



John Wright
Town Clerk

Lyme Regis Town Council

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Notice is hereby given of a meeting of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on **Wednesday 14 February 2018** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
09.02.18

AGENDA

Prayers

A prayer will be offered by the Rev. Jane Skinner

1. Public Forum

Twenty minutes will be made available for public comment and response, to include reports from the local county councillor and district councillors.

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

2. Questions from Councillors

3. Apologies for Absence

To receive and record any apologies and reasons for absence

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 as 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. To confirm the accuracy of the minutes of the Full Council meeting held on 13 December 2017 (attached)

7. Matters arising from the minutes of the Full Council meeting held on 1 November 2017

To inform members of matters arising from the minutes of the Full Council meeting on 1 November 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

8. Update Report

To update members on issues previously reported to this committee

9. Mayor's Announcements

10. Planning Committee

To receive the minutes of the meeting held on **9 January 2018** and **6 February 2018** and note the committee's comments made on planning applications under the power delegated by Full Council.

11. Human Resources Committee

To receive the minutes of the meeting held on **10 January 2018** and consider the recommendations therein.

12. Strategy and Finance Committee

To receive the minutes of the meeting held on **31 January 2018** and consider the recommendations therein.

13. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **24 January 2018** and consider the recommendations therein.

14. Town Management and Highways Committee

To receive the minutes of the meeting held on **17 January 2018** and consider the recommendations therein.

15. Puffin Crossing

To allow members to consider a report on Dorset County Council's highways' department's response to the town council's request to move the location of the proposed puffin crossing in

Broad Street. This report was presented to, but not considered by, the Town Management and Highways committee on 17 January 2018

16. Proposals to Amend Seating Arrangements and Request for Rent-Free Period at The Bay Restaurant, Marine Parade, Lyme Regis

To allow members to consider proposals to amend seating arrangements and a request for a rent-free period at The Bay Restaurant, Marine Parade, Lyme Regis

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

17. Request for Pop-Up Open-Air Cinema Event in Lister Gardens

To allow members to consider a request for a pop-up, open-air cinema event in Lister Gardens on the evening of Saturday, 21 April 2018 and, if successful, on the evenings of Friday 7 and Saturday 8 September 2018

18. Section 106 Monies

To inform members of West Dorset District Council's timetable and process for the allocation of Section 106 monies

19. Lyme Online

To consider a proposal from the managing director of Lyme Regis Media Limited for the council to take a column in the digital and print copies of Lyme Online

20. Request for a replacement, raised lifeguarding hut on Front Beach

To allow members to further consider a request from the RNLI for a replacement, raised lifeguarding hut on Front Beach.

21. List of Payments

To inform members of the payments made in the month of January 2018

22. 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 16 – Proposals to Amend Seating Arrangements and Request for Rent-Free Period at The Bay Restaurant, Marine Parade, Lyme Regis**

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 DECEMBER 2017

Present

Chairman: The Mayor, Cllr M. Ellis

Councillors: Cllr J. Broom, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr O. Lovell, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr S. Williams

Officers: Mr M. Adamson-Drage (operations manager), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

Guests: Mr R. Hussey (John Stark and Crickmay Partnership)

17/114/C Public Forum

Mr K. Gollop

Mr Gollop said he was pleased to see the council was going to talk about traffic issues in the town, but he hoped the public would be involved. He asked if there would be a public consultation to give the public a chance to give their views. He said there were plenty of experienced drivers in Lyme Regis who could identify pinch points and they needed to be involved. Mr Gollop said buses and lorries had to come into the town, but there were lots of small things which could be done to improve the situation, such as moving the Broad Street bus stop a few yards up the road and widening the pavement to create a bus stop, and altering signage.

The mayor, Cllr Mrs M. Ellis said she believed there would be public consultation.

Mr R. McLaughlin

Mr McLaughlin said he was a director of Lyme Regis Community Land Trust (CLT), a charity run by local volunteers trying to achieve affordable rented housing for local people. He said he was sure councillors would be sympathetic to the plight faced by many people in the community who experience difficulty in finding a home to buy or rent affordably, partly because Lyme Regis is a desirable place to live or spend holiday time in, with many houses being holiday lets demanding high prices. He said this was exacerbated by the physical situation of the town, with very little land available to develop new homes. Mr McLaughlin said when a piece of land became available where housing could be built, market rates would apply and affordable units were unlikely to be built if the development was small, and this was likely to be the case in Lyme Regis. If affordable units were included, he said they may not be taken up by local people. Mr McLaughlin said in many rural and seaside towns and villages, the cohesion and viability of established communities was being eroded as local people were forced to move away from friends and family because they couldn't afford to live there. He said when young people moved away, it was unlikely they would come back, school rolls may fall, and other services may find it hard to survive. He said Lyme Regis was in danger of that vital element being eroded and needed local people to stay in the town. Mr McLaughlin said when a CLT was involved, it

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could ensure those homes were allocated to local people. He said there were very few opportunities for providing housing in the town, and any opportunities that did arise should be considered. He said the CLT was asking to explore an opportunity with no obligation on or expense to the council, other than to ask for its support in principle.

Mrs L. Jenkin

Mrs Jenkin said in around 2008, Cllr O. Lovell brought a novel idea to the council; to build affordable housing on grass verges of car parks. She said for several reasons, including the financial situation at the time, nothing could be progressed beyond early plans. Mrs Jenkin said the climate for providing affordable homes had improved and the CLT had the experience and contacts to make a scheme work. She said the suggested scheme should be tested by a feasibility study, which the council would be able to scrutinise before any decisions were made. Mrs Jenkin said there were 43 Lyme Regis applicants on the Dorset Home Choice list for one-bedroom homes. She said this was a section of the local population that had been disadvantaged and ignored by a lack of suitable affordable homes, and they could be the target tenants of the proposed development at Woodmead car park. She said they were not seeking any commitment or financial outlay, just the nod that the CLT could start enquiries.

Mr N. Ball

Mr Ball said it was a shame more people didn't attend council meetings or supported the public consultation event Time to Talk. He said people didn't have the right to complain if they didn't support the council. He thanked the council for the £100 he won on the prize draw at Time to Talk.

Mr Ball said he wasn't convinced about the proposed café and toilets in the gardens as he was concerned about the finances involved, especially with the unitary proposals progressing, as the town council would need to have healthy finances.

Mr Ball thanked the operations manager for his report on public toilets, which highlighted what was really needed in the town.

Mr Ball said he understood the CLT's position on the proposed affordable housing development on Woodmead car park but he questioned whether more housing was needed in the town.

Mr Ball said he would like the public to have the opportunity to make comments at the end of council meetings, as well as the beginning, to respond to what councillors had said. He said if the council wanted the public to keep coming to meetings, they needed to be able to voice their opinions as taxpayers.

D. Turner – Dorset County Council (DCC)

Cllr D. Turner gave an update on local government reorganisation. He said East Dorset District Council had met and voted to approve and support, by a small margin, the Secretary of State's position on creating two unitary authorities. He said Purbeck District Council, had supported it with a good margin. This meant all the authorities who would come under the Dorset area had approved the proposal.

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Cllr D. Turner said Christchurch Borough Council was holding a ballot, but it was intended the council would be joined with Bournemouth and Poole, as far as the Secretary of State was concerned.

Cllr D. Turner said two signs requested by Mr K. Gollop had been installed, although they had been put in the wrong places, as it didn't give HGVs the opportunity to turn around. He said he had a meeting in the New Year to decide where they should be placed.

Cllr Mrs C. Reynolds – West Dorset District Council

Cllr Mrs C. Reynolds said she had visited some of the CLT houses in the district, but unfortunately no one from Lyme Regis Town Council was invited, even though it was a custodian trustee, and she had complained about this. She said the visit included Marshwood, Symondsbury, and the houses at Garmans Field in Lyme Regis. She said the Lyme Regis homes were well-finished and would hopefully be well allocated.

Cllr Mrs C. Reynolds said she had met with Magna Housing Association's director to discuss problems experienced by Magna residents. She said she was awaiting responses to the points she raised.

Cllr Mrs C. Reynolds said WDDC's Strategy Committee the following day would discuss the reduced train service to London, and it appeared officers supported reduced services from Axminster to London, from two an hour to one, but had not supported changes to services in Dorchester.

Cllr D. Turner said the South Western Railway consultation ended on 22 December 2017 and anyone could respond to this.

Also on the agenda for the meeting was transfer of WDDC toilets to Bridport Town Council. She said the transfer of assets was a continuing part of devolution and it would be interesting to see the outcome.

Cllr Mrs C. Reynolds said there was also an item on the agenda regarding harbours, with a proposal for WDDC to charge more for winter boat storage to offset the increased charge levied by Lyme Regis Town Council.

17/115/C Questions from Councillors

Cllr D. Hallett

Cllr D. Hallett thanked all those who signed his get well soon card.

17/116/C Apologies for Absence

Cllr R. Doney – illness

Cllr S. Larcombe – family matters

Cllr P. Ridley – family matters

Cllr J. Scowen

Cllr G. Turner

17/117/C Disclosable Pecuniary Interests

Cllr O. Lovell declared a pecuniary interest in agenda item 16, Business Case: Café, Toilets and Facilities for Amenities' Staff in Lister Gardens, as he had commissioned the architect involved to do work for him and he would leave the meeting for this item.

17/118/C Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/119/C To confirm the accuracy of the minutes of the Full Council meeting held on 1 November 2017

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, the minutes of the meeting held on 1 November 2017 were **ADOPTED**.

17/120/C Matters arising from the minutes of the Full Council meeting held on 1 November 2017

Cllr S. Williams asked if WDDC and DCC had agreed to match fund the grant agreed by the town council for the making of the Mary Anning Film.

Cllr Mrs C. Reynolds said she was hopeful WDDC would provide funding, but DCC would not. She said if she could generate funding from within the town, she hoped the town council would still agree to the funding.

Cllr S. Williams asked for an update on the Sidmouth Road park and ride.

The town clerk said the planning application had been submitted to East Devon District Council and a meeting was taking place between the town council and Uplyme Parish Council on 18 December 2017.

Cllr B. Larcombe asked if there would be an update to the next Town Management and Highways Committee on the Lister Gardens' boundary dispute.

The town clerk said the solicitor was still awaiting a response from the Land Registry, and had chased this up, and the response would be reported to the committee when it was received.

In response to a member question, the town clerk said he intended the following day to appoint Club WiFi to install seafront wifi, with a provisional implementation date of 30 and 31 January 2017.

17/121/C Update Report

Members noted the report.

17/122/C Mayor's Announcements

Members noted the report.

17/123/C Planning Committee

Cllr D. Hallett said he was concerned that Cllr Mrs C. Reynolds had abstained from voting on a planning application at the meeting, but had then spoken in favour of the application, on the town council's behalf, at WDDC.

Cllr Mrs C. Reynolds she represented the views of the town council to WDDC and believed she had acted legitimately. She said she had taken advice on this matter previously but she would take further advice.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 14 November 2017.

17/124/C Human Resources Committee

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 8 November 2017 and adopt the recommendations, as follows:

17/51/HR – Christmas and New Year Working Arrangements

RESOLVED: to close the office at 12noon on Friday 22 December 2017 and re-open at 9am on Tuesday 2 January 2017: discretionary days 12noon to 5pm on 22 December and all day 27 December, and statutory days on 28 and 29 December.

Cllr B. Larcombe said an update report on the proposed new contracts of employment and a copy of the new contract would be taken to the next committee meeting on 10 January 2017.

In response to a member question, Cllr B. Larcombe said the report would include the impact of the proposed changes on every member of staff and the financial impact on the council.

The town clerk said a progress report and issues arising out of collective consultation would also be reported to the committee in January. He stressed that no decisions had been made on the contracts and individual consultation with employees would start in the New Year.

17/125/C Strategy and Finance Committee

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 29 November 2017 and adopt the recommendations, as follows:

Cllr O. Lovell asked who arranged for Michael Potter from DCC to attend the meeting.

The town clerk said it was at members' request that Mr Potter was invited to a future meeting to answer questions. He said this would normally be dealt with by the Town Management and Highways Committee but Mr Potter couldn't attend the previous meeting.

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The town clerk said it was an oversight that it was not included on the agenda but the decision was taken to allow Mr Potter to answer questions at the meeting.

Cllr O. Lovell believed an apology should be sent to Mr Potter.

There was some concern that members who were aware he was attending the meeting had time to prepare, and others hadn't. Cllr B. Larcombe requested a further meeting with Mr Potter.

The town clerk agreed a further meeting was required but suggested the town council needed to be properly prepared for it. He suggested a single item Town Management and Highways agenda to allow the council to agree its position.

Members agreed that once the council had agreed on some issues, these could be consulted on with the public.

17/71/SF – Internal Audit Report, Visit One 2017/18

RESOLVED: that the internal auditor's report and management responses relating to visit one 2017/18 be noted, and the existing provision of internal audit services with Darkin Miller be extended for a further two years to include 2018/19 and 2019/20.

