had asked her to share their views and concerns. She said they were yet to see improvements and speeding motorbikes and the like actually appeared to have increased in number. She said she and the neighbours who had written to her were asking the council to support a 20mph speed limit throughout the town and further parking restrictions in dangerous areas.

J. Trevena (read out by an officer)

J. Trevena also spoke in relation to agenda item 6, 20mph Speed Limit. He said since last summer, he had been the organiser of the Lyme Regis Community Speedwatch team which, weather permitting had been running regular Speedwatch sessions at locations approved by Dorset Police. He said these locations had been selected such that they had visibility of approaching motorists for some distance, and vice versa. He said as they also wore yellow fluorescent jackets, they were used to cars slowing significantly once they saw them in situ with the radar gun, reducing the number of vehicles they recorded breaking the present speed limits. J. Trevena said it was clear from the sessions that the road layout over much of Lyme Regis, with exceptions, acted to limit speeds to below the present 30mph limit, although this didn't mean it was necessarily the appropriate speed limit, given the proximity to pedestrians and children, as well as a number of roads that were only wide enough for a single stream of traffic at any one time. He said they had recorded a number of vehicles on Sidmouth Road going into and out of the town centre travelling at speeds in excess of 35mph, with one car recorded at 45mph. J. Trevena said this road was used by many pedestrians to access the town centre and even lacked a footpath in places and this coupled with the speed of some motorists could only be a serious accident waiting to happen. He said at most of the sessions, the public had engaged them in conversation and almost all spoke of their own traffic concerns and offered their support for the 20mph zone. He said as a consequence of this engagement, he believed there was widescale support for this scheme among the town's residents. He said the main reasons he supported the introduction of a 20mph zone in Lyme Regis were firstly safety. Although the precise numbers were open to challenge and debate, he said it was irrefutable that the faster a vehicle was travelling the higher the probability that in a collision a pedestrian would die. J. Trevena said the risk was around four times greater at 30mph than 20mph. He said slower speeds also gave more time for motorists and pedestrians to react to potential incidents, reducing the number of accidents in the first place. Secondly health, as slower traffic could reduce emissions, providing cleaner air to the benefit of everyone, as well as encouraging more people onto bicycles or to walk to the benefit of their health. He said the impact to motorists in terms of the increase in journey times through the proposed 20mph zone would be insignificant. He said the road layout over much of Lyme Regis was such that 30mph was often not achievable and reducing the speed limit to 20mph would have minimal effect.

S. Hudson (read out by an officer)

S. Hudson spoke in relation to agenda item 15, Cemetery Postbox. She said she came from a military background and had a son currently serving with 5 Rifles. She said in her lifetime, she had seen so many grieving families, she had lost count, especially during her son's service, while serving in Afghanistan and Iraq. She said she had spoken with several families who had lost loved ones in conflict about this wonderful idea of enabling people to write letters to their loved ones who had passed over, especially grieving children. S. Hudson said with services like grief counselling being what they are, with huge waiting lists, she felt this could really help people going through difficult times. She said for those who didn't get to say a final goodbye, the post box would give them that opportunity. She said grief is grief, however a loved one passes, and people often didn't get to say everything they would like too to their loved one. She said she hoped those involved would vote in favour of this wonderful idea.

T. Dowd (read out by an officer)

T. Dowd spoke in relation to agenda item 15, Cemetery Postbox. He said he supported the idea of a letters to loved ones postbox being placed in the cemetery in Lyme Regis. He said everyone would experience grief at one time or another in their lives and something like this could be a great comfort, especially to younger ones who could find grief difficult to cope with. He said writing to a loved one in heaven and posting in a special letter box would be such a support in Lyme Regis.

L. Wiscombe (read out by an officer)

L. Wiscombe spoke in relation to agenda item 15, Cemetery Postbox. She said she thought it was a lovely idea that she fully supported. She said the aftermath of losing someone close is bad enough, but for a child it was much worse. She said she had seen this technique used very effectively, by the child bereavement charity, Winston's Wish. She said it was part of a multiple treatment plan that allowed the young person to process difficult feelings, as a result of their loss and promoted a healthy way of dealing with their grief. She said there was no reason why the postbox couldn't also help adults that were grieving, in coming to terms with their loss, in the same way. L. Wiscombe said she understood the postbox had already been donated, so the scheme would cost Lyme Regis Town Council nothing, but could benefit many. She hoped the council would with her and put it forward as a project to wholeheartedly support.

23/78/TMH Apologies

Cllr M. Ellis – charity commitment

23/79/TMH Minutes

Members discussed the accuracy of minute 23/68/TMH, Outdoor Gym Equipment as some members felt the recommendation didn't reflect the debate at the meeting.

Cllr C. Aldridge said Cllr C. Reynolds had said there wasn't enough for people to do in the town but this had been incorrectly minuted as 'young people'.

Members debated whether the recommendation was inaccurate as it referred to installing gym equipment on the putting green in Lister Gardens, but some members felt this was not what was agreed.

The deputy town clerk said the Full Council had voted to pass the resolution so if members wished to move forward with a different location, this would require a rescission motion and a vote at Full Council.

The minute taker left the meeting at 7.40pm and the chairman adjourned the meeting to confirm if the minute taker would return.

The meeting reconvened at 7.55pm with the operations manager taking the minutes.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, the minutes of the previous meeting held on 3 January 2024 were **ADOPTED**.

23/80/TMH Disclosable Pecuniary Interests

Cllr B. Bawden declared an interest in agenda item 14, Floodlights at Anning Road Playing Field, as she lived close to the proposed site.

The operations manager and Cllr P. Evans said the item had been withdrawn from the agenda as the request to use floodlights had been withdrawn.

23/81/TMH Dispensations

There were none.

23/82/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 3 January 2024

CCTV

Cllr D. Sarson asked if the proposed CCTV at the skatepark would be able to view the allotments in addition to the skatepark. The deputy town clerk explained that the camera would have a panning function and may be able to view some of the allotments as it would be on a tall pole but it was not the primary purpose of the camera.

Cllr P. Evans said the CCTV at the football club may also view the allotments.

Traffic and Travel Working Group Minutes

Cllr B. Bawden confirmed with the deputy town clerk that a copy of the submission of the Active Travel infrastructure plan would be sent to all members.

23/83/TMH Update Report

Amenities Hut

Cllr C. Aldridge asked about the amenities hut project options.

The deputy clerk elaborated on the current position.

23/84/TMH Town Management and Highways Committee – Objectives

The deputy clerk said the planning authority required a planning submission for the multi-use games area but that in discussions with a potential contractor, planning permission would usually not be required.

23/85/TMH To receive the minutes of the Traffic and Travel Working Group meetings held on 20 December 2023, 17 and 31 January 2024

Cllr B. Bawden talked through the minutes with regard to context and background at Dorset Council.

Cllr B. Larcombe asked when the vision would be brought to this committee.

Cllr P. May said it would hopefully be available for the next meeting.

Cllr D. Ruffle asked about the Living Streets event in September. Cllr B. Bawden elaborated.

Cllr B. Larcombe asked if Cllr B. Bawden, with regard to the Vision, could outline Dorset Council's position and what Cllr B. Bawden as the ward member, and as a town councillor was advocating, if different. Cllr B. Bawden explained.

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, the minutes of the Traffic and Travel Working Group meetings held on 20 December 2023, 17 and 31 January 2024 were **RECEIVED**.

23/86/TMH Weed Spraying Policy and Procedure review

Members were content to confirm the policy and procedure unchanged.

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to confirm that the policy and procedure has been reviewed and will continue unchanged.

23/87/TMH Dorset and Bournemouth Christchurch and Poole Local Transport Plan 4

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to consider the survey, provide a sense of their response and delegate the completion of the survey to the town clerk in consultation with the Travel and Transport Working Group.

