

## LYME REGIS TOWN COUNCIL

### MINUTES OF THE MEETING HELD ON WEDNESDAY 28 MARCH 2018

#### Present

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

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

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

#### 17/157/C Public Forum

##### Mr S. Williams

Representing the Coastal Communities Team (CCT), Mr Williams gave an update on the funding bid in the round five government-sponsored programme, which Dorset was successful in last year. He said the CCT had been engaging with Dorset Coast Forum (DCF), which last time put in a portfolio bid for the Dorset coast, and a similar approach was planned this time. He said this showed partnership working, which the government looked favourably on.

*Cllr J. Broom arrived at the meeting at 7.02pm.*

Mr Williams said the stage one bid had to be in by the end of April, and if successful, the second stage bid had to be submitted in the autumn. He said it was very important public consultation was carried out, and this was undertaken by LymeForward in July 2017, which 180 people took part in. He said the bid included Charmouth, where some work was undertaken in 2016 on a regeneration project for the foreshore, which was also subject to consultation and gained support. Mr Williams said all the projects within the bid had to fit within the theme of leisure and business, with a focus on welcoming people and enhancing facilities for visitors and the local community. He said the final projects would probably change to fit this theme and had to have regard to DCF's advice, but he would keep the council updated. Mr Williams said Charmouth Parish Council had considered the issue at a meeting the previous day and agreed match funding, but he was not requesting any funding from Lyme Regis Town Council. He said if there was to be match funding for the seafront railings, for example, that would be welcome, but he was aware the council was looking to do other works on the seafront in particular, which could be referred to as 'complementary funding'. Mr Williams asked for the council's in principle support for the bid and further information on the projects would be provided to members through the officers.

##### Mr S. Grayford

Mr Grayford spoke in support of the RNLI's proposal for a new lifeguard hut in Lyme Regis. He said the charity had delivered a lifeguard service for over 10 years and it

was committed to maintaining a high quality service in Lyme Regis. He said the service played a major role in reducing accidents and coastal drowning. To ensure the RNLI was delivering a good service, he said regular reviews of the operations, equipment and facilities were undertaken. Mr Grayford said information submitted to date showed there were significant operational benefits to the raised platform compared to a ground facility, with safety of the public being the primary aim. He said the charity had years of experience working with different designs and took into consideration best practice from around the world, and there were several advantages to the proposed hut, including durability, impact-proof windows and storage space. Mr Grayford said the facility used in 2017 had reached the end of its life, considerable expense was required to maintain it, and replacement parts were no longer available. He said the new facility, which had an improved design and was the national standard being used elsewhere, had not received objections in other locations. He said the lifeguards currently had to stand on the groyne to gain additional height but this created health and safety concerns, not just for the lifeguards but it also encouraged the public onto the groyne. He said the risk would be removed with an elevated facility. Mr Grayford said the RNLI was happy to work with the council to co-ordinate installation and removal of the hut, which would be in place from early-May to late-September. He said the charity viewed agreements with town councils as partnerships, an approach which enabled the RNLI to deliver a lifeguard service to the highest standard, at an appropriate cost. He said the new facility showed significant additional investment by the RNLI to the lifeguard service and it was hoped aesthetics didn't influence the council's decision.

### **Mr N. Ball**

Mr Ball raised the following issues:

- He welcomed the installation of more public benches on the seafront but said they were not bolted down. He said the operations manager said this was to allow them to be turned around when performances were on in the shelters. He asked for clarification on this.
- He said the seafront gardens were neglected in parts, and he did not agree with gardeners being tasked to do the Town Mill steps, as people were employed specifically for maintenance. He said he didn't know what the lengthsman's role was. Other issues included weeds on Charmouth Road, uncut hedges on Cobb Road, railings outside Hix restaurant had not been dealt with, and spraying of weeds not being done before the main season.
- Minutes and agendas were not available on the council's website.
- He understood park and ride would be available at Charmouth Road although the ground was too wet to use, but he was concerned the council had made a sixth application to East Devon District Council (EDDC) for temporary permission at Sidmouth Road. He believed it should be a permanent application or nothing.
- He asked why the tractor wasn't used during the recent snow, why gritting wasn't carried out, and why staff were told to stay at home.

