



John Wright
Town Clerk

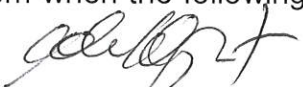
Lyme Regis Town Council

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Notice is hereby given of the meeting of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on **Wednesday 31 October 2018** commencing at 7pm when the following business is proposed to be transacted:


John Wright

Town Clerk
26.10.18

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 19 September 2018 (attached)

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 10 October 2018 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 19 September 2018

To inform members of matters arising from the minutes of the Full Council meeting on 19 September 2018 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

9. Matters arising from the minutes of the extraordinary Full Council meeting held on 10 October 2018

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 10 October 2018 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

10. Update Report

To update members on issues previously reported to the council

11. Mayor's Announcements

12. Planning Committee

To receive the minutes of the meetings held on **18 September and 16 October 2018** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

13. Human Resources Committee

To receive the minutes of the meeting held on **26 September 2018** and consider the recommendations therein.

14. Strategy and Finance Committee

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

15. Tourism, Community and Publicity Committee

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

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **3 October 2018** and consider the recommendations therein.

17. West Dorset District Council, Assets and Services Transfer

To allow members to consider West Dorset District Council's latest position on the transfer of assets of services

18. Woodmead Halls' Lease

To allow members to consider and approve the council's lease with Woodmead Halls

19. Boundary Agreement between Lyme Regis Town Council and The Bay Hotel Lyme Regis LLP

To allow members to consider and approve a boundary agreement between Lyme Regis Town Council and The Bay Hotel Lyme Regis LLP relating to land at Langmoor Gardens and the Bay Hotel, Marine Parade, Lyme Regis, DT7 3JQ

20. Exempt Business

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 19 SEPTEMBER 2018

Present

Chairman: The 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 Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

18/60/C Public Forum

Lucy Armstrong

As a member of the Dorset Youth Council, Lucy said she was in support of Lyme Regis having a fully-budgeted youth council. She said there had been lots of important decisions made in politics in recent years, such as Brexit, so youth councils were becoming more important than ever. Lucy said she had been on the youth council since she was aged 10, and she was now almost 20 and studying politics at university. She said she was a member of Dorchester Youth Council, which had its own budget, they had branded themselves and given themselves a logo so people knew who they were. She said the youth council met before Dorchester Town Council meetings and went through the agendas and read out a speech with their ideas at the beginning of the town council meeting. Lucy said the youth council could create exciting conversation and challenge the older generation, and a budget was important in running a youth council. Lucy said she was also involved with a national organisation which specialised in engaging young people in decision-making. She said for a group to be effective, young people should be included because they are the people who will be taking over the running of Lyme Regis in the future. She said young people were playful in practice and practical in solutions, and a budget for the Lyme Regis youth council would support this principle.

In response to several questions from members, Lucy said their budget was provided by Dorset County Council and Dorchester Town Council, supported by Thomas Hardy School. She said they applied for grants but needed a budget to support their bids.

Mr C. Tipping

As the new co-ordinator of LymeForward, Mr Tipping gave an update on the Coastal Communities Fund stage one, round five bids, for which a decision had now been put back from June/July 2018 until early 2019. He said members could contact him if they wished to discuss this further.

Mr Tipping also gave an update on Lyme Regis Development Trust. He said they had three exciting projects going on: a radio station workshop, a commercial café, and 'man sheds'.

Mr Tipping urged councillors to drop in and see him or contact him separately if they wished to discuss something.

Cllr D. Turner – Dorset County Council (DCC)

Cllr D. Turner said the Shadow Dorset Council had agreed a further £1.4million for highways' improvements, which was on the back of a £2million government grant the council was given recently. He urged everyone to report any highways' defects on the Dorset For You website.

Cllr D. Turner said the Shadow Executive was looking at any spend of over £100,000 from the district and borough councils, and any spend over £500,000 from the county councils.