23/88/TMH Public Engagement Event on 'Our Future Transport' on 20 February 2024

Cllr B. Bawden said it was not a Dorset Council event.

Cllr P. Evans asked if members of the public could ask about banning traffic on the Cart Road.

Cllr P. May said the issue was about making the Cart Road more pedestrian friendly.

Cllr P. Evans asked if the event could be well publicised on the council website news section.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to support and publicise the Our Future Transport event and cover any costs of displays of town council proposals.

23/89/TMH Request for a Memorial Plaque

Several members had concerns about setting a precedent when the memorial tree waiting list had been closed but were generally in favour of the idea.

Cllr B. Larcombe said it was at members' discretion to make an exception to install a plaque for former staff or councillors.

Cllr P. Evans suggested a plaque on the amenities hut. It was then suggested that a new cherry tree be purchased and placed next to the Cllr Barbara Austin memorial tree.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to write to the widower of the member of staff and explain that there are no more trees available and the waiting list closed but that an exception would be made, and area for a new tree would be selected, perhaps placed near to the Cllr Barbara Austin memorial tree.

23/90/TMH Request for temporary and removeable floodlights at Anning Road Playing Field

The agenda item was not discussed as the request had been withdrawn.

23/91/TMH Cemetery Postbox

Proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to install a cemetery postbox.

There was some discussion about who would empty the postbox and it was generally agreed that a staff member, rather than a councillor, should empty it.

Cllr P. Evans asked if Cllr C. Reynolds could be present at the emptying of the postbox and that it was promoted on the website and publicised in the residents' newsletter.

Proposed by Cllr P. Evans and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllr C. Reynolds be present at the emptying of the cemetery postbox and that it was promoted on the website and publicised in the residents' newsletter.

23/92/TMH 20mph Proposal

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to support the 20mph zone across Lyme Regis and to add Timber Hill as it falls outside the proposed zone.

23/93/TMH Uplyme 20mph

Members were generally in agreement to support Uplyme's proposal and hoped they would reciprocate.

The operations manager said officers would liaise with Uplyme Parish Council.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to support the Uplyme Parish Council 20mph area and communicate that via officers to Uplyme Parish Council.

23/94/TMH Hedgehog Crossing Sign

There was some discussion whether this sign was needed on Summerhill Road, rather than anywhere else, but the acting operations manager said there were some local residents feeding hedgehogs near there and that they were regularly crossing the road in that location.

Proposed by Cllr B. Bawden and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approach Dorset Highways and request a hedgehog crossing sign at the bottom of Summerhill Road.

23/95/TMH Complaints, Incidents and Compliments

Members noted the report.

The meeting closed at 9.27pm.

DRAFT

Committee: Town Management and Highways

Date: 3 April 2024

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 14 February 2024

Purpose: To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting.

Recommendation

Members note the report and raise any other issues on the minutes of the previous meeting if further information is required.

Report

23/85/TMH – To receive the minutes of the Traffic and Travel Working Group meetings held on 20 December 2023, 17 and 31 January 2024

The vision was considered and approved by the Full Council on 13 March 2024.

23/87/TMH – Dorset and Bournemouth Christchurch and Poole Local Transport Plan 4

Officers responded to the consultation as instructed.

23/89/TMH – Request for a Memorial Plaque

There are two Tai Haku cheery trees in stock, one of which will be planted near the Barbara Austin memorial tree. Chris Mitchell's widow will pay for the memorial plaque and choose the inscription.

23/92/TMH – 20mph Proposal

Officers are working with Cllr B. Bawden to put together a strategy for public consultation to support the application for a 20mph zone.

The consultation will include an online survey via Survey Monkey, which will be sent to members of Lyme Voice and publicised on social media, the website and in a press release. The consultation will also be available in hard copy at the office and other outlets in the town, such as the Community Café and the library. A special flyer will be produced, publicising the consultation, and this will be sent to every property in the DT7 3 area via Royal Mail. It is also proposed to consult directly with the two local schools.

23/94/TMH – Hedgehog Crossing Sign

An email was sent to Dorset Highways requesting a hedgehog crossing sign at the bottom of Summerhill Road.

The team leader has written back with the following: "I have previously written to the resident and the local Dorset member on this matter. Even though the government have recently introduced this sign, at present Dorset Council do not have a policy or budget around placing them out of the highway. I have placed this request on a list pending guidance."

Mark Green
Deputy town clerk
March 2024

Committee: Town Management and Highways

Date: 3 April 2024

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Accreted Land / Lease / Harbour

Dorset Council has been notified of the latest situation concerning the granting of consent by Natural England for the harbour use of the accreted land and this council's solicitor has been instructed to prepare the agreed five year lease.

The new rent will be phased in as outlined in the report to the last meeting of the Strategy and Finance Committee.

Beach Replenishment

The beach replenishment works have been completed and some re-grading of the pebble beach has also taken place at the request of this council.

The procedure for dredging and replenishment was revised for this year and it appears to have resulted in more sand being harvested. The beach is certainly 'fuller' and better graded than in recent years.

Although there appears to be an unusually large number of small stones and pebbles within the sand, these will be removed from the upper levels by the beach rake and should not present any problems to that operation; the rake is designed to cope with this.

Dorset Council has claimed and has been paid the agreed one-off £15k contribution towards the cost of this year's beach replenishment works.

Property and projects assistant

Jon Smith left the council's employment on 22 March 2024, having been offered another job with a neighbouring principal authority. His temporary post will be advertised for the outstanding balance of the temporary period. Jon made excellent progress with various issues, including rent reviews and the CCTV project in his time with this council.

Bathing Beach Designation consultation response

Officers responded to the consultation as instructed, having first obtained the views of the nominated three members. A copy of the response is attached as **appendix 7A**.

Garden path trial works

Trial works are yet to be undertaken due to wet weather. Hopefully, it will be possible to commence the works immediately after Easter, but that will be weather dependent.

Monmouth Beach land movement

The most recent works to address the impacts of land movement at Monmouth Beach cost just under £10k + VAT. As agreed at the last meeting of Full Council, the balance of the approved budget of £20k will be retained to deal with inevitable further movement in this area.

At the present time, movement seems to have reduced, although further works will be required on Western Beach to safeguard the westernmost day huts. This may involve moving them slightly 'forwards' on the beach and the relevant owners are already aware. Any works are planned for immediately after the Easter break to minimise disruption.

The most recent ground monitoring report is currently being analysed by Peter Chapman, but his initial observations are that relatively little movement has been recorded away from the area of the rear slope.

A retrospective application for consent for the works undertaken will be submitted to Natural England once the current phase of works is completed. This avoids multiple minor and individual applications.

Drainage at Woodmead car park extension

Discussions are continuing between the owner of Beau Sejour and the council's engineer about draining the surface water from the development planned for that site into the council's car park drains.

A scheme design has been completed and is currently being costed prior to the works being put out for quote or tender. The scheme design is attached as **appendix 7B**. It is designed to be able to accommodate additional surface water flows from Beau Sejour and the emergency services centre, and the additional 'flushing' effects of those flows may actually be beneficial to its operation and maintenance.

MUGA at Anning Road Playing Field

Discussions with potential contractors are ongoing.

It would appear planning permission is likely to be required for any works because of the proximity to the highway and the required height of any fencing to minimise the risk of balls, etc being thrown or kicked into the road.

Any application may have to be progressed separately by the council; not all potential contractors are geared up to be able to undertake this element of work.

CCTV Project

Five cameras have now been installed and are active. A planning application for the skatepark camera and mast has been submitted and is being considered by Dorset Council. Once determined, a quote will be sought from National Grid to provide the required power supply. This could not be done in advance because of the very limited validity period of any quote.

Confirmation has been received of the award of a grant of £16,200 from the Office of the Police and Crime Commissioner (OPCC). Dorset Council has finally made contact about meeting to progress connection to the control centre and a meeting date is being sought.

