

LYME REGIS TOWN COUNCIL

POLICY COMMITTEE MEETING

MINUTES OF THE MEETING HELD ON WEDNESDAY 22ND OCTOBER 2008

Present

Chairman: Cllr O. Lovell

Councillors: Cllr Mrs. B. Austin, Mrs. A. Bradbury, Miss L. Campbell, D. Cozens, Ms. S. Holman (Mayor), Mrs. L. Jenkin, K. Meech, P. Williams and S. Williams

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

08/44/P

Public Forum

Ms. L. Noel

Ms. Noel requested that the council facilitate public debate on the subject of Tesco purchasing the Lyme Regis Woolworths building, and that the council support local traders in the town. She requested a public referendum on the matter as she felt that the proposal would impact on the unique character of the town.

The Chairman responded that a meeting had been arranged for Tuesday 28th October for councillors and two nominated representatives of the business community to meet with a representative from Tesco's PR company. This would be a meeting to establish exactly what was planned for the Woolworths site.

Mr. D. Hallett

Mr. Hallett expressed a concern that the Marine Theatre had requested a grant, but that a readable financial report had not yet been obtained from the LymeArts Community Trust. He felt that it was unfair that the Marine Theatre be treated separately from other organisations in the town that had to apply for grants.

08/45/P

Apologies

Apologies for absence were received from the Vice-Chairman, Cllr Mrs. M. Ellis, Cllr K. Hitchcock and Cllr K. Whetlor.

08/46/P

Minutes

The minutes of the previous meeting held on the 10th September 2008, having previously been circulated were signed by the Chairman as a correct record.

Proposed by Cllr Mrs. A. Bradbury and seconded by Cllr P. Williams, the minutes were ADOPTED.

08/47/P

Declarations of Interest

Cllr Miss L. Campbell expressed a personal prejudicial interest in agenda item 7 (e) – to receive requests from two local newspapers to use the small office at Unit 1a of St. Michael's Business Centre as an outstation for new gathering, as she was an employee of LymeNet who had been involved in the administration for the office. She also declared a personal

prejudicial in agenda items 12 (a) – Tourism & Advertising Sub-Committee – 22nd September 2008 and 12 (b) – Tourism and Advertising Sub-Committee – 14th October 2008, as she was an employee of LymeNet who had submitted a proposal for the redevelopment of the website, she would leave the room for these items.

The Mayor, Cllr Ms. S. Holman declared a prejudicial interest in agenda item 7 (b) – To consider a request from a prospective purchaser of chalet no. 22 Bowling Green to replace the current structure including proposals to increase the footprint and raise the roof line, and agenda item 7 (c) – To receive a report of the meeting with representatives of the Monmouth Beach Chalet, Caravan and Day Huts Association, as she was the owner of a chalet at Monmouth Beach, she would leave the room for these items.

Cllr D. Cozens declared a personal prejudicial interest in agenda item 7 (e) – to receive requests from two local newspapers to use the small office at Unit 1a of St. Michael's Business Centre as an outstation for new gathering, as he was formerly employed by one of the newspapers making this request, he would leave the room for this item.

Cllr K. Meech declared a personal prejudicial interest in agenda item 8 (c) – To consider a request from LymeArts Community Trust for renewal of the revenue support agreement which expires at the end of the current financial year, he would leave the room for this item.

Cllr O. Lovell declared a personal interest in agenda items 12 (a) Tourism & Advertising Sub-Committee – 22nd September 2008 and 12 (b) Tourism and Advertising Sub-Committee – 14th October 2008, as he was the owner of a local B&B.

Cllr Mrs. L. Jenkin declared a personal prejudicial interest in agenda item 8 (c) – To consider a request from LymeArts Community Trust for renewal of the revenue support agreement which expires at the end of the current financial year, as she was a trustee for this organisation. She also declared a personal prejudicial interest in agenda item 7 (e) - to receive requests from two local newspapers to use the small office at Unit 1a of St. Michael's Business Centre as an outstation for new gathering, as she was employed by a local newspaper. She would leave the room for both of these items.