Cllr D. Turner said the surface dressing of the roads had been completed and repairs had been made to Buddle Bridge. He added it was not a council worker who had been involved in the accident during the bridge works. He said the council was now carrying out maintenance work on Horn Bridge.

Cllr D. Turner said the Shadow Executive had new portfolio holders and he had been given the environmental portfolio.

Cllr D. Turner said a proposal went to the Shadow Executive to continue community grants for one year, with the exception of local area partnerships in West Dorset, because the rest of the county didn't provide those grants. However, it was decided West Dorset local area partnerships would be added to the proposal and would receive funding for a further year.

Cllr D. Turner said the structure for Dorset Council was set up and the constitution was almost ready. He said they continued to work towards forming a safe and legal council by May 2019. He said they had started discussing branding for Dorset Council and the public would be asked to choose the best design, although he wasn't keen on the proposed designs.

Cllr D. Turner said Jason Vaughan had been appointed the interim Section 151 officer. He said the interim head of service, Matt Prosser, had been recommended to lead Dorset Council following a selection process, but this still needed the approval of the Full Council.

Cllr D. Turner said there was pressure on the budgets for social care and adult services, and a downward decline on highways infrastructure.

Cllr D. Turner said the youth council was going into DCC for a takeover day in October. He said Dorchester Youth Council had a good Twitter page which he recommended following.

Cllr D. Turner – West Dorset District Council

Cllr D. Turner said the asset transfer, which involved Lyme Regis, had not been approved, as anything that would affect the budget of the new council was unlikely to be approved.

Cllr D. Turner said the state of the public toilets had been an issue not just in Lyme Regis, but also in Charmouth and West Bay, and the cleaning contract would be considered by the Scrutiny Committee in November. Additional works had been implemented so hopefully there would be some improvement.

Cllr Mrs C. Reynolds – West Dorset District Council (WDDC)

Cllr Mrs C. Reynolds said she also wasn't keen on the designs for the logo for Dorset Council.

18/61/C Questions from Councillors

Cllr B. Larcombe

Cllr B. Larcombe asked what steps were being taken to hasten the progress in improving and tendering to improve the design and capacity of the council's website.

Cllr D. Hallett

Cllr D. Hallett asked if the council could bring back into use the system to record council meetings as he was concerned the minutes were not detailed enough.

Cllr O. Lovell asked that this was put on a future agenda for consideration.

The Mayor, Cllr Mrs M. Ellis said the minutes were not a verbatim report of the meeting.

Cllr O. Lovell

Cllr O. Lovell asked if the council could take up the issue of the poor level of service the town was getting from the ambulance service and police.

Cllr J. Scowen

Cllr J. Scowen asked if the council could allow the press into its working group meetings to allow the public to see what was going on.

18/62/C Apologies for Absence

Cllr S. Miller – holiday
Cllr P. Ridley – work commitments

18/63/C Disclosable Pecuniary Interests

There were none.

18/64/C Dispensations

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

18/65/C To confirm the accuracy of the minutes of the Full Council meeting held on 11 July 2018

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, the minutes of the Full Council meeting held on 11 July 2018 were **ADOPTED**.

18/66/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 7 August 2018

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the extraordinary Full Council meeting held on 7 August 2018 were **ADOPTED**.

18/67/C Matters arising from the minutes of the Full Council meeting held on 11 July 2018

Members noted the report.

18/68/C Matters arising from the minutes of the extraordinary Full Council meeting held on 7 August 2018

There were no matters arising.

18/69/C Update Report

Bowling club

Cllr B. Larcombe said he and Cllr G. Turner had met again with the bowling club representatives and they would be reporting back to the assets on-and-around Monmouth Beach car park working group.

18/70/C Mayor's Announcements

In relation to the Mayor's meeting regarding Strawberry Field, Cllr S. Williams asked if a report would come to the council on this matter.

The town clerk said the council had undertaken to review what could be done with Strawberry Field and a consultant would be brought in to undertake that review. He said the consultant's report would be considered by the Strategy and Finance Committee.

