



John Wright
Town Clerk

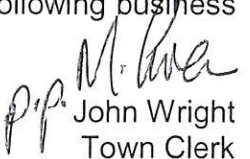
Lyme Regis Town Council

Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

email: townclerk@lymeregistowncouncil.gov.uk

Tel: 01297 445175
Fax: 01297 443773

Notice is hereby given of meeting of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on **Wednesday 28 March 2018** commencing at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
22.03.18

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 14 February 2018 (attached)

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 7 March 2018 (attached)

8. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 14 March 2018 (attached)

9. Matters arising from the minutes of the Full Council meeting held on 14 February 2018

To inform members of matters arising from the minutes of the Full Council meeting on 14 February 2018 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

10. Matters arising from the minutes of the extraordinary Full Council meeting held on 7 March 2018

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 7 March 2018 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

11. Matters arising from the minutes of the extraordinary Full Council meeting held on 14 March 2018

There are no matters arising

12. Update Report

To update members on issues previously reported to this committee

13. Mayor's Announcements

14. Planning Committee

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

15. Human Resources Committee

To receive the minutes of the meeting held on **21 February 2018** and consider the recommendations therein.

16. Strategy and Finance Committee

To receive the minutes of the meeting held on **14 March 2018** and consider the recommendations therein.

17. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **7 March 2018** and consider the recommendations therein.

18. Town Management and Highways Committee

To receive the minutes of the meeting held on **28 February 2018** and consider the recommendations therein.

19. Selection of Mayor-Elect

To allow members to select a mayor-elect for the 2018/19 council year

20. Selection of Deputy Mayor-Elect

To allow members to select a deputy mayor-elect for the 2018/19 council year

21. Calendar of Meetings 2018/19

To allow members to consider the proposed calendar of meetings for May 2018 to May 2019

22. 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 in the light of additional information arising from a meeting with the RNLI on 5 March 2018

23. Coastal Community Team (CCT) / Coastal Community Fund (CCF)

To allow members to consider and support the Lyme CCT/CCF Round 5, stage 1 Expression of Interest bid

24. West Dorset District Council (WDDC) Service Review – Proposal to WDDC

To receive the minutes of the meetings of the WDDC Service Review Working Group held on 13 and 20 March 2018 and to allow members a final opportunity to consider and agree the written proposal to WDDC as part of the WDDC service review

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

25. 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 24 – West Dorset District Council (WDDC) Service Review – Proposal to WDDC**

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 14 FEBRUARY 2018

Present

Chairman: Deputy Mayor, Cllr S. Miller

Councillors: Cllr Mrs M. Ellis (Mayor), Cllr J. Broom, Cllr R. Doney, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr Mrs C. Reynolds, Cllr J. Scowen

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

Absent: Cllr P. Ridley

17/137/C Public Forum

Ms Smith-Oliver

Ms Smith-Oliver said she was chairman of Turn Lyme Green (TLG), which promoted sustainable living, involving the community, and environmental issues. She was joined by TLG secretary Polly Benfield to seek support for its current initiative to allow Lyme Regis to gain the title of a plastic-free town. She said she was pleased to see it had been raised at the last Tourism, Community and Publicity Committee meeting. Ms Smith-Oliver said the Plastic-Free Coastlines initiative had received a lot of publicity in the national press. She said it was set up by Surfers Against Sewage, a national marine conservation and campaigning charity based in Cornwall which empowers communities to protect oceans, beaches and wildlife. She said two towns, Penzance and Tyneside, had already become plastic-free after following the template created by Surfers Against Sewage. Ms Smith-Oliver said she would like Lyme Regis to join 180 other coastal towns working towards this title, encouraged by the surge in publicity. She said the first step was for the town council to endorse this, and a steering group would be formed, to include a councillor. She said TLG was aware the project would demand commitment and they had already seen a surge in local interest from residents and businesses, which they hoped would encourage the council to support the project. Ms Smith-Oliver said she believed the bulk of the work would be done by the committee and would therefore not place high demand on council resources or finances. Since October, she said there had been ample support and resources from Litter Free Dorset and Litter Free Coast and Sea. She said she believed the efforts to tackle this issue would be worthwhile and have a positive effect on tourism and businesses. She said she looked forward to the council's support and the possibility of working together in the future.

D. Turner – Dorset County Council (DCC)

Cllr D. Turner gave an update on local government reorganisation. He said a decision was now due at the end of February and the councils were reasonably confident they would get a positive outcome. He said the joint committee had met several times and the name for the new council in which Lyme Regis was situated would be Dorset Council. He said there would be 82 members, a vast reduction on the current

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number. He said a boundary review was being carried out, but there was not enough time for a thorough review, so it would be based on existing divisional boundaries. This meant there would be two unitary councillors in each divisional area.

Cllr D. Turner said DCC had been awarded £748k for highways' repairs, which had to cover the whole of Dorset.

Cllr S. Larcombe asked if any of that budget would be allocated to Lyme Regis to finish off the resurfacing of Uplyme Road and Silver Street.

Cllr D. Turner said that was a different budget. However, a complete repair was scheduled for 100m of the road near the golf club, and Silver Street would be done in the early part of the next financial year.

Cllr Mrs C. Reynolds – West Dorset District Council

Cllr Mrs C. Reynolds said planning was still several weeks behind, but the application for Charmouth Road park and ride would be validated in the next six to eight working days.

Cllr Mrs C. Reynolds said the community land trust houses should have been allocated that day and all tenants would have strong local connections.

Following her meeting with a director from Magna Housing Association, she said many of the problems she raised with him from residents were being resolved.

Cllr Mrs C. Reynolds said new health and wellbeing prevention groups were being set up, and WDDC had made available £70k for a health and wellbeing locality officer for the next two years. She said the town council needed to catch up with this and she looked forward to getting outdoor gym equipment installed in Lyme Regis.

Cllr Mrs C. Reynolds said under the current housing system, anyone over the age of 65 was automatically placed on the sheltered housing list, which was often not required. She said WDDC was looking at changing this. She said people going on the housing list who had said they were interested in shared ownership had found they were not eligible to go on the list, and WDDC was looking at how this could be made clearer to applicants.

Cllr Mrs C. Reynolds said under the new Homelessness Reduction Act, the 28-day period of help to prevent homelessness had been replaced by a 56-day period. She said the 56 days could also be extended, which would further help to prevent homelessness occurring. To fund this prevention work, £50,000 had been released for the WDDC housing reserve in 2018/19.

17/138/C Questions from Councillors

Cllr B. Larcombe

Cllr B. Larcombe asked if the relevant committee could consider how the council could influence the use of plastic in areas where the council operated concessions and areas under the council's management where people sat outside.

The deputy mayor, Cllr S. Miller said Cllr R. Doney was looking to lead an initiative in consultation with Turn Lyme Green.

17/139/C Apologies for Absence

Cllr Mrs M. Ellis – civic commitment
Cllr D. Hallett
Cllr O. Lovell
Cllr G. Turner – coastguard training
Cllr S. Williams – holiday

17/140/C Disclosable Pecuniary Interests

There were none.

17/141/C Dispensations

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

17/142/C To confirm the accuracy of the minutes of the Full Council meeting held on 13 December 2017

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 13 December 2017 were **ADOPTED**.

17/143/C Matters arising from the minutes of the Full Council meeting held on 13 December 2017

Members noted the report.

17/142/C Update Report

Members noted the report.

17/143/C Mayor's Announcements

Members noted the report.

17/144/C Planning Committee

Proposed by Cllr B. Larcombe and seconded by Cllr Mr C. Reynolds, it was **RESOLVED** to receive the minutes of the Planning Committee held on 9 January and 6 February 2018.

17/145/C Human Resources Committee

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 10 January 2018 and adopt the recommendations, as follows:

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

ORIGINAL MOTION: to approve postholder 209's continued employment and approve an increase of one spinal column point from 19 January 2018.

The town clerk said it was not standard practice to increase an employee's salary by one spinal column point on completion of probation, so this should be removed from the recommendation.

SUBSTANTIVE MOTION RESOLVED: to approve postholder 209's continued employment.

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

ORIGINAL MOTION: to approve postholder 207's continued employment and approve an increase of one spinal column point, backdated to 10 October 2017.

The town clerk said the same applied to this recommendation as with the previous recommendation.

SUBSTANTIVE MOTION RESOLVED: to approve postholder 207's continued employment.

17/66/HR – Health and Safety Committee

RESOLVED: to endorse the Health and Safety Committee's action plan.

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

RESOLVED: to approve the job description and person specification for the post of seafront attendant.

RESOLVED: not to recruit an operations supervisor and instead of employing a second lengthsman, incorporate both roles into a lengthsman/supervisor post and to advertise this post both internally and externally.

17/146/C Strategy and Finance Committee

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 31 January 2018 and adopt the recommendations, as follows:

17/93/SF – Tourist Information Centre

RESOLVED: 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.

17/94/SF – Lister Gardens' Boundary Dispute

ORIGINAL MOTION: 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 said he understood it had been agreed at the meeting that if the next action failed, the council would not pursue this issue any longer. He asked that the recommendation was amended to reflect this.

SUBSTANTIVE MOTION RESOLVED: 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, 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, and to bring this matter back to the Strategy and Finance Committee when a response was received from the assistant land registrar.

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

RESOLVED: 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.

17/100/SF – List of Payments

RESOLVED: to approve the schedule of payments for December 2017 for the sum of £105,729.94.

17/101/SF Debtors' Report

RESOLVED: not to pursue debtor 004.

17/147/C Tourism, Community and Publicity Committee

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr R. Doney, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 24 January 2018 and adopt the recommendations, as follows:

17/64/TCP – Jurassic Coast Magazine and Lyme Magazine

RESOLVED: not to advertise in the 2018 edition of the Jurassic Magazine and Lyme Magazine.

17/68/TCP – Litter Free Takeaways and Kiosks

Cllr R. Doney said he was intending on taking a report to the next committee meeting regarding the plastic-free initiative and how the council could contribute.

17/148/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 17 January 2018 and adopt the recommendations, as follows:

17/81/TMH – Lyme Bay Rib Charter Beach Gazebo

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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)

17/85/TMH – Memorial Benches and Trees

RESOLVED: to leave the waiting lists open for memorial trees and benches, and commit to a review of allocation every three years, starting now.

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

RESOLVED: 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.

17/88/TMH – Seasonal Concessions

RESOLVED: 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.