The agreed replacement of the nine existing seafront cameras is being progressed.

Any further information will be reported verbally at the meeting.

Jubilee Pavilion roof works

As previously reported, further vulnerabilities with the historically installed roof system and membrane were identified as a result of a site meeting last summer. O'Briens of Bridport were appointed to carry out the additional repairs to the Bauder roof membrane and to properly tie it to the adjacent upstand.

This work has been repeatedly delayed, either by poor weather, materials issues or other problems. Despite further work being undertaken, work remains only partially complete and there are continuing leaks into the building as a result. The contractor is very clearly aware of the council's frustrations at the delays and any further update will be reported verbally at the meeting. Unfortunately, a period of suitably dry and relatively warm weather is not forecast in the immediate future.

By way of further explanation, the entire roof area drains towards the seafront and the area of the leaks. The need for dry weather is, therefore, to rid the entire roof area of residual water before the area of the works can dry effectively. The roof design is such that it is not possible to 'dam' the area of the works without considerable extra work and expense. During periods of rainfall, the roof can 'pond' several inches of water across its entire surface. Any dry weather period needs to extend for several days before further works can take place.

Notwithstanding the delays, there is still anticipated to be an underspend of about £15k on this work compared with the originally approved budget of £50k.

Amenities hut building and plans

This matter was reported to the meeting of Strategy and Finance Committee on 6 March 2024 and a decision was made to proceed with the works as tendered. A pre-commencement meeting has taken place with the appointed contractor and arrangements for temporary staff accommodation, etc are being put in place.

A start date will be dependent on some preliminary works by National Grid but is likely to be mid/late-April.

The likely programme extends to 18 weeks. Temporary accommodation will be arriving on site w/c 25 March 2024.

Office and options feasibility study

Officers have met with and talked to all parties with an interest in this matter and good progress has been made.

Specifically:

- The Board of Lyme Regis Development Trust has agreed to let units 1A, 1 and one other unit to the council on the basis previously discussed with members.

- The director of the museum has agreed to relocate their exhibits store from Unit 1 to Unit 2 subject to the museum not being 'out of pocket' as a result of the move. A move date of autumn 2024 has been provisionally agreed.
- The tenant of the third unit will vacate it in summer 2024.
- Initial work has commenced on space planning and on the few relatively minor internal changes likely to be required. Where these works involve 'knocking through' between units, this has already been discussed and agreed in principle with the trust.
- The council's preferred 'building services' partner (Crickmay Stark) has been involved in preliminary discussions and will progress any required plans, external consents, tender documents for works, etc.
- Invitations to submit proposals have been sent to five suitably qualified and experienced surveyors/valuers/commercial agents and those proposals will be brought back to members to consider, with a view to appointing a partner with whom to work on the marketing and disposal of the existing office building.

A further meeting is taking place with the trust and museum on 25 March 2024 and any further update will be reported verbally.

Perimeter wall – Churchyard

As previously reported, work has still not commenced on this work because of the very poor weather conditions, the condition and construction of the wall and its generally poor stability.

It is highly likely that the works will not now commence until better weather in spring 2024.

As mentioned in the objectives report elsewhere on this agenda, it may now be more cost-effective to carry out a larger area of repair utilising the approved budget for both 2023/24 and 2024/25, i.e., £60k in total.

Park and Ride 2024

Although the chosen operator, First, is ready to operate the service from Easter, the on-site ground conditions are so wet that the landowner has now confirmed as of 22 March that the service will not be able to operate until the land dries out. The likely first date of operation will, therefore, be the May bank holiday weekend.

The delay in commencement will be publicised and the AA will be asked to delay erecting the signs, etc.

The planning application for the improvement of facilities at the park and ride site will be determined at Dorset Council's Planning Committee on 18 April 2024. The planning officer has recommended its refusal because of the size of the intended building, despite it having been relocated to suit his recommendation and reduced in size already. The applicant will attend the meeting, as will the deputy town clerk.

Harbour Store and Cemetery Lodge

The tender pack for the store building will be sent out w/c 25 March 2024. Tenders will be brought to members for consideration and decision, probably to the meeting of Strategy and Finance on 24 April 2024.

A bat roost assessment has now been undertaken in respect of the cemetery lodge and has indicated the necessity to carry out a further survey sometime after 1 May 2024. That further survey has now been arranged for 16 May 2024. A decision has been made to twin-track this and the planning/tender processes to minimise delays following receipt of a favourable written planning opinion from the planning officer.

Mark Green
Deputy town clerk
March 2024

Response ID ANON-J4KZ-GFB4-6

Submitted to Consultation on Designation of 27 Sites as Bathing Waters
Submitted on 2024-03-10 13:10:54

Confidentiality

1 Would you like your response to be confidential?

No

2 If you answered yes to this question, please give your reason.

Answer:

N/A

About you

3 What is your full name?If you are representing an organisation, you will be asked its name later.

Answer:

Mark Green

4 What is your email address?

Answer:

mark.green@lymeregistowncouncil.gov.uk

5 Are you responding on behalf of an organisation?

Yes

6 If you answered yes, what is the name of the organisation?

Answer:

Lyme Regis Town Council

Proposed bathing waters

7 Which proposed bathing water site would you like to provide your opinion on?

Church Cliff Beach

Your view

8 What is your view on the proposal to designate this site as a bathing water?

a) I agree with the proposal

Why you agree with the proposal to designate this site

9 What are the main reasons for your answer? These are common answers from previous Defra consultations on designating new bathing waters-select any that apply. If your reason isn't listed , select 'Other' to give reasons for your answer.

a) I think the public should have easy access to a bathing water, b) I think there would be benefits for the local community, c) I think there is local demand for a new bathing water, d) I think it would help protect nature and wildlife, e) I think there would be physical and mental health benefits for the public, f) I think the water quality would be improved, g) Other

10 If you selected other, please provide your reasoning

Answer:

Although poor in the past, huge efforts are being made by local & strategic partners to identify & address the issues causing poor water quality & other adverse environmental impacts. The designation will further focus the activities & investment decisions of the partners to continue minimising avoidable adverse impacts & achieve a good rating .

Lyme Regis is one of Dorset's main coastal visitor attractions. Day visit numbers are increasing year on year, a trend likely to continue with the planned

housing growth in the town's drive time catchment. There is also increasing demand for a range of water-based activities, including sea swimming, kite surfing, kayaking, paddle boarding, water polo, etc. Having a second designated bathing area will allow demand to be 'spread' over a larger area with benefits for safety & environmental impact.

Facilities and infrastructure (optional)

14 Are there facilities at or near this site which promote bathing at the site?

Answer:

The beach can be reached on foot at low tide from other beach areas. At other times, it can be reached on foot via a major, level, seafront defence walkway with accessible ramp down to the beach level which also links the beach to the rest of the town centre facilities, including car parking, public transport, shops and cafes, public conveniences, etc. The town has a lifeguard service during the main summer season and also has RNLI and coastguard services.

15 If you answered 'no' to the previous question, what facilities do you think would be required to promote bathing at this site? For example, parking facilities or changing facilities.

Answer:

N/A

Facilities and infrastructure continued (optional)

16 Is there infrastructure at or near this site which promotes bathing at the site?

Answer:

All of the facilities referred to at 14. are within short and convenient level walking distance.

17 If you answered 'no' to the previous question, what infrastructure do you think would be required to promote bathing at this site? For example, public transport connections, improvements to water company assets or changes to farming practices. You can include any estimated timeframes and/or costs if known.

Answer:

See the answer to 14. (other). We are working collaboratively to improve water quality through a range of studies, interventions and investments. We hope that the future investment plans of South West Water in particular will allow further progress to be made in this regard.

Consultee Feedback on the Online Survey

18 Overall, how satisfied are you with our online consultation tool? Please give us any comments you have on the tool, including suggestions on how we could improve it.