Cllr Mrs. A. Bradbury declared a personal interest in agenda items 12 (a) Tourism & Advertising Sub-Committee – 22nd September 2008 and 12 (b) Tourism and Advertising Sub-Committee – 14th October 2008, as she was the owner of a local guest house.

Cllr P. Williams declared a personal interest in agenda item 7 (c) – To receive a report of the meeting with representatives of the Monmouth Beach Chalet, Caravan and Day Huts Association, as his son owned a day hut at Monmouth Beach.

08/48/P

Items scheduled for further report as indicated by the minutes of the previous meeting held on the 10th September 2008

(a) Minute No. 08/36/P (b) – To discuss use, management and responsibility for two storage areas on Marine Parade i.e. the fenced gated compound adjacent to the public conveniences and the small bin store beneath Jane Austen Gardens

The Town Clerk reported that the storage area between the toilet block and the access to the gardens on Marine Parade was used to store three wheelie bins. Council staff had been instructed to remove rubbish from this area and a new padlock for the gate was on order and would be installed on arrival. The storage area beneath Jane Austen Gardens was used to house refuse bags from the Council's neighbouring tenant who had been instructed by Dorset County Council to keep the bags off of the highway.

Cllr P. Williams proposed that the businesses using the storage facilities take responsibility for maintaining the cleanliness of the areas and that if this does not happen; they risk not being allowed to continue using the areas, seconded by Cllr S. Williams and AGREED.

(b) Minute No. 08/36/P (c) – To consider instigating a tree planting scheme for the cemetery

The Town Clerk reported that a site meeting had been arranged with the Works Manager, Head Groundsman and Cllr P. Williams to discuss this matter.

Cllr S. Williams suggested that Lister Gardens could be discussed at the same meeting.

The Chairman invited any other councillors that were interested to attend the meeting.

NOTED.

(c) Minute No. 08/36/P (d) – To consider extending car parking orders to other council managed areas such as the Guildhall frontage and the Gully

The Town Clerk reported that the solicitor had advised that the car parking orders could not be extended to include other council managed areas which were not public car parks. WDDC had advised that they employed a wheel clamping company to manage this type of area and the solicitor had been asked to investigate the regulation of this.

Cllr K. Meech suggested that an electronic barrier be again considered for the Guildhall frontage.

NOTED.

(d) Minute No. 08/36/P (f) – To receive an update from the Town Clerk on progress with introducing a policy to govern the future management of Marine Parade and the seafront

The Town Clerk advised that a meeting was due to take place on Friday 31st October 2008 at which the Dorset County Council Legal Officer, Mr. S. Woollard (WDDC) and the Town Clerk would be able to finally produce a draft tripartite agreement covering the management of Marine Parade and the seafront. In response to a question, he advised that after this agreement had been formalised, further discussions could take place to consider the possibility of a cycle way on the Cart Road.

Cllr D. Cozens proposed that the Chairman, Cllr O. Lovell, also attend the meeting, seconded by Cllr S. Williams and AGREED.

(e) Minute No. 08/38/P (a) – To receive the Amenity/Works Manager's report, plus supplementary reports on the lack of mechanical beach cleaning over the bank Holiday weekend and staff emergency cover arrangements

Anning Road Playing Field

As stated on the agenda, members were reminded that formal confirmation of the grant of Section 106 funding for this project was imminent. NOTED.

The Town Clerk reported that the Works Manger was seeking quotes for the equipment needed in the Anning Road Playing Field.

Lack of mechanical beach cleaning over the Bank Holiday weekend and staff emergency cover arrangements

The Chairman advised that arrangements had been made with staff members to ensure that someone could be contacted during Bank Holidays in the event of an emergency. Should a staff member be needed during these times, councillors would generally contact either the Town Clerk or Works Manager, with appropriate telephone numbers to be circulated. If councillors were unable to reach either of these staff members, then they could contact the Mayor or Chairman of the Policy Committee who would have alternative contact numbers as agreed with staff. This information would be distributed with the Christmas/New year cover arrangements.

