

## LYME REGIS TOWN COUNCIL

### MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 21<sup>ST</sup> MAY 2009

#### Present

**Chairman:** The Mayor, Cllr Ms. S. Holman

**Councillors:** Mrs. B. Austin, Mrs. A. Bradbury, D. Cozens, Mrs. M. Ellis, K. Hitchcock, Mrs. L. Jenkin, O. Lovell, K. Meech, K. Whetlor, P. Williams and S. Williams

**Officers:** Mrs. A. Hayward (Finance Officer), Mr. M. Lewis (Town Clerk), Mrs. J. Powrie (Admin. Assistant), Mrs. P. Stamp (Mayor's Secretary) and Miss V. Stickler (Administrative Officer)

#### 09/01/C

**(a)** To elect and install a Chairman of the Council (Town Mayor)

Nominated by Cllr O. Lovell and seconded by Cllr K. Meech, Cllr Mrs. M. Ellis was **ELECTED** and installed as the Town Mayor for the ensuing year, with Mr. A. Ellis being installed as the Mayor's Consort, in accordance with the programme circulated and the agenda for the evening.

**(b)** To elect and install a Vice-Chairman of the Council (Deputy Town Mayor)

Nominated by Cllr Mrs. M. Ellis and seconded by Cllr K. Whetlor, Cllr O. Lovell was **ELECTED** and installed as the Deputy Mayor for the forthcoming year and was duly invested with the chain of office.

Mrs. C. Lovell was installed as the Deputy Mayoress and was duly invested with the badge of office.

#### 09/02/C **Adjourn meeting to Wednesday 27<sup>th</sup> May 2009**

Proposed by Cllr D. Cozens and seconded by Cllr Mrs. L. Jenkin, members agreed to **ADJOURN** the remainder of the meeting until Wednesday 27<sup>th</sup> May 2009.

### MINUTES OF THE ADJOURNED ANNUAL MEETING HELD ON WEDNESDAY 27<sup>TH</sup> MAY 2009

#### Present

**Chairman:** The Mayor, Cllr Mrs. M. Ellis

**Councillors:** Mrs. B. Austin, Mrs. A. Bradbury, Miss L. Campbell, D. Cozens, K. Hitchcock, Dr. S. Hogg, Ms. S. Holman, Mrs. L. Jenkin, O. Lovell, K. Meech, K. Whetlor, P. Williams and S. Williams

**Officers:** Mr. M. Lewis (Town Clerk) and Miss V. Stickler (Admin. Officer)

#### Prayers

A Prayer was offered by the Revd. K. Vivian.

Mr. S. Case

Mr. S. Case spoke on behalf of his client, the Hix Fish and Oyster Bar, Cobb Road. Mr. Case reminded members that the proposal to site a balcony over the Lister Gardens had been deferred pending the outcome of the current boundary dispute. He felt that as his client was not involved in the boundary dispute, the balcony request should be dealt with separately. Therefore, Mr. Case made an offer on behalf of his client for a £4,000 premium as a single payment and £3,000 per annum for an annual licence to site the balcony over council land. He informed members that this offer would remain open until the next Full Council meeting.

Cllr D. Turner – West Dorset District Council

Cllr D. Turner reported that further to complaints regarding the recently installed lights in Holmbush car park, West Dorset District Council had agreed to install deflectors and to look at installing a timer in the future to turn the lights off at a pre-determined time. Cllr D. Turner advised that WDDC had also agreed to support the Marine Parade Shelters Regeneration Working Group's submission for a grant from the 'Sea Change' fund. Finally, Cllr D. Turner congratulated the organisers of the recent Fossil Festival and advised that he believed that both the Town Council and WDDC should look to supporting the Fossil Festival to secure funding earlier for future events.

**Apologies**

Apologies for absence were received from Cllr K. Hitchcock.

**Declarations of Interest**

Cllr Miss L. Campbell declared a personal and prejudicial interest in minute no. 08/122/P (b) – 'Tourism & Advertising Sub-Committee – 5<sup>th</sup> May 2009' as she was an employee of LymeNet, and minute no. 08/121/P (c) – 'To receive and consider the response of the Allotments Association to the offer from the Woodland Trust of an area of Slopes Farm for use as allotment gardens' as she lived adjacent to the area of Slopes Farm suggested. She would leave the room for any discussion of these items. Cllr Miss L. Campbell also declared a personal interest in minute no. 08/123/P (a) – 'Lyme Regis Development Trust Property Management Ltd. – 15<sup>th</sup> April 2009' as she worked in the same building as the Lyme Regis Development Trust.