Satisfied

19 Please give us any comments you have on the tool, including suggestions on how we could improve it.

Answer:

I think it serves its purpose adequately.

Committee: Town Management and Highways

Date: 3 April 2024

Title: Town Management and Highways Committee – Objectives

Purpose

To allow members to review progress of the committee's 2023-24 objectives

Recommendation

Members note the report

Background

1. During the 2023-24 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.

Report

2. The objectives have been assigned to committees and members can review progress at each meeting.
3. This committee's 2023-24 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**. Progress with objectives is updated continuously and changes since the last meeting of the committee are clearly shown highlighted in yellow. In some instances, greater detail about a particular objective may also be provided elsewhere on the agenda, primarily in the update report.
4. Any recommendations from this committee will be considered by the Full Council on 1 May 2024.

Mark Green
Town clerk
March 2024

APPENDIX 8A

Objective	Budget, £k	Completion date	Lead officer	Timeline	Comments
Determine the use of the trailer park and accreted land	N/A	April 2023 January 2024 March 2024	MG	June 2023 assuming Natural England approval and no undue delays in completing the legal work	<p>Critical meeting taking place 19 June 2023. Working to 30 September deadline for submission of application to Natural England. Deadline missed by Dorset Council but good progress made, preliminary application made, views of Natural England obtained and final application about to be submitted for approval.</p> <p>Application was submitted by Dorset Council on 4 December 2023 and is under consideration by Natural England.</p> <p>Estimated date for determination by Natural England is March 2024.</p> <p>Consent received on 26 February 2024 for five years. Dorset Council notified and solicitor instructed to prepare new lease. New rent approved by Strategy and Finance Committee on 6 March 2024.</p>
Install water Refill station at the Candles on the Cobb Pavilion	0.3	June 2023	MAD	Install: Apr/May 2023 Parts arrived 13.04.2023 Installed: 8 June 2023	Sign installed August 2023
Replace Langmoor Room door	7	June 2023 January 2024	MAD PW	Quotes: Mar/April 2023 Work: May/June 2023	Quotes obtained. Decision deferred until the use of the Langmoor Room is determined.

		April 2024			Work will now proceed asap following decision about amenities hut.
Remedy water ingress to the Jubilee Pavilion	50	June 2023 October 2023 December 2023 January 2024 March 2024	MG	Work to be completed by June 2023	<p>Work is entirely weather dependent and timescale assumes reasonable weather. It also assumes that final leak tests on 24/2/23 confirm cause of leak.</p> <p>First stage completed. Additional contractor engaged to apply a tanking material to the seaward side of the building at roof level and waterproofing to known leaking areas. Target date for completion 30 September. Budget underspend of £15k.</p> <p>Works part complete and delayed for weather and technical/materials reasons. Contractor under extreme pressure to complete works asap.</p>
Repairs to the fascia of SWiM, antiques and craft centre and amusement arcade	10	June 2023 October 2023	MG	Work to be completed by Early July 2023	<p>Work is entirely weather dependent so timescale assumes reasonable weather.</p> <p>Due to start 11 September and expected to take two weeks to complete. Revised budget estimate £22k.</p> <p>Works completed to programme and budget.</p>
Identify preferred partners	N/A	September 2023	MAD/MG	Advertise to encourage applications –	Contractor appointed, Crickmay

for provision of professional services and building works		(now 26 July target)		<i>early Summer 2023</i>	<i>Stark, Dorchester</i>
Renew cemetery chapel roof	18	September 2023	MAD/MG	<i>Quotes: Mar – May 2023 4wks work: August 2023</i>	<i>All works completed ahead of programme and on budget.</i>
Retarmac cemetery paths	15	September 2023	MAD	<i>Quotes: Mar – May 2023 Work: summer 2023</i>	<i>Work completed. Budget overspend of £1k</i>
Replace tractor	40	November 2023	MAD	<i>Tractor received 13 June 2023</i>	<i>Tractor delivered. Budget underspend of £5k.</i>
Repairs to woodland walk bridge	5	November 2023	MAD	<i>Quotes: Mar- May 2023 Work: Autumn 2023</i>	<i>Work completed. Budget underspend of £1,250</i>
Repairs to church wall (subject to confirmation of ownership and liability)	30	December 2023 March 2024 TBC	MG	<i>Confirm all responsibilities and ownerships-February 2023 Procure and appoint managing contractor-March 2023 Undertake detailed survey-May 2023 Agree scope and likely cost of work-June 2023 (if within already approved budget) Appoint building contractor-July 2023 Complete works- August 2023</i>	<i>This timescale may be very optimistic and assumes no need for external permissions or consents and the ability to complete the works within the already approved budget.</i> <i>The wall is 65m long in total and appears to be in very poor condition well beyond the collapsed section. In addition, it is within the curtilage of a Grade 1 Listed Building.</i> <i>Contractor due to start work by 30 October. Anticipated budget underspend of £5k.</i> <i>Work did not start on 30 October 2023 as anticipated due to extreme wet weather. Discussions are ongoing about a revised start date. The public path is secure and accessible, stonework secured.</i>

					<p>Meeting took place with surveyor and contractor on 15 March 2024. Completion date to be agreed. It may be sensible to do more of the work in one go and to roll together the approved budgets for 23/24 and 24/25, making a total of £60k. The latest cost estimate for the repair is about £1k per running metre. This means that, if correct, most of the work could be done in one go and within the two-year budget and with an overall saving of about £20k for the entire project after professional fees have been included.</p>
Undertake refurbishment of harbourmaster's store	100 125	March 2024 June/July 2024 (for completion)	MG	<p>Agree scope of works- June 2023 Appoint contract manager-End July 2023 Project completion-October/November 2023</p>	<p>Initial plans and specifications prepared and attached to this agenda. Programme of works to be agreed 6 November 2023.</p> <p>Plans have been revised and are elsewhere on this agenda for information. Tender documents are being prepared. Aiming for a start on site in March 2024.</p> <p>Tender document being finalised to be sent out during February 2024.</p> <p>Tender documents to be sent out w/c 25 March 2024.</p>
Refurbish cemetery lodge	125	October 2024	MG	<p>Bat roost appraisal: January 2024 Planning opinion on roof works sought and received: March 2024</p>	<p>Tender documents and planning documents to be completed by April 2024. Tenders to be sought</p>

				Bat flight survey: 16 May 2024	May 2024. Work programme to commence late-June/early-July.
Replace one parking machine	5	March 2024	MAD PW	<i>Install: March 2024 Dependent on the future of Monmouth machines</i>	Deferring until existing issues with Flowbird are resolved or contract terminated.
Footpath repairs in the gardens	100	March 2024 May 2024 November 2024	MAD/MG MG/PW		<p><i>Work dates will be dependent on contractor availability and weather Investigation with engineer early-2023 Trial Work: Sep/Oct 2023 Tender: Autumn 2023 Work: Spring 2024 Trial work delayed by weather, commencement expected November 2023.</i></p> <p>Trial work expected to start in March/April 2024. This will have a knock-on effect on the rest of the timescales. It will be prudent to undertake the works in autumn 2024.</p>
Improve CCTV provision	38	March 2024	MAD MG	<p><i>Listed Building Consent: Feb/Mar 2023 Invitation to tender: June 2023 Install: Rock Point/Baptist Church/Gardens – July/August 2023 Quotes for columns: March-May 2023 Install: Monmouth - Autumn 2023 DNO install power to skatepark: Autumn/Winter 2023/24 Install skatepark: by March 2024</i></p>	<p><i>Dependent on listed building consent, availability of equipment and columns (and column install), and the DNO work. Grant from OPCC to be requested on order of the first three cameras. Planning permission granted. Quotation process completed, Scutum West appointed. Meeting to be scheduled with Scutum West and Top Sparks. Discussions instigated to secure electrical supply to all cameras. Approval</i></p>