RESOLVED: to accept two tenders for the arts and crafts concession for the 2018 season, one from Adrian Gray and one from Kevin Rye.

RESOLVED: to accept the tender from Lyme Kayak Hire for the non-motorised watersports concession for the 2018 season.

17/149/C Puffin Crossing

Members agreed it was not ideal that the crossing would result in the loss of up to six parking spaces, but acknowledged that the town council had made the initial request for the crossing to improve pedestrian safety.

Cllr B. Larcombe said he wanted the council to pursue the possibility of the bus stop being moved further up Broad Street.

Proposed by Cllr J. Scowen and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to support Dorset County Council's proposal for a puffin crossing in Broad Street.

17/150/C Proposals to Amend Seating Arrangements and Request for Rent-Free Period at The Bay Restaurant, Marine Parade, Lyme Regis

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, 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.

17/151/C Request for Pop-Up Open-Air Cinema Event in Lister Gardens

The town clerk said the second and third dates identified clashed with Food Rocks so the organisers were coming up with an alternative date.

Cllr Mrs C. Reynolds said although the gardens were a pedestrian route, the organisers were aware of this and would not stop people walking through.

Cllr J. Broom asked if the organisers had offered to pay for use of the gardens, even if it was paid to a charity, as it might set a precedent if the council allowed free use of the area.

The town clerk said he was not aware that the organisers had offered to pay the council for use of the gardens. However, he suggested allowing the first screening to take place for free and if it is a success, to maybe consider charging in future.

Members agreed the following conditions would be attached to any permission: maintaining a route through the gardens, meeting health and safety requirements, and clearance of the site and any rubbish.

The town clerk said all events that took place on council land were covered by an events' plan, which covered issues such as those mentioned. He suggested allowing the first event to take place, after which he could write an appraisal of the event and report back to members.

Proposed by Cllr J. Scowen and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve 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 subsequent dates to be agreed, and to instruct the town clerk to write an appraisal of the first event and come back to members with a suggestion of how much the council may wish to charge in future.

17/152/C Section 106 Monies

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to reconvene the Section 106 Funding working group 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 the Strategy and Finance Committee on 2 May 2018.

17/153/C Lyme Online

Members discussed whether to retain the option of a free half-page column, as previously agreed, or to agree to a paid-for full-page column on a weekly or monthly basis.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members **RESOLVED** to take a monthly full page column in the digital and print edition of Lyme Online for £65 a month.

17/154/C Request for a Replacement, Raised Lifeguarding Hut on Front Beach

Members discussed whether a raised hut was necessary, especially as there was a lifeboat station near to the beach. There was concern that it was too big, especially as space was already limited on the sand beach.

Members were happy that the existing hut should remain on the beach.

Proposed by Cllr R. Doney and seconded by Cllr S. Larcombe, members **RESOLVED** to refuse the request from the RNLI for a replacement, raised lifeguarding hut on Front Beach and to request that the hut used in previous years is re-installed.

17/155/C List of Payments

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve the schedule of payments for December 2017 for the sum of £103,728.22.

17/156/C Exempt Business

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

Members agreed that allowing The Bay to have a rent-free period during renovation works would set a precedent, and other tenants had not been given a rebate while they refurbished their premises.

Members discussed the request to amend the seating arrangements. Cllr S. Miller wanted confirmation from the emergency services that the requested changes would not impede them.

Members discussed what they felt was an appropriate fee for the increased seating area, if agreed. The town clerk said historically, arrangements with The Bay were different to other tenants on the seafront who paid cover charges; The Bay had had a licence for the outside decking area, which was separate from the lease for the building.

It was proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe to refuse the request from The Bay Restaurant to amend seating arrangements and the request for a rent-free period.

This motion was not carried.

It was suggested the tenants provided drawings to the council so members could see how the new seating arrangements would look, how they would impact on the seafront, and the financial value which could be attached to this.

The town clerk said the progress of the renovation works were dependent on a decision from the council and deferring the matter to gather more information could delay the refurbishment works being undertaken by The Bay. He suggested the final

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decision was delegated to officers, in consultation with Cllr J. Broom, and the conclusions would be reported back to members.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to delegate authority to the town clerk and Cllr J. Broom to look at and approve the increased seating area at The Bay Restaurant, to confirm emergency services' access is not impeded, and the income received from the increased seating area is negotiated at an appropriate level.

The meeting closed at 8.28pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 7 MARCH 2018

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe, Cllr S. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

Absent: Cllr D. Hallett, Cllr P. Ridley

17/157/C Public Forum

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

17/158/C Apologies for Absence

Cllr P. Hicks
Cllr O. Lovell

17/159/C Disclosable Pecuniary Interests

There were none.

17/160/C Dispensations

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

17/161/C Appointments to Council Committees

Proposed by Cllr S. Williams and seconded by Cllr B. Larcombe, members **RESOLVED** to approve Cllr J. Scowen's nomination to the Human Resources Committee and the Planning Committee for the 2017/18 council year

17/162/C Refurbishment of Marine Parade Toilets

The town clerk said the tenders were due to be opened on 2 March 2018, but due to the severe weather, this did not happen. He said the tenders were opened today, but officers believed more analysis was required to properly understand the component parts. As a result, officers could not make a recommendation to the council, and he suggested deferring consideration of the tenders for a week.

The town clerk said the request for a rent-free period from a council tenant was not urgent and could be dealt with at the same time as the tenders. However, a decision did need to be made on the temporary toilets as they needed to be booked as soon as possible.

Cllr Mrs M. Ellis confirmed an extraordinary Full Council meeting would take place before the Strategy and Finance Committee meeting on 14 March 2018 to consider the tenders.

The town clerk advised members to consider the quote for temporary toilets in exempt business.

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 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.

17/163/C Exempt Business

Members discussed how the delay in the consideration of the tenders might delay the whole project and the period for which the temporary toilets would be required.

Cllr J. Broom said the dates hadn't been written into the contract yet, so there was some flexibility there, and the proposed start date was in two weeks' time, so there was enough time in hand.

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the provision of temporary toilets by Premier Loos during the refurbishment of the Marine Parade toilets.

The meeting closed at 7.14pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 14 MARCH 2018

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr P. Ridley, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

Guests: Mr S. Porter (LF Webb)

17/164/C Public Forum

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

17/165/C Apologies for Absence

Cllr P. Hicks
Cllr O. Lovell
Cllr D. Hallett – holiday
Cllr S. Larcombe – family commitments

17/166/C Disclosable Pecuniary Interests

There were none.

17/167/C Dispensations

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

17/168/C Refurbishment of Marine Parade Public Toilets

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.

17/162/C Exempt Business

Mr S. Porter took members through the main features of the specification details, against which companies were asked to tender.

The town clerk said it had been decided to separate the ventilation from the tenders and to appoint a mechanical and engineering consultant to advise the council on what system was required.

Mr S. Porter said the consultant would look at whether the successful contractor had chosen a ventilation system which was sufficient for the space and standards required.

Cllr B. Larcombe asked at what point in the process members would be asked to consider the finishings, such as the colour of the cubicle walls and doors.

Cllr J. Broom said detail such as this couldn't be chosen by committee, but members would be informed which finishings had been chosen.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to accept the tender from and appoint Skinner of Sidmouth to refurbish the Marine Parade toilets for £74,818.93 excluding VAT, to exclude the ventilation system, the final specification for which will be approved by the town clerk.

Members discussed the application from a council tenant for a rent reduction or rent-free period during the refurbishment works.

Cllr B. Larcombe said he would favour a rent reduction as the problem was not of the tenant's making.

It was proposed by Cllr B. Larcombe to approve a rent reduction for the amusement arcade during the period of refurbishment works to the Marine Parade toilets.

This motion was not seconded.

There was some concern that the council would set a precedent if it allowed a rent reduction or rent-free period during the works.

The town clerk reminded members that another tenant had asked for a rent reduction during refurbishment works, which the council had refused. He said it was important for the council to understand the likely level of disruption.

Cllr S. Miller suggested a 50% reduction during the works as access would not be completely impeded.

Cllr S. Williams suggested a 25% reduction as the works would not be taking place at evenings and weekends.

AGENDA ITEM 8

The operations manager said he had assured the tenant access to the premises would not be impeded and the temporary toilets would be outside the Jubilee Pavilion.

Cllr Mrs M. Ellis said she wanted to ensure vehicles were only allowed on the parade to load and unload and the compound was kept as small as possible.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to agree a 50% rent reduction for the amusement arcade during the refurbishment works to the Marine Parade toilets.

The meeting closed at 7.31pm.

AGENDA ITEM 9

Committee: Full Council

Date: 28 March 2018

Title: Matters arising from the minutes of the Full Council meeting held on 14 February 2018

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 14 February 2018 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

17/138/C – Questions from Councillors

A report on the plastic-free initiative was considered by the Tourism, Community and Publicity Committee on 7 March 2018 and a recommendation from the committee is elsewhere on the agenda.

17/149/C – Puffin Crossing

Formal consultation has started on the proposed puffin crossing in Broad Street. The town council, district council, police and local DCC member are being consulted, and the deadline for responses is 30 March. Agreement for the proposals is required from all parties to go to public consultation and formal advertising of the proposals by public notice. Any objections arising from the consultation would be considered at committee.

To clarify, the proposal is as follows: Introduction of a puffin crossing (signal controlled pedestrian crossing) at the location shown on the attached plan. Implications: The removal of a section of time limited on-street parking (7am to 6pm, 1 hour (no return within 1 hour)) which equates to about five standard vehicles spaces.

17/150/C – Proposals to Amend Seating Arrangements and Request for a Rent-Free Period at The Bay Restaurant, Marine Parade, Lyme Regis

The works to the Swim restaurant (formerly The Bay) have now been completed and the restaurant re-opened on 19 March 2018.

AGENDA ITEM 9

Discussions are taking place with the owners about the external decking; particularly the western end/edge with a view to addressing potential safety concerns.

More generally, the works represent a massive investment in the council's asset.

The works preserve a through route well in excess of the 3.7m required for access by emergency vehicles; the actual extension to the outside area appears to be slightly less than the approved 400mm.

The additional 'value' generated by the extended deck is being negotiated and agreed by a local independent valuer and the figure will be reported once agreed.

17/151/C – Request for Pop-Up Open-Air Cinema Event in Lister Gardens

A date for the second open-air cinema event has not yet been agreed.