18/71/C Planning Committee

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Planning Committee held on 24 July and 21 August 2018.

18/72/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 18 July 2018 and adopt the recommendations, as follows:

18/24/HR – Local Council Award Scheme

RESOLVED: to defer the target date for achieving the Quality Gold Award of the Local Council Award Scheme to 31 March 2020 and approve the following actions:

- In conjunction with LymeForward and the police, the council takes the lead in developing a safer neighbourhood strategy. This strategy would be considered by the Tourism, Community and Publicity Committee on 23 January 2019
- The council determines its approach to CCTV by 31 December 2018
- A community engagement strategy is developed and considered by the Tourism, Community and Publicity Committee on 23 January 2019
- As part of its preparation for a new administration in May 2019, the council develops a comprehensive induction and training programme for members
- The council considers how to address the current internal conflict among members and what measures it can take to mitigate bringing the council into disrepute.

18/25/HR – Improving Productivity

RESOLVED: to endorse the removal of paid breaks to all employees.

RESOLVED: to note management action on 'doubling up' and works' programming.

RESOLVED: to approve the introduction of variable hours' contracts for the existing gardening team on a voluntary basis.

RESOLVED: to approve the appointment to all subsequent gardening vacancies on variable hours' contracts.

RESOLVED: to approve the deletion of the seasonal gardener and apprentice gardener posts and their replacement with a permanent full-time gardener on a variable hours' contract.

18/73/C Strategy and Finance Committee

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 5 September 2018 and adopt the recommendations, as follows:

18/33/SF – Review of Standing Orders

RESOLVED: to approve the proposed standing orders, based on the model published by the National Association of Local Councils, effective from 19 September 2018.

18/34/SF – LEADER Programme Application

RESOLVED:

- to approve a budget of up to £200,000 from the council's reserve to support its application to the Dorset LEADER Programme for the renewal and enhancement of the roof area above The Swim, the antique centre and amusement arcade
- to confirm the appointment of John Stark and Crickmay Partnership to undertake the initial design and 'up to tender' work for the renewal and enhancement of the roof area above The Swim, the antique centre and amusement arcade
- to approve the internal programme for submitting an application to the Dorset LEADER Programme by 6 December 2018

18/74/C Tourism, Community and Publicity Committee

Cllr O. Lovell declared a pecuniary interest in minute number 18/30/TCP.

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 1 August 2018 and adopt the recommendations, as follows:

18/29/TCP – Policy and Procedure for Events on Council-Owned Land

RESOLVED: to approve the policy and procedure for events on council-owned land, as amended by the Tourism, Community and Publicity Committee.

18/30/TCP – Promoting Lyme Regis

RESOLVED: to instruct officers to obtain costs to produce the 2019 Lyme Regis guide based on 15,000, 17,500 and 20,000 copies and to bring this information

back to the Tourism, Community and Publicity Committee on 10 October 2018 for members to consider.

18/31/TCP – I Love Lyme Day

RESOLVED: to support the proposal for an 'I Love Lyme Day', to approve expenditure of up to £4,000 to provide a firework display and cover sundry expenses on 16 August 2018, and ask the Full Council at its meeting on 19 September 2018 to retrospectively approve a budget for this expenditure.

18/32/TCP – Youth Council at Woodroffe School

ORIGINAL MOTION: to support the setting up of a youth council at the Woodroffe School, to agree the youth council identifies projects and comes back to the council to request a budget, to agree the Tourism, Community and Publicity Committee is the youth council's principal link with the council, and to agree Cllr Mrs C. Reynolds acts as the liaison between the town council and the youth council.

Cllr Mrs C. Reynolds asked members to re-consider allocating a budget to the youth council following the comments made in the public forum. She reassured members there would be a council signatory on any youth council expenditure.

Cllr J. Scowen supported an allocated budget as he said this would encourage the youth to get involved in politics.

Cllr S. Williams believed the youth council should raise its own funds.