				<p><i>being obtained from Dorset Council for trenching to skatepark location and updated quote for supply to skatepark being obtained from National Grid. Contribution of 11k received from Skatepark Committee and £16.6k expected from the Office of the Police and Crime Commissioner.</i></p> <p><i>Electrical supplies have been installed, four out of six cameras have been installed, and the Office of the Police and Crime Commissioner (OPCC) grant is confirmed. Planning permission is now required for the pole and camera in Charmouth Road car park, which will delay this one installation. The addition of another camera in the gardens, together with a move to wi-fi transmission and other factors, are likely to result in a budget overspend, which officers are determining. Officers are hoping this may be offset by an additional grant from the OPCC and some of the additional capital costs do generate a revenue saving.</i></p> <p>Members agreed at the Strategy and Finance Committee meeting on 6 March 2024 to replace nine cameras on the seafront, which will</p>
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					<p>be linked to the control centre. Budget overspend reported to Strategy and Finance Committee. Planning application submitted for skatepark camera on 28 February 2024. John Newcombe from Dorset Council has responded to requests for a meeting to discuss connection of all cameras to the control centre. Officers are pursuing a second grant from the Home Office, through Dorset Council.</p>
Identify locations and install gym equipment	25	March 2024	MAD	<p>Quotes: Feb/Mar 2024 Report to TMH in Mar 2024 Install: Summer 2024</p>	<p>Location now agreed as the putting green in Lister Gardens.</p> <p>Quotes have been obtained and a report is elsewhere on this agenda.</p>
Replace the amenities' hut	55	March 2024 November 2024	MAD MG	<p>Planning app decision: Jun 2023¹ Invitation to Tender: Summer 2023 Work: Autumn 2023 or Spring 2024</p>	<p>Work dates will be dependent on contractor availability Planning permission obtained. Building regulations application submitted, with revised foundation detail. Tender process to be completed October/November 2023. Contractor to be appointed by January 2024. Work to be completed February/March 2024.</p> <p>Following meeting with architect, tenders to be returned and evaluated prior to Christmas 2023. Subsequent programme to be</p>

¹ Originally March 2023 – delayed due to a re-draw for the planning application

					<p><i>revisited after costs and affordability have been further assessed.</i></p> <p><i>Tender process ongoing with a return date prior to Christmas. A verbal update will be given to the meeting on 3 January 2023.</i></p> <p><i>Tenders returned over budget. Further report to Strategy and Finance on 6 March 2024 to determine the way forward.</i></p> <p><i>Members approved increased budget of £153k at the Strategy and Finance Committee meeting on 6 March 2024. A pre-commencement meeting took place with architect and contractor on 19 March 2024. Final programme to be advised.</i></p>
Monkeybars for Anning Rd playpark	5	March/April 2024	MAD PW	<p><i>Quotes: Feb 2024</i> <i>Install: Spring 2024</i></p>	<i>Project agreed at the previous meeting of this committee, to replace the spider's web.</i>
Repairs to Bell Cliff steps and railings	5	November 2024	MAD	<p><i>Listed Building Consent: by March 2024</i> <i>Quotes: spring/summer 2024</i> <i>Work: Autumn 2024</i></p>	<i>Will exceed the budget due to professional services for listed building consent and the amount of work potentially required. Requires re-budgeting for 2024-25 (£25,000 is required). NB this is adopted highway and discussions will take place with Dorset Council about a contribution.</i>

				<p><i>Meeting taking place with Dorset Council's property team and ward member on 9 November 2023. This matter will be discussed.</i></p> <p><i>Dorset Council's property team cancelled the meeting on 9 November 2023. The meeting has been rescheduled for 9 January 2024.</i></p> <p><i>Meeting with Dorset Council property team has taken place. This is definitely adopted highway on roads records plans but Dorset Council has no plans and no budget to undertake repairs. Work will only happen if organised and funded by LRTC as landowner.</i></p> <p>Report elsewhere on this agenda to allow members to consider how to proceed.</p>
Implement proposals from the travel and transport working group – including town bus	TBC	TBC	JW MAD	<p>Minutes elsewhere on this agenda. The 20mph proposal will go out to public consultation in April/May 2024 before an application can be made. 'Vision' agreed by the Full Council on 13 March 2024.</p>
Re-model park & ride for 2024 & beyond		March 2024 (commencement of 2024 service)	MG	<p><i>Planning application resubmitted by landowner but not yet determined, discussions with landowner ongoing about longer-term</i></p>

				<p><i>agreement. Submissions from potential bus operators to be sought November 2023 following decisions at Full Council 25 October 2023.</i></p> <p><i>Planning application was resubmitted in amended form, the date for determination is unknown. Quotes have been sought from eight bus operators, five of whom have so far responded. Report elsewhere on the agenda. A verbal of operator submissions will be reported to the meeting.</i></p> <p><i>Operator quotes obtained and First chosen as preferred contractor. Application to Traffic Commissioners being finalised. AA signage agreed and ordered. Landowner informed of latest position. Fares, ticketing and timetable agreed. Planning application now 'out' for public consultation. Works to be undertaken by landowner after end of current year operation.</i></p> <p><i>Planning application to be determined by Dorset Council at committee on 18 April 2024. This year's service is scheduled to commence on 29 March 2024 but ground conditions remain unsuitable.</i></p>
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Develop a multi-use games area at Anning Road Playing Field	150	June 23 June 2024	JW MG/PW		<p><i>Measured survey undertaken and public consultation to commence November 2023.</i></p> <p><i>Public consultation closed on 15 December 2023. Report elsewhere on the agenda.</i></p> <p><i>Due diligence complete. Discussions with contractors underway and planning position being clarified prior to tenders being sought on a 'turnkey' basis as instructed.</i></p> <p><i>Most recent discussions suggest planning permission is likely to be required for this work. This will impact on timescale for delivery if confirmed.</i></p>
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Committee: Town Management and Highways

Date: 3 April 2024

Title: Policy Reviews

Purpose of the Report

To allow members to review the following policies:

- Portable Appliance Testing (PAT) Policy
- Legionella Flushing Policy
- Control of Substances Harmful to Health (COSHH) Policy
- Management of Personal Protective Equipment (PPE) Policy

Recommendation

Members review the Portable Appliance Testing (PAT) Policy, the Legionella Flushing Policy, the Control of Substances Harmful to Health (COSHH) Policy, and the Management of Personal Protective Equipment (PPE) Policy and suggest any amendments

Report

1. Four policies are requiring review:
 - Portable Appliance Testing (PAT) Policy
 - Legionella Flushing Policy
 - Control of Substances Harmful to Health (COSHH) Policy
 - Management of Personal Protective Equipment (PPE) Policy
2. The PAT Testing Policy was introduced in 2018 and reviewed in 2022, although annual reviews are required. No changes are recommended by officers and the policy is attached, **appendix 9A**.
3. The Legionella Flushing Policy was introduced in 2018 and reviewed in 2022. It requires a review every two years, along with the legionella risk assessment. No changes are recommended by officers and the policy is attached, **appendix 9B**.
4. The Control of Substances Harmful to Health Policy was introduced in 2018 and reviewed in 2022, although annual reviews are required. The policy was recently looked at by the Health and Safety Committee and no changes were recommended. The policy is attached, **appendix 9C**.
5. The Management of Personal Protective Equipment Policy was introduced in 2018 and reviewed in 2022, although annual reviews are required. The policy was recently looked at by the Health and Safety Committee and no changes were recommended. The policy is attached, **appendix 9D**.
6. Any recommendations from this committee will be considered by the Full Council on 1 May 2024.

Matt Adamson-Drage
Operations manager
March 2024



Policy

Electrical Safety: Portable Appliance Testing (PAT)

UK Legislation:
Electricity at Work Regulations 1989
Health and Safety at Work Act 1974

1. Introduction

1.1 Regular inspection of equipment is an essential part of any preventative maintenance program whilst practical experience of the use of the equipment may help to determine the frequency at which the preventative maintenance needs to be carried out. Records of maintenance, including test results, should be kept throughout the working life of the equipment.