An appraisal of the first event will be taken to the Tourism, Community and Publicity Committee on 20 June 2018.

17/152/C – Section 106 Monies

The Section 106 Funding working group is scheduled to meet on 27 March 2018.

17/153/C – Lyme Online

The column was published in the 9 March 2018 edition of Lyme Online and will be printed monthly thereafter.

John Wright
Town clerk
March 2018

AGENDA ITEM 10

Committee: Full Council

Date: 28 March 2018

Title: Matters arising from the minutes of the extraordinary Full Council meeting held on 7 March 2018

Purpose of the Report

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 7 March 2018 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

17/162/C – Refurbishment of Marine Parade Toilets

The temporary toilets will be delivered on 27 March 2018 and will be installed on that day. They will remain in place in front of the Jubilee Pavilion for the period of the refurbishment works.

Matt Adamson-Drage
Operations manager
March 2018

Committee: Full Council

Date: 28 March 2018

Title: Update Report

Purpose

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Cash Machines

Western Power will be visiting the site to install power but a date has not yet been firmed up. BT also needs to install a line and it is intended to co-ordinate this work to take place at the same time.

Matt Adamson-Drage
Operations manager
March 2018

**Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 28 March 2018**

- | | |
|-------------|--|
| 14 February | Attended with consort performance of Sleeping Beauty performed by Lyme Regis Pantomime Society |
| 15 February | The deputy mayor attended a charity breakfast at Scott Rowe Solicitors in Axminster

<i>I would like to thank the deputy mayor for attending this event on my behalf</i> |
| 14 March | Met with the town clerk, county councillor Daryl Turner and Debbie Ward, chief executive of Dorset County Council to discuss services in the town |
| 15 March | Chaired LymeForward meeting at Woodmead Halls |
| 17 March | Attended a coffee morning at St Michael's Parish Church in aid of the mayor's charity

Attended with consort the Rotary Club President's Night at Fairwater Head Hotel |

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 6 MARCH 2018**

Present:

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

Officers: Mark Green (deputy town clerk)

17/124/P Public Forum

There were no comments from members of the public.

17/125/P Apologies

No Apologies for absence were received for this meeting.

17/126/P Minutes

Proposed by Cllr J Broom and seconded by Cllr Mrs. C. Reynolds, the minutes of the meeting held on 6 February 2018, were **ADOPTED** without amendment.

17/127/P Disclosable Pecuniary Interests

Cllr J. Broom declared an interest in application WD/D/18/002053 and stated that he would neither speak nor vote on it.

17/128/P Dispensations

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

17/129/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.

17/130/P Update Report

There were no matters to be updated at this meeting.

17/131/P Planning Applications

Planning applications were considered in accordance with the details circulated.

AGENDA ITEM 14

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

1) WD/D/17/002938-LISTED BUILDING CONSENT (Received 22 February 2018)

Obstragarten Ltd - Restoring bathroom and creation of en-suite bathroom for bedroom two on first floor as per original layout. Installation of en-suite bathroom including the creation of partition wall on second floor – 1 Mill Green, Lyme Regis, DT7 3PH

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

2) WD/D/17/003030-FULL (Received 3 February 2018)

Cawthorne – Conversion of existing residential dwelling to form three self-contained apartments. – Rotherfield House, View Road, Lyme Regis, DT7 3AA.

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

3) WD/D/18/000003-FULL (Received 31 January 2018)

Waters – Demolish conservatory and erection of single storey rear extension – 18 Fairfield Park, Lyme Regis, DT7 3DS

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

4) WD/D/18/000033-FULL (Received 9 February 2018)

ModBox Spaces – Erection of dwelling & detached garage (revised design to p.p 1/D/12/000329 – Mirador, Portland Court, Lyme Regis, DT7 3ND

Members were concerned that this was yet another retrospective application and that they were being asked to consider works which were, effectively, a 'fait accompli'. They agreed that there were no planning grounds to object to this particular application.

*Members recommended that **no objection** should be raised to the application.*

5) WD/D/18/000177-FULL (Received 8 February 2018)

Twigg – Erection of single storey rear extension and double storey rear and front extensions; extend roof area, raise ridge height and install new dormer window to front elevation; increase parking area. – 7 Clappentail Park, Lyme Regis, DT7 3NB

AGENDA ITEM 14

*Members recommended that the application should be **refused** because the proposed development was not in keeping with and would have a detrimental effect on the local street scene and represented an overdevelopment of the site.*

6) WD/D/18/000179-FULL

(Received 8 February 2018)

Elkins – Conversion of loft – Uppermill, Gosling Close, Mill Green, Lyme Regis, DT7 3PH

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

7) WD/D/18/000205-FULL

(Received 22 February 2018)

Jeanes – Insertion of window to ground floor shower room – 3 Providence Place, Lyme Regis, DT7 3NZ

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

8) WD/D/18/000244-VARIATION OF CONDITION

(Received 24 February 2018)

Fairish – Form opening through wall and install window (without compliance with condition 2 of planning permission WD/D/15/002756) – retrospective – Flat 11, The Gables, 13 Church Street, Lyme Regis, DT7 3DB

*Members recommended that the application be **refused** because the use of clear glass with an opening pane would result in a loss of privacy and residential amenity, together with the unacceptable overlooking of neighbouring properties.*

9) WD/D/18/000268-FULL

(Received 16 February 2018)

Wellman – Extend park and ride car park season (end of March to end of October) and install protective matting to part of site – Park and Ride Site, Charmouth Road, Lyme Regis

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

17/132/P Amended/Additional Plans

The amended plans for applications **WD/D/17/002485**, **WD/D/17/002749** and **WD/D/17/002750** were **Noted**.

17/133/P Withdrawn Applications

There were no withdrawn applications.

17/134/P Planning Decisions

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

17/135/P Correspondence from West Dorset District Council and Dorset County Council regarding planning matters

There was no correspondence from West Dorset District Council.

The meeting closed at 7.27pm

LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 21 FEBRUARY 2018

Present

Chairman: Cllr B. Larcombe

Members: Cllr J. Broom, Cllr D. Hallett, Cllr Mrs M. Ellis, Cllr S. Larcombe, Cllr Mrs C. Reynolds, Cllr S. Williams

Officers: Miss F. Heffernan (administrative assistant), Mr J. Wright (town clerk)

Other members: Cllr J. Scowen

17/68/HR Public Forum

There were no members of the public present.

17/69/HR Apologies

Cllr O. Lovell
Cllr G. Turner – coastguard training

17/70/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 10 January 2018

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, the minutes of the meeting held on 10 January 2018 were **ADOPTED**.

17/71/HR Disclosable Pecuniary Interests

There were no disclosable pecuniary interests.

17/72/HR Dispensations

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

17/73/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 10 January 2018

Cllr B. Larcombe asked if actions had been taken since the health and safety audit.

The town clerk confirmed lots of points highlighted in the audit had already been rectified and the operations manager had the other issues in hand, including training. He said there was another health and safety committee meeting arranged for Thursday 1 March 2018 and a following audit arranged for November 2018.

17/74/HR Update Report

Members discussed the reasons for the office apprentice's resignation, this was considered in more detail under the relevant agenda item.

17/75/HR Operations Manager, Six-Month Probation Review

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 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.

17/76/HR Operations Manager, Spinal Column Point Progression

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 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.

17/77/HR The Town Clerk's Annual Appraisal and Pay Scale Progression

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 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.

17/78/HR The Town Clerk's Objectives 2018-19

Members discussed the town clerk's objectives and asked if it could be made clear who would be undertaking each objective.

The town clerk said he was happy to detail who would be responsible for completing each objective but made it clear he would be accountable for overseeing every objective as it was up to him to manage the office staff.

Cllr B. Larcombe requested the town clerk detail initial completion dates for town clerk's objectives in the future reports, so members could see when things had exceeded the target date.

AGENDA ITEM 15

The town clerk said he planned to meet with committee chairmen to collectively prioritise completion dates for his objectives and the other tasks and projects that were scheduled for completion in 2018-19. The town clerk said these objectives, tasks and projects would be allocated to the relevant committee for progress monitoring.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the town clerk's objectives but with more refinement of respective dates to show if they have rolled over.

17/78/HR Apprentices

Members discussed whether the council should recruit more apprentices as the external works' apprentice was coming to the end of his two-year contract and the office apprentice had handed in her notice.

Members asked the town clerk if the office apprentice had given a reason for her resignation.

The town clerk said she was hoping to go to university in September and had been offered a job with a higher rate of pay until then.

Members discussed whether the apprenticeship scheme should run continuously, or if the council should consider a different approach.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members **AGREED** to put the apprenticeship scheme on hold until a decision had been made about the Tourist Information Centre.

17/79/HR Exempt Business

a) Operations Manager, Six-Month Probation Review

Cllr B. Larcombe asked what training and development needs the town clerk felt would be of value to the operations manager, given the role was new to him.

The town clerk said he would discuss areas of development with the operations manager.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to confirm the operations manager's continued employment with the council.

b) Operations Manager, Spinal Column Point Progression

Members considered the operations manager's performance.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the progression of the operations manager to spinal column point 34 from 1 April 2018.

c) Deputy Town Clerk, Spinal Column Point Progression

Members considered the deputy town clerk's performance and asked for it to be recorded that the deputy town clerk was an asset to the council.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the progression of the deputy town clerk to spinal column point 39 from 1 April 2018.

d) The Town Clerk's Annual Appraisal and Pay Scale Progression

The town clerk left the meeting at 8.02pm.

Members considered the town clerk's performance over the year, objectives which had been met and areas for improvement.

Cllr Mrs M. Ellis said she was satisfied with the level of the town clerk's performance and all relevant points were included in the write up of his appraisal.

Members discussed an unresolved staffing issue and felt this needed to be addressed.

Proposed by Cllr C. Reynolds and seconded by Cllr J. Broom, members agreed to **RECOMMEND FULL COUNCIL** to approve the town clerk's progression to spinal column point 49.

The town clerk returned to the meeting at 8.17pm.

e) Employees' Annual Spinal Point Column Progression

The town clerk stated postholder 207 was currently on scp 20 and would progress to scp 21.

Cllr B. Larcombe asked for postholder names to be included alongside the post numbers in this kind of report.

The town clerk said he could do this, but historically this had not been favoured by some members of staff and there could be an adverse reaction to this request.