It was proposed by Cllr Mrs C. Reynolds to allocate a budget to the youth council at the Woodroffe School.

This motion was not seconded.

Cllr O. Lovell said as the youth council hadn't yet been set up, the council should establish the level of interest from pupils before deciding on a budget.

Cllr B. Larcombe said he wanted to see the youth council working in practice and suggested a youth council member attended a town council meeting to make a pitch for the size of budget it wanted.

Cllr R. Doney said to encourage young people to join, the council should allocate an initial budget to show its support, but the youth council could also come back to the council and discuss the budget it would like.

The town clerk said any expenditure would require a signatory and the youth council would retrospectively report its expenditure back to the council through the Tourism, Community and Publicity Committee. He said if the money was used inappropriately, the budget would be reviewed.

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It was proposed by Cllr O. Lovell and seconded by Cllr Mrs C. Reynolds to allocate a budget of £5,000 to the youth council at the Woodroffe School.

This motion was not carried.

It was proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds to allocate a budget of £2,000 to the youth council at the Woodroffe School.

This motion was carried, as follows:

SUBSTANTIVE MOTION: to support the setting up of a youth council at the Woodroffe School, to agree an allocated budget of £2,000, to agree the Tourism, Community and Publicity Committee is the youth council's principal link with the council, and to agree Cllr Mrs C. Reynolds acts as the liaison between the town council and the youth council.

18/33/TCP – Mary Anning Statue

Cllr D. Hallett was concerned the project was moving ahead although nothing had yet been approved by the council.

Cllr Mrs C. Reynolds said she intended to hold a public meeting, and all she was asking for at this stage was support from the council in taking this project forward.

Cllr S. Williams asked who would be funding the statue and he said information was required on where it would be located.

Cllr Mrs C. Reynolds said this information was included in the documents she had circulated to members before the meeting. Cllr O. Lovell added this kind of information would be confirmed after the public meeting.

RESOLVED: to allow Cllr Mrs C. Reynolds to look into the possibility of installing a statue of Mary Anning in Lyme Regis and to report back to the Tourism, Community and Publicity Committee with further information.

18/75/C Town Management and Highways Committee

Cllr O. Lovell declared a pecuniary interest in minute number 18/27/TMH.

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 25 July 2018 and adopt the recommendations, as follows:

18/23/TMH – Beach Hut Replacement

RESOLVED: to replace the Cart Road beach huts with the standard 2006 specification in wood.

RESOLVED: to replace all 34 Cart Road beach huts in one go in the 2018/19 autumn/winter season.

RESOLVED: that the new Cart Road beach huts have pitched roofs.

RESOLVED: to write a new specification for the replacement of the Cart Road beach huts to include pitched roofs, and commence the tender process for replacement.

18/24/TMH – Teen Shelter at Anning Road Playing Field

Members discussed whether removing the teen shelter would only move the anti-social behaviour elsewhere, such as the gazebo or pirate ship in the play park.

Cllr J. Broom said the police were visiting the area at irregular hours and had reported the situation had improved. He therefore suggested leaving the shelter in place for six months while the situation was monitored further.

Cllr B. Larcombe said the situation was bad enough to justify removing the shelter immediately. He said as winter was approaching, usage of the shelter would reduce over the next six months, so the results of any monitoring would not be conclusive.

Cllr D. Hallett said there had been issues with anti-social behaviour in this area ever since there had been a hut there and delaying a decision would not have any benefit.

Cllr S. Larcombe asked if the gate to the rear of Anning Road could be fitted with a lock and accessed by fobs to help control the situation.

Cllr Mrs M. Ellis said removing the shelter would be to the detriment of others who used it and did not cause trouble.

It was proposed by Cllr O. Lovell to leave the teen shelter in place but if one more complaint is made, it is removed without being referred back to the council.

This motion was not seconded.

It was proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds to defer removing the teen shelter at Anning Road playing field for six months while the situation is monitored.

This motion was not carried.