- He asked why the gardeners were on the beach when the dredging works in the harbour were taking place, as they were not safety officers.
- He was concerned half a million pounds was spent on staff wages, which seemed disproportionate to a population of 3,500.
- He was concerned the issues he had raised had not been dealt with while nearly £70,000 in grants was going out of the council.
- If the lengthsman was to do any of Dorset County Council's jobs, he asked if blocked drains in Colway Lane could be looked at, as well as drainage problems at Garmans Field due to drains being blocked in Charmouth Road.
- He said if there was more interaction between councillors and the public at its meetings, rather than just three minutes in the public forum at the beginning of a meeting, more people may work with and help the council.

Cllr Mrs M. Ellis said it was not intended that the new benches on Marine Parade would be able to turn around. She said issues regarding the gardens would be taken back to officers and dealt with. She said during the snow, the office was closed as there was no heating, and some of the external works' team were working.

Cllr S. Miller said the town council had been working with EDDC, which requested a temporary application was submitted for this year. In the meantime, the town council was undertaking a full traffic review of Lyme Regis and the surrounding area, which would allow EDDC to consider the viability of a park and ride. Cllr S. Miller said he and Cllr Mrs C. Reynolds had attended a meeting of Uplyme Parish Council's planning committee that evening, when the application was recommended for refusal. He said the members of the committee were provided with an email from the EDDC local ward member, Cllr I. Thomas, recommending they refuse the application.

### **Mr V. Turner**

Speaking on behalf of the Fishermen's Association of Lyme Regis, Mr Turner asked for the council's support in a bid to purchase personal locator beacons (PLB). He said the devices were located in a lifejacket and if a person went overboard, they could be located using GPS within three metres of its location. He said Cllr Mrs C. Reynolds was pursuing 75% of the funding through West Dorset District Council (WDDC), but it would be beneficial to have the support of the local council. Mr Turner said the fishermen were happy to pay 25% of the cost, and the 75% paid by WDDC could be claimed back from European grants through the Marine Management Organisation (MMO), but the funding was only available for a short period of time. He said PLBs were already used by fishermen in places like West Bay and Plymouth, and Lyme Regis wanted to purchase 25 jackets. Mr Turner said the jackets would be registered to an individual and if they went overboard, the coastguards would be alerted to exactly where that person was.

Cllr Mrs C. Reynolds said this proposal had been supported by the harbourmaster and by WDDC's health and safety office for harbours, and she hoped she could convey the town council's support to WDDC.

Members gave a show of hands in support and agreed a letter should be written on behalf of the council.

### **Mr N. Marks**

As lifeboat operations manager of the RNLI lifeboat station in Lyme Regis, Mr Mark added the RNLI's support to request for funding for PLBs. He said it was a very important initiative.

### **Mrs D. Clarke**

Mrs Clarke asked for an update on cash machines with the summer approaching.

The town clerk said the council was still working with the supplier to get them installed. He said a meeting had been arranged with Western Power Distribution in mid-April, and hopefully with BT too.

### **Mr K. Gollop**

Mr Gollop asked for the date of the annual town meeting and he asked that all the members attend.

Cllr Mrs M. Ellis said the meeting was on Friday 20 April at the Woodmead Halls. She said all councillors received notification of the meeting but were not obliged to attend.

### **Cllr Mrs C. Reynolds – West Dorset District Council**

Cllr Mrs C. Reynolds said she had been given a seat on the Overview and Scrutiny Committee and had attended her first meeting the previous day. Regarding the transfer of WDDC assets, she had been assured when new cleaning contracts were entered into for public toilets and if the town council took over the toilets on in the future, it would be able to cancel the contract with six months' notice. She said she was also assured extra cleans had been arranged and supervision would be increased with the new contractors.

Cllr Mrs C. Reynolds said boundary information for the new unitary authority would be available on 9 April 2018 and she would be attending the meeting.

Cllr Mrs C. Reynolds said she had tried to seek more information about the WDDC health and wellbeing locality group. As WDDC had committed £70,000 to pay for a locality officer for the next two years, she felt this group needed to be set up as soon as possible. She said the rest of Dorset was under the Dorset Healthcare University NHS Foundation Trust (DHUFT), but Lyme Regis was under Virgin medical services. She said Lyme's health and wellbeing group had been providing information to the Dorset Clinical Commissioning Group to help protect Lyme's services.