1.2 This procedure applies to all portable equipment used in council buildings together with allocated work equipment used in other areas, such as the open spaces of the town.

1.3 Other than the fixed wiring installation, all electrical equipment, whether permanently connected or connected by a plug and socket, should be inspected & tested.

1.4 Not all electrical equipment will need a portable appliance test. Further details on how to ensure the safety of electrical equipment and how to carry out user checks and visual inspections can be found in the HSE's Maintaining portable electric equipment in low-risk environments pamphlet.

1.5 Definition: A 'portable appliance' is defined as any item of equipment with a lead and a plug and which is normally moved around or can be moved and is connected to the mains supply by a standard 3 pin plug.

2. General Requirements

2.1 The main requirements of this procedure are:

- All electrical items covered by Portable Appliance Testing must be inspected and tested on a regular basis by a suitably trained and competent person.
- A register of portable electrical equipment is maintained and a record is kept of when it is checked, inspected and tested.

- Based on a suitable and sufficient risk assessment which takes into account the amount of wear and tear items of portable electrical equipment receive in establishments/settings, the authority requires that items of equipment are visually checked before use and given a formal test as frequently as determined by the risk assessment.
- Any item failing its required inspection or test must be withdrawn from service immediately and not re-used until the fault(s) have been rectified and it has been re-tested and successfully passed the PAT tests or disposed of and replaced as necessary.
- All new electrical items must be recorded before use, inspected and tested within the warranty period and regularly thereafter. Second hand items must be tested before use and regularly thereafter.
- Those carrying out inspection and tests must be competent to undertake the inspection, and where appropriate, testing of electrical equipment and appliances, having due regard to their own safety and that of others. The Tester must be able to recognise electrical, mechanical or thermal damage to electrical equipment and appliances and their flexes/cables which may be encountered in any environment.

3. Frequency of inspections and testing

3.1 Frequency of inspections and testing should be determined using a risk assessment including consideration of:

- The environment the appliance is both used and stored in, e.g. work site, office, etc.
- The users, the likelihood of reporting any damage and the extent of any misuse or abuse of the equipment.
- The equipment construction - Class I or Class II double insulated.
- The equipment type, whether hand-held, fixed, IT, etc.
- Frequency of use - kettle used many times a day, fridge that is not moved, etc.
- Type of installation for static equipment - flexes and spurs etc.
- Previous test records - history will provide information of the equipment life and its level of use/misuse/abuse. On-going test frequency should be risk assessed by the operations manager taking into account the findings of inspections and tests, and the frequency increased or decreased if necessary.

4. Responsibilities

4.1 The operations manager will ensure the following:

- Organise all programmed formal associated inspection and testing of council portable appliances (PAT) as identified by risk assessment.
- Once tested, items shall be tagged and logged.
- Non-council portable appliances or equipment is not to be used on the premises unless evidence of a valid inspection and test can be evidenced e.g. hirers bringing their own electrical equipment.

- When advised of any equipment that fails inspection and testing ensure it is taken out of use immediately and arrange for its safe repair/replacement/disposal.

4.2 Staff responsibilities include:

- Informing the operations manager of any equipment that fails inspection and testing, ensuring it is labelled accordingly to prevent continuing use.
- Carrying out regular visual inspections of allocated personal electrical equipment e.g. laptop power transformers and cables, mobile phone chargers etc., to ensure they are safe for use. Report any damage immediately and take the damaged item out of use until rectified. Check for: no damage to the lead including fraying, cuts or heavy scuffing, no damage to the plug, e.g. to the cover or bent pins; no coloured wires visible where the lead joins the plug; no damage to the outer cover of the equipment itself, including loose parts or screws; no signs of overheating, such as burn marks, melting or staining on the plug, lead or piece of equipment.

5. HSE Suggested inspection and testing intervals

5.1 Lyme Regis Town Council will follow, as best practice, the inspection and testing interval example laid out in the HSE publication HSG107 table: Maintaining portable and transportable electrical equipment. In any case portable appliances will be tested at least every 3 years unless a more frequent interval is required as specified below.

Type of business		User Checks	Formal visual inspection	Combined inspection and test
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110v equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230v equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)

	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
	Heavy industrial/high risk of equipment damage (not construction)	Yes, daily	Yes, weekly	Yes, 6-12 months
	Light industrial	Yes	Yes, before initial use and then 6 monthly	Yes, 6-12 months
	Office information technology rarely moved, eg desktop computers, photocopiers, fax machines	No	Yes, 2-4 years	No, if double insulated otherwise up to 5 years
	Double insulated (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps	No	2-4 years	No
	Hand-held, double insulated (Class II) equipment, eg some floor cleaners, some kitchen equipment	Yes	Yes, 6 months - 1 year	No
	Earthed (Class I) equipment, eg electric kettles, some floor cleaners	Yes	Yes, 6 months - 1 year	Yes, 1-2 years
	Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment	Yes	Yes, 6 months – 4 years, depending on the type of equipment it is connected to	Yes, 1 – 5 years, depending on the type of equipment it is connected to

HSG107 Notes:

- Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cables leads and plugs not dedicated to an item of equipment should be maintained as individual items as appropriate.
- Over time, when you look at the results of user checks, formal visual inspections and portable appliance tests you will notice trends. These may tell you that you need to look at or test electrical equipment more or less often, depending on the number of problems being found.
- If electrical equipment is grouped together for testing at the same time, you should use the shortest testing interval in the group rather than the longest. Alternatively, it may be appropriate to group your electrical.

6. Further Information and advice

6.1 Health and Safety Executive (HSE) <http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

7. Review

7.1 This policy will be reviewed annually in November or sooner if there are changes in legislation or best practice

Implementation Date: 01 Nov 2018

Review Date: July 2023



John Wright
Town Clerk
27 July 2022



LEGIONELLA FLUSHING POLICY

Reference: HSE Control of Legionella Bacteria, Leaflet L8.

INTRODUCTION

This Policy provides guidance for the measures to be taken to reduce proliferation of the Legionella bacteria in unoccupied areas.

Legionella is a type of bacteria found in water supplies, it causes a type of pneumonia that can result in severe and in some cases potentially fatal. The risk increases when bacteria are allowed to grow to high levels and water is allowed to form into a spray/mist that can be breathed in and taken into the lungs. If Legionella is bacteria are present in the following conditions, they can grow rapidly to levels that could cause people to become infected:

- a. Water temperatures between 20°C and 50°C.
- b. A food supply is water such as rust or lime scale in pipes.
- c. Time to grow, i.e. left to stagnate in pipes and infrequently used outlets.

A Legionella Risk Assessment will be carried out by a reputable water hygiene specialist at least every two years. Any actions as a result of this risk assessment will be completed as soon as is practicable after the assessment and may require, for example, water sampling and testing by the LRA contractor or plumbing infrastructure work. The flushing of infrequently used outlets and temperature checks will be carried out internally.

WRITTEN CONTROL SCHEME

A written control scheme is an essential part of ongoing legionella management. It is a 'living' document which is updated as required. It details the duty holder and day-to-day responsibilities, communication pathways, flushing routines, frequency of a review of records and actions to be taken in the event of a case of legionella. It is held in the health and safety files in the council office. Quarterly record reviews are undertaken at the Health and Safety Committee meetings.

Duty Holder: John Wright (Town Clerk).
Responsible Manager: Matt Adamson-Drage (Operations Manager).

ROUTINE ACTIONS

- a. Weekly: Flush any infrequently used cold water taps and showers until **cold** water comes out of each outlet for 5 minutes.
Run any infrequently used hot water taps and showers until **hot** water comes out of each outlet for 5 minutes.
- b. Monthly: Temperature checks of hot water outlets, cold water outlets and Calorifiers (hot water sources).