NOTED.

- (f) Minute No. 08/38/P (d) – To consider a proposal from Cllr Mrs. L. Jenkin that each councillors with the benefit of email be given an email address of cllr_firstname.surname@lymregistowncouncil.gov.uk for advertising on the website, in the newsletter and other published contact information

Members AGREED that any councillor wishing to have this type of email address indicate their preference to the council offices.

08/49/P Financial Administration

- (a) To receive the budget comparison of income and expenditure to the 30th September 2008

Members had previously been circulated with a detailed income and expenditure budget comparison to the 30th September 2008. NOTED.

Cllr P. Williams queried several figures on the income and expenditure comparison which the Finance Officer would look into and contact Cllr P. Williams directly.

- (b) To consider funding radios for both the town bus service and a local taxi operator

Cllr S. Williams proposed that the council fund a radio for the town bus service and contact the local taxi operators to see if they would be interested in being part of the Radiolink scheme with the responses being discussed at a later date, seconded by Cllr Mrs. B. Austin and AGREED.

08/50/P Land/Property

- (a) To receive a report from Cllr S. Williams and the Town Clerk in relation to the delegated matter of resolving the boundary issue over the garden area leased to the Bay Hotel

Members were advised that a meeting had taken place on the 11th September 2008 with the owner of the Bay Hotel which resolved the boundary issue, as set out in the agenda. NOTED.

- (b) To consider a request from a prospective purchaser of chalet no. 22 Bowling Green to replace the current structure including proposals to increase the footprint and raise the roof line

In accordance with her earlier declaration of interest, the Mayor, Cllr Ms. S. Holman left the room for this item.

The Town Clerk advised that plans had been received from a prospective purchaser of chalet no.22 which showed an increased footprint and higher roof line with roof access.

Councillors AGREED that in principle, they saw no need for a second storey or roof use at the Bowling Green, but that if the Beach Hut, Caravan and Chalet Owners' Association supported this, they may reconsider. They requested that any development to no. 22 chalet be in keeping with the adjacent chalets.

- (c) To receive a report of the meeting with representatives of the Monmouth Beach Chalet, Caravan and Day Huts Owners' Association

The Mayor, Cllr Ms. S. Holman remained out of the room for this item.

Members had previously been circulated with copies of the notes of the meeting with representatives from the Beach Hut, Chalet and Caravan Owners' Association.

The Chairman advised that the meeting had been useful and that although there were still a number of items to consider, the meeting had given the council the opinions of the Owners' Association. He suggested that the council could consider installing meters on the caravans being connected to the sewerage system to give an indication of individual water usage.

Members AGREED to await more information on this complex issue before discussing further.

The Mayor, Cllr Ms. S. Holman returned to the meeting.

- (d) To consider a request from the tenants of 'By the Bay Restaurant' to assign the lease

The Chairman, Cllr O. Lovell proposed that, subject to the receipt of satisfactory business and bank references, the council agree to the transfer of the lease to the new tenants, seconded by Cllr D. Cozens and AGREED.

- (e) To receive requests from two local newspapers to use the small office at Unit 1a of St. Michael's Business Centre as an outstation for local news gathering

In accordance with their earlier declarations of interest, Cllr Miss L. Campbell, Cllr D. Cozens and Cllr Mrs. L. Jenkin left the room for this item.

The Town Clerk reported that requests had been received from the Lyme News and Western Morning News newspapers to use the small office at Unit 1a of St. Michael's Business Centre for two hours each, each week.

Members expressed concerns that LymeNet had been administering the room which had been used without the council's knowledge. Members agreed that the booking and hiring of the room should be standardised to be fair to all parties.

The Chairman, Cllr O. Lovell proposed that the two newspapers be allowed to use the room for a fee of £8.75 for two hours in line with the current charging policy until the matter could be reviewed and a booking diary produced, seconded by Cllr K. Meech and AGREED.