Cllr K. Meech declared a personal interest in minute no. 08/116/P (e)/08/125/P (a) – 'To receive and consider the recommendations of the Valuation Office in relation to the five yearly rent review applicable to those View Road properties benefitting from an access to their rear garden parking areas via Woodmead Car Park' as the owner of one of the properties was a friend.

Cllr Mrs. A. Bradbury declared a personal interest in minute no. 08/122/P (b) – 'Tourism & Advertising Sub-Committee – 5<sup>th</sup> May 2009' as she was the owner of guest accommodation in the town and minute no. 08/116/P (e)/08/125/P (a) – 'To receive and consider the recommendations of the Valuation Office in relation to the five yearly rent review applicable to those View Road properties benefitting from an access to their rear garden parking areas via Woodmead Car Park' as one of the lease holders was a friend.

Cllr Ms. S. Holman declared a personal interest in minute no. 08/116/P (f) – 'Ware Cliff' and minute no. 08/120/P (a) – 'To receive and note the Works/Amenities Manager's report plus

winter programme’ as she was the owner of a chalet at the adjacent Monmouth Beach chalet site.

Cllr O. Lovell declared a personal and prejudicial interest in minute no. 08/116/P (e)/08/125/P (a) – ‘To receive and consider the recommendations of the Valuation Office in relation to the five yearly rent review applicable to those View Road properties benefitting from an access to their rear garden parking areas via Woodmead Car Park’ as he was the owner of one of these properties, and the payment made to D. Lovell in the List of Payments April 2009 as this was his son. He would leave the room for any discussion of these items. Cllr O. Lovell also declared a personal interest in minute no. 08/122/P (b) – ‘Tourism & Advertising Sub-Committee – 5<sup>th</sup> May 2009’ as he was the owner of guest accommodation in the town.

The Mayor, Cllr Mrs. M. Ellis declared a personal and prejudicial interest in minute no. 08/117/P (f) – ‘To consider advertising the opportunity for various trades to apply for acceptance to an approved contractors list’ as her husband had previously worked as a contractor for Lyme Regis Town Council. She would leave the room for any discussion of this item. The Mayor also declared a personal interest in minute no. 08/116/P (e)/08/125/P (a) – ‘To receive and consider the recommendations of the Valuation Office in relation to the five yearly rent review applicable to those View Road properties benefitting from an access to their rear garden parking areas via Woodmead Car Park’ as she lived adjacent to these properties.

Cllr Mrs. L. Jenkin declared a personal interest in agenda item 16 (a) – ‘To receive and consider tenders for the sale of Cart Road day huts’ as she was currently renting a Town Council owned hut on the Cart Road.

**09/06/C To appoint representatives to outside bodies**

Proposed by Cllr Mrs. L. Jenkin and seconded by Cllr S. Williams, members agreed to **ADOPT** the list of appointments to outside bodies as amended and attached.

**09/07/C To appoint committees, sub-committees and working groups**

The Mayor, Cllr Mrs. M. Ellis called for nominations for the role of Chairman of the Policy Committee for the forthcoming year. Cllr Mrs. B. Austin proposed Cllr Ms. S. Holman for Chairman of the Policy Committee, seconded by Cllr D. Cozens. Cllr K. Meech proposed Cllr O. Lovell for Chairman of the Policy Committee, seconded by Cllr Mrs. A. Bradbury. On being put to the vote, Cllr Ms. S. Holman was duly **ELECTED** as Chairman of the Policy Committee.

The Mayor called for nominations for the role of Chairman of the Planning Committee for the forthcoming year. Cllr Mrs. B. Austin proposed Cllr Dr. S. Hogg for Chairman of the Planning Committee, seconded by Cllr K. Meech. There being no further nominations, Cllr Dr. S. Hogg was duly **ELECTED** as Chairman of the Planning Committee.