The town clerk said ahead of the appraisal system, the deputy town clerk and the operations manager had confirmed all staff who report to them should progress through their next spinal column point.

f) Contracts of Employment

The town clerk provided an update of the position reached with the negotiations and the areas which remained to be settled.

Members discussed the current position outlined and confirmed the negotiations should continue with the scope delegated.

AGENDA ITEM 15

The town clerk said he believed negotiations were coming to a close and he hoped to achieve an implementation date of 1 April 2018. He stressed that until this time, all discussions within this committee should be kept confidential so as not to undermine the negotiation process.

Cllr B. Larcombe told the committee the town clerk had made clear in this report any benefits the negotiations would have to himself, i.e. an additional two days leave.

Cllr D. Hallett asked why staff had not been provided with a copy of the Green Book.

The town clerk said the Green Book was a very large document which could be easily sourced online. He said employees could view a copy in the office.

The town clerk confirmed that amenities staff would be on zero hours' contracts.

Cllr B. Larcombe asked the town clerk if this was legal.

The town clerk stated the amenities staff met the requirements for zero-hours' contracts, i.e. they have no set hours, there is no mutual obligation from the council to provide hours for them and for them to accept work, the amenities staff could refuse work offered and they work the hours they choose.

The town clerk said he had taken advice from the council's human resources consultant on this matter who had confirmed zero hours' contracts were appropriate, but ultimately any decision on the contractual relationships was down to the council.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** the following:

- To endorse the remuneration panel's recommendation to reassess the cleansing operative's spinal column point range to reflect enhanced pay, estimated at £4,900 per annum
- To endorse the remuneration panel's recommendation to back date payment to the cleansing operative's start date, 19 June 2017
- To recognise and endorse the benefit the town clerk gains from the employer's improved offer of annual leave, i.e. 27 days leave after five years' service

g) Backdated Payment for Non-Payment of Overtime

Members discussed the request from the trade union and claims from two employees for back-dated payment of the overtime rate where the time worked was taken as TOIL at flat rate. The committee expressed support for the equal treatment of employees for overtime payment.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve backdated payments for non-payment of overtime for two years for postholders 104,105 and 106.

AGENDA ITEM 15

Cllr B. Larcombe suggested the committee should see monthly overtime payments and TOIL taken by employees.

The town clerk said he was happy to provide monthly financial information on the amount of overtime paid to employees.

The meeting ended at 9.05pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 14 MARCH 2018

Present

Chairman: Cllr S. Miller

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr Mrs C. Reynolds, Cllr P. Ridley, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

17/103/SF Public Forum

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

17/104/SF Apologies for Absence

Cllr S. Larcombe – family commitment
Cllr O. Lovell
Cllr D. Hallett – holiday
Cllr P. Hicks

17/105/SF Minutes

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, the minutes of the meeting held on 31 January 2018 were **ADOPTED**.

17/106/SF Disclosable Pecuniary Interests

There were none.

17/107/SF Dispensations

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

17/108/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 31 January 2018

Members noted the report.

17/109/SF Update Report

Bowling club lease

Cllr S. Williams asked if the plan of the car park, showing the number of parking spaces, had been checked and scrutinised by members. He also asked if members had seen the bowling club lease.

The town clerk said this information was due to be considered by the working group at its last meeting, but the meeting was cancelled as it was inquorate. He said he had been through the lease on various occasions at the working group meetings, but it was available in the office for members to see.

Powerboat club lease

Cllr S. Williams asked how many members had seen the powerboat club lease.

The town clerk said information on the lease had been taken to the working group meetings several times, but the lease was available in the office for members to see.

General Data Protection Regulation (GDPR)

Cllr R. Doney asked if officers were reasonably confident the council would be compliant when the GDPR came into effect.

The town clerk said he believed the council would be adequately compliant, but a plan would be brought to the next meeting.

West Dorset District Council programme board

Cllr B. Larcombe asked that when information was going to be presented to a meeting, members were provided with that information beforehand.

The town clerk said working groups were different to committee meetings and information didn't have to be provided in advance, but wherever possible, officers would try to do this.

17/110/SF Minutes of the West Dorset District Council Service Review working group meeting held on 1 February 2018

The minutes of the working group meeting held on 1 February 2018 were **RECEIVED**.

17/111/SF Internal Audit Report, Visit Three 2017/18

The town clerk said the high priority recommendation related to contracts of employment was an issue members were aware of and it was close to being resolved.

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

17/112/SF Corporate Plan 2017-22

Proposed by Cllr R. Doney and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Corporate Plan 2017-22.

17/113/SF Investments, Cash Holdings and Loans

Cllr S. Williams said he was concerned about the low interest rates on some of the council's investments.

The town clerk said the council needed to have a view on how it invested its reserves and it was intended to bring a report to this committee to allow members to consider this.

It was agreed a report would be considered by the first meeting of this committee in the new council year.

17/114/SF Land Stability at Monmouth Beach and Ware Cliff

Cllr B. Larcombe asked if it was possible to add some monitoring points in the Langmoor Gardens to check if there was any movement in the area.

The town clerk said WDDC periodically did some ground monitoring in that area and this could be checked, but it members wanted some reassurance, further monitoring could be considered.

It was agreed this would be considered by the Town Management and Highways Committee.

17/115/SF Debtors' Report

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, 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.

17/116/SF Exempt Business

(a) Debtors' Report

The town clerk said the site licence debt had decreased considerably since the report had been written.

The meeting closed at 8.05pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 7 MARCH 2018

Present

Chairman: Cllr Mrs C. Reynolds

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

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

Absent: Cllr D. Hallett, Cllr P. Ridley

17/71/TCP Public Forum

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

17/72/TCP Apologies

Cllr P. Hicks

17/73/TCP Minutes

Proposed by Cllr G. Turner and seconded by Cllr Mrs M. Ellis, the minutes of the meeting held on 24 January 2018 were **ADOPTED**.

17/74/TCP Disclosable Pecuniary Interests

There were none.

17/75/TCP Dispensations

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

17/76/TCP Matters arising from the minutes of the previous meeting held on 24 January 2018

Managing consultation exercises

Cllr Mrs M. Ellis said she would be meeting with the Dorset police and crime commissioner, Martyn Underhill, on 19 April 2018.

LymeArts Community Trust

The deputy town clerk said the lease had not yet been sent to members but this would be done.

Skatepark

Cllr S. Larcombe asked if there was a snagging list which Wheelscape would be dealing with.

Cllr Mrs C. Reynolds said any outstanding issues would be listed and agreed.

17/77/TCP Update Report

Seafront wi-fi

Cllr J. Scowen asked when the system would officially go live.

The deputy town clerk said it would be beneficial to have one more week of fine tuning before it was officially launched.

Coastal Communities Fund

Wendy Davies from LymeForward was invited to speak to members about the round five bids.

Mrs Davies said the Coastal Communities Team (CCT) had put together a list of projects it felt fitted the funding criteria and were achievable in the timescale.

She said Dorset Coast Forum (DCF) had arranged a meeting on 13 March 2018 to discuss whether a portfolio bid should be submitted, as this was successful in the previous round of bids. If it was a portfolio bid, the chosen theme would affect the type of bid submitted. She said the Lyme and Charmouth bids couldn't be decided until after the meeting.

Mrs Davies said they had been informed there was an economic emphasis this year; projects had to either provide new jobs or preserve existing ones.

Mrs Davies said the list of ideas which would be submitted to DCF was as follows:

- Signage
- Seafront railings
- Walking routes around the town
- Marine Theatre front-of-house
- Theatre Square
- Improve Jane Austen gardens
- Town app
- Charmouth seafront enhancement scheme

It was agreed the full list would be sent to members.

17/78/TCP Minutes of the WWI Commemorations and Memorial Refurbishment Working Group meeting held on 17 January 2018

Cllr B. Larcombe said the council should try to ensure events such as these did not use single-use plastic items.

The minutes of the meeting were **RECEIVED**.

17/79/TCP WWI Commemoration Trench and Union Flags

Cllr Mrs C. Reynolds said she was concerned the trench would be unsafe and not well enough protected, especially at night. She said she had spoken to the council's geotechnical engineer about the proposal, who was concerned about the impact it would have on the stabilisation works and drainage.

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** not to approve the building of a trench in the gardens, but to purchase Union flags and fly them along Broad Street to commemorate the centenary of the end of the First World War.

17/80/TCP Making Lyme Regis a Plastic-Free Town

Cllr R. Doney asked members to support the initiative and publicly show its support for Turn Lyme Green in leading the initiative.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to support the plastic-free initiative led by Turn Lyme Green by promoting the initiative and by supporting events, to appoint Cllr R. Doney to the Plastic Free Lyme steering group, and the council leads by example by removing single-use plastic items from its premises and operations.

17/81/TCP Gateway Card Review

There was general agreement that Uplyme and Charmouth should be involved in the Gateway Card scheme. However, Cllr Mrs M. Ellis suggested the businesses which were already involved in the scheme should be consulted on whether they were in favour of this or not.

Cllr B. Larcombe asked if there was any idea of how much the cards had been used since the launch.

The administrative officer said it was suggested the Gateway Card could be re-launched, possibly at a breakfast meeting and with the inclusion of Uplyme and Charmouth, and feedback from businesses could be gathered at that meeting.

Cllr Mrs M. Ellis said she would not be in favour of extending residents' parking concessions to Uplyme and Charmouth, and there was general agreement on this.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support in principle Uplyme

and Charmouth joining the Gateway Card scheme, subject to consultation with businesses already participating and those in Uplyme and Charmouth.

17/82/TCP Chamber of Commerce

Cllr B. Larcombe said as local businesses had not shown much interest in setting up a town chamber, he was not in favour of the council providing start-up funding. He said individual businesses could still join the Dorset Chamber of Commerce and Industry if they chose to.

Most members agreed with this view, and noted that the council had worked hard to facilitate the setting up of a town chamber, but with little interest shown.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue the idea of a chamber of commerce in Lyme Regis.

17/83/TCP iCoast Website

Members discussed whether to support the upgrading of the iCoast website or to concentrate on improving the town council's own tourism website.

The administrative officer said the iCoast website featured events and activities in Lyme Regis, so it would provide more publicity for the town, in addition to the official tourism website.

Proposed by Cllr S. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to agree, in principle, to financially support the upgraded version of the iCoast website, at a suggested price of £52 a year but to be further discussed and agreed, and to agree that further discussions take place with iCoast to determine how the website could be better linked with lymeregis.org.