17/72/SF – Financial Regulations

RESOLVED: that the reported breaches of financial regulations be noted and that the management actions set out below be approved and reviewed in 12 months' time:

- The threshold for obtaining three quotes is raised from £250 to £500 for goods and to £1,000 for services.
- For regular purchase items, the council enters in to a relationship with a preferred supplier for a period of up to three years in order to remove the requirement to continually obtain quotes for routine purchases and to maximise the opportunity to obtain discount for bulk orders.
- To consider purchase requirements alongside routine maintenance activities and programmed work and to store products locally where possible.
- To review major purchase decisions before orders are placed to help ensure the council doesn't inadvertently enter into a contractual relationship or unreasonably raise an expectation with a supplier.

17/74/SF – Budget and Precept, 2018/19 and Medium-term Financial Plan 2018-2022

RESOLVED: that the proposed 2018/19 budget be approved, the precept for 2018/19 be set at £120,708, and the medium-term financial plan for 2018-2022 be noted.

17/75/SF – Unitary Authorities

RESOLVED: that the remit of the council's working group on West Dorset District Council's assets and services be extended to include Dorset County Council assets and services and that the working group has monthly scheduled meetings.

17/76/SF – Bowling Club Lease

RESOLVED: that consideration of the bowling club lease be referred back to the Assets-on-and-around Monmouth Beach Car Park Working Group for further and more detailed consideration to include the current capacity and configuration of the car parking area and the number of public spaces which could be achieved within that area at current recommended space standards and having regard to the existing and potential layout of the wider area, including any constraints imposed by the adjoining footpath; and that a further meeting be arranged with the bowling club, to include member representation.

17/77/SF – West Dorset District Council Programme Board

RESOLVED: that this council's participation in the West Dorset District Council Programme Board be approved and its terms of reference be noted, and this council sets up a working group, to meet monthly in the first instance, to consider this council's position on relevant issues and to inform the engagement of the town clerk and Cllr S. Miller with the programme board.

17/80/SF – List of Payments

RESOLVED: to approve the schedule of payments for October 2017 in the total sum of £124,440.39.

17/126/C Tourism, Community and Publicity Committee

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr P. Hicks, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 22 November 2017 and adopt the recommendations, as follows:

17/54/TCP – Jubilee Pavilion Future Management and Use

RESOLVED: that alternative uses for the touch screen at the Jubilee Pavilion be looked at but that a solution to link it to the current tourism website is not pursued; that the events' screen and projector are left turned on and active for the time being; and that the position with regards to the volunteer co-ordinator and volunteers be noted and reviewed regularly, having regard to progress with other issues.

17/127/C Town Management and Highways Committee

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 15 November 2017 and adopt the recommendations, as follows:

17/63/TMH – Automatic Number Plate Recognition Cameras (ANPR)

RESOLVED: not to proceed with the project to install Automatic Number Plate Recognition (ANPR) cameras and to re-consider the issue at a future meeting, with a proper examination of the need for any surveillance system and the options.

17/65/TMH – Langmoor and Lister Gardens, mobility

Although there was no recommendation from the committee on this item, Cllr S. Miller wanted Full Council to review the committee's position as he felt some members didn't fully understand the issue at the meeting.

Cllr B. Larcombe said the matter should go back to the committee for re-consideration, rather than at this meeting.

The town clerk advised that the matter should go back to the committee when members had the full report available, but further information would need to be made available to justify the committee re-considering the issue.

The mayor, Cllr Mrs M. Ellis advised Cllr S. Miller to discuss this with the committee chairman, with a view to taking the matter back to the committee if new information was available.

17/67/TMH – The Red Arrows Visit to Lyme Regis 2018

RESOLVED: to note the application to bring the RAF Red Arrows to Lyme Regis in 2018, and underwrite the cost up to a sum of £15,000.

17/68/TMH – Proposals for a Replacement Chalet at 7 Bowling Green

RESOLVED: to approve the designs for a replacement chalet at 7 Bowling Green.

17/71/TMH – Proposals to Amend Frontage Details at The Bay Restaurant, Marine Parade, Lyme Regis

RESOLVED: to support proposals to amend frontage details at The Bay Restaurant, Marine Parade, Lyme Regis as owner of the property, prior to the submission of a planning application to West Dorset District Council by the tenant.

17/128/C Financial Regulations

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve the tracked changes to sections 5, 6, 10 and 11 of the council's financial regulations.

Cllr O. Lovell left the meeting at 8.06pm in line with his declaration of pecuniary interests.

17/129/C Business Case: Café, Toilets and Facilities for Amenities' Staff in Lister Gardens

Mr R. Hussey, of John Stark and Crickmay Partnership (JSCP) was invited to join the discussion for this item. In response to members' comments at previous meetings regarding the possibility of a timber-framed building, he said this would generate a saving of between £16,000 and £18,000 on the quoted costings.

Cllr B. Larcombe said he did not support this project for various reasons, including the high costs associated with the project amid the formation of a unitary authority which

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would create demands on town council finances, the long pay-back period, the issue of constraining the new council administration with this level of commitment, and the risk that external grants may not be forthcoming.

It was proposed by Cllr B. Larcombe and seconded by Cllr S. Williams to hold the project to develop a café, toilets and facilities for the amenities' staff in Lister Gardens for 18 months until the new administration has the opportunity to consider the project, with the benefit of understanding the pressures of the new unitary authority on the town council and its finances.

This motion was not voted on at this point while debate continued.

Cllr S. Miller said he was in favour of the project for various reasons, including the need to provide toilets in this area, the need for a new amenities' hut, the need for the council to find new revenue streams to set against costs the town council might be asked to bear in future with the formation of a unitary authority, and the potential for the project to improve Lyme's offering to residents and visitors.

Several members said they were not against the idea of the project in general, but believed this was the wrong time and it should be put on hold until more was known about the impact of the unitary authority.

It was proposed by Cllr Mrs M. Ellis to make provision in the 2018/19 budget for the project to develop a café, toilets and facilities for the amenities' staff in Lister Gardens.

As another motion had already been proposed and seconded, Cllr Mrs M. Ellis withdrew her proposal to allow the other motion to be voted on.

Cllr D. Hallett requested a recorded vote on the following motion.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members **RESOLVED** to hold the project to develop a café, toilets and facilities for the amenities' staff in Lister Gardens for 18 months until the new administration has the opportunity to consider the project, with the benefit of understanding the pressures of the new unitary authority on the town council and its finances.

Voted for: Cllr J. Broom, Cllr B. Larcombe, Cllr P. Hicks, Cllr D. Hallett, Cllr S. Williams

Voted against: Cllr Mrs C. Reynolds, Cllr Mrs M. Ellis, Cllr S. Miller

Abstentions: None

Cllr O. Lovell returned to the meeting at 8.18pm.

17/130/C Public Toilet Provision

Cllr S. Miller said he was concerned a lengthy tender process would delay the project, and was not entirely necessary as three quotes had been obtained, two of which were below the tender threshold set out in the financial regulations. He suggested members agreed one of the quotes for Marine Parade toilets at this meeting, and consider Candles on the Cobb Pavilion toilets at the next Town Management and Highways Committee meeting.

Cllr O. Lovell asked that the Town Management and Highways Committee considered the opening times for the toilets.

The town clerk advised that the council should go out to tender. He said this would allow members to refine exactly what they wanted, agree a proper specification, and to seek competitive tenders. He said if that meant a delay in starting work and the provision of temporary toilets in the summer, it was worth it to get the project right.

Proposed by Cllr O. Lovell and seconded by Cllr B. Larcombe, members **RESOLVED** to approve a way forward for public toilet provision in Lyme Regis to allow works to be completed by 30 June 2018, which based on the British Toilet Association report, may include refurbishing Marine Parade public toilets and/or installing public toilets in the Jubilee Pavilion and updating the Candles on the Cobb Pavilion toilets, and to commence a formal tender process for the works, which may include consultancy services for drawing up a tender pack with full specifications and may also include project management services.

17/131/C Budget and Precept, 2018/19 and Medium-term Financial Plan 2018-2022

The town clerk said the £400k identified in the 2018/19 budget for the café and toilets in the seafront gardens was no longer required due to the earlier decision not to proceed with this project. He said this changed the financial position from a deficit of £495k to a deficit of £95k.

Cllr B. Larcombe asked if there was a budget allocation to cover any financial implications of the new contracts of employment.

The town clerk said it was intended to meet any expenditure out of the 2017/18 budget.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the 2018/19 budget, with a £95k deficit after an adjustment to remove £400k of expenditure identified for the project to provide café and toilets in the Lister Gardens, to approve a precept of £120,708 for 2018/19, and to note the medium-term financial plan.

17/132/C A Proposal for Housing on Woodmead Car Park

Cllr Mrs C. Reynolds said she was not prepared to support this project until the CLT homes at Garmans Field were allocated and it was known if they had been allocated to people with Lyme Regis connections.

This view was supported by other members, who were concerned that issues identified by WDDC's planning department in 2014 were still relevant, i.e. the proposal to build in a car park, the conflict between residents and car park users, the loss of parking, and the impact of the development on the character of the area. Members were also concerned there was a lack of understanding of what 'affordable' really meant.

Cllr B. Larcombe stressed the council was not against encouraging affordable homes, but said this was not the right location and there were concerns around allocations.

Cllr O. Lovell said the council had expressed an interest in the land identified for this project several years ago and had asked that the council was given priority if the land was disposed of. He said the council had to look after its own interests.

Cllr Mrs C. Reynolds said other CLTs in West Dorset had representatives from local councils on their boards, and she asked that this could be looked into for the Lyme Regis CLT.

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, members **RESOLVED** not to support Lyme Regis Community Land Trust's outline proposal to develop affordable housing on Woodmead car park.

17/133/C Request to Locate a Defibrillator on Council-Owned Land

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to approve the request to locate a defibrillator on Monmouth Beach adjacent to the council's parking machine.

17/134/C Renewal of Leases for Marine Parade Retail Units

Proposed by Mrs M .Ellis and seconded by Cllr O. Lovell, members **RESOLVED** 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 as it included confidential information relating to the financial or business affairs of a 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.

17/135/C List of Payments

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the schedule of payments for November 2017 for the sum of £200,919.91.

17/136/C Exempt Business

(a) Renewal of Leases for Marine Parade Retail Units

The town clerk informed members of a change requested by one of the tenants to the existing terms of the lease for their retail unit, specifically in relation to provisions contained in the Landlord and Tenant Act 1954.

Proposed by Cllr J. Broom and seconded by Cllr O. Lovell, members **RESOLVED** not to make the requested alteration to existing terms for the two principal retail units within the town council-owned Marine Parade Shelters.

The meeting closed at 9.16pm.

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Committee: Full Council

Date: 14 February 2018

Title: Matters arising from the minutes of the Full Council meeting held on 13 December 2017

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 13 December 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

Recommendation

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

Report

17/130/C – Public Toilet Provision

A specification and tender pack has been produced by Mr Steve Porter of LF Webb in Lyme Regis in consultation with Cllr Broom and the operations manager. The tender process will run from 9 February 2018 until midday 2 March 2018. To date, three contractors have shown interest. Following this there will be an extraordinary full council meeting to discuss the tenders.

Temporary toilet provision will be required during the period of the works and the operations manager has found the only suitable, level site providing sewerage, water and power to be just in front and to the right of the Jubilee Pavilion.

The repair of the roof over the toilets, amusements, antiques and restaurant will also be discussed at the extraordinary full council meeting.

John Wright
Town clerk
February 2018

Committee: Full Council

Date: 14 February 2018

Title: Update Report

Purpose

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Cash Machines

Cash Zone intended to install an ATM on Bell Cliff on 31 January 2018 (Cash Zone want to review the necessity for an ATM below Bell Cliff, based on usage of the ATM on Bell Cliff).

Cash Zone have encountered issues with electrical supply for the ATM. The town clerk is pursuing Cash Zone for a revised installation date.

Site Licences

All licences have been issued and invoiced.

Chalet leases have not been issued; officers are gathering information on the full names of occupants and obtaining plans required for land registry purposes.

John Wright
Town clerk
February 2018

**Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 14 February 2018**

13 December	Attended with consort community lunch at the Baptist Church
14 December	Attended with deputy mayor a buffet lunch at The Hub
23 December	Attended with consort carols round the Christmas tree
1 January	<p>The deputy mayor and deputy mayoress attended and started the duck race</p> <p>I would like to thank the deputy mayor for attending this event on my behalf</p>
25 January	Attended with deputy mayor and deputy town clerk a meeting with PCSO Amanda King and PC Kirsty Frecknell
5 February	Attended with consort a soup and ploughmans at the Alexandra Hotel
7 February	Attended with consort Lyme Regis snowdrop memorial service at St Michaels Church

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 9 JANUARY 2018**

Present:

Members: Cllr B. Larcombe (Chairman), Cllr J Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Ridley and Cllr G. Turner.

Officers: Mark Green (deputy town clerk)

17/98/P Public Forum

No members of the public were in attendance for the business of this meeting.

17/99/P Apologies

Apologies for absence were received from Cllr Mrs. C. Reynolds and Cllr S. Williams.

17/100/P Minutes

Proposed by Cllr J Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 12 December 2017, were **ADOPTED** without amendment.

17/101/P Disclosable Pecuniary Interests

There were no pecuniary interests declared relating to the business of this meeting.