RESOLVED: to remove the teen shelter at Anning Road playing field.

RESOLVED: to investigate the possibility of installing CCTV at Anning Road playing field.

18/25/TMH – Candles on the Cobb Pavilion Toilets' Refurbishment

RESOLVED: to approve up to £6,000 plus VAT to refurbish the Candles on the Cobb Pavilion toilets.

18/26/TMH – Chalet 18 Monmouth Beach

RESOLVED: to approve the drawings for the replacement of chalet 18 Monmouth Beach, provided the ridge is not higher than that of the previous chalet.

18/27/TMH – View Road Parking and Access Arrangements

RESOLVED: not to pursue the request for residents' parking in View Road.

18/76/C New Army Cadet Force for Lyme Regis

Cllr Mrs C. Reynolds said since the report was drafted, The Hub could no longer accommodate the Army Cadet Force (ACF) because existing bookings couldn't be changed. However, she said The Tunnel near Charmouth was able to accommodate the ACF and this had been agreed in principle by Colonel Richard Taylor, commandant of Dorset ACF.

Cllr Mrs C. Reynolds said the owner of The Tunnel also had a minibus, which he would allow to be used to transport people to the venue, if necessary. She said the owner had also agreed to hire out the venue at the same price as The Hub had agreed, £1,430 for the first year.

Cllr B. Larcombe asked if this payment would fall in line with the grants' process in subsequent years, or in line with the anniversary of the initial agreement. He wished to make it clear if the council agreed to pay the charges, it was for exceptional reasons and it should not imply other organisations could approach the council for funding outside of the grants' process.

Cllr Mrs C. Reynolds said the Dorset ACF had only requested for the first year's charges to be paid, after which the ACF would take it on and could apply for a grant from the council if they wished.

Cllr Mrs C. Reynolds said interviews were being held on 22 September 2018 for volunteers to help run the ACF.

Cllr S. Williams was concerned the council gave The Hub a grant to benefit the youth of the town, but a youth organisation wasn't able to use the venue. He asked if any of the existing bookings that could not be changed were commercial bookings.

Cllr Mrs C. Reynolds said the existing bookings were for youth organisations.

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, members **RESOLVED** to agree to pay the first year's hire charges of £1,430 for the use of The Tunnel to run weekly Army Cadet Force training.

Cllr Mrs M. Ellis did not vote as her daughter was being interviewed to be an ACF volunteer.

18/77/C List of Payments

Cllr D. Hallett raised queries on several payments, which were explained by officers.

Proposed by Cllr R. Doney and seconded by Cllr J. Broom, members **RESOLVED** to approve the schedule of payments for June 2018 for the sum of £128,287.68.

The meeting closed at 8.32pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 10 OCTOBER 2018

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

Councillors: Cllr J. Broom, Cllr P. Hicks, Cllr S. Larcombe, 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)

Absent: Cllr P. Ridley

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

18/78/C Public Forum

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

18/79/C Apologies for Absence

Cllr R. Doney – holiday
Cllr D. Hallett
Cllr B. Larcombe – holiday
Cllr O. Lovell
Cllr S. Miller – holiday

18/80/C Disclosable Pecuniary Interests

There were none.

18/81/C Dispensations

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

18/82/C Roof replacement above the Swim, the antiques and craft centre and the amusement arcade

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.

18/83/C Exempt Business

(a) Roof replacement above the Swim, the antiques and craft centre and the amusement arcade

Cllr J. Broom asked if scaffolding prices had been obtained.

Mr R. Hussey, of John Stark and Crickmay Partnership, said estimates had been obtained from a scaffolding company for three types of scaffolding: conventional, cantilever, and cover-up, with conventional being the cheapest and cover-up the most expensive.

Mr R. Hussey said the work to the roof would be weather permitting if conventional or cantilever scaffolding was used, and any overrun would potentially incur extra costs. However, work could continue in any weather if cover-up scaffolding was used.