Cllr Miss L. Campbell, Cllr D. Cozens and Cllr Mrs. L. Jenkin returned to the meeting.

- (f) To receive an update from the Town Clerk on the planning application for all year siting of the Cart Road huts

The Town Clerk advised that the planning application decision awaiting comment from Mr. S. Woollard, WDDC Technical Services Manager. NOTED.

- (g) To receive and consider three quotations for the infilling of the steps in front of the Cart Road huts

The Town Clerk reported that three quotations for the infilling of the steps on Cart Road had been received via the WDDC Engineers. These were as follows:

- | | | |
|----|----------------------------|-----------------|
| 1) | Hansford Construction Ltd. | £3,200 + VAT |
| 2) | Forum Civil Engineering | £4,567.12 + VAT |
| 3) | J. Hook Services | £7,200 + VAT |

Cllr K. Meech proposed that the quote from Hansford Construction Ltd. be accepted and that the contractors be informed of this prior to the next Full Council meeting so that work could commence on the 13th November, seconded by Cllr D. Cozens and AGREED.

The Chairman suggested that day hut owners be informed that they could carry out maintenance work to their huts whilst they were in the Woodmead car park until just before Christmas, when hopefully the two engineering projects on the Cart Road would have been completed.

- (h) With the voluntary registration of any unregistered property in process, the Chairman invites interested councillors to view legal documentation at a separate evening meeting

The Chairman invited any councillors that were interested in viewing the legal documents, to attend a meeting which would be arranged for January. Cllr Mrs. A. Bradbury, Cllr P. Williams and Cllr S. Williams expressed an interest.

NOTED.

- (i) To consider a request from the owner of 'The Fish Restaurant', Cobb Road for permission to site a balcony over the Council's land in Lister Gardens

Members were shown proposed plans for the balcony.

Cllr K. Meech proposed that in principle, the council agree to discuss a lease, on the condition that the development to the property enhances the area and that a satisfactory financial arrangement is made for the exclusivity of a balcony over the gardens, seconded by the Chairman, Cllr O. Lovell and AGREED with Cllr Mrs. A. Bradbury voting against.

08/51/P Tourism/Economic Development

- (a) To consider the hours of operation of the Amenity Area in Lister Gardens for the period 3rd November 2008 to 31st March 2009

The Chairman believed that the Amenity Area should remain open during the winter period as previously, but requested that a report be given of fees taken for these periods and that a note of the weather conditions be made to accompany this. NOTED.

(b) To consider any action to be taken in response to the current international credit and monetary situation

The Town Clerk reassured members that in light of the current situation in the financial sector, together with the Finance Officer he had been taking appropriate advice to safeguard investments with a view to reallocating deposits. The Chairman asked that details of the various holdings were brought to the next Full Council meeting so that all councillors were aware thereby sharing responsibility for the decisions made.

Cllr Mrs. L. Jenkin made the following report:

“You all know that prices for electricity and gas have risen dramatically since the budget was set, I am sure that we shall see an automatic rise in the revised budget for these items across the board which will add many hundreds of pounds to energy spending just to stand still. However, I do not want us to stand still – I want to show you that we should rethink the way we use energy in this council. And I do not just mean that the current practice of our gardeners using petrol blowers to clear leaves off pathways is to be deplored and I hope reversed. The employee I watched using one of these wasteful and polluting machines to clear leaves off a flight of steps did not do the job any more quickly or cleanly than a man with a broom. I want a new mindset from our employees and those who monitor spending.

Electricity

The Guildhall is using much more electricity than budgeted – but maybe that could be because the lift is being used much more these days than previously.

The Guildhall Cottage budget for electricity is £640 this year. Last year my house used £270 worth of electricity. How can a 35 hour a week business use more than twice what my 24/7 house uses, with washing machine, showers, a dishwasher and entertainment? And we have two computers used for business.