The Mayor called for nominations for the role of Chairman of the Community Plan Implementation Committee for the forthcoming year. Cllr Mrs. A. Bradbury proposed Cllr S. Williams for Chairman of the Community Plan Implementation Committee, seconded by Cllr Ms. S. Holman. There being no further nominations, Cllr S. Williams was duly **ELECTED** as Chairman of the Community Plan Implementation Committee.

With regards to the circulated list of Sub-Committees and Working Groups, Cllr S. Williams suggested that some of the Working Groups that dealt with similar issues could be amalgamated. Therefore, proposed by Cllr K. Meech and seconded by Cllr S. Williams, members agreed to **DEFER** this item to the next Policy Committee meeting for discussion.

**09/08/C To consider the payment of any subscriptions falling to be paid annually**

Members were previously circulated with a list of annual subscriptions/membership payments for 2009/2010.

Proposed by Cllr K. Meech and seconded by Cllr Mrs. B. Austin, members **AGREED** to pay the annual subscriptions listed.

**09/09/C To approve the signature of the minutes of the previous meeting held on the 22<sup>nd</sup> April 2009 by the person presiding as a correct record**

*There was a correction required to minute no. 08/118/C – ‘To consider delegating Policy Committee to accept tenders for the sale of Cart Road day huts’ to read – ‘...members **AGREED** to delegate authority to open tenders for the sale of the Cart Road day huts to the Policy Committee.’ **AGREED.***

The minutes of the previous meeting held on the 22<sup>nd</sup> April 2009 having been circulated were signed by the Chairman as a correct record.

Proposed by Cllr S. Williams, and seconded by Cllr Mrs. L. Jenkin, the minutes were **ADOPTED.**

**09/10/C To receive ‘Mayors Announcements’**

Members **NOTED** the ‘Mayors Announcements’.

**09/11/C Planning Committee**

The Planning Committee’s recommendations on planning applications forwarded directly to the planning authority and also the minutes of the meeting held on the 20<sup>th</sup> May 2009 having previously been circulated to all members, were **NOTED.**

**09/12/C Policy Committee**

The minutes of the Policy Committee meeting held on the 13<sup>th</sup> May 2009 having previously been circulated were presented for adoption by Cllr Ms. S. Holman, seconded by Cllr S. Williams.

**(a) Minute No. 08/116/P (b) – Mini Golf, Lister Gardens**

Cllr S. Williams asked that the Mini Golf carpet be dealt with as a priority and the Town Clerk **AGREED** to report to the next Policy Committee meeting on actions taken and costs for Mini Golf carpet.

**(b) Minute No. 08/118/P (e) – To consider permitting and creating a floral display in Langmoor Gardens next year to celebrate the centenary of Girlguiding UK**

Cllr D. Cozens asked if the floral display requested by the Bermuda Twinning Association would be created and the Town Clerk confirmed that this would happen this year.

**(c) Minute No. 08/120/P (a) – To receive and note Works/Amenities Manager’s report plus winter programme**

Cllr P. Williams reiterated his concerns that the gates to the Anning Road playing field were not closing. The Town Clerk reported that he had visited the playing field on two occasions recently and found each time that the gates were closed and working properly.

Cllr S. Williams queried if there had been any further action regarding the illegal lopping of trees in the Cemetery and the Town Clerk **AGREED** to report further to the next Policy Committee Meeting.

**(d)** 08/122/P (b) – Tourism & Advertising Sub-Committee – 5<sup>th</sup> May 2009

Cllr S. Williams expressed concerns that the webcam had not yet been reinstated. The Town Clerk advised that the necessary equipment had been received and was in the process of being installed.

**There being no further items raised for discussion the report and recommendations were ADOPTED.**

**09/13/C Community Plan Implementation Sub-Committee**

The minutes of the meeting held on the 29<sup>th</sup> April 2009 having previously been circulated were presented for adoption by Cllr S. Williams, seconded by Cllr Mrs. A. Bradbury.

**(a)** Minute No. 08/110/CP (a) – To receive a report and requests for support from Turn Lyme Green

Proposed by the Mayor, Cllr Mrs. M. Ellis, and seconded by Cllr S. Williams, members **AGREED** to pay for up to ten car parking spaces at the Charmouth Road Car Park (£1 each) for the use of guests whose cars would need to be moved for the Farmers Market, once a month from the middle of September to the middle of June and to make the power washer available for Turn Lyme Green to use in addition to supporting their request to Dorset County Council for a road closure.

