

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 JULY 2017

Present

Chairman: The Mayor, Cllr M. Ellis

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

Officers: Mrs E. Pawsey (senior administrative assistant), Miss S. Northover (office apprentice) and Mr J. Wright (town clerk)

17/27/FC Public Forum

Mr K. Gollop

Mr Gollop asked what the town council was going to do about the problem of large lorries coming through Church Street following an incident earlier this week when an artic lorry had difficulty coming through the narrow road and almost reversed into a passing motorcycle.

The town clerk said the town council was not responsible for highways; Dorset County Council (DCC) was responsible.

Mr Gollop said as the town council represented the town, it should raise the issue on the town's behalf.

Cllr S. Williams said new traffic schemes had been discussed and so far nothing had been achieved. He said he supported Mr Gollop's concerns.

Cllr B. Larcombe said there should be signs not just prohibiting weight and height of vehicles, but also the length.

Cllr Mrs M. Ellis asked this be brought as an agenda item to the Town Management and Highways Committee.

Mr P. Sankey

Mr Sankey said he represented Lyme Regis's interests on the Western Area Transport Action Group (WATAG) and had recently become chairman. Mr Sankey said last week he spent a day travelling on the 71 bus to see how it was being used. He said it was clear it was a lifeline for many older members of the community, some used it frequently to shop and others used it to get to the two medical centres. Mr Sankey said it gave passengers flexibility on how long they stayed in town, whether it be for shopping, appointments, coffee morning, or lunches.

Mr Sankey said on one of the days there were no more than 16 people on the bus. He also said on several occasions the bus travelled from Cobb Road to Haye Close without anyone getting on or off. Mr Sankey suggested a booking system into town and an on-request return could be put into place and would cut out some mileage.

Mr Sankey said unfortunately, potential operators were not sure what resources they would have available as DCC were still sorting out primary school contracts for September.

Mr Sankey said WATAG supported the council in getting something in place to cover the period between now and September. He said longer term, something more sustainable was required and this would have to include looking at the economics of allowing the use of bus passes and different fare structures.

Mr Sankey said WATAG would like to thank the town council for all the work they had done on this issue.

Sandra Johnson

Mrs Johnson asked what was being done about the town having no cash points.

Cllr Mrs M. Ellis said it was not part of the town council's remit to provide cash points. She said the Tesco cashpoint was working again and there were other businesses in the town that were looking into having ATMs.

Nigel Ball (speaking on behalf of his wife)

Mr Ball raised concerns about several issues in the area he lives, Talbot Road, including footpath closure, electricity failure and water across a footpath. He said for 20 years they had kept the footpath weeded and the road along Colway Lane. He also said there were overhanging trees and blocked drains. Mr Ball said it seemed maintenance of the seafront came first. He asked if the council was going to employ a lengthsman.

Nigel Ball

Mr Ball said he would like to thank the town council staff who were doing a good job of keeping the seafront and the gardens tidy, especially picking up the litter. Mr Ball said the showers on the beach were still not working and there had been problems with the ladies' toilets along Marine Parade. Mr Ball said some of these issues were being raised on social media and he asked if these issues could be addressed.

Cllr Mrs M. Ellis said a lengthsman had been employed. She also said a lot of the weeding along Marine Parade was being taken care of. She said the ladies' toilets were now open and the showers would hopefully be working next week.

The town clerk said the lengthsman started a couple of weeks ago, and a programme of works would be drawn up for him.

Cllr D. Turner – Dorset County Council (DCC)

Cllr D. Turner said a decision on the local government review could be made on 21 July 2017.

Cllr D. Turner said DCC highways had looked at the traffic issues in Church Street and box junctions, road sensors and signs had been installed. He said the traffic problems were a police matter, which would be dealt with by the Dorset police and

crime commissioner, Martyn Underhill. Cllr D. Turner also said the community highways engineer would meet with the town council, if needed.