Members discussed whether it was preferable to carry out the work in the autumn/winter to minimise business disruption, or in the spring/summer to take advantage of better weather.

Cllr Mrs C. Reynolds asked if the work could start in autumn/winter 2018 and whether retrospective funding would be given by the LEADER programme if work had already started.

The deputy town clerk said funding would not be given for work that had already started.

Mr R. Hussey added that if members favoured carrying out the work in autumn/winter 2019, this would be too late for LEADER funding as the work had to start on site by March 2019 and must be completed by 24 September 2019.

The deputy town clerk said members should seriously consider whether to pursue LEADER funding, as it would drive the project towards specific timescales, it would increase the likelihood of substantial claims for business disruption and could have a knock-on consequence for some major events.

Cllr J. Broom said the concrete roof was wet and a survey needed to be carried out, which could require more substantial work. As such, he suggested delaying the work until autumn/winter 2019 to allow issues such as this to be investigated properly.

Members acknowledged this would mean LEADER funding could not be pursued.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** not to pursue the funding bid to the LEADER programme for the replacement of the roof above the Swim, the antiques and craft centre and the amusement arcade; to allocate a budget of £332,000 for the whole project; to defer

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the project until autumn/winter 2019; and to accept the following recommendations from John Stark and Crickmay Partnership:

- the asphalt should be removed, the concrete surface dried and a new surface applied with properly designed movement joints and perimeter details
- the new surface should be a high performance polimar FCS weatherproofing system in conjunction with a Nicholson Rooftrak balustrade system, or similar: the weatherproofing system finish should be in two shades of grey
- the perimeter balustrade is replaced in stainless steel and glass and is moved inwards approximately two feet
- four weathertight service cabinets should be installed for electricity and water
- the removal of the steps between the two roof levels to avoid the current clash of stair handrails and shelter balustrade
- the ramp is re-profiled to comply with current design requirements
- a row of ammonite lamp posts is installed along the garden-side of the roof
- wall mounted ammonite lamps are fixed to the front of the building and are serviced by a surface conduit
- a structural engineer is engaged to appraise the exposed concrete deck before it is recovered.

The meeting closed at 7.33pm.

Committee: Full Council

Date: 31 October 2018

Title: Matters arising from the minutes of the Full Council meeting held on 19 September 2018

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 19 September 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

18/61/C – Questions from Councillors

A report on the recording of meetings will be brought to the Strategy and Finance Committee on 28 November 2018.

A report on ambulance service response times and the role of the fire brigade in the response process was considered by the Strategy and Finance Committee on 24 October 2018; any recommendations from the Strategy and Finance committee are included elsewhere on this agenda.

Following consideration by the Human Resources Committee, the Full Council resolved (**18/24/HR – Local Award Scheme**), 'In conjunction with LymeForward and the police, the council takes the lead in developing a safer neighbourhood strategy. This strategy would be considered by the Tourism, Community and Publicity Committee on 23 January 2019.'

18/76/C – New Army Cadet Force for Lyme Regis

This now sits with the Tourism, Community and Publicity Committee who receive update reports on this matter

John Wright
Town clerk
October 2018

Committee: Full Council

Date: 31 October 2018

Title: Matters arising from the minutes of the extraordinary Full Council meeting held on 10 October 2018

Purpose of the Report

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 10 October 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

18/83/C – Roof replacement above the Swim, the antiques and craft centre and amusement arcade

The town clerk will arrange a meeting with John Stark Crickmay Partnership w/c 29 October 2018 to consider a revised works' programme.

John Wright
Town clerk
October 2018

Committee: Full Council

Date: 31 October 2018

Title: Update Report

Purpose

To update members on issues previously reported to the council

Recommendation

Members note the report

Report

Bowling club car park

Cllr B. Larcombe and Cllr G. Turner met with bowling club representatives on 19 September 2018, following instruction from the Assets On-and-Around Monmouth Beach working group to do so.