Cllr R. Doney told the meeting about a project by the National Coastal Tourism Academy called England's Coast, which promoted the coastline to international visitors. This included a website. englandscoast.com, where visitors could construct itineraries for their visit. He said this year there was an international marketing show in Holland, Germany and France, which linked in with the council's objective to promote Lyme to foreign visitors.

17/84/TCP Managing Consultation Exercises

Cllr B. Larcombe asked if there were any updates on the proposed Dorset National Park, which the council was previously consulted on.

The deputy town clerk said the council hadn't received any updates but he was aware it was being discussed again.

The meeting closed at 8.21pm.

AGENDA ITEM 18

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 28 FEBRUARY 2018

Present

Chairman: Cllr J. Broom

Members: Cllr R. Doney, Cllr Mrs M. Ellis, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

Absent: Cllr P. Hicks

17/91/TMH Public Forum

Mr R. Turner

Mr Turner said he understood the council had made a decision not to allow a proposed new lifeguard station on the beach. He said he felt strongly about it personally and put the issue to the public in the form of a petition, which had generated comments and messages, as well as signatures. He said the petition had attracted 750 signatures in two weeks. Mr Turner said he understood comments were made that the lifeguard hut wasn't needed very much, but he said it also provided first aid and helped lost children. He said putting the hut on stilts would make it more effective and if the RNLI were recommending this hut, this advice should be heeded. Mr Turner said he understood councillors were concerned about the proposed new hut being bigger, but it was on the same footprint as the existing hut and on stilts. He said if councillors were concerned about the look of the hut, perhaps primary schools could be asked to make it look nicer and also receive a talk about sea safety. He urged the council to re-consider its decision. Mr Turner said the petition would be closed and it would need to be processed before it was official. He said the petition was open to anyone in the country but it had generated 300 signatures from people on the Lyme Regis Noticeboard page on Facebook. Mr Turner said he was not saying anyone was wrong or right, but the RNLI were the experts, and if the lifeguard hut saved one person's life in 20 years, it was worth it.

17/92/TMH Apologies

Cllr D. Hallett

17/93/TMH Minutes

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, the minutes of the previous meeting held on 17 January 2018 were **ADOPTED**.

17/94/TMH Disclosable Pecuniary Interests

There were none.

17/95/TMH Dispensations

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

17/96/TMH Matters arising from the minutes of the Town Management Committee meeting held on 17 January 2018

Concessions

The administrative officer confirmed the henna tattooing and hair braiding concessionaire had previously been given permission to sell some additional products, so this would remain part of the concession.

Lyme Bay Rib Charter

The operations manager said the company would probably operate from the harbour wall, as per the permission already given by West Dorset District Council (WDDC), but would retain the option of operating from WDDC's section of the sandy beach, if tide conditions allowed.

The operations manager confirmed the company would not be dragging equipment across the town council's part of the beach from the gazebo to the harbour wall, as the gazebo was only intended to store wetsuits and life jackets.

Harbour dredging

Cllr S. Williams said he had noticed very large stones on the beach, which had been left there following previous harbour dredges, and this would cause problems for the council's beach rake.

The operations manager said he would look into this.

Lease assignment for the Antiques Centre

Cllr S. Williams asked if there was any mention in the lease of advertising boards outside the premises.

The deputy town clerk said he would check this.

17/97/TMH Update Report

Millennium Clock

The deputy town clerk said the work to replace the clock head was completed that afternoon and the clock was operational again.

17/98/TMH **Receipt of a Petition**

Several members emphasised that the council fully supported there being a lifeguard hut on the beach, but the concern was with the size of the proposed new hut.

Cllr Mrs C. Reynolds said she was aware of other places where a smaller hut was used, but still raised. She believed this should be pursued further to determine if the same type of hut could be used in Lyme Regis.

Cllr J. Broom thanked Mr Turner for his efforts and said the council welcomed the public taking an interest in what it did. He said the RNLI's area lifesaving manager had requested a meeting with the council, and he suggested this was arranged with a small group of members and officers.

Cllr J. Scowen said he would like the council to take the RNLI's advice and to rescind the original motion. However, it was noted a rescinding motion had not been put forward.

Cllr S. Miller said there needed to be a hut which was proportionate to the risk on Lyme Regis beach. He believed the council would be more than happy to receive information from the RNLI to define what that risk was and what the council should do to mitigate that risk.

Cllr J. Scowen requested a recorded vote on the following motion:

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to arrange a meeting with the RNLI's area lifesaving manager to further discuss the proposed new lifeguard hut and to report back to members following the meeting.

Voted for – Cllr Mrs M. Ellis, Cllr S. Miller, Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe, Cllr Mrs C. Reynolds, Cllr G. Turner, Cllr S. Williams

Voted against – Cllr J. Scowen

Abstentions – None

Members discussed which councillors should attend the meeting with the RNLI.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs Mrs M. Ellis and Cllr J. Broom meet with the RNLI regarding the proposed new lifeguard hut.

17/99/TMH **The Bay, Antiques Centre and Amusement Arcade Roof**

Cllr B. Larcombe said he didn't believe members could determine which roof surface was best value for money unless it was known what the roof would be used for in the future, and members had not yet debated what that use would be.

The town clerk said if there was no appetite to commercialise the area, at least this could be taken out of the equation, and the council could then consider what surface would be fit for its intended use.

AGENDA ITEM 18

Some members believed the more expensive material should be used, to ensure the area was fit-for-purpose for whatever use was agreed, and to ensure it lasted as long as possible.

There was general support for the roof to become a public viewing area with glass panelled railings and picnic benches. The town clerk said this kind of use could qualify for section 106 funding, and funding from the Coastal Communities Fund (CCF).

It was proposed by Cllr J. Scowen to repair the roof of The Bay, antiques centre and amusement arcade with Polymethyl Methacrylate (PMMA).

This motion was not seconded.

Cllr J. Scowen asked how time-sensitive this work was.

The town clerk said the council had to begin to act now, especially due to problems with water ingress into the premises below. He said it was also important to act quickly to fit in with the allocation of section 106 funding and the bidding for CCF funding.

The town clerk suggested officers could commission some design options and bring these to the next cycle of meetings. He said officers could also check the eligibility criteria for CCF funding to see if this type of project would qualify.

The deputy town clerk said it would be necessary to carry out some patch repairs in the meantime.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that patch repairs are carried out immediately to the roof of The Bay, antiques centre and amusement arcade, and officers commission some design options for the roof to be used as a public viewing area.

The town clerk left the meeting at 7.56pm.

17/100/TMH CCTV

There was some concern that the council hadn't properly determined what the purpose of the cameras was, and until that was known, members couldn't consider what type of system and specification was required.

Cllr S. Miller said the local police had said at a recent meeting that they supported CCTV, it would enhance policing in Lyme Regis, and act as a deterrent to anti-social behaviour and criminal behaviour. As such, he suggested the first five recommendations in the CCTV Advisory Service's report were followed through, and brought back to the committee for members' agreement to go to tender.

Cllr R. Doney said he believed the council should determine what problem it wanted to resolve – the prevention or detection of crime – before trying to find a technical solution.

AGENDA ITEM 18

Cllr B. Larcombe said members couldn't make an informed decision as there was no idea of costs.

Cllr S. Williams said CCTV wasn't vital and he suggested deferring the project for the time being.

It was proposed by Cllr B. Larcombe and seconded by Cllr S. Williams to create a 'CCTV operational requirement' as the foundation for new design of a CCTV system, giving vital criteria for the upgrade's performance.

This motion was not carried.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to:

- create a 'CCTV operational requirement' as the foundation for new design of a CCTV system, giving vital criteria for the upgrade's performance
- to conduct a privacy impact assessment to comply with the surveillance camera commissioner's code of practice and a data protection impact assessment to comply with data protection legislation
- to design a CCTV system and layout that suits that operational requirement, with detailed site surveys
- to complete a point-to-point radio survey to confirm new network paths
- to produce a technical specification written for a CCTV installers' tender
- to bring this information back to the council for consideration

17/101/TMH Chalet 18 Monmouth Beach

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the floor plan and drawings for the replacement of chalet 18 Monmouth Beach.

The deputy town clerk said the electricity supply to the chalet had been disconnected, the planning application had been submitted to WDDC pending the council's approval of the plans, and a local contractor was ready to demolish the existing chalet the following week. He said members would be updated on progress in the weekly briefing.

17/102/TMH Memorial Benches and Trees

The operations manager said letters had been sent to people on both waiting lists asking if they still wanted a bench or tree. He said the deadline to respond had passed and to date, at least 10 people had confirmed they wished to stay on the list.

Cllr B. Larcombe said there was still plenty of space on the Marine Parade where benches had been removed and not replaced.

Cllr Mrs M. Ellis said this didn't necessarily mean they had to be replaced.

It was proposed by Cllr B. Larcombe and seconded by Cllr S. Williams to add 10 memorial benches to Marine Parade and 10 memorial cherry trees for the memorial walk in the gardens at no cost to the council and as the 2018 provision.

AGENDA ITEM 18

This motion was not voted on.

Cllr R. Doney said he had concerns about the number of trees if 10 more were added, as a limit was set when they were first introduced.

Cllr B. Larcombe withdrew his earlier proposal, with the consent of the seconder, Cllr S. Williams.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to add 10 memorial benches to Marine Parade at no cost to the council and as the 2018 provision.

17/103/TMH **Guildhall Window**

Members noted the report.

17/104/TMH **Chalet Water Leaks**

Members noted the report.

17/105/TMH **View Road Access Arrangements**

Cllr Mrs M. Ellis said all the properties that used the access road were now commercial properties.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to note the existing arrangements controlling access over the council-owned road to the rear of View Road expire in early 2019 and that officers commence consideration of how best to deal with access rights and other associated issues in future, with a view to bringing a comprehensive report to a meeting of the Town Management and Highways Committee later in the year.

17/106/TMH **Complaints and Incidents Summary**

Members noted the report.

The meeting closed at 8.33pm.

Committee: Full Council

Date: 28 March 2018

Title: Selection of Mayor-Elect

Purpose of Report

To allow members to select a mayor-elect for the 2018/19 council year

Recommendation

Members follow the procedure to select a mayor-elect for the 2018/19 council year

Report

1. Nomination forms for the selection of mayor-elect were sent out to all members on 9 March 2018.
2. Nominations were to be received at the council offices by Wednesday 21 March 2018.
3. By the closing date, there was one nomination for mayor for the forthcoming year; Cllr Mrs M. Ellis.
4. Standing order 1.s states that 'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members so request voting may be by signed ballot.'
5. Standing order 1.r states that 'The Chairman may vote on any matter, and in the case of an equal number of number of votes may exercise his/her casting vote. This applies whether or not he/she made an initial vote.'