17/102/P Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/103/P Matters arising from the minutes of the meeting held on 12 December 2017

There were no matters arising to be considered at this meeting.

17/104/P Update Report

There were no matters to be updated at this meeting.

17/105/P Planning Applications

Planning applications were considered in accordance with the details circulated.

The chairman introduced each planning application in turn and invited the views of members.

- 1) **WD/D/17/002485-FULL** (Received 6 December 2017)
Wootton – Erection of two storey side/rear extension – 36 North Avenue, Lyme Regis, DT7 3AY.

*Members recommended that the application should be **approved**.*

- 2) **WD/D/17/002539-FULL** (Received 9 December 2017)
Pennington – Erection of a timber garden room – 5 St Andrews Meadow, Lyme Regis, DT7 3NS.

*Members recommended that the application should be **approved**.*

- 3) **WD/D/17/002703-Certificate of Lawfulness** (Received 7 December 2017)
Bohane – Demolition of conservatory and erection of rear extension – 3 St Andrews Meadow, Lyme Regis, DT7 3NS.

*Members **NOTED** the application.*

- 4) **WD/D/17/002749-FULL** (Received 15 December 2017)
House – Erection of first floor rear extension. Rebuild front bay and underpin front walls – 2 Hillside, Cobb Road, Lyme Regis, DT7 3JS.

*Members recommended that the application should be **approved**.*

- 5) **WD/D/17/002750-LBC** (Received 15 December 2017)
House – Erection of first floor rear extensions. Rebuild front bay. Underpin front walls and minor internal alterations. – 2 Hillside, Cobb Road, Lyme Regis, DT7 3JS.

The chairman referred to the historic practice of the council qualifying its comments on applications for Listed Building Consent with the words 'subject to the comments of the Conservation Officer'. This was confusing to everyone and left uncertain the town council's position in the event that the Conservation Officer subsequently disagreed with the views of the town council. It was agreed that, in future, the town council would simply give its unqualified views on such applications.

*Members recommended that the application should be **approved**.*

17/106/P Amended/Additional Plans

There were no amended or additional plans.

17/107/P Withdrawn Applications

There were no withdrawn applications.

17/108/P Planning Decisions

The deputy town clerk reported that, in relation to application WD/D/17/002086 (Harbour Heights), surface water was being disposed off to mains drains, not the soakaway which had been indicated on the application form.

The decisions of the planning authority were received and **NOTED**.

17/109/P Correspondence from West Dorset District Council and Dorset County Council regarding planning matters

There was no correspondence from either West Dorset District or Dorset County Councils to be consider at this meeting.

The meeting closed at 7.21 pm

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 7 FEBRUARY 2018**

Present:

Members: Cllr B. Larcombe (Chairman), Cllr J Broom, Cllr Mrs M. Ellis, Cllr G. Turner and Cllr Mrs C. Reynolds

Officers: Mark Green (deputy town clerk) and Elaine Pawsey (senior administrative assistant)

17/110/P Public Forum

There were no comments from members of the public.

17/111/P Apologies

Apologies for absence were received from Cllr D. Hallett and Cllr S. Williams.

17/112/P Minutes

Proposed by Cllr J Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 9 January 2018, were **ADOPTED** without amendment.

17/113/P Disclosable Pecuniary Interests

Cllr Mrs M. Ellis declared an interest as the applicant of application WD/D/17/002770 was a client of her husbands, she would leave the room when this application was discussed.

17/114/P Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/115/P Matters arising from the minutes of the meeting held on 9 January 2018

There were no matters arising to be considered at this meeting.

17/116/P Update Report

There were no matters to be updated at this meeting.

17/117/P Planning Applications

Planning applications were considered in accordance with the details circulated.

The chairman introduced each planning application in turn and invited the views of members.

Cllr Mrs M. Ellis left the chamber at 7.03pm

- 1) WD/D/17/002770 - FULL** (Received 12 January 2018)
Green – Conversion of one 2.no bed flat with loft to one 1.no bed flat and one 2.no bed flat – Flat 1, Skagen Lodge, View Road, Lyme Regis, DT7 3AA.

*Members recommended **no objection**.*

Cllr Mrs M. Ellis returned to the chamber at 7.08pm

- 2) WD/D/17/002801 – VARIATION OF CONDITION** (Received 10 January 2018)
Pickering – Demolition of existing detached dwelling & erection of 1no. detached dwelling – (variation of condition 1 of planning permission ref: WD/D/17/001136, amended plans for addition of attic room, dormer windows and additional area of PV) – Squires Mead, Charmouth Road, Lyme Regis, DT7 3DP.

*Members recommended **no objection**.*

- 3) WD/D/17/002871 - FULL** (Received 17 January 2018)
Toates – Erection of single storey rear extension – Maybrook, 6 Springhill, Haye Lane, Lyme Regis, DT7 3NH.

*Members recommended that the application should be **approved**.*

- 4) WD/D/17/002895 – VARIATION OF CONDITION** (Received 23 January 2018)
Tidalstone Ltd – Proposed refurbishment and remodeling of the existing house and flat building to create 2 houses, and erection of 1 new house – creating 3 new dwellings in total (variation of condition 1 of planning permission WD/D/17/001997 – amended plans) – 14 Somerfields, Lyme Regis, DT7 3EZ.

*Members recommended **no objection**.*

- 5) **WD/D/17/002907 - VARIATION OF CONDITION** (Received 24 January 2018)
Tan – Erection of 4 no. dwellings (variation of condition 2 of planning permission WD/D/17/00967 – revised design and construction). – Shire House, Sidmouth Road, Lyme Regis, DT7 3ES.

*Members recommended that the application should be **approved**.*

- 6) **WD/D/17/002912 – FULL** (Received 27 January 2018)
Cooper Brigg Clarkes Ltd – Alterations to façade of building – By The Bay Restaurant, Marine Parade, Lyme Regis, DT7 3JH.

*Members recommended **no objection**.*

17/118/P Amended/Additional Plans

The amended plans for WD/D/17/001847 were **Noted**.

17/119/P Withdrawn Applications

There were no withdrawn applications.

17/120/P Planning Decisions

The decisions of the planning authority were received and **NOTED**.

17/121/P Correspondence from West Dorset District Council and Dorset County Council regarding planning matters

The correspondence from West Dorset District Council was **NOTED**.

17/122/P Dorset Retail Needs Assessment

Cllr B. Larcombe summarised the report and the report was **NOTED**.

17/123/P To Inform members about the planned 'refresh' of the Dorset AONB Management Plan.

The report was discussed and **NOTED**.

Members asked the deputy town clerk if he would write to the Dorset AONB management consultants to tell them that Lyme Regis Town Council members would like to attend the planned consultation events, but it would depend on the dates and venue.

The meeting closed at 7.45 pm

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 JANUARY 2018

Present

Chairman: Cllr B. Larcombe

Members: Cllr J. Broom, Cllr D. Hallett, Cllr Mrs M. Ellis, Cllr S. Larcombe, Cllr J. Scowen, Cllr G. Turner

Officers: Mr M. Adamson-Drage (operations manager), Miss F. Heffernan (administrative assistant), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

17/54/HR Public Forum

There were no members of the public present.

17/55/HR Apologies

Cllr O. Lovell
Cllr Mrs C. Reynolds
Cllr S. Williams

17/56/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 8 November 2017

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, the minutes of the meeting held on 8 November 2017 were **ADOPTED**.

17/57/HR Disclosable Pecuniary Interests

There were no disclosable pecuniary interests.

17/58/HR Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/59/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 8 November 2017

There were no matters arising.

17/60/HR Update Report

Members noted the report.

17/61/HR Contracts of Employment

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom members **RESOLVED** 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 as it included confidential matters relating to an individual.

Cllr G. Turner arrived at 7.01pm.

17/62/HR Postholder 209, Six-Month Probation Review

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom members agreed **RECOMMEND TO FULL COUNCIL** to approve postholder 209's continued employment and approve an increase of one spinal column point from 19 January 2018.

17/63/HR Postholder 207, Six-Month Probation

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner agreed to **RECOMMEND TO FULL COUNCIL** to approve postholder 207's continued employment and approve an increase of one spinal column point, backdated to 10 October 2017.

17/64/HR Contracts of Employment

The town clerk said collective consultations with the trade union were nearing completion. He said there had been a delay as the union representatives had not been able to make some of the scheduled meetings.

The town clerk drew members' attention to the main issues the council was facing with the proposed new contracts and asked for guidance on negotiating positions. Cllr B. Larcombe called for a show of hands to confirm the level of support member gave to discussions continuing with the trade union, on the basis the town clerk had outlined in the following:

- A revised offer of leave entitlement
- To enter negotiations about buying-out additional and future entitlement of leave
- Negotiating parameters of how many years a buy-out would apply to
- To indicate to the trade union the council would re-examine pay of postholder 207

Cllr B. Larcombe said the effect of any potential changes to these or any other contract elements as a consequence of the discussion with the trade union would be brought back to the committee.

The town clerk reminded members of the importance of these discussions remaining confidential.

Cllr Mrs M. Ellis said if other members approached committee members to discuss these issues, they should be directed to the town clerk.

17/65/HR Local Government Pay 2018 and 2019

Members noted the report.

17/66/HR Health and Safety Committee

Cllr B. Larcombe asked why the scores from the health and safety audit were so low.

The operations manager said a lot of the areas which the council scored low in were easily fixable, some were things had been actioned but were not recorded. He said the council had never undertaken a full health and safety audit, therefore there were a large number of issues identified, but he had begun to make changes.

The town clerk said although this would be a big piece of work, the council was committed to rectifying the issues as quickly as possible.

The operations manager asked if members were happy for health and safety issues to continue to be brought to the Human Resources committee.

Members discussed this and concluded the Health and Safety Committee to continue to report to the Human Resources committee.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Larcombe members agreed to **RECOMMEND TO FULL COUNCIL** to endorse the Health and Safety Committee's action plan.

17/67/HR Recruitment Timetable: Operations Supervisor, Seafront Attendant and Second Lengthsman

Second Lengthsman

Members discussed taking on a second lengthsman. It was suggested it may be a better idea to wait 6 months to see what additional services the town council may need to take on from Dorset County Council (DCC).

The operations manager said he was looking to train both lengthsman together, and wanted this to be undertaken before any additional services were taken on. In the meantime, he said there was plenty of work to undertake.

It was proposed by Cllr D. Hallett the council do not take on a second lengthsman. This motion was not seconded.

It was proposed by Cllr J. Broom the council wait three months before taking on a second lengthsman. This motion was not seconded.

Cllr Mrs M. Ellis said now was a better time of year to recruit than in three months' time when there would be lots of seasonal jobs available and this may hinder the council's chances of recruiting the right person.

AGENDA ITEM 11

Cllr Mrs M. Ellis proposed members approve the job description and person specification for the posts of operations supervisor and seafront attendant, and members approve the recruitment timetable for three new posts of operations supervisor, seafront attendant and lengthsman. This motion was not seconded.

Proposed by Cllr S. Larcombe and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to wait 3 months before recruiting another lengthsman.

Seafront Attendant

Members discussed the need for a seafront attendant and the tasks the postholder would be required to complete.

The operations manager said the seafront attendant would be expected to work 47 hours in the summer, 27 hours in the winter and 37 hours in the shoulder months. He said the postholder would work alternate hours to the cleansing operative so there would be someone on duty at all times.

The town clerk said the council had struggled to recruit a seasonal litter picker in 2017. If the council recruited a seafront attendant this would be instead of a seasonal litter picker.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the job description and person specification for the post of seafront attendant.

Operations Supervisor

The operations manager said he thought the council should recruit this post as it would free up a lot of his time for the more strategic and operational tasks rather than having to spend time organising the low level and routine tasks.

Members discussed whether recruitment for this position would be internal or external. There was some concern that promoting internally could cause friction between staff.

The town clerk said another option could be to recruit a lengthsman/supervisor.

It was proposed by Cllr B. Larcombe to advertise for a lengthsman/supervisor. This motion was not seconded.

The town clerk suggested the operations manager, in consultation with the chairman of the committee, produce a job description and person specification for the post, which illustrated the distinction between the role of the operations manager, the new lengthsman/supervisor and the existing lengthsman role.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe members agreed to **RECOMMEND TO FULL COUNCIL** not to recruit with the operations supervisor and instead of employing a second lengthsman, incorporate both roles into lengthsman/supervisor post and to advertise this post both internally and externally.

17/67/HR Employee Handbook

Cllr B. Larcombe asked if officers could make it clearer where changes had been made when providing members with documents of this type, through track changes.

The meeting ended at 9.17pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 31 JANUARY 2018

Present

Chairman: Cllr S. Miller

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner

Officers: Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

Guests: Mr J. Hodnett (Kitson and Trotman)

Absent: Cllr P. Ridley

17/83/SF Public Forum

There were no members of the public present.

17/84/SF Apologies for Absence

Cllr Mrs M. Ellis – family commitment
Cllr S. Larcombe – personal commitment
Cllr O. Lovell – personal reasons
Cllr S. Williams – holiday

17/85/SF Minutes

Cllr S. Miller requested an amendment as his apologies had not been recorded in the minutes.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, the minutes of the meeting held on 29 November 2017, with the above amendment, were **ADOPTED**.