Cllr D. Turner said Dorset Waste Partnership (DWP) had concerns about the size of the takeaway cartons being used by seafront businesses. He said perhaps businesses could use paper bags, which would take up much less room in the bins.

Regarding the bus services, Cllr D. Turner said this was a county matter and DCC was investigating solutions for the town service and park and ride and he would chase the matter the following day.

Cllr D. Turner said the weeds along the river walk were rife. He said DCC had cut down to one spray a year to kill the weeds, but the town council would be given provided with funding to carry out a second spray.

Cllr D. Turner said blocked drains could be reported on the Dorset For You website.

17/28/C Questions from Councillors

Cllr D. Hallett

Cllr D. Hallett said the clock on the parish church had not been working for at least six months. He asked if the council could pursue this matter with the church to establish when it would be fixed.

Cllr Mrs M. Ellis said work to the church tower was waiting to be re-rendered and the clock would be repaired when this had been done.

Cllr D. Hallett

Cllr D. Hallett said the shelter in the skatepark had been vandalised and taken down; he asked if it was going to be replaced.

Cllr Mrs M. Ellis said the shelter was not going to be replaced.

17/29/C Apologies for Absence

Cllr S Larcombe – prior commitment

Cllr O. Lovell

Cllr C Reynolds – illness

17/30/C Disclosable Pecuniary Interests

Cllr Mrs M. Ellis declared a pecuniary interest in item 17/15/SF, relating to the Woodmead Halls, and she would leave the room if there was any discussion.

17/31//C Dispensations

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

17/32/C To confirm the accuracy of the minutes of the adjourned annual meeting held on 17 May 2017 and the resumed meeting held on 24 May 2017

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, the minutes of the adjourned annual meeting held on 17 May 2017 and the resumed meeting held on 24 May 2017 were **ADOPTED**.

17/33/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 21 June 2017

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, the minutes of the extraordinary Full Council meeting held on 21 June 2017 were **ADOPTED**.

17/34/C Matters arising from the minutes of the Full Council meeting held on 24 May 2017

Members noted the report.

17/35/C Matters arising from the minutes of the extraordinary Full Council meeting held on 21 June 2017

Members noted the report.

17/36/C Update Report

Ware Cliff chalets

The town clerk said the invoice payment date to prospective owners had been changed to 21 July 2017.

Chalet 18 Monmouth Beach

In response to a member question, the town clerk said the owners had been given until 3 July 2017 to respond to a recent letter he had sent, but there had been no response. He said this matter would be taken back to the Town Management and Highways Committee.

Police liaison

Cllr D. Hallett asked if there would be more police presence in Lyme Regis.

The town clerk said there would be regular three-month review meetings with the police and he had asked for extra resources during events.

17/37/C Mayor's Announcements

Members noted the report.

17/38/C Planning Committee

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Planning Committee held on 2 May 2017, 30 May 2017 and 27 June 2017.

17/39/C Human Resources Committee

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 7 June 2017 and adopt the recommendations, as follows:

17/20/HR – Review of the Code of conduct for Staff

RESOLVED: to approve the code of conduct for staff.

17/21/HR – Review of the Disciplinary Policy and Procedure

RESOLVED: to approve the disciplinary policy and procedure.

17/22/HR – Review of the Grievance Policy and Procedure

RESOLVED: to approve the grievance policy and procedure, as amended by the Human Resources Committee.

17/23/HR: Review of the Whistleblowing Policy and Procedure

RESOLVED: to approve the whistleblowing policy and procedure.

17/24/HR: Members' allowance

RESOLVED: to hold the members' allowance at its current level until the WDDC Parish Remuneration Scheme meets again, and to make a representation to the panel to re-consider the method for calculating members' allowance.

17/25/HR: Operations Manager Recruitment

RESOLVED: to approve the recruitment of an operations manager, to approve the recruitment timetable, to approve the job description and person specification, and to appoint Cllr Mrs M. Ellis, Cllr O. Lovell and Cllr J. Broom to sit on the selection panel for the recruitment of an operations manager.