But that is small beer compared with the cemetery. I am still waiting for an explanation from the Works department as to why the cemetery is using electricity so recklessly. With an annual budget of £490, still a huge figure, they had already spent £499 by the 1st of September.

The external works has a budget of £2163. Maybe the usage of machinery needs monitoring. This is a huge figure, eight times more than our house. I am aware that they use many tools, but motors are not the heaviest users of power, heating is. They have a convector heater in their restroom. Does it have a thermostat?

I want to request that we buy an electricity monitor, about £30, to find out what is being used or wasted and it be moved around our buildings to analyse usage – a good and useful job for the Works Manager to be reported back to us. But on its own it will not cut down usage, you have to read it and act on its figures. I have one, and exactly halved our household electric consumption by analysing wastage.

You do not have to change your way of life. But you do switch off lights as you leave a room, even strip lights. You switch off lights when the sun is shining. You switch off computer screens when you are not looking at them. And you switch off computers when you are out of the office for more than half an hour. You do not leave printers and other machines on standby – you switch them on and off at the wall. You switch photocopiers off when you go off for lunch. That is how you halve your electricity bill. It has to become second nature.

Transport

This is a small town; I can walk from one side to the other in ten minutes as can employees carrying no more than a shovel. Goods need to be transported in the most efficient manner and when we next look at vehicles we should consider our carbon footprint as well as our man-movements.

We are considering how to cool our offices down in the hottest days to make them bearable for employees. Installed air conditioning is hugely expensive to run – let us look for a ‘greener’ cheaper way?

Water

Our house in Woodmead Road spends just £10 a month on water usage, including the standing charge. Our council offices budget is £260 but has actually spent £1,958. That is 7 times the annual estimate, spent since April. That needs immediate investigation.

The seafront gardens, annual budget £170, have used £2,285 already in a summer with a wetter than usual August. Is a hose or sprinkler on a hot day a good way to water flowers?

The cemetery budgets for £220. How can a cemetery use water on at a rate of more than double my house? I have a garden and a greenhouse too, which needs watering. The difference is that I have introduced water harvesting. By judiciously using butts, including one very large one holding 1,800 litres (that is 400 gallons), our water bill has come down and down. Don’t forget that by reducing water consumption you also deduct the matching sewerage charge. Every fill of my large water tank saves £7.86 and it fills many times during the year. Please let’s look at installing tanks on the run-off from paths in the gardens, and using this to water plants further down the hill. Let’s put water tanks to take rainwater from the roofs of the two buildings in the cemetery, and fill our bowser from these, when we can. Water will never be cheap again – but this council can be vastly ‘greener’ and save money”.

Members AGREED to forward a copy of Cllr Mrs. L. Jenkins report to the Works Manager to investigate options for improving energy efficiency in town council offices and properties.

- (c) To consider a request from LymeArts Community Trust for renewal of the revenue support agreement

In accordance with their earlier declarations of interest, Cllr Mrs. L. Jenkin and Cllr K. Meech left the room for this item.

Members AGREED to request an enlarged copy of the budgetary information provided previously for examination and to defer discussions of possible grants to the Policy Committee budget meeting.

Cllr Mrs. L. Jenkin and Cllr K. Meech returned to the meeting.

- (d) To receive a report on the success of the Heritage Open Days in the Guildhall

The Town Clerk reported that the Heritage Open Days which allowed members of the public to view the Guildhall had been successful with almost 300 visitors from throughout the UK and some international visitors. The organisers wished to thank the Mayor and Town Council for their support in this event. NOTED.

08/52/P Staffing/Organisation

- (a) Postholder 105 – to consider confirming the appointment following completion of the six month probationary period on 6th November 2008

As the item about to be discussed was deemed of a confidential nature relating to staff contracts and remuneration, the Chairman, Cllr O. Lovell proposed the press and public be now excluded from the meeting for this discussion, seconded by the Mayor, Cllr Ms. S. Holman and AGREED.