17/86/SF Disclosable Pecuniary Interests

There were none.

17/87/SF Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/88/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 29 November 2017

Members noted the report.

17/89/SF Update Report

Natwest Bank

The town clerk said the option to move the council's valuable items to the Bridport branch may no longer be feasible for the bank, so they may have to be stored at Honiton.

The town clerk said officers were looking into options with Lloyds and Natwest banks as the council held accounts with both.

17/90/SF Minutes of the West Dorset District Council Service Review working group meetings held on 6 December 2017, 20 December 2017, and 18 January 2018

The minutes of the working group meetings held on 6 December 2017, 20 December 2017, and 18 January 2018 were **RECEIVED**.

17/92/SF Internal Audit Report, Visit Two 2017/18

Cllr S. Miller said the report was a good reflection of the operation and structure of the council and its officers with only two medium recommendations.

Members noted the internal auditor's report and the management responses.

17/93/SF Tourist Information Centre

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members **RESOLVED** 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 as it included confidential information relating to the financial or business affairs of a 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.

17/94/SF Lister Gardens' Boundary Dispute

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members **RESOLVED** 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 as it included confidential information relating to the financial or business affairs of a 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.

17/95/SF Renewal of Leases for Marine Parade Retail Units

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members **RESOLVED** 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 as it included confidential information relating to the financial or business

affairs of a 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.

17/96/SF The Three Cups, Broad Street, Lyme Regis and Council Offices

Cllr D. Hallett questioned the need to discuss this item as exempt business.

The town clerk advised discussing this item confidentially as it involved another organisation's business.

It was proposed by Cllr J. Scowen and seconded by Cllr Mrs C. Reynolds 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 as it included confidential information relating to the financial or business affairs of a 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.

This motion failed and the item was discussed in open session.

Members agreed it was too premature to discuss the potential for the town council offices to be re-located to the ground floor of the Three Cups, as work on the development had not started.

It was clarified that work currently taking place on the building were maintenance and stabilisation works, and not part of the wider redevelopment.

It was agreed officers would keep members updated on developments and report back to members when more information was available.

17/97/SF Budget Performance, 1 April-31 December 2017 and Full-Year Forecast

Cllr S. Miller said the report showed prudent budgeting and forecasting had put the council ahead of its figures and in a healthy position.

17/98/SF Procurement

The town clerk reassured members that the three breaches of financial regulations were not major, and they dated back to before the council had strengthened its procedures.

17/99/SF Investments, Cash Holdings and Loans

Members discussed the interest earned on the council's funds and the potential to achieve higher rates.

The town clerk said the council would need to think about what it wanted to do with its money going forward to achieve a better return.

17/100/SF List of Payments

Proposed by Cllr R. Doney and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for December 2017 for the sum of £105,729.94.

17/101/SF Debtors' Report

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members **RESOLVED** 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 as it included confidential information relating to the financial or business affairs of a 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.

17/102/SF Exempt Business

(a) Lister Gardens' Boundary Dispute

Mr J. Hodnett from Kitson and Trotman summarised the latest response from the assistant land registrar. He said he believed there was merit in challenging the decision on certain grounds.

Mr Hodnett said if the council wished to continue pursuing this matter, he would advise writing to the Land Registry to challenge the points raised by the assistant land registrar and to make a request to a local land registrar that a more senior official reviews the decision.

Mr Hodnett outlined the potential advantages and disadvantages of pursuing this matter, including the potential cost implications. In considering whether to pursue the matter, he advised members to evaluate if the costs were worth the benefit.

Mr Hodnett said in going to the next step, the only costs which would be incurred would be his time, and the cost of instructing a land surveyor to prepare additional plans to support the application.

Members discussed whether to continue pursuing this matter, based on Mr Hodnett's opinion.

Cllr B. Larcombe suggested two minor amendments to the proposed letter, which were agreed.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct Kitson and Trotman to write back to the Land Registry regarding the Lister Gardens boundary dispute, based on the draft letter prepared by the solicitor and incorporating two minor amendments, and to agree that Kitson and Trotman will instruct David J Powell Surveys Ltd to prepare Ordnance Survey plans and to comment on the Land Registry's points regarding the survey and mapping issues.

Cllr R. Doney left the meeting at 8.07pm.

(b) Tourist Information Centre

Cllr R. Doney returned to the meeting at 8.09pm.

Members considered the draft proposal regarding the possible transfer of the tourist information centre (TIC) to the town council.

It was agreed to remove the fifth bullet point of the proposal regarding existing West Dorset District Council (WDDC) employees.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a proposal to West Dorset District Council to transfer the tourist information centre to the town council, based on the proposal outlined by the town clerk but with the removal of point 5, and to authorise the town clerk to submit an outline proposal to West Dorset District Council, subject to final confirmation of any proposal by the Full Council on 14 February 2018.

(c) Renewal of Leases for Marine Parade Retail Units

Members discussed whether the concession for paddle boarding should be incorporated into the lease for Boylos Watersports.

Members agreed it should remain separate to the lease as there was no automatic right to the concession, which the tenant had applied and paid for separately in 2017.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the revised rental arrangements put forward by the tenant of Boylos Watersports, but to keep the paddle boarding concession separate from the lease for a nominal sum of £100 for 2018, to be reviewed again in 2019.

(d) Debtors' Report

Cllr S. Miller said debtor 004 had produced considerable information on their business which proved it was a reasonable claim. As such, he believed the council should not pursue this debt.

Cllr S. Miller said a letter had been sent to debtor 003 with a deadline of 14 February 2018; if requirements were not met by this time, the opportunity would be offered to the next person on the waiting list.

Cllr B. Larcombe asked for further information on how debts 001, 002 and 005 were resolved.

The town clerk said this information could be included in the members' briefing.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue debtor 004.

The meeting closed at 8.38pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 24 JANUARY 2018

Present

Chairman: Cllr Mrs C. Reynolds

Members: Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr P. Hicks, Cllr S. Larcombe, Cllr J. Scowen, Cllr G. Turner

Officers: Mr M. Green (deputy town clerk), Mrs A. Mullins (admin officer)

Absent: Cllr P. Ridley

17/56/TCP Public Forum

There were no members of the public who wished to speak.

17/57/TCP Apologies

Cllr D. Hallett
Cllr B. Larcombe – another meeting
Cllr S. Williams – holiday

17/58/TCP Minutes

Cllr G. Turner asked for a copy of the Marine Theatre lease to be sent to members.

Cllr J. Scowen asked for the list of LymeArts Community Trust trustees to be re-sent to him.

Proposed by Cllr Mrs. M. Ellis and seconded by Cllr G. Turner, the minutes of the meeting held on 22 November 2017 were **ADOPTED**.

17/59/TCP Disclosable Pecuniary Interests

There were none.

17/60/TCP Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/61/TCP Matters arising from the minutes of the previous meeting held on 22 November 2017

Cllr Mrs C. Reynolds said the council had been approached by Turn Lyme Green to run an exhibition in the Jubilee Pavilion over Easter. Members agreed this was a good use of the space.

17/62/TCP Update Report

Chamber of Commerce

Cllr Mrs C. Reynolds said there was very little interest in forming a chamber of commerce in Lyme Regis but she would be making contact with the two interested businesspeople in February to make one last attempt. She said she also intended on discussing it with the Lyme Bay Ladies group, which included many businesspeople.

Members discussed whether there was anything more the council could do to encourage the formation of a chamber of commerce.

Cllr S. Larcombe suggested offering some start-up funding, such as paying any membership fees for the first year.

Cllr Mrs C. Reynolds said she would find out what fees would be payable, and it was agreed a report would be brought to the next meeting to allow members to consider this further.

17/63/TCP Minutes of the WWI Commemorations and Memorial Refurbishment Working Group meetings held on 22 September and 27 October 2017

Proposed by Cllr G. Turner and seconded by Cllr J. Scowen, the minutes of the WWI Commemorations and Memorial Refurbishment Working Group meetings held on 22 September and 27 October 2017 were **RECEIVED**.

17/64/TCP Jurassic Coast Magazine and Lyme Magazine

Members felt there was no need for the council to advertise in these publications unless it had something specific to promote, especially as it would only be circulated in the local area.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** not to advertise in the 2018 edition of the Jurassic Magazine and Lyme Magazine.

17/65/TCP Request for Funding to Complete a Film about the Life of Mary Anning

Cllr Mrs C. Reynolds said Dorset County Council (DCC) would not be providing any funding, and West Dorset District Council (WDDC) had not yet made a decision. She said the director/producer believed she had raised funds from the local community, but she would check the amount.

AGENDA ITEM 13

As the previously made resolution would require a rescission motion if members wished to make an alternative resolution, it was agreed no action should be taken at this time, and the offer of £5,000 still stood, based on the previous conditions.

The deputy town clerk said if a rescission motion was to be considered, it was important to be clear about WDDC's position before an alternative decision is made.

17/66/TCP Skate Park Contractors in Voluntary Liquidation

Cllr S. Larcombe asked if the fencing at the skate park would be fixed.

The deputy town clerk said although the fencing wasn't identified as a particular snagging issue, as the work was not carried out by Wheelscape, there was enough retention to cover the repairs.

17/67/TCP Community Week 2018

Cllr Mrs M. Ellis said she was concerned there would be more than one organisation running a stall or activity each day, which would split the potential proceeds for the organisations.

The administrative officer said it was intended to make Community Week a more significant event, which would benefit through having numerous stalls and activities to attract people.

17/68/TCP Litter Free Takeaways and Kiosks

The administrative officer said the deadline for submissions for the art installation had passed, and the chosen submission would be brought to the next meeting when members could consider whether to allow it to feature on the beach or seafront.

Cllr R. Doney said given the increased concern over plastics, this initiative was a real opportunity for the town to develop a reputation for reducing plastic waste, which in turn would make the town more attractive to visitors. He said he would look into which other towns had started doing this.

The deputy town clerk said as the town council and WDDC were the landlords of the majority of tenants on the seafront, there was an opportunity to have some influence.

17/69/TCP Council Publicity

Cllr Mrs C. Reynolds said it was intended to defer the proposal for the council to produce a monthly news sheet, as it had now been announced a new online news outlet would be launching, together with a fortnightly newspaper, called Lyme Online.

Cllr Mrs C. Reynolds asked Mr P. Evans to brief members on Lyme Online.

AGENDA ITEM 13

Mr Evans said Lyme Online would cover Lyme Regis, Uplyme and Charmouth, with 4,000 copies of a fortnightly newspaper. He said the offer for the council to have a regular column still stood. He said a quarterly magazine would also be produced.

17/70/TCP Managing Consultation Exercises

Cllr Mrs C. Reynolds drew members' attention to an additional consultation regarding the Dorset Police precept and encouraged everyone to take part.

Cllr Mrs M. Ellis said she had a meeting the following day with PCSO Amanda King and PC Kirsti Frecknall to discuss policing issues.

Cllr Mrs C. Reynolds said she believed there needed to be a meeting with the Dorset police and crime commissioner Martyn Underhill.

It was agreed Cllr Mrs M. Ellis would have the meeting with the two local officers and if she was not satisfied, a meeting with Mr Underhill would be requested.

The meeting closed at 7.46pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 17 JANUARY 2018

Present

Chairman: Cllr J. Broom

Members: Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr J. Scowen

Officers: Mr M. Adamson-Drage (operations manager), Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer)

17/74/TMH Public Forum

There were no members of the public who wished to speak.

17/75/TMH Apologies

Cllr Mrs C. Reynolds – holiday
Cllr G. Turner
Cllr S. Williams – holiday

17/76/TMH Minutes

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, the minutes of the previous meeting held on 15 November 2017 were **ADOPTED**.

17/77/TMH Disclosable Pecuniary Interests

There were none.

17/78/TMH Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/79/TMH Matters arising from the minutes of the Town Management Committee meeting held on 15 November 2017

Town bus

Cllr Mrs M. Ellis asked if a meeting had been held or a date set for a meeting with Damory to discuss a possible route variation.

The deputy town clerk said the meeting had not yet taken place but he was in correspondence with Damory about various issues relating to the contract and route.

Lifeguard hut

The deputy town clerk said further information about the proposed new hut had been received after the agenda had been issued. Therefore, the matter would be taken straight to Full Council on 14 February 2018.

17/80/TMH Update Report

Cash machines

The deputy town clerk said CashZone now proposed to install one machine at the top of Bell Cliff to monitor the level of use before possibly installing a second at the bottom of Bell Cliff. He added that there was an issue with the electricity supply to the upper site, but this was being managed.

Seafront railings

The deputy town clerk confirmed it was still intended to submit a planning application by 31 January 2018 but if planning permission was granted, the work would not start until the autumn.

Guildhall window

Cllr Mrs M. Ellis said West Dorset District Council's (WDDC) listed buildings officer should be invited to see the building and the damage being done by large vehicles.

This was agreed by the members.

The operations manager said a quote had been received for the repair work and this had been referred to the relevant insurance companies.

The operations manager said he had applied to Dorset County Council (DCC) to partially close the road to allow the repair work to take place. The suggested date was w/c 12 March 2018 for five days, between 4pm and 8pm, although this had not been confirmed.