17/40/C Strategy and Finance Committee

Proposed by Cllr J. Broom and seconded by Cllr P. Hicks, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 28 June 2017 and adopt the recommendations, as follows:

17/10/SF – The Annual Review of the Complaints' Policy and Procedure

RESOLVED: to approve the complaints' policy and procedure as they stand, and to note the volume and nature of complaints received between 1 April 2016 and 31 March 2017.

17/11/SF – The Annual Review of the communications/PR Policy and Procedure

RESOLVED: to approve the amended communications/PR policy and procedure.

17/12/SF – Review of the Grants’ Policies

RESOLVED: to approve the major grants’ policy, and the amended minor and medium grants’ policy, with the following further amendments:

- Any organisation in receipt of a major grant cannot apply for a minor or medium grant cannot apply for a minor or medium grant during the period of the major grant
- The council will look favorably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources
- Amend the timescale in paragraph 6.1.4 to end-March/early-April

17/14/SF – Section 106 Monies

RESOLVED: that the town council develops proposals for Langmoor and Lister Gardens, which include creating a café, toilets, a petanque area and a replacement gazebo, and submit a proposal to West Dorset District Council for section 106 monies to support this project; and town council funding which would otherwise have been allocated to this project is made available for other projects which will be determined through the budget-setting process.

17/15/SF – Woodmead Halls Toilets

RESOLVED: to enter into a service level agreement with the Woodmead Halls’ Management Committee to provide public access to toilets at Woodmead Halls all-year-round, at a sum of £9,940 per annum, fixed until 31 March 2020, with a deadline of 31 July 2017 for the Woodmead Halls’ Management Committee to either accept or decline the offer.

17/16/SF – War Memorial and Events to commemorate the end of the First World War

RESOLVED: to set up a working group to consider fundraising options for amendments to the war memorial and to identify events to commemorate the end of the First World War, to comprise Cllr Mrs M. Ellis, Cllr J. Broom, Cllr B. Larcombe, Cllr D. Hallett and a representative from the Royal British Legion, Marine Theatre and Lyme Regis Museum.

17/17/SF – Flying the Red Ensign for Merchant Navy Day

RESOLVED: to approve the request from Seafarers UK to fly the Red Ensign for Merchant Navy Day on 3 September each year.

17/19/SF – List of Payments

RESOLVED: to approve the schedule of payments on April 2017 for the sum of £16,888.06 and May 2017 for the sum of £126,958.91

17/22/SF – Town Bus Service 71

RESOLVED: to retrospectively authorise the deputy town clerk in consultation with the chairman of the Strategy and Finance Committee and the Tourism, Community and Publicity Committee, to agree an interim arrangement with Dorset Community Transport to provide an appropriate book and ride (Section 19) town bus service using a disabled-accessible 16-seat minibus for the period 24 July to 1 September 2017 in the first instance and within a budget of up to £4000.

17/41/C Tourism, Community and Publicity Committee

Proposed by Cllr R. Doney and seconded by Cllr J. Scowen, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 21 June 2017 and adopt the recommendations, as follows:

17/10/TCP - Use of Seafront Beach Hut for Photography Project

RESOLVED: to approve the use of a Cart Road beach hut by a photography student in connection with a portrait project, subject to availability and adherence to the terms and conditions of hire, with the full cost of hire payable.

17/12/TCP – LymeForward Grant Review Meeting

RESOLVED: to approve LymeForward developing engagement with the business community, supporting the development of the business group, promoting a safer neighborhood, developing Lyme Voice as a consultation vehicle, and improve facilities in Langmoor and Lister Gardens as part of a grant application to the Coastal Communities Fund as town council projects for LymeForward in 2017/18

17/15/TCP – Photography Competition for 2018 Lyme Regis Guide

RESOLVED: to approve running a photography competition to gather images for the 2018 Lyme Regis guide, with the judging to be carried out by a panel.