John Wright
Town clerk
March 2018

Committee: Full Council

Date: 28 March 2018

Title: Selection of Deputy Mayor-Elect

Purpose of Report

To allow members to select a deputy mayor-elect for the 2018/19 council year

Recommendation

Members follow the procedure to select a deputy mayor-elect for the 2018/19 council year

Report

1. Nomination forms for the selection of deputy mayor-elect were sent out to all members on 9 March 2018.
2. Nominations were to be received at the council offices by Wednesday 21 March 2018.
3. By the closing date, there was one nomination for deputy mayor for the forthcoming year; Cllr S. Miller.
4. Standing order 1.s states that 'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members so request voting may be by signed ballot.'
5. Standing order 1.r states that 'The Chairman may vote on any matter, and in the case of an equal number of number of votes may exercise his/her casting vote. This applies whether or not he/she made an initial vote.'

John Wright
Town clerk
March 2018

Committee: Full Council

Date: 28 March 2018

Title: Calendar of Meetings 2018/19

Purpose of Report

To allow members to consider the proposed calendar of meetings for May 2018 to May 2019

Recommendation

Members consider the proposed calendar of meetings for May 2018 to May 2019 and suggest any amendments

Background

1. Standing order 2.j.xxi requires the council to set a calendar of meetings for the year ahead.
2. The 2017/18 calendar includes the first two meetings of the 2018/19 council year, i.e. the mayor-making ceremony on 16 May 2018 and the annual meeting on 23 May 2018.

Report

3. The draft calendar of meetings for the 2018/19 council year is attached, **appendix 21A**.
4. As 2019 is an election year, the calendar has been devised around election day on 2 May 2019. For this reason, the election of the mayor and deputy mayor for the 2019/20 year will take place at the first meeting of the new council on 8 May 2019. The date for the mayor-making ceremony will be decided in consultation with the new mayor, but is likely to be held in June 2019.
5. Working group meetings are not scheduled into the calendar of ordinary meetings and will be fitted in around the calendar as and when required.

Adrianne Mullins
Administrative officer
March 2018

Lyme Regis Town Council

Calendar of Meetings 2018/19

All meetings are to be held in the Guildhall, Bridge Street, Lyme Regis, at 7pm unless otherwise stated

Wednesday 16 May 2018	Full Council (mayor-making)
Wednesday 23 May 2018	Full Council (adjourned annual meeting)
Tuesday 29 May 2018	Planning Committee
Wednesday 6 June 2018	Human Resources Committee
Wednesday 13 June 2018	Town Management and Highways Committee
Wednesday 20 June 2018	Extraordinary Full Council (Annual Return), 7pm Tourism, Community and Publicity Committee, on the rise of the Full Council
Tuesday 26 June 2018	Planning Committee
Wednesday 27 June 2018	Strategy and Finance Committee
Wednesday 11 July 2018	Full Council
Wednesday 18 July 2018	Human Resources Committee
Tuesday 24 July 2018	Planning Committee
Wednesday 25 July 2018	Town Management and Highways Committee
Wednesday 1 August 2018	Tourism, Community and Publicity Committee
Tuesday 21 August 2018	Planning Committee
Wednesday 5 September 2018	Strategy and Finance Committee
Tuesday 18 September 2018	Planning Committee
Wednesday 19 September 2018	Full Council
Wednesday 26 September 2018	Human Resources Committee
Wednesday 3 October 2018	Town Management and Highways Committee
Wednesday 10 October 2018	Tourism, Community and Publicity Committee
Tuesday 16 October 2018	Planning Committee
Wednesday 17 October 2018	Strategy and Finance Committee
Wednesday 31 October 2018	Full Council
Wednesday 7 November 2018	Human Resources Committee
Tuesday 13 November 2018	Planning Committee
Wednesday 14 November 2018	Town Management and Highways Committee
Wednesday 21 November 2018	Tourism, Community and Publicity Committee
Wednesday 28 November 2018	Strategy and Finance Committee
Tuesday 11 December 2018	Planning Committee
Wednesday 12 December 2018	Full Council
Tuesday 8 January 2019	Planning Committee
Wednesday 9 January 2019	Human Resources Committee

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Wednesday 16 January 2019	Town Management and Highways Committee
Wednesday 23 January 2019	Tourism, Community and Publicity Committee
Wednesday 30 January 2019	Strategy and Finance Committee
Tuesday 5 February 2019	Planning Committee
Wednesday 13 February 2019	Full Council
Wednesday 20 February 2019	Human Resources Committee
Wednesday 27 February 2019	Town Management and Highways Committee
Tuesday 5 March 2019	Planning Committee
Wednesday 6 March 2019	Tourism, Community and Publicity Committee
Wednesday 13 March 2019	Strategy and Finance Committee
Wednesday 20 March 2019	Full Council
Wednesday 27 March 2019	Extraordinary Full Council (grants)
Tuesday 2 April 2019	Planning Committee
Wednesday 3 April 2019	Human Resources Committee
Wednesday 10 April 2019	Town Management and Highways Committee
Wednesday 17 April 2019	Tourism, Community and Publicity Committee
Wednesday 24 April 2019	Strategy and Finance Committee
<i>Friday 26 April 2019</i>	<i>Annual Town Meeting of Electors, Woodmead Halls</i>
Tuesday 30 April 2019	Planning Committee
Wednesday 1 May 2019	Full Council
Thursday 2 May 2019	Local elections
Wednesday 8 May 2019	Annual meeting (election of mayor and deputy mayor)

Committee: Full Council

Date: 28 March 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 in the light of additional information arising from a meeting with the RNLI on 5 March 2018

Recommendation

Members further consider a request from the RNLI for a replacement, raised lifeguarding hut on Front Beach in the light of additional information arising from a meeting with the RNLI on 5 March 2018

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 the RNLI 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 meeting 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.
5. The RNLI then provided more information about the structure it was proposing to install on Front Beach and details were presented and considered at Full Council on 14 February 2018. Those details are repeated at **appendix 22A**.
6. Full Council considered the matter and members resolved (minute **17/154/C**) 'to refuse the request from the RNLI for a replacement, raised lifeguarding hut on Front Beach and to request that the hut used in previous years is re-installed.'

AGENDA ITEM 22

7. In response to the Full Council's decision, an online petition was started by Ryan Turner asking the council to reconsider its decision.
8. The petition was presented to the meeting of Town Management and Highways Committee held on 28 February 2018.
9. At that meeting, members recommended **(17/98/TMH)** to arrange a meeting with the RNLI's area lifesaving manager to further discuss the proposed new lifeguard hut and to report back to members following the meeting.
10. The meeting took place on 5 March 2018 and was attended by the chairman of the Town Management and Highways Committee and the deputy town clerk. Three representatives from the RNLI were in attendance, including the area manager and the regional engineer.
11. The meeting was held in advance of Full Council in order to be able to bring any new or material information back to this meeting.
12. At the meeting with the RNLI a number of issues were either newly raised or reiterated, reinforced or expanded upon, including:
 - Lifeguarding staff currently jumped on and off the beach 'wall' to try and see what was happening either in the water, on the beach or beyond the groyne; something which was far from ideal and a potential health and safety issue.
 - Visibility beyond the groyne was currently very difficult in any event.
 - The beach-level hut meant the lifeguards were largely invisible to people on the beach; especially when conditions were busy. This was an important issue because the hut contained vital life-saving equipment, including oxygen and a defibrillator, and had dealt with as many as 30 missing children in one day.
 - It was possible, in principle, to slightly relocate the proposed platform further towards the wall, provided this did not adversely impact on others and it retained clear line of sight in all directions.
 - The proposed platform would categorically be placed on the beach and removed from the beach at the beginning and end of each season.
 - The platform would be no more than about 1m above sand level; although this would obviously vary slightly due to beach erosion, etc.
 - The area under the metal platform could be fenced or otherwise protected to prevent access.
 - The actual hut proposed for the platform was narrower than the existing but slightly 'deeper'; the overall area was very similar.
 - The existing hut at Lyme was no longer manufactured and was becoming difficult to maintain. The ONLY other similar remaining hut was at West Bay.

AGENDA ITEM 22

- Bespoke solutions were likely to be much more expensive and the service at Lyme was already very heavily subsidised.
- Simple lifeguarding 'stools' did not comply with current health and safety legislation and required two people to move around.

13. Members are reminded that standing order 11a states:

'A resolution of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 6 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.'

14. If, on the other hand, new and material information becomes available for consideration then it could be argued that members are considering the matter afresh in the light of that information.

15. Members are asked to consider whether the proposal is now considered to be acceptable, having regard to the new and additional information.

Mark Green
Deputy town clerk
March 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.