17/81/TMH Lyme Bay Rib Charter Beach Gazebo

Members agreed this request should be refused as it was a business, and the council's position had always been not to allow trading from the beach. It was also agreed that allowing this request would set a precedent and occupy premium space on the beach.

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from Lyme Bay Rib Charter to locate a gazebo on the sand beach as a sales point for watersports operating from the north wall.

17/82/TMH Harbour Dredging

The deputy town clerk said WDDC had applied for further Environment Agency (EA) funding for this work, but the agency's budgets had been cut and priorities had

changed. Therefore, it was unlikely the EA would fully fund the work going forward so there would be a funding shortfall.

Members discussed whether the town council should contribute towards the cost, and if so, how much.

Cllr J. Broom confirmed the work would be done regardless of whether the town council contributed. However, if WDDC could demonstrate that local stakeholders were working together, the EA was likely to look more favourably on the funding application.

There was general agreement that if the town council did contribute, it should be for one year only, with no commitment to continued funding or liability on the council.

To provide some context, the deputy town clerk said the harbour had an operating budget of £250k, and had broken even for the last three years, with a small profit this year.

It was proposed by Cllr J. Scowen and seconded by Cllr D. Hallett not to make a financial contribution towards the cost of dredging the harbour, maintaining the town's sea defences and replenishing the sand in 2018.

This motion was not carried.

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to make a financial contribution of £4,000 towards the cost of dredging the harbour, maintaining the town's sea defences and replenishing the sand in 2018, only.

17/83/TMH Dorset and East Devon FLAG Funding

The operations manager said subsequent to the agenda being issued, officers had been informed the Fisheries Local Action Group (FLAG) funding may have already been allocated in Lyme Regis, but this had not been confirmed.

Cllr B. Larcombe suggested making an expression of interest only, reserving the right to pull out if the cost of the proposed project was too high.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to support in principle a proposal to demolish and increase the footprint of the harbourmaster's store, to allow an expression of interest to be submitted to the Dorset and East Devon Fisheries Local Action Group (FLAG).

17/84/TMH Park and Ride Facilities at Sidmouth Road and Charmouth Road, together with Wider Transport Matters

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members **RESOLVED** 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 as it included confidential information relating to the financial or business affairs of a 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.

17/85/TMH Memorial Benches and Trees

The operations manager said there was space for more benches, but this would reach saturation point, and there was no more room for trees.

Cllr Mrs M. Ellis said the first action should be to check if all those on the waiting lists still wanted a tree or bench, and members could then consider a way forward when it was confirmed how many people were waiting.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to leave the waiting lists open for memorial trees and benches, and commit to a review of allocation every three years, starting now.

17/86/TMH Puffin Crossing

The deputy town clerk said DCC had further assessed the number of on-street parking spaces which would be lost if a crossing was installed. By reducing the length of the zig zag markings to the minimum requirement, five or six spaces would be lost, depending on the size of the vehicles.

There was still some concern over the loss of parking spaces and the wider traffic implications. It was agreed to defer consideration of this item until members had made a decision on park and ride later on in the agenda, as this decision may impact on the crossing.

Cllr B. Larcombe wanted to ensure the linked request to move the bus stop up Broad Street was not lost.

17/87/TMH Request to Assign Lease, The Antiques Centre, Marine Parade, Lyme Regis

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members **RESOLVED** 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 as it included confidential information relating to the financial or business affairs of a 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.

17/88/TMH Seasonal Concessions

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members **RESOLVED** 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 as it included confidential information relating to the financial or business affairs of a 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.

17/89/TMH Complaints and Incidents Summary

Members noted the report.

17/90/TMH Exempt Business

(a) Park and Ride Facilities at Sidmouth Road and Charmouth Road, together with Wider Transport Matters

Members discussed the proposal to develop a detailed parking and transport strategy for Lyme Regis, which it was felt would support the application for planning consent for the Sidmouth Road park and ride, as well as providing a reference document for more widespread traffic issues.

Members agreed the strategy would also help inform the council's decision on whether to support a puffin crossing in Broad Street.

The deputy town clerk stressed that if the council committed to doing this work, it didn't guarantee temporary planning consent would be given for Sidmouth Road park and ride, but permission would definitely not be given without it.

Proposed by Cllr S. Miller and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to:

- note the latest position on the submission of planning applications for the ongoing use of park and ride sites at Sidmouth Road and Charmouth Road, Lyme Regis, together with other related issues
- support the continued undertaking of all appropriate discussions, negotiations and meetings with the planning authority, Uplyme Parish Council, Dorset County Council (DoCC), Devon County Council (DeCC) and Highways England in order to maximise the level of support for the planning application(s)
- approve the undertaking of a detailed and independent report to develop a detailed parking and transport strategy for Lyme Regis and its environs with the cost met partly from the approximately £8k underspend on the 2017/18 park and ride budget, partly from the £20k 2018/19 budget for park and ride and partly from an additional budget allocation of £10k (estimated total cost approximately £25k subject to detailed quotes)
- that agreeing the precise scope of the additional work referred to above be delegated to the town clerk in consultation with all parties referred to above, together with the chairman of this committee and the previously approved member liaison (Cllr S. Miller)

(b) Request to Assign Lease, The Antiques Centre, Marine Parade, Lyme Regis

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to the requested assignment of the lease in respect of the Antiques Centre, Marine Parade, Lyme Regis from Mr C. Willis and Ms S. Wallner to Mr C. Day and Ms S. Wallner.

(c) Seasonal Concessions

Henna tattooing and hair braiding

There was concern that the applicant intended on selling other goods, which the applicant claimed had been approved by the council in the past. Members agreed that if this permission had been given in the past, this had to be honoured. Otherwise, retail sales should not be permitted.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the tender from Louise Gunnill for the henna tattooing and hair braiding concession for the 2018 to 2020 seasons, subject to checking if the applicant was previously given permission for additional retail sales.

Arts and crafts

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to accept two tenders for the arts and crafts concession for the 2018 season, one from Adrian Gray and one from Kevin Rye.

Non-motorised watersports

Proposed by Cllr J. Scowen and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the tender from Lyme Kayak Hire for the non-motorised watersports concession for the 2018 season.

The meeting closed at 8.15pm.

Full Council

Date: 14 February 2018

Title: Puffin Crossing

Purpose of Report

To allow members to consider a report on Dorset County Council's highways' department's response to the town council's request to move the location of the proposed puffin crossing in Broad Street. This report was presented to, but not considered by, the Town Management and Highways committee on 17 January 2018

Recommendation

Members consider the report and instruct the town clerk

Introduction

1. A report on the Puffin Crossing was presented to the Town Management and Highways Committee on 17 January 2018. At that meeting the report was placed in exempt business; unfortunately, the meeting omitted to consider the report in exempt business.
2. To determine the council's position and inform Dorset County Council's highways' department, the report is presented below to the Full Council.

Background

3. On 4 October 2017, this committee received a report which detailed the history of the town council's request for a puffin crossing in Broad Street and included a scheme plan produced by Dorset County Council's (DCC) highways' department; the plan detailed the loss of seven to eight parking spaces.
4. DCC's position was, and remains, if the town council is supportive of its highways' department's proposal, it would formally consult with other stakeholders, including the town council, before going out to wider consultation. Other key stakeholders include the police, West Dorset District Council and the county councillor.
5. Following consideration, this committee made the following recommendation to Full Council:

'to support in principle a puffin crossing in Broad Street but to ask Dorset County Council's highways' department if the crossing could be installed elsewhere in Broad Street, possibly higher up the street near the post office, with an additional request that the bus stop outside Co-op is also moved up Broad Street near the junction with Silver Street to accommodate the puffin crossing.'

6. This recommendation was approved by recommendation of the Full Council on 1 November 2017.

Report

7. The town clerk informed DCC's highways' department project engineer of the council's resolution; the project engineer's reply is attached, **appendix 15A**. The reply states that DCC believes this is the 'preferred and only practical location.'
8. To explore a variation on DCC's proposal, the deputy town clerk asked DCC's highways' department if cars could be parked behind the 'zig zags' that lead to the proposed puffin crossing; this arrangement has been used in Bridport. DCC's response was, this is no longer a legally compliant option.
9. On 11 January 2018, the town clerk contacted DCC's project engineer who confirmed the budget is still available for this project and he is looking for the town council's support before progressing the project to its next stage, i.e. formal consultation with other key stakeholders.
10. The project engineer said, if the town council did not support the project, it would not proceed.
11. The project engineer added, if the town council supported the project the start date would have to be revised. He estimated if there were no objections to the project it could start in autumn 2018: if objections were received, the start date could be early-2019.

John Wright
Town clerk
February 2018

Francesca.Heffernan

From: Andrew L Bradley
Sent: 16 November 2017 09:03
To: John Wright
Cc: Adrienne Mullins; Daryl W Turner
Subject: RE: Proposed Puffin crossing - Broad Street, Lyme Regis

John,

I've spoken with the signals team and they confirm that they carried out a full investigation of potential sites on Broad Street and the location identified was the preferred and only practical location.

In brief, using shop names to identify stretches of the street:

1. Seasalt to the Old Forge Fossil shop; pavement levels too high.
2. Build out in front of Cellar 59; vehicular entrance opposite, even if rarely used we would not put a crossing in conflict with vehicles
3. Ruby Rockcake No 58. (looks vacant on Google Streets); vehicular entrance; as above
4. Alice Bear to Primary Colours; **preferred scheme location**
5. Costa; vehicular entrance opposite
6. Boots; disabled bay – seems to be sensible location for people collecting prescriptions etc.
7. Tesco/Co-op; on Google evidence of need for loading/unloading to service shops
8. Co-op to Silver St junction; bus stops

It would be very difficult to see how the area between Silver St and Tesco's could be remodelled to accommodate a crossing with bus stops and needing to leave space to service businesses. I haven't been able to find a solution.

APPENDIX 15A

To summarise, location 4. Is really the only viable place for a crossing. It is possible that we could, at a push, looking at reinstating 1 further parking place but there will still be loss of parking which I suspect, from experience, would be an in-principle issue with businesses rather than if its 6, 7 or 8 spaces lost.

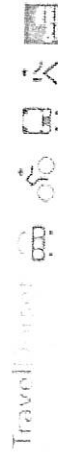
I realise that this is not the news you were hoping for.



Andrew L Bradley
Project Engineer
Network Development - Highway Improvements
Dorset Highways
Dorset County Council
County Hall, Colliton Park
Dorchester
Dorset
DT1 1XJ

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Winner



Best Service Team
Highways, Winter Maintenance
and Street Lighting
APSE Service Awards 2016

Committee: Full Council

Date: 14 February 2018

Title: Request for Pop-Up Open-Air Cinema Event in Lister Gardens.

Purpose of Report

To allow members to consider a request for a pop-up, open-air cinema event in Lister Gardens on the evening of Saturday, 21 April 2018 and, if successful, on the evenings of Friday 7 and Saturday 8 September 2018.

Recommendation

Members consider the request for a pop-up, open-air cinema event in Lister Gardens on the evening of Saturday, 21 April 2018 and, if successful, on the evenings of Friday 7 and Saturday 8 September 2018.

Report

1. The Council has been approached by DNT Events Ltd about the possibility of being permitted to put on an open-air cinema event in Lister Gardens on the evening of Saturday, 21 April 2018 and, if successful, on the evenings of Friday 7 and Saturday 8 September 2018.
2. The company is a well-established events organiser, putting on more than 100 open-air events each year, primarily in the south of England.
3. Similar open-air cinema events have been hosted in several south-coast towns from Eastbourne to Plymouth.
4. Typically, these events are attended by 3-500 guests who have either bought tickets in advance or on the night.
5. The film is normally chosen locally in advance from a limited list as part of the pre-event marketing and promotion.
6. The cinema screen is inflatable and approximately 8mx 6m in size. The sound system is carefully designed to be high-quality, directional and suitable for outside use. The film is projected onto the screen, i.e., it is not a 'giant tv'.
7. If the event were to be permitted, then the event organisers would be responsible for all aspects of event management and control. They are experienced in managing such events in large outdoor spaces to which the general public have wider access.

AGENDA ITEM 17

8. In the case of an event on 21 April, the start time would be 20.45 and the choice of films would be limited to those with a run time of 1.30-1,45 hrs.
9. The chairman of the Tourism, Community and Publicity Committee, together with the deputy town clerk, met with the event organisers and both were impressed by their obvious experience of staging such events and their willingness to respond to local issues such as noise and access control.
10. If members were happy to support the event in principle, then the precise details of location, seating arrangements, insurances, etc would still need to be finalised and agreed. An in-principle indication is required at this stage, however, so that sufficient time is available for pre-event marketing, publicity and promotion.
11. The suggestion is that the most suitable location would be to utilise the flat-roofed area above the amusement arcade for the cinema screen with viewing from the grassed bank in the Gardens. This area would be more than adequate to accommodate the suggested 3-500 guests and the sound system could be directed towards only those sitting in that immediate area.