- c. Quarterly: Shower and spray tap clean / disinfect.
- d. Biannually: Purge Expansion Vessels.
Temperature checks of POU water heaters (less than 15ltr capacity).
- e. Annually: Internal condition check of Calorifiers.
Combination Heaters / Fortic tank - inspect integral cold water tank.
Cold water storage tank inspection.
Cold water storage tank temperature check (in Summer)
Check thermal insulation (in particular in areas exposed to the outdoor environment).
Base exchange softeners (service and disinfect)
Thermostatic mixing valve service.

RECORD KEEPING

A record of all weekly flushing of infrequently used water outlets and monthly temperature checks are required to be maintained and records are retained for 5 years. Flushing and temperature records are available for audit and inspection.

The policy will be reviewed at least every two years.

Policy Review Date:
22 June 2024



John Wright
Proper Officer (Chief Executive)

23 June 2022

Policy**Control of Substances Hazardous to Health**

References:

- A. Control of Substances Hazardous to Health Regulations 2002.
- B. Personal Protective Equipment (PPE) at Work Regulations 1992 (2002)
- C. HSE L25 (Personal Protective Equipment at Work).

1. Introduction

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) applies to any substance or material that may cause harm to the user or anyone else exposed to it. All businesses that use potentially hazardous materials or substances are required to have a set of procedures setting out the precautions to be in place for the safe storage, use and handling, before and after using it.

At Lyme Regis Town Council we shall ensure that we comply with our statutory obligations with regards to references A to C and any other relevant legislation.

2. Aim

This policy is intended to set out our approach to ensuring effective COSHH management; by its implementation we aim to protect both employees and others who may come into contact with hazardous substances.

3. Scope

Hazardous substances includes substances or mixtures of substances classified as dangerous to health under current regulations, this includes chemicals which may be classified as explosive, flammable, oxidising, corrosive, acute toxicity, hazardous to the environment, health hazard, serious health hazard and gas under pressure.

4. Risk Control

To comply with the regulations, we shall ensure that exposure to hazardous substances is minimised and where exposure does occur, that it is adequately controlled using the following hierarchy:

- Avoidance of exposure.
- Substitution of the substance or change of process.
- Total enclosure of the process.
- The use of LEV (Local Exhaust Ventilation).
- Limiting the number of personnel exposed.
- Reducing the period of exposure.
- Providing suitable PPE.

A copy of the Material Safety Data Sheet (MSDS) will be held for every product used which has been identified as being potentially harmful to health.

These will be obtained from the supplier or manufacturer and periodically reviewed to ensure that they remain current. We shall ensure that COSHH risk assessments are carried out for all hazardous substances, these will be reviewed regularly and whenever there are modifications to a work process that involves a change in the use of a hazardous substance.

All risk assessments will use information from correctly sourced MSDSs and will be relevant to the tasks being carried out. Completed COSHH assessments will be kept on file and be made available to all employees during the induction process and at any time thereafter.

All personnel who are exposed to hazardous substances will receive adequate training and information and shall be issued with the correct type of protective clothing or equipment.

5. Health Surveillance

Where required, we will ensure that all employees are provided with appropriate health surveillance as identified by the COSHH assessment process. The need for health surveillance will be assessed on a case by case basis and all personal details will be scrutinised by the town clerk and kept securely in line with the Data Protection Act.

6. Training

We will ensure that employees are given suitable training in the storage, handling and use of substances which they may be exposed to during the course of their work and that any person expected to carry out COSHH assessments as part of their job will also undergo suitable training. No substance will be introduced into the workplace without users being given sufficient information about it.

7. Personal Protective Equipment

We will ensure that PPE is suitable for use, that it is of the correct specification as per the information contained in MSDS and that users are properly trained in its use.

8. Incidents and Emergencies

We will ensure that employees receive training on emergency procedures relating to spillages or accidental exposure to hazardous substances. A fully stocked first aid kit and trained first-aider will be available at all times whenever COSHH substances are being used. Details of first aiders will be clearly displayed at appropriate locations. Where there is no readily available clean running water, eyewash solutions will be provided.

9. Storage

We will ensure that safe storage (lockable where appropriate) is provided for substances being used.

All substances will be stored as per manufacturers' recommendations, including the use of bunded stores/tanks where required.

10. Disposal

We will ensure that all substances hazardous to health are disposed of in accordance with local environmental requirements and MSDS information and that the appropriate clean-up equipment and PPE is made readily available as necessary.

11. Employees Duties

All employees will be shown a copy of this Policy and will be required to comply with it at all times.

All employees are to report any accident; misuse; or risk from the use, handling or storage of substances to the Operations Manager.

Any employee who feels unwell or ill after having been exposed to any hazardous substance is to report this to the Operations Manager.

12. Monitoring and Review

It is the responsibility of all managers and supervisors to monitor the implementation of this policy and to ensure the effective implementation of any control measures contained in COSHH risk assessments. This policy will be reviewed at least annually.



MANAGEMENT OF PERSONAL PROTECTIVE EQUIPMENT POLICY

References:

- A. Personal Protective Equipment (PPE) at Work Regulations [1992](#) ([2002](#))
- B. HSE [L25 \(Personal Protective Equipment at Work\)](#).
- C. Control of Substances Hazardous to Health Regulations [2002](#).

SCOPE

This Policy is intended for use by all Town Council employees who have a responsibility for the assessment, selection, provision, maintenance, storage, use and disposal of Personal Protective Equipment (PPE); its aim is to enable a basic understanding of the requirements contained in References A to C.

DEFINITION

Personal Protective Equipment means all equipment and products designed to be worn or held by a person at work to protect them against one or more risks to their health and safety. In principle all equipment which provides employees with protection whilst at work should comply with the requirements and guidance in References A to C.

PPE ISSUE AND IN-LIFE MANAGEMENT

PPE is issued in line with information contained in Material Safety Data Sheets (MSDS) and COSHH risk assessments; next-to-skin items such as respiratory protective equipment and gloves are regarded as personal issue for hygiene reasons, eye protection that involves the use of corrective lenses are also issued to individuals.

Any reusable PPE must be cared for so that it remains in a serviceable and hygienic condition. The system adopted will be the one as described in the manufacturer's instructions, this may be as straight forward as the user washing a mask in warm soapy water, to a laundry contract being required for dirty overalls.

Most, if not all PPE products that are expected to be used are maintenance free, in that when used they are replaced. The Operations Manager will ensure that maintenance and repair requirements as detailed in the manufacturer's instructions are adhered to and carried out by those persons trained to do so.

PPE must not be subjected to any unauthorised alterations or modifications, such actions could impair the protection afforded to users and may invalidate the 'CE' marking and any other equipment warranties.

All PPE is subject to a pre-use inspection to confirm that it is in good condition and serviceable. Responsibility for the care, maintenance, inspection, repair and testing etc. lies with the management team, managers and supervisors are also responsible for ensuring that PPE is being used in line with manufacturer's instructions.

STORAGE AND SHELF LIFE

Adequate storage facilities shall be provided, so that:

- Items of PPE may be stored for lengthy periods whilst not in use.
- Stocks can be easily rotated, as a number of types of PPE have defined shelf lives and are to be scrapped at the end of that period.
- Any person who is issued with an item of PPE, can check the 'use by' date (if applicable) to ensure it is still fit for use.
- PPE can be stored in an appropriate manner as detailed by the manufacturer; for example, some products are sensitive to UV radiation, whilst others must be stored sealed in their original packaging if they are to remain serviceable.

Effective storage protects PPE from contamination, loss, or damage by, for example, harmful substances, damp or sunlight. The storage facility is to be clearly identifiable and any equipment ready for use segregated from those items which are awaiting repair, maintenance, cleaning or disposal.