Cllr Mrs. B. Austin proposed the confirmation of the appointment of Postholder 105 on completion of the six month probationary period on 6th November 2008 and in recognition the salary be advanced to the next increment on the scale, seconded by Cllr Mrs. A. Bradbury and AGREED.

- (b) To consider extending by a further three months the previously agreed temporary variation to the contract of Postholder 101

As the item about to be discussed was deemed of a confidential nature relating to a staff contract, the Chairman, Cllr O. Lovell proposed the press and public be now excluded from the meeting, seconded by the Mayor, Cllr Ms. S. Holman and AGREED.

Cllr Mrs. A. Bradbury proposed that the previously agreed temporary variation to the contract of Postholder 101 be extended for a further three months, seconded by Cllr Mrs. B. Austin and AGREED.

- (c) To receive Amenity/Works Manager's Report plus winter programme

Members were previously circulated with copies of the Amenity/Works Manager's Report, Summary of Complaints and Incidents, and the Winter Works Programme.

Marine Parade

Cllr P. Williams requested that when staff conduct an audit of the deckchairs with the deckchair concessionaire, they pay particular attention to the newer deckchairs.

Langmoor/Lister Gardens

Cllr S. Williams was concerned that there was still a large amount of water in the Woodland Walk. The Town Clerk reassured members that the WDDC Engineers were working with the Town Council staff to rectify this. NOTED.

Guildhall and Guildhall Cottage

Cllr S. Williams requested a date for the road closure of Church Street for the scaffolding for the Guildhall as this date could be shared with other residents and businesses who may wish to take advantage of the road closure for their own works.

Cllr Mrs. B. Austin was concerned that there was too much scaffolding already in Broad Street which would affect the installation of the Christmas lights.

Day Huts

Cllr S. Williams requested that the Works Manager ensured that all of the day huts which had required replacing at the last inspection had been replaced.

Complaints and Incidents Summary – 2nd September – 14th October 2008

Cllr S. Williams was particularly concerned with the condition of the railings on the northern side of the Parish Church and the Town Clerk advised that this would need to be looked at as part of the budget discussions.

Winter Works Programme

Cllr S. Williams believed that the re-pointing of the seaward side of the old sea wall in the Guildhall car park should be carried out by WDDC. The Town Clerk advised that as this wall was no longer part of the sea defences as the sea did not touch it; its maintenance was the responsibility of the Town Council. NOTED

The Mayor, Cllr Ms. S. Holman requested regular updates on the progress of the Winter Works Programme and completion of tasks. AGREED.

Members discussed the new picnic benches and the Town Clerk advised that these had been donated by an individual and would be of recycled plastic like the gazebo bench.

Cllr Mrs. L. Jenkin asked that other locations for the installation of benches be looked at and the Mayor, Cllr Ms. S. Holman suggested that donations for the sponsoring of benches be invited.

(d) To consider 2008/09 Christmas/New year holiday proposals

Members were previously circulated with copies of the proposed Christmas/New Year holidays for Town Council staff members.

The 2008/2009 Christmas/New Year holiday proposals were AGREED.

(e) To consider the Risk Management Policy 2008/09

Members had previously been circulated with copies of the Risk Management Policy 2008/09.

The Town Clerk advised that this was an annual requirement which had been updated.

Members requested that records of faults in Town Council areas and in particular paths were kept by the staff.

The Town Clerk AGREED to upload agenda appendices to the Town Council website where possible.

Therefore, the Chairman, Cllr O. Lovell, proposed that the Risk Management Policy 2008/09 be adopted, seconded by Cllr Mrs. L. Jenkin and AGREED.

(f) To consider adopting the new model 'Publication Scheme'

Members had previously been circulated with copies of the new model 'Publication Scheme'.

The Mayor, Cllr Ms. S. Holman requested that consultation papers received be uploaded to the Town Council website and Cllr Mrs. L. Jenkin suggested that the completed Publication Scheme document be added also.