Mark Green
Deputy town clerk
February 2018

Full Council**Date:** 14 February 2018**Title:** Section 106 Monies**Purpose of Report**

To inform members of West Dorset District Council's timetable and process for the allocation of Section 106 monies

Recommendation

The Section 106 Funding Working Group is reconvened to consider capital projects for submission to West Dorset District Council for Section 106 monies and any proposals from the working group are submitted to this committee on 2 May 2018 for consideration

Background

1. On 24 May 2017, the Full Council received a report about the availability of Section 106 monies and resolved to set up a working group to consider projects that would meet West Dorset District Council's criteria for the allocation of these funds. At that point in time, the Full Council was advised that sums totalling up to £100,000 could be available.
2. The categories and amounts of Section 106 monies available to the town council in March 2017 were:

	£
Public open spaces	4,575.65
Parks, gardens, outside sports	27,551.09
Play areas	17,631.20
Allotments	3,794.51
Amenity space	888.86
Natural green space	6,748.67
Community venues	30,425.59
Museums	7,483.03
Waste collection	2,125.54
Waste disposal	3,179.35
Coastal protection	248,597.97
Total	353,001.46
3. There are nine other categories in Lyme Regis where no Section 106 monies are allocated: affordable housing, recreation, car parking, footpaths, employment, transport, education, healthcare, and flood defence.
4. The working group met on 28 June 2017 and put forward a proposal to the Strategy and Finance Committee on 28 June 2017:

‘the town council should develop proposals for Langmoor and Lister gardens which include a café, toilets, a petanque area and a replacement gazebo’.

5. The proposal became a recommendation from the Strategy and Finance Committee to the Full Council meeting on 12 July 2017 where it was approved by resolution.
6. Email exchanges took place with West Dorset District Council (WDDC) officers about securing Section 106 monies for this project and on 17 August 2017, WDDC’s leisure commissioning manager confirmed £48,369 would be available for these projects.
7. On 13 December 2017, the Full Council resolved:

‘to hold the project to develop a café, toilets and facilities for the amenities’ staff in Lister Gardens for 18 months until the new administration has the opportunity to consider the project, with the benefit of understanding the pressures of the new unitary authority on the town council and its finances.’
8. This decision adversely impacted on the amount of Section 106 monies the town council could claim.

Report

9. On 19 January 2018, WDDC’s cultural development officer wrote to parish and town clerks seeking assistance in identifying local capital projects eligible for Section 106 monies. The email stated WDDC were keen to allocate these monies over the next 12 months.
10. WDDC’s proposals and timetable are detailed in **appendix 18A**.
11. Ahead of WDDC’s formal approach to the town council on 25 May 2018 about Section 106 monies’ capital projects, members may wish to receive and consider proposals by reconvening the Section 106 Funding Working Group which last met on 20 June 2017.
12. The working group could make recommendations to the Strategy and Finance Committee on 2 May 2018.

John Wright
Town clerk
February 2018

Francesca.Heffernan

To: John Wright
Subject: RE: Section 106 funds for recreation

From: Jude Allen [<mailto:J.Allen@dorset.gov.uk>]
Sent: 19 January 2018 16:33
To: Adrian Stuart <A.Stuart@dorchester-tc.gov.uk>; Bob Gillis (Bridport TC) <BGillis@bridport-tc.gov.uk>; Chickerell Town Clerk <CTownClerk@chickerell-tc.gov.uk>; Trevor Savage (Sherborne TC) (UNCLASSIFIED) <T.Savage@sherborne-tc.gov.uk>; John Wright <townclerk@lymeregistowncouncil.gov.uk>; townclerk@beamminster-tc.gov.uk
Subject: Section 106 funds for recreation

Dear colleagues

As you are aware WDDC are in receipt of funds to support recreation secured by Section 106 agreements. We are keen to allocate this money to eligible projects over the next 12 months. We would like to put a call out for bids from Town and Parish Councils and recreational / cultural /community organisations in the relevant areas. In order to do this effectively we will need your help in identifying local projects that would be eligible to receive the money (capital projects only).

We are proposing the following process – but would welcome your views on how this can be amended to best suit your local area:

- WDDC will contact town clerks and local district members to ask for a list of town council-led projects and local organisations that may wish to apply for funding.
- WDDC's Sports, Cultural and Community Development officers will also identify appropriate projects .
- A press release will be sent to local media.
- Applications will then be sent to those organisations inviting them to apply with a given deadline.
- WDDC officers will assess applications and prepare a report
- Town Clerks will be invited to a pre-meeting to discuss applications received
- Local WDDC and Town Council members will then be invited to a panel meeting to discuss the allocation of funds. From these discussions recommendations will be made to the Corporate Manager - Planning (Community and Policy Development) for sign off
- Applicants will be notified of the decision

APPENDIX 18A

If this is agreeable, we have put together the following timetable in order to enable us to manage the associated workload connected to this process. Please have a look at your timetable and let me know if this clashes with anything else going on in your area.

S106 Plan of Action	Chickerell	Bridport	Lyme Regis	Sherborne rural area	Beaminster	Dorchester rural area
Send letter to Town/Parish Clerk by:	23/01/2018	16/02/2018	25/05/2018	21/09/2018	21/09/2018	14/12/2018
Send letter and application to organisations by:	07/02/2018	09/03/2018	22/06/2018	12/10/2018	12/10/2018	04/01/2019
Deadline for applications:	28/02/2018	30/03/2018	13/07/2018	11/11/2018	11/11/2018	25/01/2019
Reports completed by:	28/03/2018	27/04/2018	24/08/2018	09/12/2018	09/12/2018	22/02/2019
Pre-panel meeting (Officers only):	28/03/2018	27/04/2018	24/08/2018	09/12/2018	09/12/2018	22/02/2019
Update reports/Create panel packs by:	04/04/2018	04/05/2018	31/08/2018	16/12/2018	16/12/2018	01/03/2019
Panel meeting (Officers, Cllrs, Town/Parish Council):	11/04/2018	11/05/2018	07/09/2018	11/01/2019	11/01/2019	08/03/2019
Send award letters by:	18/04/2018	18/05/2018	16/09/2018	18/01/2019	18/01/2019	15/03/2019

Thank you for your help on this matter, please can you get back to me by Tuesday if you need me to change your timescale.

Best wishes

Jude Allen
Cultural Development Officer
Dorset Council Partnership

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Full Council

Date: 14 February 2018

Title: Lyme Online

Purpose of Report

To consider a proposal from the managing director of Lyme Regis Media Limited for the council to take a column in the digital and print copies of Lyme Online

Recommendation

Members consider the report and instruct the town clerk

Background

1. This report is being brought to the Full Council to allow members to make a timely decision on this matter.
2. On 24 January 2018, the managing director of Lyme Regis Media Ltd attended the Tourism, Community and Publicity Committee and undertook to provide the council with a free half-page column in Lyme Online; Lyme Online is a fortnightly digital publication. The column would allow the council to publicise its events and put across its point of view.
3. On 6 February 2018, the managing director of Lyme Regis Media Limited wrote to the council's administrative officer with a further proposal for the council to consider, **appendix 19A**. The options include:
 - a monthly full page column in the digital and print edition¹ of Lyme Online for £65 a month, £780 per annum
 - a full page column 50 weeks a year in the digital and print edition of Lyme Online for £50 for each edition, i.e. £1,250 per annum.
4. The page would also be promoted on the Lyme Online website.

John Wright
Town clerk
February 2018

¹ The print edition of Lyme Online is scheduled to be launched on Friday 23 February 2018. The intention is to distribute 4,000 copies to homes, businesses and pick-up points in Lyme Regis, Uplyme, and Charmouth.

Francesca.Heffernan

To: John Wright
Subject: RE: LymeOnline print version

-----Original message-----

From : philip@lyme-online.co.uk
Date : 06/02/18 - 14:01 (GMTST)
To : mlellis2108@gmail.com, cheryl@herbalisthealth.com, brianlarcombe@hotmail.co.uk,
johnbroom8@aol.com, jeff@djmadjeff.com, stevemiller.lrtc@btinternet.com, lrtcricard@gmail.com
Subject : LymeOnline print version

Dear Councillor,

Please see below an email I have today sent to Adrienne concerning a suggestion which I think will greatly help to improve the council's image in the town in the hope that you may support the proposal.

Hi Adrienne:

We are intending to launch our fortnightly Lyme Online print version on Friday, February 23rd.

You will recall that at the last meeting of the Tourism, Community & Publicity Committee I committed to giving the council a free half page column to publicise their events and to give the council's viewpoint on any matters which the public were concerned about. I am happy to stick to that commitment but I have a proposal which I think will help to improve the council's ability to get their message across to the council taxpayers.

I am suggesting that the council consider a full page similar to the example I have attached to this email in pdf format. This would enable the council to extend the content to include information which could explain what responsibilities the council has, promoting events and increasing the profile of councillors and staff members. The Mayor could also contribute a column under the title of "From The Mayor's Parlour" focussing on the many events that she attends. The bottom panel could be used to publicise any special meetings or events, etc. Please note that the text, apart from the lead story, is just for example purposes.

If the council is interested in pursuing this suggestion, we would charge £65 for the page on a monthly basis (£780 per annum) or £50 if it appeared in all 25 editions (£,1250) per annum. We would also include the page in our digital edition and promote it prominently on our Lyme Online website. The minimum cost of a full page advertisement in the print version will be £110 but we are happy to offer the council a discounted rate because it will be seen as an editorial page.

It is our intention to deliver Lyme Online to all homes and businesses, with exception of the holiday homes, in and around Lyme, Uplyme and Charmouth with copies also available at a number of pick-up points, including the Tourist Information Centre, in the area. The total distribution number will be 4,000.

I thought it best to run this idea past you first as I am sure you will have to source all the content but we can help with things like the Mayor's column. I am also planning to sound out one or two of the leading councillors but would be grateful if you can put the idea to the Town Clerk as soon as possible.

Many councils up and down the country regularly pay for sponsored pages in their local paper and a number in the View From area occasionally took full pages, or indeed four-page supplements, to promote their activities, etc.

For a maximum expenditure of £1,250 a year, I believe this represents very good value for the council taxpayers and will do a great deal to enhance the council's image in the town.



Philip Evans

Managing Director, Lyme Regis Media Limited

t: 01297 442611

m: 07796 951 991

a: Unit 5, Uplyme Business Centre, Uplyme Road, Lyme Regis, Dorset DT7 3LS

w: www.lyme-online.co.uk e: philip@lyme-online.co.uk

Newspaper - Website - Mobile

Supporting:

Lyme Regis Branch of the Royal British Legion - Lyme Regis Football Club

Lyme Regis Musical Theatre - Cancer Research UK Lyme Regis - Red Arrows

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Committee: Full Council

Date: 14 February 2018

Title: Request for a replacement, raised lifeguarding hut on Front Beach

Purpose of Report

To allow members to further consider a request from the RNLI for a replacement, raised lifeguarding hut on Front Beach.

Recommendation

Members further consider a request from the RNLI for a replacement, raised lifeguarding hut on Front Beach.

Background

1. The RNLI provides the current lifeguarding service on front beach. Those services are run from a ground-level wooden hut sited on the beach and operate during the period July to the beginning of September each year.
2. The RNLI had requested last year that the existing wooden lifeguards' hut be replaced with one of similar size and general design but raised off the ground on a secure platform. This would allow the lifeguarding staff to better see the beach area when busy and afford a much better view of people in the water. This was considered by them to be an important safety enhancement.
3. The replacement hut would be sited in the same general location on the town council-owned sandy beach and would be removed during those periods when the lifeguarding service was not being provided.
4. The matter was considered at the Town Management and Highways Committee held on 15 November 2017 when it was decided that more information was needed about the size and design of the proposed raised station before a final decision could be made.

Report

5. The RNLI has now provided more information about what they would like to install on Front Beach and details are attached in **appendix 20A**.
6. The station would be raised about 1.0m above beach (sand) level; the legs appearing much longer in the originally submitted drawings because of the significant section requiring to be driven into the sand to ensure a stable platform.

AGENDA ITEM 20

7. All other dimensions are clearly indicated on the newly submitted details.
8. Members are asked to consider whether the proposal is now considered to be acceptable having regard to the further submitted details.

Mark Green
Deputy town clerk
February 2018

Lyme Regis Lifeguard Tower 2018

Aim: To enhance the Beach Lifeguard facility so that the unit is sat on a raised platform (sited in the same position).

This would enable the lifeguards to:

- Monitor the beach more effectively and efficiently by elevating them approximately 1metre so that they can see over both the wall separating Cobb beach (sand) from Town beach (shingle) and the groyne towards North Wall.
- Enhance the patrols ability to coordinate and respond to incidents.
- Make the lifeguard unit more visible to members of the public, which in turn will help significantly when both finding and reuniting missing persons.



Photos show the current location of the mobile lifeguard unit (MLU) at Lyme Regis, taken in August 2017. Lyme Regis lifeguards deal with frequent first aids (both minor and major incidents) and missing persons throughout the summer months. An elevated lifeguard unit will allow beach users to see them more effectively, as well as the lifeguards themselves being able to monitor bathers and water users more efficiently. The speed of reuniting missing and found children and vulnerable adults will be improved as the lifeguards will have better observational capabilities over the beach population, as well as their base being more visible amongst the crowds. Similarly there have been occasions where the beach has had to be cleared ready for casualty evacuations via air ambulance; the Public Address system installed in the elevated lifeguard unit will provide greater efficiency when informing the public during such event.