INFORMATION, INSTRUCTION AND TRAINING

The extent of any information, instruction and training will vary with the risks and complexity of the PPE. In the simplest cases (e.g. gloves) the level of information required may be written on the packet; more complex equipment (e.g. air-supplied respiratory protection) may require a lengthy instruction course with a practical examination.

In respect of any information, instruction or training the person issuing the equipment shall ensure that:

- Records are produced and kept of any training provided.
- Any information or instruction provided is suitable and sufficient for each person that it is provided.
- Information provided to persons to ensure the efficient working state of the PPE is kept readily available.
- The training and repeating of any demonstrations necessary to train persons in the wearing of PPE at suitable intervals as required.
- Theoretical training given may include:

An explanation of the hazards and risks present in the work process and why the PPE is needed.

The purpose for which and the manner in which the PPE is to be used.

The operation, performance and limitations of the PPE.

Any action needed by the employee to ensure that the PPE remains effective and in a good state of repair.

Instructions on the selection, use and storage of PPE related to the intended use.

Factors, which could affect the protection, afforded by the PPE such as: other PPE being worn, any personal factors, working conditions, inadequate fitting and damage.

Methods of recognising defects in PPE and arrangements for loss/defect reporting.

- Practical training may include:

Practice in putting on, wearing, and removing the equipment.

Practice and instruction on inspection and where appropriate, testing of PPE before use.

Practice and instruction in any maintenance, which can be done by the user, such as hygienic cleaning.

DISPOSAL

The fact that PPE is often required to protect against hazardous materials means that it may end up contaminated at the end of its life. The extent of any contamination is to be assessed and precautions taken to either thoroughly clean the PPE or to dispose of it in accordance with manufacturer's instructions via the appropriate waste stream; for example, a respirator filter used to protect against solvents may need to be disposed of as hazardous waste.

MONITORING AND AUDIT

Supervision and monitoring of operatives wearing PPE must be carried out, as well procedural checks during audits and inspections; feedback should also be obtained from employees to identify any improvements in safety, comfort and effectiveness.

REVIEW

As part of the ongoing process of improving our health and safety performance, periodic reviews of PPE management shall be undertaken. In particular, COSHH assessments will be reviewed at regular intervals (at least annually) or when there are any significant changes to the substance/process/PPE. This policy will be reviewed at least annually.



John Wright
Proper Officer (Chief Executive)

xxxx 2023

Committee: Town Management and Highways

Date: 3 April 2024

Title: SWiM – Request for Additional Outside Seating

Purpose

To allow members to consider the request from SWiM for additional outside seating

Recommendation

Members consider the request from SWiM for additional outside seating and instruct officers as appropriate

Background

1. During COVID, SWiM restaurant requested and were granted temporary permission to site five additional tables and chairs outside their premises at parade level. This was in line with the government advice at the time to help support the hospitality industry wherever possible. Several other cafes and restaurants along the seafront and elsewhere within the town were also granted temporary permission for additional tables and chairs.
2. SWiM subsequently enquired about the possibility of using a part of the adjoining Jane Austen Garden area for additional outside seating. This was not supported by members because of concerns about the potential conflict with users of the public footpath which separates the two areas. There was also a view that any opportunity in this area should be advertised more widely.

Report

3. SWiM have now enquired about the possibility of reinstating the five additional tables and chairs at parade level on a commercial basis charged at the normal 'al fresco' rate, £143 per cover per annum from 1 April onwards. Assuming four covers per table, that level of charge would generate additional income of £2,860 during 24/25.
4. From the similar use during the Covid period, it was established that tables and chairs in this location can be accommodated without impacting the required emergency vehicle access or unduly impacting pedestrian capacity on the parade. However, members may still feel the request might set an unhelpful precedent for further requests if granted.
5. Any recommendations from this committee will be considered by the Full Council on 1 May 2024.

Mark Green
Deputy town clerk
March 2024

Committee: Town Management and Highways

Date: 3 April 2024

Title: Stage V Cobb Works Update

Purpose

To inform members about the latest position with the planned Stage V Cobb repair and stabilisation works

Recommendation

Members note the latest position with the planned Stage V Cobb repair and stabilisation works and comment on or respond to the verbal update as appropriate

Background

1. Members have previously been advised through briefing about the likely increase in cost of the planned Stage V Cobb stabilisation works from an estimate of £3m to an estimate of £4.5m.

Report

2. Dorset Council has arranged a meeting with the town and deputy town clerk on 25 March 2024 to provide a further update on the current position with the planned works.
3. A full verbal update will be provided at this meeting and the purpose of this report is to both update members and give an opportunity for comment or response to any issues or requests which may arise from the meeting on 25 March 2024.
4. Any recommendations from this committee will be considered by the Full Council on 1 May 2024.

Mark Green
Deputy town clerk
March 2024

Complaints and Incidents Summary – 7 February 2024 to 21 March 2024

Members are asked to approach staff in advance of the meeting if they wish for further details of any compliment or complaint.

Complaints and incidents dealt with by LRTC

No.	Date	Incident?	Where?	When did it occur/when noticed?	Item reported to	LRTC action
171	07.02.24	I visit lyme beach every morning to swim at sunrise all through the year. I also visit regularly with family and friends including my grandson . Since dogs have been allowed to be on the beach at lyme we have to dodge their faeces daily , dogs often jump up at us (scratching bear legs (owners seem to think it is funny) and if we leave our shoes or bag on the beach they get urinated on. I used to allow my grandson to toddler around freely exploring but now he has sat in faeces , been scared by dogs running up to him and he cannot dig freely building sandcastles . As a local the beach in the quieter months is normally a haven but now myself and many people avoid coming to lyme to enjoy the beach due to the issues above. It feels like dogs have been given priority over children , the elderly and generally the community. I would normally have paid for parking Brought refreshment's and enjoyed supporting local businesses . I am a dog owner and love walking at all the places that are dog friendly surely the beach can be kept for families . There is enough faeces in the sea do we have to have it on our Beaches too now?	Sandy Beach	Ongoing	Acting Operations Manager	Added to the specific "Dog Complaints" log, ready to forward onto DC.

172	From March 6 2024 - present	A total of 63 emails were received regarding the response to the removal of the gazebo in Langmoor Gardens. These have not been produced in full to this committee as the subject was discussed at the extraordinary meeting of the full council on 27 March 2024.	Gazebo, Langmoor Gardens		The deputy town clerk	Replied to emails with the statement issued to the public.
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Complaints and incidents dealt with by Dorset Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
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Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
113	09.02.24	<p>I am just writing on behalf of the Town Mill trustees and staff who met this morning, to express our thanks for your staff cutting up and removing the very large tree trunk that had found its way down the mill leat to the place where the water enters both the mill wheel and hydro plant.</p> <p>This must have come down overnight and your team were there this morning dealing with it most speedily and efficiently.</p> <p>Please pass on our thanks to those involved – most impressive!</p>	Town Mill	Support Services Manager	Passed onto the team
114	09.02.24	<p>Many thanks to your two Council workers who kindly cut up a large log that had washed down the leat. We were worried about how we were going to sort it.</p>	River Lim	Support Services Manager	Passed onto the team

		Well done the Council.			
115	14.03.24	I am contacting you to register my appreciation for the manner in which you dealt with my recent problem with my error in arranging parking at Woodmead Car Park via Just Park. I visited your office on Monday 11th and it was explained to me that I had not booked for the Woodmead car park but for another location. Having received two parking fines because of my error you kindly agreed to drop the fines and instead charge me for a week's parking which I gladly accepted. You suggested that I contact Just Park to see if they could sort something out which I did and I received a full refund. My wife and I had a wonderful week in your lovely town including relatively unsuccessful fossil hunt but we will definitely be back for another week before too long. Thank you.	Car parking	Operations Manager	Passed onto the team
116	21.03.24	Thank you to the works team who put down a load of new golden gravel outside chalet after the earth removal works had left access in a mess.	Monmouth Beach chalets	Acting Operations Manager	Passed onto the team