The Mayor, Cllr Ms. S. Holman proposed that the new model 'Publication Scheme' and the nominal 10p charge for the copying of information be adopted, seconded by Cllr P. Williams and AGREED.

08/53/P Community Issues

(a) To receive an update from Cllr Mrs. L. Jenkin on progress with a Flood Plan

Cllr Mrs. L. Jenkin reported that Cllr P. Hicks and a volunteer from the RNLI had come forward to help with the production and implementation of a Flood Plan.

The Town Clerk advised that a Flood Warden's Handbook had recently been received from the Environment Agency.

NOTED.

(b) To receive the report of the meeting with WDDC officers on 20th October 2008 concerning public conveniences and parking policy

Copies of the notes of the meeting with WDDC were distributed to all present.

The Chairman advised that the conclusion of the meeting was that Mr. S. Woollard would make a further report to the Town Council with more information. NOTED.

(c) To consider a response to the Regional Spatial Strategy consultation

Members had previously been circulated with copies of a proposed response to the Regional Spatial Strategy consultation.

The Chairman suggested that the proposed response was amended to reflect a “*target of 100% affordable housing*” rather than “*as near to 100% affordable housing*”.

Members AGREED to the proposed response with the above amendment, and that the response be made the following day as the deadline was near.

08/54/P To note the list of issues to be brought forward for update or consideration at a future meeting.

Members had previously been circulated with a list of issues to be considered at a future meeting. NOTED.

The meeting of the Strawberry Field Working Group would take place on Friday 31st October 2008. NOTED.

08/55/P To receive reports from Sub-Committees and Working Groups

In accordance with her earlier declaration of interest, Cllr Miss L. Campbell left the room for this item.

(a) Tourism & Advertising Sub-Committee – 22nd September 2008

(b) Tourism & Advertising Sub-Committee – 14th October 2008

Members had previously been circulated with minutes from the two Tourism & Advertising Sub-Committee meetings.

As Chairman of the Tourism & Advertising Sub-Committee, Cllr D. Cozens advised that quotes were being sought for the redevelopment of the tourism website and details of quotes received would be available prior to budget meetings. NOTED.

Cllr Miss L. Campbell returned to the meeting.

08/56/P To note reports from organisations and representatives from outside bodies

(a) Dorset Coast Forum – 9th October 2008

Cllr Mrs. L. Jenkin had been unable to attend this meeting. NOTED.

(b) ‘Dig It’ conference in Dorchester attended by Cllr Mrs. L. Jenkin

Members had previously been circulated with copies of Cllr Mrs. L. Jenkin’s report from the meeting regarding allotments.

The Town Clerk advised that he had met with Mr. T. Rice of the Allotments Association and had arranged for the Town Council staff to trim the hedging in the allotments. The waiting list for allotments currently stood at 31 and so discussions were in progress to look at alternative sites to accommodate these. Strawberry Field was being considered although Mr. Rice felt that anyone having an allotment there may wish to establish a separate association to the existing one. Members AGREED that local need should be addressed first with people on the waiting list from Lyme Regis being given first choice.

Cllr S. Williams proposed that the hedge by the car park be added to the winter work programme for trimming. AGREED.

(c) Lyme Regis Harbour Consultation Group – 29th September 2008

Members had previously been circulated with copies of the minutes of the Harbour Consultation Group meeting.

The Mayor, Cllr Ms. S. Holman advised that future use of the Cobb buildings had been discussed with all present at the meeting agreeing that they should be used for tourism purposes. She also advised that the role of Harbour Master had been advertised with the replacement to work alongside the existing Harbour Master for six months.

NOTED.

(d) Local Area Partnership ‘LymeForward’ – 11th September 2008

Members had previously been circulated with copies of minutes of the Local Area Partnership meeting.

The Mayor, Cllr Ms. S. Holman reported that the Pre-School would be moving into the Childrens Centre on the 2nd November 2008.

NOTED.

08/57/P To note any items the Chairman decides are urgent

There were no items raised for discussion.