Cllr Mrs C. Reynolds said WDDC had done all it could to help with the planning application for the Charmouth Road park and ride, but due to wet weather, it would not be possible to use it at the weekend.

Cllr Mrs C. Reynolds said she had been working with the fishermen of Lyme Regis to apply for a grant through WDDC and the MMO to purchase 25 jackets with PLBs. She said she would appreciate the town council's support.

Cllr D. Hallett asked Cllr Mrs C. Reynolds if she had any idea of how many WDDC employees would be made redundant when the unitary authority took over.

Cllr Mrs C. Reynolds said everything had to go through a special committee, to set up in June.

## **17/158/C Questions from Councillors**

### **Cllr B. Larcombe**

Cllr B. Larcombe asked if the council was actively engaging with all necessary parties and meeting with them regularly to get a resolution to the Sidmouth Road park and ride.

Cllr S. Miller said the council was in consultation with all the relevant parties and was commissioning Boon Brown to do a traffic survey.

### **Cllr B. Larcombe**

Following a highways' meeting with DCC officers, when they were supportive of the idea of having size restriction signs, as well as weight restriction signs, at Fernhill and Boshill, Cllr B. Larcombe asked if there had been any feedback from DCC and if not, could they be pressed.

Cllr J. Broom said the council had not heard back from the DCC officers and they would be pressed.

### **Cllr O. Lovell**

Cllr O. Lovell asked if the council had met or spoken with Cllr I. Thomas from EDDC since a meeting with him in May 2017.

Cllr S. Miller said the council had not met with him. Cllr Mrs C. Reynolds said officers had tried to set up a meeting with Cllr I. Thomas but he was unable to attend any of the available dates.

### **Cllr J. Scowen**

Cllr J. Scowen asked if Mr N. Ball would be standing for election to the town council in May 2019.

### **Cllr D. Hallett**

Cllr D. Hallett asked why the council's emergency plan wasn't implemented during the recent snow. He asked why employees were not called into work on the weekend and why they were told not to come into work on the Monday.

The town clerk said following discussions with the mayor, employees were told to stay at home, although two employees didn't get that instruction and came into work. He said employees did respond to requests for gritting, but major routes were dealt with by principal authorities. He said the council would do what it could, but its ability to respond to emergencies was limited.

**17/159/C Apologies for Absence**

Cllr G. Turner – coastguard training

Cllr D. Turner (DCC and WDDC) sent his apologies due to illness.

**17/160/C Disclosable Pecuniary Interests**

There were none.

**17/161/C Dispensations**

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

**17/162/C To confirm the accuracy of the minutes of the Full Council meeting held on 14 February 2018**

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Broom, the minutes of the meeting held on 14 February 2018 were **ADOPTED**.

**17/163/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 7 March 2018**

Proposed by Cllr B. Larcombe and seconded by Cllr S. Larcombe, the minutes of the extraordinary meeting held on 7 March 2018 were **ADOPTED**.

**17/164/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 14 March 2018**

Proposed by Cllr B. Larcombe and seconded by Cllr S. Miller, the minutes of the extraordinary meeting held on 14 March 2018 were **ADOPTED**.

**17/165/C Matters arising from the minutes of the Full Council meeting held on 14 February 2018**

**The Bay Restaurant**

Cllr D. Hallett asked if the council gave permission for the works to the property, now called Swim, and whether a bond was requested.

Cllr J. Broom said the works were discussed by the Town Management and Highways Committee but there was no bond requested.

Cllr Mrs M. Ellis said this was perhaps something to consider for the future.

## **Harbour dredging**

Cllr S. Williams asked if supplying council staff to help with the dredging works was part of the council's agreed financial contribution to the project.

Cllr J. Broom said it had been agreed to provide two people to control traffic on the beach while the work was taking place, and this was in addition to the £4,000 contribution agreed by the council.

## **Puffin crossing**

Cllr J. Scowen asked if there was any idea of when the crossing might be installed.

The town clerk said depending on whether objections were raised, it would be done either at the end of this year or the beginning of next year.

### **17/166/C Matters arising from the minutes of the extraordinary Full Council meeting held on 7 March 2018**

Members noted the report.

### **17/167/C Matters arising from the minutes of the extraordinary Full Council meeting held on 14 March 2018**

Members noted the report.

### **17/168/C Update Report**

Members noted the report.