**(b)** Minute No. 08/112/CP (b) – Three Cups Hotel

Proposed by Cllr Ms. S. Holman and seconded by Cllr Mrs. A. Bradbury, members **AGREED** to ask Cllr D. Turner to formally ask West Dorset District Council to compulsory purchase the former Three Cups Hotel on Broad Street.

**There being no further items raised for discussion, the report and recommendations were ADOPTED.**

**09/14/C To approve the list of payments for the period ending 30<sup>th</sup> April 2009**

The list of payments for the period ending 30<sup>th</sup> April 2009 had previously been circulated to all members.

Proposed by Cllr P. Williams and seconded by Cllr K. Meech, members **AGREED** to approve the list of payments in the sum of £131,061.06 for the period ending 30<sup>th</sup> April 2009.

**09/15/C To consider the following recommendation from the Marine Parade Shelters Regeneration Working Group**

Mr. D. Gale reported on behalf of the Marine Parade Shelters Working Group that the working group had developed a design to be put forward for planning consideration that was

within the agreed budget and improved on aspects of the design as recommended by the South West Design Panel.

Proposed by Cllr O. Lovell and seconded by Cllr Ms. S. Holman, members **AGREED** to authorise the complete scheme for the regeneration of the Marine Parade Shelters as revised at May 2009, to be taken to full planning and conservation area application and determination, as resolved in Resolutions 1 and 2 of the Special Meeting on 28<sup>th</sup> May 2008, thus thereafter reserving to the Town Council the right to instruct each stage of work and associated limit of expenditure as and when separately resolved. Cllr Miss L. Campbell abstained from voting as she had been unable to view the revised plans for the Shelters prior to the meeting.

Cllr O. Lovell and Cllr Ms. S. Holman also expressed their thanks to the members of the Working Group.

Proposed by Cllr D. Cozens and seconded by Cllr Mrs. A. Bradbury, members also **AGREED** to authorise expenditure of approximately £400 to publicly display the revised plans in the Shelters which would also help with a visitor survey in June 2009.

**09/16/C To consider the adoption of the Annual Investment Strategy 2009/10**

Cllr Mrs. L. Jenkin proposed that sums of money kept in high street banks should be spread between more institutions to lessen the risk. The Town Clerk advised that the Town Council had diversified via the recommended institutions and although further distribution of funds could be considered, this would complicate the matter of meeting the regular monthly outgoings of the Council. Therefore, Cllr Mrs. L. Jenkin's motion was not seconded.

Proposed by Cllr Mrs. A. Bradbury and seconded by Cllr K. Meech, members **AGREED** to adopt the Annual Investment Strategy 2009/10 as circulated to members previously.

**09/17/C To note any items that the Chairman decides are urgent**

Proposed by Cllr O. Lovell and seconded by Cllr S. Williams, members **AGREED** for the Town Clerk to respond to a letter received from Mr. N. Browning, West Dorset District Council Principal Engineer, to express the Town Council's support for Mr. Browning's request to have the Shoreline Management Plan draft revised to better support the planned coastal protection scheme for East Cliff.

Proposed by Cllr Ms. S. Holman and seconded by Cllr S. Williams, members also **AGREED** to arrange a public meeting for the Shoreline Management Plan team to explain the process and the policies within the Plan.

**09/18/C Exempt Business**

**(a) To receive and consider tenders for the sale of the Cart Road day huts**

*Proposed by Cllr Mrs. B. Austin and seconded by Cllr Miss L. Campbell, members **AGREED** to exclude the press and public from the meeting for the following item in view of the likely disclosure of exempt information within the meaning of paragraph 9 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.*

Cllr P. Williams proposed that the three 'best and final' bids be accepted relating to the sale of Cart Road day huts, seconded by Cllr O. Lovell.

Cllr Ms. S. Holman proposed that this motion be amended to sell Cart Road day huts to the top two bids, seconded by Cllr K. Whetlor. On being put to the vote, this motion was lost with six councillors voting 'for' and seven councillors voting 'against' the amendment.

Therefore, proposed by Cllr P. Williams and seconded by Cllr O. Lovell, members **AGREED** to accept the three 'best and final' bids and sell three Cart Road day huts.

Members also requested further information on bookings for this year and previous years and improved signage to advertise the huts for rent.