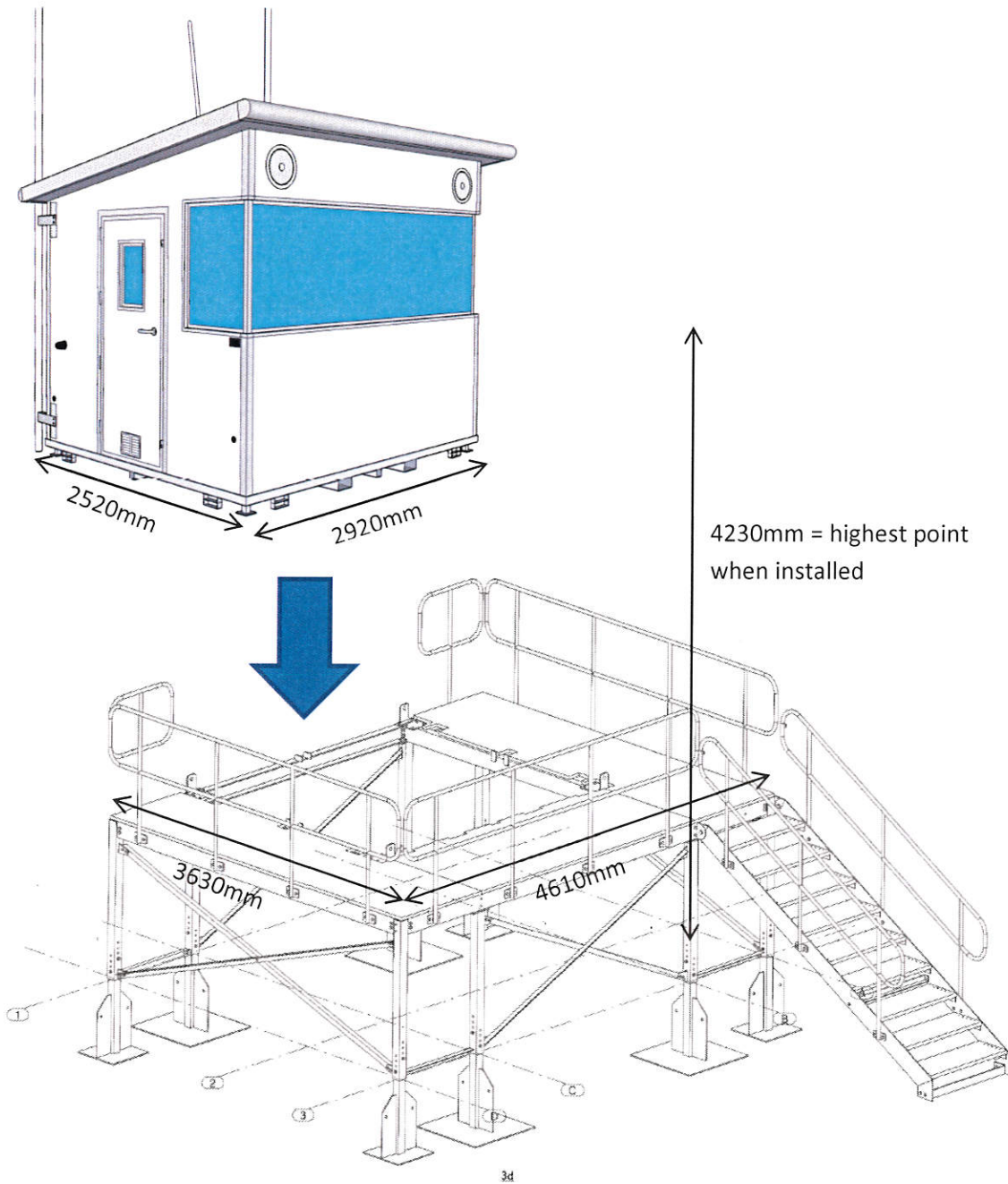


The lifeguard unit to replace the one already in use, which would be installed before the start of season and removed post season, is the same as that used at Weymouth Main Beach. This style of unit would be positioned in the same area as the MLU is currently (as shown on the previous page), just in front of the slipway onto Cobb Beach. The benefits as discussed.



Weymouth Main Beach – August 2017

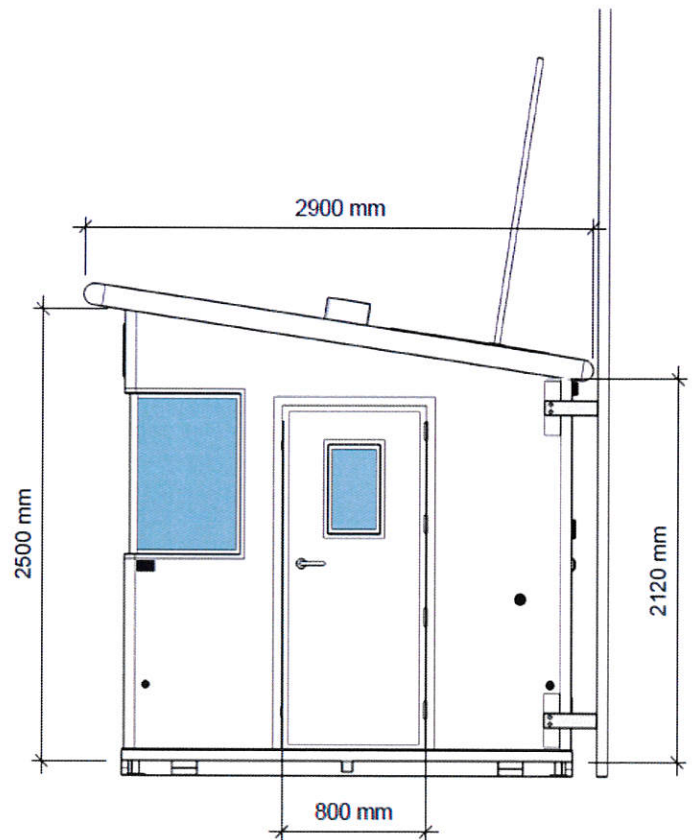
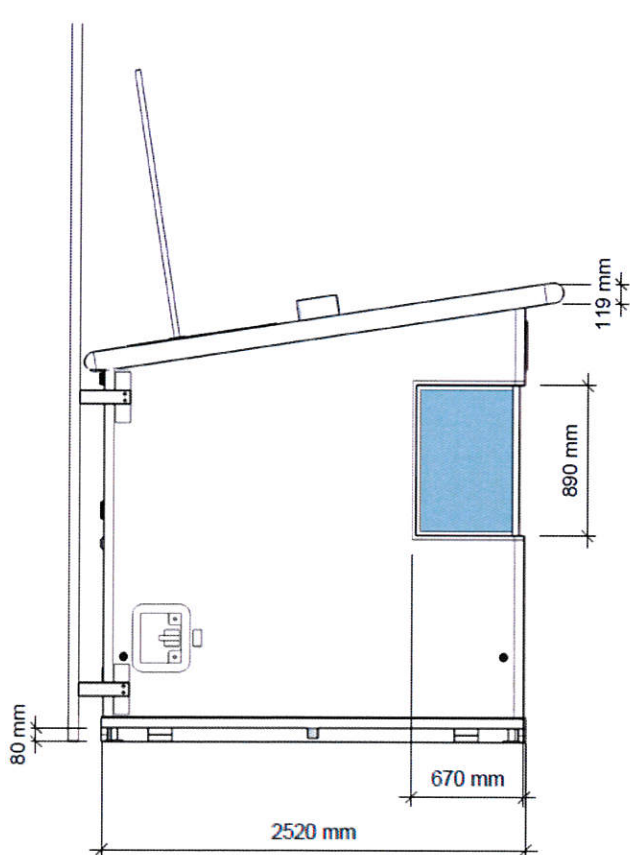
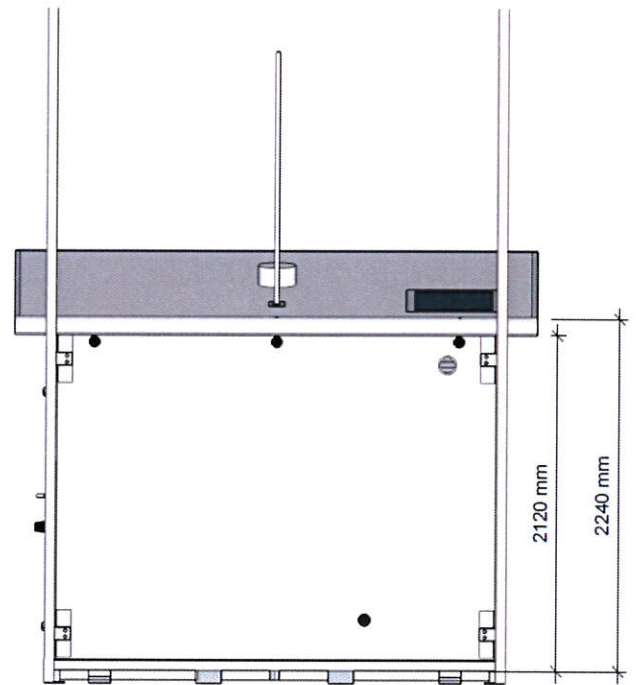
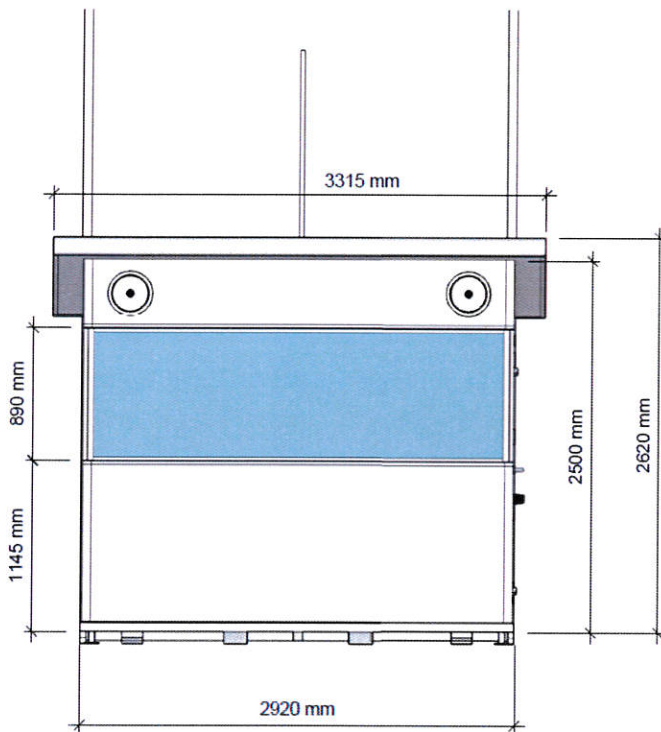




The dimensions of the lifeguard unit and platform are shown above. The platform is buried into the sand and the unit placed on top.

*** Further details of the installation and removal process can be provided by the RNLI Shoreworks team ***

Measurements of the lifeguard unit:



Beach population throughout May Half-Term (Whitsun holiday) has been noticeably greater over the last couple of years.



Photo: May Half-Term 2017 – No Lifeguards on duty

There is potential for the lifeguard service to be extended over May Half-Term week with weekend cover until peak season (July).



Photo: May Half-Term 2017 – No Lifeguards on duty

Committee: Full Council

Date: 14 February 2018

Title: List of Payments

Purpose of Report

To inform members of the payments made in the month of January 2018

Recommendation

Members note the report and approve the attached schedule of payments for December 2018 for the sum of £103,728.22

Background

1. Lyme Regis Town Council's Financial Regulations, and in particular section 5.2, state:
 'A schedule of payments forming part of the agenda for the meeting shall be prepared by the finance officer. Petty cash reimbursement will be reported as a total when re-imbursement takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the council offices. If the schedule is in order it shall be approved by a resolution of the council.'
2. Historically these reports have been taken directly to Full Council. Within the internal audit report in October 2016, it was agreed to bring future reports to either Full Council or Strategy and Finance for expediency.

Report

3. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes, and represents the summary level we report on.
4. I present the list of payments for the month of January 2018, **appendix 21A**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
5. Any breaches of financial regulations will be included in the next quarterly procurement report.