### **17/169/C Mayor's Announcements**

Cllr Mrs M. Ellis thanked all those who supported her two events in aid of the parish church tower fund, which raised a combined £1,000.

### **17/170/C Planning Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 6 March 2018.

### **17/171/C Human Resources Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr S. Larcombe, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 21 February 2018 and adopt the recommendations, as follows:

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

**RESOLVED:** to confirm the operations manager's continued employment with the council.

#### **17/76/HR – Operations Manager, Spinal Column Point Progression**

**RESOLVED:** to approve the progression of the operations manager to spinal column point 34 from 1 April 2018.

#### **17/77/HR – Deputy Town Clerk, Spinal Column Point Progression**

**RESOLVED:** to approve the progression of the deputy town clerk to spinal column point 39 from 1 April 2018.

#### **17/78/HR – The Town Clerk’s Annual Appraisal and Pay Scale Progression**

**RESOLVED:** to approve the town clerk’s progression to spinal column point 49.

#### **17/79/HR – The Town Clerk’s Objectives 2018-19**

**RESOLVED:** to accept the town clerk’s objectives but with more refinement of respective dates to show if they have rolled over.

#### **17/81/HR – Contracts of Employment**

In response to a member question, the town clerk said the council was close to reaching an agreement with the trade union.

#### **RESOLVED:**

- 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

#### **17/82/HR – Backdated Payment for Non-Payment of Overtime**

**RESOLVED:** to approve backdated payments for non-payment of overtime for two years for postholders 104,105 and 106.

#### **17/83/HR – Apprentices**

**RESOLVED:** to put the apprenticeship scheme on hold until a decision had been made about the Tourist Information Centre.

### **17/172/C Strategy and Finance Committee**

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 14 March 2018 and adopt the recommendations, as follows:

#### **17/112/SF – Corporate Plan 2017-22**



**RESOLVED:** to approve the Corporate Plan 2017-22.

Cllr S. Williams said he had requested the bowling club and powerboat club leases but had not received them yet.

The town clerk said he would follow this up.

### **17/173/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 7 March 2018 and adopt the recommendations, as follows:

#### **17/79/TCP – WWI Commemoration Trench and Union Flags**

**RESOLVED:** 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**

**RESOLVED:** 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**

**RESOLVED:** 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**

**RESOLVED:** not to pursue the idea of a chamber of commerce in Lyme Regis.

#### **17/83/TCP – iCoast Website**

**RESOLVED:** 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.

### **17/174/C Town Management and Highways Committee**

Cllr O. Lovell declared a pecuniary interest in minute 17/105/TMH, View Road Access Arrangements, and he would leave the room if there was any discussion on this item.

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 28 February 2018 and adopt the recommendations, as follows:

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

**RESOLVED:** 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.

**RESOLVED:** 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**

**RESOLVED:** 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.

### **17/100/TMH – CCTV**

**RESOLVED:**

- 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**

**RESOLVED:** to approve the floor plan and drawings for the replacement of chalet 18 Monmouth Beach.

### **17/102/TMH – Memorial Benches and Trees**

**RESOLVED:** to add 10 memorial benches to Marine Parade at no cost to the council and as the 2018 provision.

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

**RESOLVED:** 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.

Regarding the operation of the Lyme Bay rib charter, Cllr B. Larcombe asked for the point to be taken back to the operators that the harbour wall would need to be accessed through the harbour, and not across the beach.

### **17/175/C Selection of Mayor-Elect**

Cllr Mrs C. Reynolds nominated Cllr Mrs M. Ellis for the role of mayor for the 2018/19 council year, seconded by Cllr S. Miller.

There being no further nominations, Cllr Mrs M. Ellis was duly **ELECTED** as mayor for the 2018/19 council year.

#### **17/176/C Selection of Deputy Mayor-Elect**

Cllr Mrs C. Reynolds nominated Cllr S. Miller for the role of deputy mayor for the 2018/19 council year, seconded by Cllr Mrs M. Ellis.

There being no further nominations, Cllr S. Miller was duly **ELECTED** as deputy mayor for the 2018/19 council year.

#### **17/177/C Calendar of Meetings 2018/19**

Cllr Mrs M. Ellis said officers had asked to remove the extraordinary Full Council meeting scheduled for 20 June 2019 to approve the annual return, as this matter could be dealt with at the Full Council meeting on 23 May 2019.