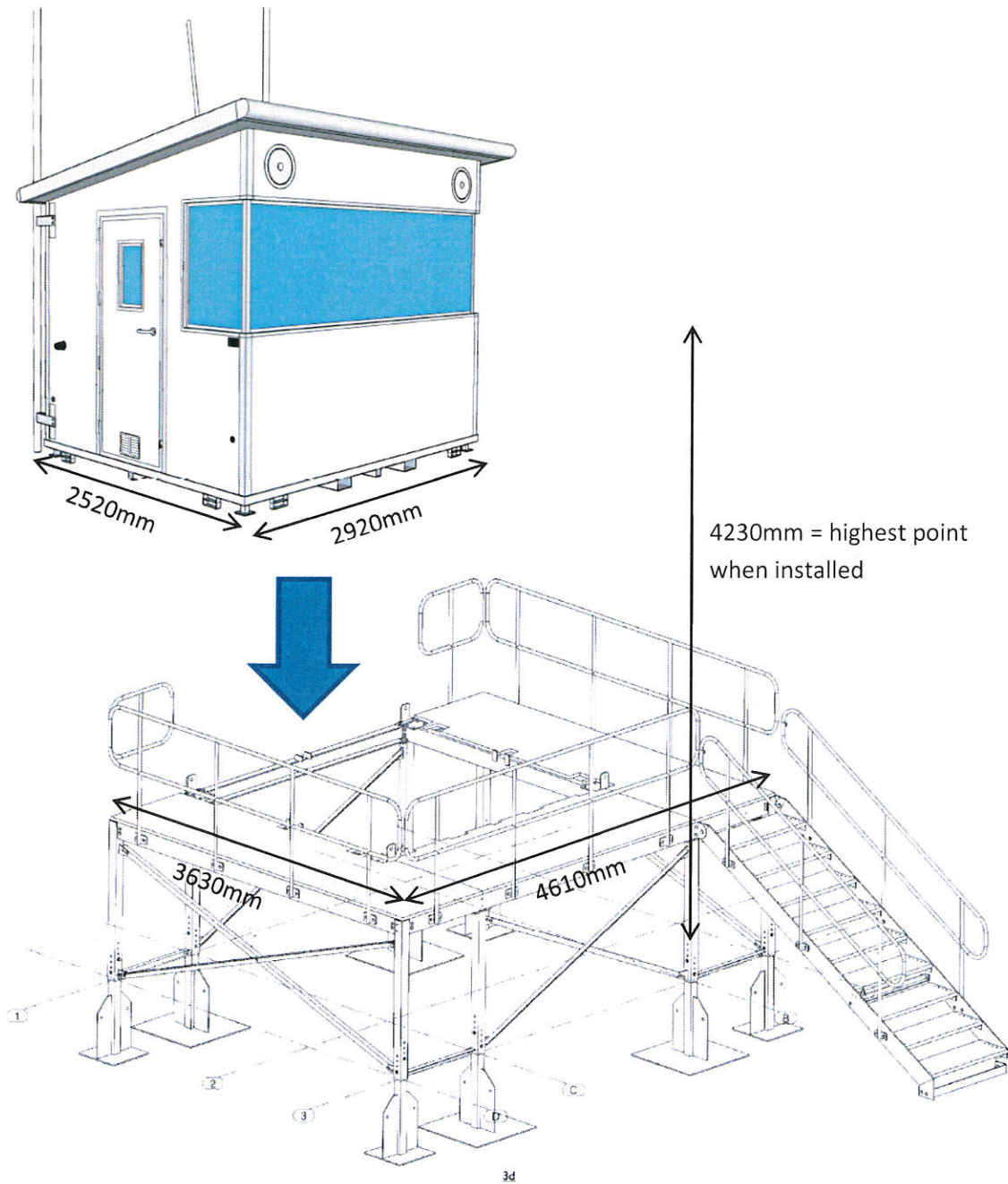
APPENDIX 22A

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

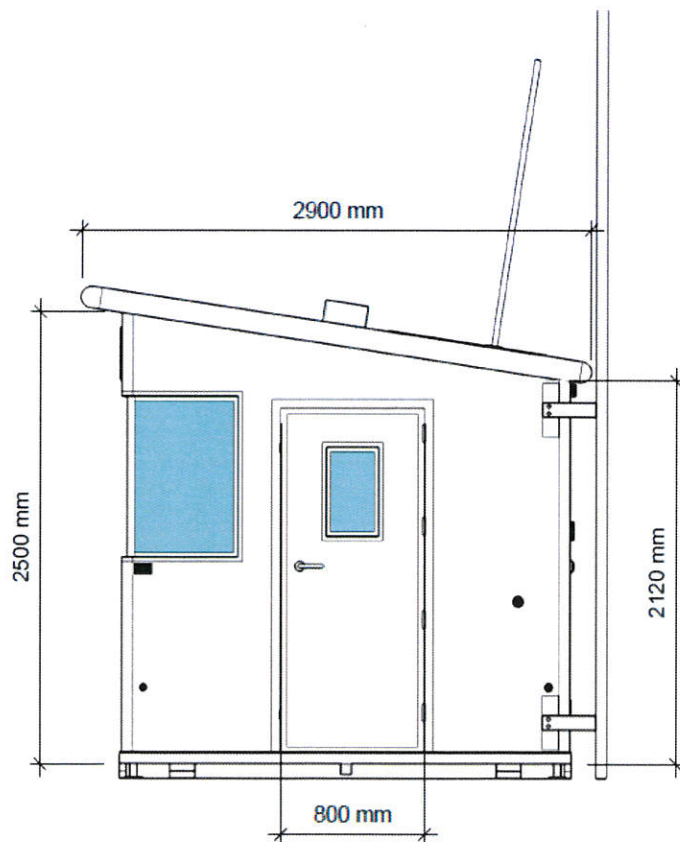
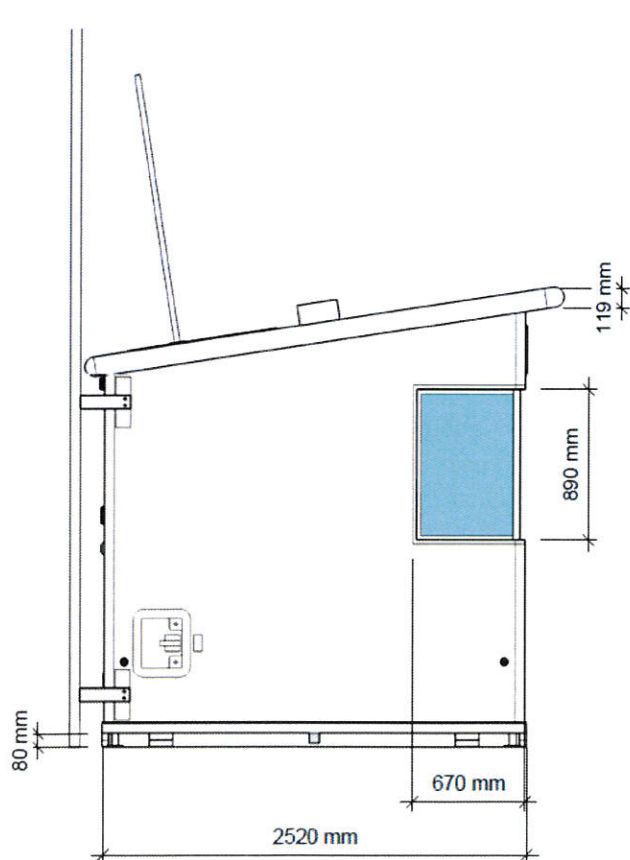
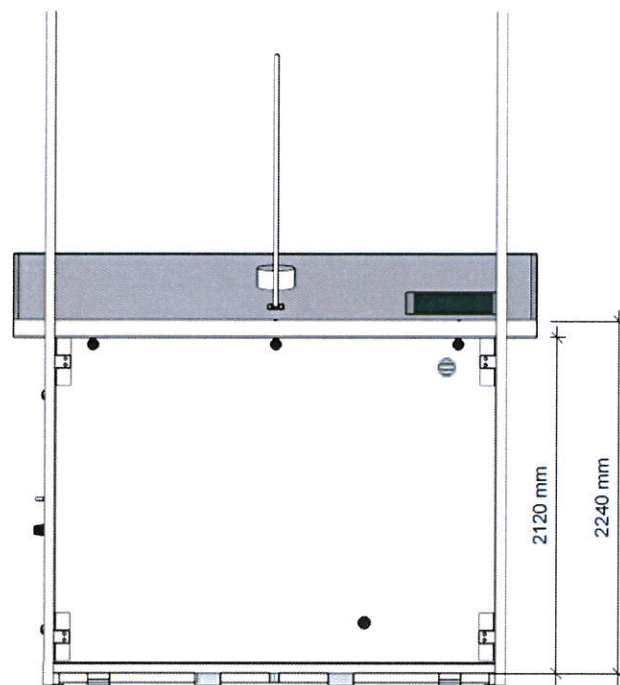
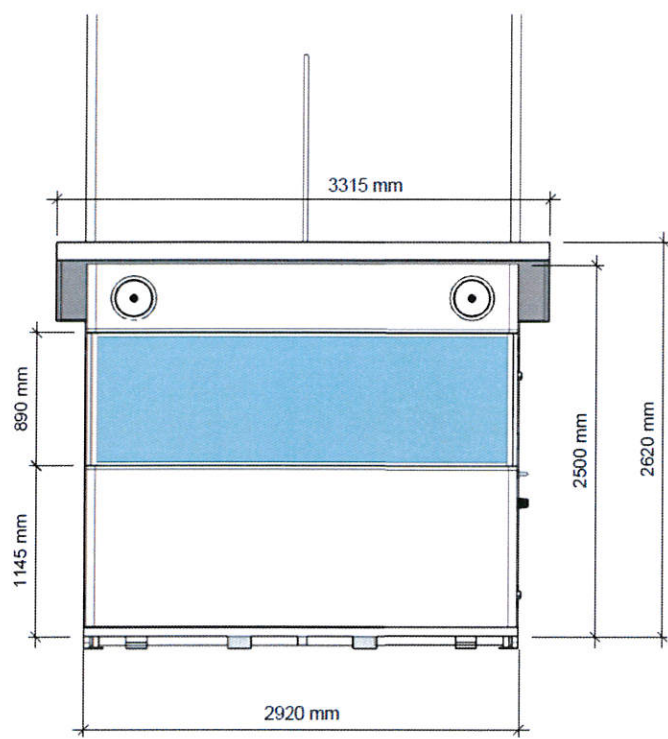




The dimensions of the lifeguard unit and platform are shown above. The platform is buried into the sand and the unit placed on top.

*** 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: 28 March 2018

Title: Coastal Community Team (CCT) / Coastal Community Fund (CCF)

Purpose of Report

To allow members to consider and support the Lyme CCT/CCF Round 5, stage 1 Expression of Interest bid

Recommendation

Members consider and indicate their support for the Lyme CCT/CCF Round 5, stage 1 Expression of Interest bid

Background

1. The government has now announced that an additional £40 million of CCF funding will be available to spend from April 2019 to the end of March 2021.
2. Funding goes to projects over £50,000 that will ultimately lead to regeneration and economic growth while directly or indirectly safeguarding and creating sustainable jobs.
3. A 'project' can include a number of individual elements that form an overall 'package'. It can also form part of a wider 'portfolio' of similarly-themed bids from several CCT areas.
4. Within this round 5 there are two separate funding rounds, each with their own timetable set out in part 7 of the guidance notes:
 - A 'fast track' early round for revenue projects, only, for which some funding will be available in 2018 to 2019. The stage 1 closing date for these projects is 2 April 2018.
 - The main funding round (capital and revenue), for which funding will be available from 1 April 2019. The stage 1 closing date for these projects is 30 April 2018.
5. For the main round, there is a form for expression of interest, following which, projects need to be identified that strongly fit the programme aims, outcomes and priorities.
6. Applicants invited to stage 2 will complete a further and much more detailed application form, and a business plan.