AGENDA ITEM 21

5. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Keith Wilson
Finance manager
February 2018

Lyme Regis Town Council
Payments list for January 2018

Total

103,728.22

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
02/01/2018	SOUTH WEST WATER	Water Rates	D/D	152.11	0%	-	152.11	utilities
02/01/2018	SOUTH WEST WATER	Water Rates	D/D	72.69	0%	-	72.69	utilities
02/01/2018	SOUTH WEST WATER	Water Rates	D/D	17.54	0%	-	17.54	utilities
02/01/2018	SOUTH WEST WATER	Water Rates	D/D	3,455.62	0%	-	3,455.62	utilities
02/01/2018	SOUTH WEST WATER	Water Rates	D/D	361.19	0%	-	361.19	utilities
02/01/2018	SOUTH WEST WATER	Water Rates	D/D	28.67	0%	-	28.67	utilities
02/01/2018	SOUTH WEST WATER	Water Rates	D/D	388.86	0%	-	388.86	utilities
02/01/2018	SOUTH WEST WATER	Water Rates	D/D	147.53	0%	-	147.53	utilities
02/01/2018	SOUTH WEST WATER	Water Rates	D/D	62.59	0%	-	62.59	utilities
10/01/2018	WDDC	Business Rates	D/D	6,539.00	0%	-	6,539.00	Utilities
15/01/2018	ALLSTAR	L62364001	D/D	221.05	20%	36.84	184.21	Outside Works
15/01/2018	Bankline	Bank Charges	DD	50.80	0%	-	50.80	Office Expenses
18/01/2018	DORSET COUNTY COUN	Wheelie Bin Hire	D/D	437.75	0%	-	437.75	Outside Works
19/01/2018	WORLDPAY	Card Transaction costs	D/D	25.86	0%	-	25.86	Office Expenses
19/01/2018	WORLDPAY	Card Transaction costs	D/D	13.15	0%	-	13.15	Office Expenses
23/01/2018	Giff Gaff	Mobile phone	POS	5.00	20%	0.83	4.17	Utilities
23/01/2018	EDFENERGY CUST PLC	Electricity	D/D	249.20	5%	11.87	237.33	Utilities
24/01/2018	SALARY	Monthly net pay	EBP	29,617.17	0%	-	29,617.17	Staffing
25/01/2018	Nat West	Bank Charges - "Safe Custody"	CHG	10.00	0%	-	10.00	Office Expenses
25/01/2018	WEST DORSET DISTRI	Loan Repayment	S/O	3,125.00	0%	-	3,125.00	Loan Charges
29/01/2018	E.ON	Electricity	D/D	38.22	5%	1.82	36.40	Utilities
29/01/2018	E.ON	Electricity	D/D	54.00	5%	2.57	51.43	Utilities
29/01/2018	E.ON	Electricity	D/D	27.68	5%	1.32	26.36	Utilities
29/01/2018	E.ON	Electricity	D/D	54.03	5%	2.57	51.46	Utilities
29/01/2018	E.ON	Electricity	D/D	121.65	5%	5.79	115.86	Utilities
29/01/2018	E.ON	Electricity	D/D	105.61	5%	5.03	100.58	Utilities
29/01/2018	E.ON	Electricity	D/D	119.54	5%	5.69	113.85	Utilities
29/01/2018	E.ON	Electricity	D/D	101.68	5%	4.84	96.84	Utilities
29/01/2018	E.ON	Electricity	D/D	26.52	5%	1.26	25.26	Utilities
29/01/2018	E.ON	Electricity	D/D	55.51	5%	2.64	52.87	Utilities
29/01/2018	E.ON	Electricity	D/D	52.14	5%	2.48	49.66	Utilities

Lyme Regis Town Council
Payments list for January 2018

Total

103,728.22

Date	Supplier	Detail	Payment		Probable		Probable		Indicative Expenditure Category
			Type	Amount	VAT Code*	VAT*	Net*		
29/01/2018	HMRC Tax	Tax & NIC	D/D	9,058.35	0%	-	9,058.35	Staffing	
29/01/2018	SCOTTISHPOWER	Electricity	D/D	92.20	5%	4.39	87.81	Utilities	
30/01/2018	E.ON	Electricity	D/D	175.41	5%	8.35	167.06	Utilities	
01/02/2018	SOUTH WEST WATER	Water Rates	D/D	18.08	0%	-	18.08	utilities	
				55,081.40					
LLOYDS BANK									
02/01/2018	EAST DEVON DC	Business Rates	DD	207.00	0%	-	207.00	Utilities	
02/01/2018	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities	
04/01/2018	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities	
08/01/2018	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities	
09/01/2018	Giff Gaff	Mobile Phone	DEB	10.00	20%	1.67	8.33	Utilities	
09/01/2018	AXEMINSTER TOOLS	Socket Adaptors	FPO	3.37	20%	0.56	2.81	Outside Works	
09/01/2018	Staff	Expenses	FPO	6.35	0%	-	6.35	Staffing	
09/01/2018	EUROFFICE	Paper	FPO	8.39	20%	1.40	6.99	Office Expenses	
09/01/2018	LR REGATTA CARNIVAL	Christmas Tree	FPO	15.00	0%	-	15.00	Marketing & Tourism	
09/01/2018	Volunteer	Expenses	FPO	27.03	0%	-	27.03	Office Expenses	
09/01/2018	BARTLETTS	Propane	FPO	43.70	20%	7.28	36.42	Outside Works	
09/01/2018	BLAMPHAYNE SAWMILL	Timber Post	FPO	94.30	20%	15.72	78.58	Outside Works	
09/01/2018	METRIC GROUP	Back Office costs	FPO	97.20	20%	16.20	81.00	Outside Works	
09/01/2018	SCAFFTAG	Unitag	FPO	106.44	20%	17.74	88.70	Outside Works	
09/01/2018	WORKPLACE DEPOT	Locker for cadet Hut	FPO	132.00	20%	22.00	110.00	Outside Works	
09/01/2018	NEWSQUEST	Concessions Advert	FPO	161.28	20%	26.88	134.40	Office Expenses	
09/01/2018	MOTTERAM HR	Contract Advice	FPO	195.00	20%	32.50	162.50	Office Expenses	
09/01/2018	SSP DIRECT	Signage	FPO	208.12	20%	34.69	173.43	Outside Works	
09/01/2018	AXE SKIP HIRE	Skip Hire	FPO	240.00	20%	40.00	200.00	Outside Works	
09/01/2018	Screwfix	Various inc post support screwdrivers etc	FPO	248.38	20%	41.40	206.98	Outside Works	
09/01/2018	3D LOCKERS	PPE Cupboard	FPO	275.42	20%	45.90	229.52	Outside Works	
09/01/2018	CLARITY COPIERS	Printing & Copying	FPO	291.47	20%	48.58	242.89	Office Expenses	
09/01/2018	LUKE LAWSON	IT support - events listing	FPO	300.00	0%	-	300.00	Marketing & Tourism	
09/01/2018	NW Systems	Quarterly web cam streaming	FPO	309.60	20%	51.60	258.00	Office Expenses	
09/01/2018	TRAVIS PERKINS	Consolidated invoices	FPO	412.65	20%	68.78	343.88	Outside Works	

Lyme Regis Town Council
Payments list for January 2018

Total

103,728.22

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
09/01/2018	CAROL WILLIAMS	Cleaning	FPO	419.00	0%	-	419.00	Outside Works
09/01/2018	DAMORY	Town Bus	FPO	1,000.00	0%	-	1,000.00	Outside Works
09/01/2018	GLASDON	110L Bin	FPO	1,850.52	20%	308.42	1,542.10	Outside Works
09/01/2018	LYME FORWARD	Grant	FPO	3,750.00	0%	-	3,750.00	Grants
09/01/2018	BLACKMORE LTD	Brochure Printing	FPO	5,553.00	0%	-	5,553.00	Marketing & Tourism
09/01/2018	GUILD OF MACE BEAR	Membership renewal	TFR	35.00	0%	-	35.00	Democratic Represen
09/01/2018	VIEW FROM NEWSPAPER	Advert	TFR	52.80	20%	8.80	44.00	Office Expenses
09/01/2018	Lawrence RB	Welding	TFR	294.00	20%	49.00	245.00	Outside Works
09/01/2018	COBB GARAGE	Work on Mitsubishi	TFR	1,049.44	20%	174.91	874.53	Outside Works
09/01/2018	STEPHENS SCOWN	Legal fees	TFR	5,046.00	20%	841.00	4,205.00	Office Expenses
11/01/2018	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities
12/01/2018	Ebay	Tea Urn	DEB	33.47	20%	5.58	27.89	Office Expenses
12/01/2018	METRIC GROUP	Maintenance Contract	FPO	4,471.20	20%	745.20	3,726.00	Outside Works
12/01/2018	MARINE THEATRE	Grant	FPO	7,500.00	0%	-	7,500.00	Grants
15/01/2018	G4S CASH SOLUTIONS	Cash Collection	DD	29.88	20%	4.98	24.90	Outside Works
15/01/2018	EE & T-MOBILE	Sim Cards	DD	94.49	20%	15.75	78.74	Utilities
16/01/2018	SAGE	Licence & Support	DD	150.00	20%	25.00	125.00	Office Expenses
17/01/2018	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities
18/01/2018	Ebay	Memory Sticks	DEB	12.22	20%	2.04	10.18	Office Expenses
18/01/2018	Ebay	Noticeboard	DEB	19.90	20%	3.32	16.58	Office Expenses
18/01/2018	Ebay	Staples	DEB	21.60	20%	3.60	18.00	Office Expenses
18/01/2018	Victorian Plumbing	Toilet Roll Dispenser	DEB	34.44	20%	5.74	28.70	Office Expenses
19/01/2018	Worldpay	Card Transaction Charges	DD	15.05	0%	-	15.05	Office Expenses
19/01/2018	Ebay	2 * Lampshades	DEB	25.98	20%	4.33	21.65	Office Expenses
19/01/2018	Bestport	100 Green sandbags	DEB	37.99	20%	6.33	31.66	Outside Works
19/01/2018	Staff	Expenses	FPO	48.60	0%	-	48.60	Staffing
19/01/2018	Fine Mesh Metals	Gabion Baskets	FPO	307.82	20%	51.30	256.52	Outside Works
22/01/2018	IP Office	Phones & Broadband	DD	322.00	20%	53.67	268.33	Office Expenses
23/01/2018	Staff	Expenses	FPO	5.85	0%	-	5.85	Staffing
23/01/2018	SP SERVICES	1st Aid Kit	FPO	19.13	20%	3.19	15.94	Outside Works
23/01/2018	Customer	Deposit Refund	FPO	20.00	0%	-	20.00	Beach Hut
23/01/2018	GROVES NURSERIES	Logstar 5LB	FPO	28.79	20%	4.80	23.99	Outside Works
23/01/2018	CARRIER 3PL	Brochure fulfilment	FPO	35.28	20%	5.88	29.40	Marketing & Tourism
23/01/2018	Staff	Expenses	FPO	62.55	0%	-	62.55	Staffing

Lyme Regis Town Council
Payments list for January 2018

Total

103,728.22

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
23/01/2018	EUROFFICE	Stationary etc	FPO	85.26	20%	14.21	71.05	Office Expenses
23/01/2018	GREEN VALLEY	4 Fuel cans	FPO	120.46	20%	20.08	100.38	Outside Works
23/01/2018	SCAFFTAG	Nanotag holders	FPO	165.16	20%	27.53	137.63	Outside Works
23/01/2018	BLAMPHAYNE SAWMILL	F/Edge, Posts, G/Board	FPO	183.29	20%	30.55	152.74	Outside Works
23/01/2018	PITMAN	Speed writing course	FPO	210.00	20%	35.00	175.00	Staffing
23/01/2018	RAC	Annual Vehicle Recovery policy	FPO	214.98	20%	35.83	179.15	Outside Works
23/01/2018	WORKPLACE DEPOT	Personal Lockers - cadet Hut	FPO	216.50	20%	36.08	180.42	Outside Works
23/01/2018	AS Security	Maintenance alarm check	FPO	418.80	20%	69.80	349.00	Outside Works
23/01/2018	TRAVIS PERKINS	Consolidated Invoices	FPO	424.86	20%	70.81	354.05	Outside Works
23/01/2018	DARKIN MILLER	Internal audit	FPO	574.06	20%	95.68	478.38	Office Expenses
23/01/2018	DHS	Health & safety visit audit & plan	FPO	756.00	20%	126.00	630.00	Outside Works
23/01/2018	STANTON GARAGE	Replacing roller door - groundsman's hut	FPO	795.60	20%	132.60	663.00	Outside Works
23/01/2018	Screwfix	Ladder, pruner, seat covers etc	FPO	2,574.54	20%	429.09	2,145.45	Outside Works
23/01/2018	BUGLERS	Oil & Gauge	TFR	41.80	20%	6.97	34.83	Outside Works
23/01/2018	SIX PAYMENT SERVIC	Card Transaction Costs	TFR	94.61	0%	-	94.61	Outside Works
23/01/2018	SSG	Face Fit Training	TFR	228.00	20%	38.00	190.00	Staffing
23/01/2018	MOLE AVON	Boots Boiler suit etc	TFR	275.75	20%	45.96	229.79	Outside Works
23/01/2018	KITSON AND TROTMAN	Legal fees	TFR	3,066.00	20%	511.00	2,555.00	Office Expenses
24/01/2018	Customer	Deposit Refund	FPO	20.00	0%	-	20.00	Beach Hut
24/01/2018	CLUB WIFI	50% of Seafront wi-fi costs	TFR	2,370.88	20%	395.15	1,975.73	Outside Works
26/01/2018	TESCO DIRECT	Table	DEB	20.00	20%	3.33	16.67	Office Expenses
29/01/2018	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities
29/01/2018	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities
29/01/2018	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities
29/01/2018	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities
30/01/2018	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities

48,645.25

Petty Cash

1.57