17/16/TCP – Request for Twinning with Richmond, Queensland, Australia

RESOLVED: to put out a public appeal to find people who would be interested in taking forward the idea of twinning with Richmond, Queensland, Australia, to discuss the idea with Lyme Regis Museum to establish if there is any value in developing a relationship with the museum in Richmond, and to write to the ambassador for Richmond to inform her of the latest position and establish what she would expect from the twinning of the two towns.

17/42/C Town Management and Highways Committee

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 14 June 2017 and adopt the recommendations, as follows:

17/19/TMH – Additional Benches on Marine Parade

RESOLVED: to put seven metal benches on the Marine Parade in front of the Shelters

17/10/TMH – Proposals for a Café and Toilets in the Lister Gardens

RESOLVED: to invite architects from John Stark & Crickmay Partnership to the next meeting of the Town Management and Highways Committee to discuss the proposals for a café and toilets in the Lister Gardens

17/11/TMH – Re-location of Churchyard Memorial

RESOLVED: to approve the request to re-locate a memorial in St Michael's Parish Church yard to the town cemetery, to be fixed to a wall, the precise location of which to be negotiated with the deputy town clerk

17/13/TMH – Draft Agency Agreement

RESOLVED: to instruct officers to negotiate the addition of the issuing of scaffolding licences and responsibility for on-street parking enforcement in the schedule of functions attached to the draft agency agreement from Dorset County Council

17/14/TMH – Marine Parade Toilets.

RESOLVED: to provide temporary ladies 'toilets on Marine Parade and keep the men's toilets open, and to instruct officers to investigate all options for the urgent re-provision of toilets on the seafront

17/15/TMC – Request for Assignment of By the Bay Lease

RESOLVED: to approve the requested assignment of the current By the Bay lease to Cooper Clarke Briggs Ltd for an initial period of three months in the first instance and subject to the references provided and to an undertaking to meet the council's reasonable legal and other professional costs dealing with the matter.

17/43/C Appointments to Council Committees

Proposed by Cllr B. Larcombe and seconded by Mrs M. Ellis, additional membership of committees was **RESOLVED** as follows:

Town Management and Highways

Cllr G. Turner

Tourism, Community and Publicity

Cllr D. Hallett, Cllr G. Turner, Cllr J. Broom and Cllr P. Hicks

17/44/C Purchase of a Vehicle for the Lengthsman

Cllr D. Hallett said he was not in favour of purchasing a vehicle as he believed it wouldn't be used enough.

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, members **RESOLVED** to approve the purchase of the officers' preferred vehicle from Wheelers Car Centre for the lengthsman.

Cllr. D Hallett voted against this motion.

17/45/C Town Bus Service 71

Members discussed whether passengers should be charged for this service and whether concessionary bus passes should be accepted.

Cllr J. Scowen said congratulations should be given to officers for their prompt action.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Miller, members **RESOLVED** to note the arrangements put in place from 24 July to 1 September 2017 for a Section 19 service, to enter into negotiations with Dorset Community Transport for the provision of a Section 22 service from w/c 18 September to 31 December 2017, that concessionary bus pass holders are not charged for using this service during the period 24 July to 1 September 2017, and to use the 'Lyme Flyer' as the name of this service.

17/46/C Sidmouth Road Park and Ride

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to approve a budget of up to £7,000 for the procurement of additional information to support a further application for 2018 onwards.

17/47/C Bank Account Signatories

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the mayor and all committee chairmen as bank signatories, in addition to the town clerk, and remove any other signatories.

17/48/C Joint Funding Initiative

Cllr B. Larcombe said he was concerned how it would be decided what to spend the money on; he said it should be town council led.

Proposed by Cllr J. Scowen and seconded by Cllr R. Doney, members **RESOLVED** to support the introduction of a 'Seafront Initiatives Fund' equally and jointly financed with Lyme Bay Holidays and, potentially, the Coastal Community Fund.

The meeting closed at 8.17pm.