Report

7. Following public consultation exercises undertaken in July and August 2017, the Lyme Regis CCT identified a list of potential improvements/enhancement projects in Lyme Regis and Charmouth with a view to them forming part of the bid process for any round 5 of CCF funding.
8. More recently, the list has been fine-tuned to create a practical, realistic and achievable list, to present as a bid for funding from round 5.
9. On 13 March 2018, discussions also took place with other interested parties in Dorset and it was strongly felt that presenting a portfolio bid across the county was the most likely way to ensure a successful bid for all parties.
10. Taking all of the above into account, the suggested 'expression of interest' bid for Lyme CCT comprises:
 - Rationalisation and provision of new interpretation – directional, seafront and historical town information, (Mary Anning, Jane Austen etc), encouraging visitors (including those using the park and ride facility) to explore Lyme, Charmouth and Uplyme along and adjacent to the seafront and river valley, increasing footfall to the Museum, Town Mill and other venues, to follow up the information and generally enhance the visitor experience. The intention is to integrate the coastal and inland pathways with the town and village centres to encourage a broader experience, enjoying local food and drink and increasing dwell time and consequential expenditure with local businesses.
 - Development and promotion of walking routes around Lyme, integrated with signage/interpretation and linking to the recently improved River Lim path that extends from Lyme Regis to Uplyme.
 - Disabled access around Lyme town and gardens – designed with local access group and signage indicating easiest, safest routes, and potential for improving access via ramps, etc.
 - New beach access at Charmouth west beach. This will provide a much needed accessible ramp from the promenade to the beach for families and anyone who would have struggled with the existing very steep steps. In addition, the new ramp will become a destination in itself with artistic and fun features for youngsters and interpretation, linking with the popular adjacent Heritage Centre. The proposal also includes provision of an accessible riverside footpath.

AGENDA ITEM 23

- New, high quality railings along the prime location of Marine Parade within Lyme Regis seafront – fabricated by local craftsmen with provision for cabling of public address system, fibre and CCTV.
 - Marine Theatre enhancements – refurbishment of the floors and dressing rooms and provision of new stage lighting.
 - Theatre Square 18m x 18m – provision of demountable marquee and permanent fixings in prime position, to enable flexible event space to be created for fossil festival, seafood festival, exhibitions, theatrical and B Sharp youth musical events.
 - Visit Lyme App - Walk Lyme / Fit Lyme / Shop Lyme / Cultural Lyme / Historical Lyme / Dine Lyme, linked to the identification of different 'quarters' of the town; cultural; harbour; beach; food; retail.
 - Working with Dorset FLAG to enhance links between visitors and the fishing industry and sale and consumption of local fish at retail outlets and restaurants/pubs.
11. Members are asked to consider and support the suggested bid; which has a total value estimated to be in excess of £1/2m.
12. Some of the suggested projects already form council objectives or otherwise funded or part-funded projects. This helps support deliverability and provides eligible match funding. It also has the potential to reduce the direct costs to the council and release funds for other initiatives.

Mark Green
Deputy town clerk
March 2018

LYME REGIS TOWN COUNCIL

WEST DORSET DISTRICT COUNCIL (WDDC) SERVICE REVIEW
WORKING GROUP

NOTES OF THE MEETING HELD ON TUESDAY 13 MARCH 2018

Present:

Members: Cllr S. Miller (chairman), Cllr J. Broom, Cllr B. Larcombe, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr S. Williams, Cllr Mrs M. Ellis, Cllr R. Doney

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

Guests: Mr N. Randle – Local Government Resource Centre (LGRC)

1. Apologies

Cllr G. Turner
Cllr S. Larcombe

2. Minutes of the meeting held on 1 February 2018

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, the minutes of the meeting held on 1 February 2018 were **APPROVED**.

3. Unitary Authority Update

The town clerk gave an update on the progress of moving to two unitary authorities in Dorset and the timescales for preparing the structural change order, putting the shadow executive in place, and implementing the new authorities.

He said the Dorset Area Joint Committee, which included the six participating councils, would morph into the shadow executive.

Cllr S. Miller said the shadow executive couldn't come into being until the structural change order had been approved by the government.

4. WDDC Programme Board update – 16 February and 12 March meetings

The town clerk updated members on the previous two programme board meetings.

He said the issue of street cleaning was still unresolved, but he had a meeting the following day with representatives from Dorset Waste Partnership (DWP) to get a better understanding of what they thought DWP's statutory responsibilities were and what costs they thought were involved.

He said he also hoped to establish if there was any intention to reduce future services to towns like Lyme Regis and what the town council would be expected to pay for.

5. Nick Randle, Local Government Resource Centre (LGRC) – guidance on proposal submission to WDDC

Mr Randle explained how the LGRC was gathering the views of town and parish councils – town councils were being written to individually, while parish councils were being asked to complete a survey. He said they hoped to get parish and town councils talking to each other.

Cllr S. Miller said the council had been asked to make a formal expression of interest by 5 April 2018.

The town clerk said 20 March 2018 had been provisionally set aside for another meeting of this working group to allow members to sign off the proposal. He said it was intended to take a report to the extraordinary Full Council meeting on 4 April 2018 to allow the council to formally approve the proposal.

Mr Randle said LGRC was working for WDDC and had been engaged to work with WDDC to find a solution in this area. He said none of the other principal councils in Dorset had started engaging with town and parish councils, but WDDC was hoping to get some order before it went out of existence.

Mr Randle said WDDC had set money aside for this and identified the assets it was prepared to consider transferring, but car parking was not one of them. He said LGRC has been asked to look at the principle of a cost neutral situation, but that didn't rule out a precept increase to help pay for services. He said another potential solution would be to charge for public toilets.

After 12 April 2018, the deadline for parish councils to return their surveys, Mr Randle said LGRC hoped to broker agreements with parish and town councils which were interested in doing so, and to get the changes agreed by 1 April 2019.

Cllr S. Miller said Mr Randle was specifically dealing with Lyme Regis and Bridport Town Councils. He said it might be that the proposal isn't entirely accepted by WDDC, but for this council, car parks would form a key part of the proposal. He said it was acknowledged one size didn't fit all and that Lyme Regis had its own pressures, especially in the peak season.

6. The proposal to WDDC

The town clerk took members through the draft proposal and provided an income and expenditure sheet, showing a best guess of what income WDDC currently made from Lyme Regis, and what costs it had in Lyme Regis. He said it didn't include harbour or street cleaning costs as these were still unknown.

The town clerk said officers believed this income could be increased, mainly through car parking charges, and he showed members some calculations based on various price increases at Holmbush and Charmouth Road car parks.

The town clerk said it was now important to model up this estimated financial information against WDDC's information, and Mr Randle would be able to help with this.

Members were concerned that if WDDC did not agree to transferring all or some of the car parks to the town council, the proposal wouldn't stand up.

Mr Randle said WDDC had stated car parks were not on the table and he had no mandate to negotiate car parks. However, he said WDDC wanted to find cost neutral solutions and Lyme Regis was not the only council that would include car parks in its proposal.

Mr Randle said he would advise the town council to examine all the areas WDDC has suggested to pay for the services; for example, if the town council didn't want to increase the precept, it had to have a reason for this.

Mr Randle said Lyme Regis Town Council's proposal was strong because it provided a cost neutral solution and protected services in the town. He said he couldn't say if the strategy would work, but he could see the merit in it.

Members generally agreed with increasing parking charges at £6 a day at Holmbush and Charmouth Road car parks to pay for transferred services.

Mr Randle said LGRC would be looking at all the bids to see how they stacked up. With Lyme Regis Town Council's bid, the car parking issue would have to be tested, but there was time in the process to carry out some negotiations.

The town clerk said it would be interesting to watch the negotiations with the new Weymouth Town Council and he suggested a meeting was set up with the new council, which members agreed to.

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members **AGREED** that the town clerk firms up the proposal to WDDC, and refines the financial information supporting the proposal, and to bring the proposal back to the working group to review on 20 March 2018.

7. Date of next meeting – 20 March 2018

The meeting closed at 8.37pm.

LYME REGIS TOWN COUNCIL

WEST DORSET DISTRICT COUNCIL (WDDC) SERVICE REVIEW
WORKING GROUP

NOTES OF THE MEETING HELD ON TUESDAY 20 MARCH 2018

Present:

Members: Cllr S. Miller (chairman), Cllr J Broom, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr S. Williams, Cllr Mrs M. Ellis, Cllr D. Hallett

Officers: Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer), Mr K. Wilson (finance manager)

1. Apologies

Cllr R. Doney
Cllr B. Larcombe
Cllr S. Larcombe

Cllr Mrs M. Ellis arrived at the meeting at 7.01pm.

2. Minutes of the meeting held on 13 March 2018

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, the minutes of the meeting held on 13 March 2018 were **APPROVED**.

3. The proposal to WDDC

Members discussed the amended proposal and noted the addition of the maintenance hut on Hill Road. It was agreed this should be included in the proposal.

It was noted the town council did not intend to take on 'all' WDDC's operational services and assets as some costs were still unknown and there were other assets the council did not wish to take on.

Members discussed the inclusion of car parks in the proposal and the concern that WDDC would reject the whole proposal on the basis that car parks were included.

Cllr S. Miller said car parks were not a part of WDDC's opening position, but Nick Randle from the Local Government Resource Centre had said the council's proposal, with car parks being fundamental in servicing assets in the town, had merit.

Members discussed the harbour and there was some concern over the council taking over this asset due to the maintenance required.

Cllr S. Miller said this was still subject to financial assessment, as well as the services provided by Dorset Waste Partnership, and if the costs associated with these assets and services were too high, the town council would not propose to take them on.

Members discussed the café at Holmbush car park and the telecoms mast at Charmouth Road car park and agreed this should be included in the proposal.

Members agreed several other minor amendments to the wording of the proposal.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposal to West Dorset District Council regarding the transfer of assets and services to Lyme Regis Town Council, as amended by the WDDC Service Review Working Group.

4. The costs to support the council

The finance manager took members through the costs associated with the proposal but said WDDC had refused to provide accurate information relating to car parking.

The meeting closed at 7.28pm.