Cllr D. Hallett said he wanted the council to consider a different committee structure, with two Full Council meetings every month, before approving a calendar of meetings.

The town clerk said if members wanted to review the committee structure, this could be taken to the Strategy and Finance Committee. However, as standing orders required the council to approve a calendar of meetings for the forthcoming year, members would need to approve the proposed calendar now, and if the committee structure changed, a new calendar could be agreed.

It was agreed a report on the committee structure would be considered by the Strategy and Finance Committee on 2 May 2018.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the calendar of meetings for May 2018 to May 2019, with the removal of the extraordinary Full Council meeting on 20 June 2019.

#### **17/178/C Request for a Replacement, Raised Lifeguarding Hut on Front Beach**

Members discussed whether the report constituted new information, and therefore members would be able to re-consider the request, or whether a rescinding motion would be required.

The town clerk said the officers' view was there was material new information provided, so members could re-consider the matter at this meeting. He said a rescission motion would delay the process by several weeks.

Cllr O. Lovell said there must be good grounds for reversing a decision and he was concerned the council was considering changing its decision without a rescinding motion. He said although a good service was provided by the lifeguards, he

questioned the need for it, as any accidents which had happened had been during the winter when the lifeguards were not on the beach anyway.

Members stressed there was no objection to there being a lifeguarding facility on the beach, but there were concerns over the height of the facility and the space it would take up on the sand.

Cllr B. Larcombe said if it was a matter of visibility, the trampolines were in the line of vision to the east.

Cllr J. Broom said he had met with the RNLI and was satisfied there was a need for this style of raised hut, which would be removed in the winter. He said the council could perhaps look into the position of the trampolines to help with visibility.

Cllr O. Lovell requested a recorded vote on the following motion:

Proposed by Cllr J. Scowen and seconded by Cllr J. Broom, members **RESOLVED** to approve the 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.

**Voted for** – Cllr S. Larcombe, Cllr P. Hicks, Cllr B. Larcombe, Cllr R. Doney, Cllr J. Scowen, Cllr P. Ridley, Cllr J. Broom, Cllr S. Miller, Cllr Mrs M. Ellis

**Voted against** – None

**Abstentions** – Cllr S. Williams, Cllr O. Lovell, Cllr D. Hallett, Cllr Mrs C. Reynolds

#### **17/179/C Coastal Community Team (CCT) / Coastal Community Fund (CCF)**

The town clerk said there was no reason why the council couldn't pursue its objectives as part of the CCT bid, with the potential to substitute money in the council's budget with CCF funding.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members **RESOLVED** to give the council's support for the Lyme CCT/CCF round 5, stage 1 expression of interest bid.

#### **17/180/C West Dorset District Council (WDDC) Service Review – Proposal to WDDC**

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

#### **17/181/C Exempt Business**

##### **(a) West Dorset District Council (WDDC) Service Review – Proposal to WDDC**

Cllr B. Larcombe was concerned there may be costs associated with taking on assets and services that could not be met by the town council increasing car parking charges at long-stay car parks, and he suggested a dividend arrangement rather than guaranteeing WDDC a consistent sum.

Cllr S. Williams was concerned there wasn't enough detail of the costs and the council may find itself at a financial loss by taking on the proposed assets and services.

The town clerk said although some costs were known, the proposal did ask for clarification of other costs. He agreed the reference to 'inflationary increases' in relation to car park income should be removed from the proposal; a portion of the income would only be passed to WDDC when the charges were increased.

It was acknowledged the proposal would only work for the town council if WDDC was willing to transfer the car parks, but if the deal didn't at least balance for the town council, it would not proceed.

Members discussed what the council's opening negotiating position should be.

However, it was agreed it was too late to start changing the proposal and it should be submitted as is, with the removal of the reference to 'inflationary increases'.

If the proposal was not accepted, either in whole or part, Cllr B. Larcombe asked how the matter would be taken forward in the timescale that remained.

The town clerk said this was being driven by the working group and he would continue taking his brief from that group. He said if decisions needed to be made, an extraordinary Full Council meeting could be arranged.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members **RESOLVED** to receive the minutes of the meetings of the WDDC Service Review working group held on 13 and 20 March 2018 and agree the written proposal to WDDC, with the removal of the reference to 'inflationary increases', as part of the WDDC service review.

*The meeting closed at 8.54pm.*