They are waiting for the bowling club to respond to them and further details will be reported back to the working group. It is intended to hold a working group meeting on either 6 or 20 November 2018, with the intention of any recommendations being presented to the Strategy and Finance Committee on 28 November 2018.

John Wright
Town clerk
October 2018

**Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 31 October 2018**

14 September	Attended with Consort, Uplyme Cricket Club Presentation evening
15 September	Attended with the deputy mayor, Portland Town Council Civic Day
17 September	Presented with Ian Marshall chairman of Royal British Legion, World War 1 books and poppy seeds to the children at both Mrs Ethelstons School, and St Michaels Primary School
21 September	Attended with consort Freedom of The Rifles at Sherborne
22 September	With consort, mace bearers, town clerk and councillors, Hosted The Rifles Freedom Day
28 September	Attended with consort, Dorchester Town Council Civic Day
10 October	With Consort, hosted Lyme Regis Civic Day, welcoming mayors, mayoresses, consorts, chairman and vice chairman from across Dorset and Somerset
11 October	Chaired LymeForward meeting at Woodmead Halls
18 October	Attended the AGM for B-Sharp which included a leaving party from Fran Williams.

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LYME REGIS TOWN COUNCIL PLANNING COMMITTEE MINUTES OF THE MEETING HELD ON TUESDAY 18 SEPTEMBER 2018

Present:

Members: Cllr B. Larcombe (chairman), Cllr J Broom, Cllr Mrs M. Ellis, Cllr D.Hallett, Cllr J. Scowen, Cllr G. Turner and Cllr S. Williams

Officers: John Wright (town clerk)

Absent: Cllr P. Ridley

18/52/P Public Forum

Lorna Jenkin, Woodmead Road, asked why the council hadn't sought input to the preferred options consultation. She asked if the resolutions the committee would make reflected council policy and said decisions made could create difficulties for the Community Land Trust (CLT).

Wendy Davies (Blue Waters Drive) reiterated that any affordable element of new housing should be developed by the CLT, there should be a principal occupancy requirement and existing proposals had a visible impact on an Area of Outstanding Natural Beauty.

Zoe Patrick, Woodberry Down Way, shared Wendy Davies' concerns and wanted to understand the council's position on these points.

Cllr S. Williams asked if the CLT had any additional land at Timber Hill. Launa Jenkin said the CLT had no other land at Timber Hill.

18/53/P Apologies

Apologies for absence were given by Cllr Mrs C. Reynolds.

18/54/P Minutes

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 21 August 2018 were **ADOPTED** without amendment.

18/55/P Disclosable Pecuniary Interests

No pecuniary interests were declared in relation to the business of this meeting.

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18/56/P **Dispensations**

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

18/57/P **Matters arising from the minutes of the meeting held on 26 June 2018**

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

18/58/P **Update Report**

There were no matters to be updated at this meeting.

18/59/P **Planning Applications**

Planning applications were considered in accordance with the details circulated.

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

- 1) **WD/D/18/001406-LBC** (Received 30 August 2018)
Hamlin – Replacement of fixed window with sliding opening window – The Alcove, Marine Parade, Lyme Regis, DT7 3JE

*Members recommended that the application should be **approved** subject to a condition that there will be no food or other retail sales through the window.*

- 2) **WD/D/18/001620-LBCO** (Received 23 August 2018)
Helston – Demolition of existing rear extension and two garages. Erection of extension and garage: replacement of windows to existing dwelling – Ware Corner, Ware Lane, Lyme Regis, DT7 3EL

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

- 3) **WD/D/18/001679-FULL** (Received 19 August 2018)
Bristow – Demolition of porch, erection of replacement porch and alterations – Overcombe Lodge, Clappentail Lane, Lyme Regis, DT7 3LZ

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

- 4) **WD/D/18/001765-FULL** (Received 5 September 2018)
Simpson – Form parking space in rear garden accessed from Charmouth Road – 29 Summerhill Road, Lyme Regis, DT7 3DT

*Members recommended that the application should be **refused** on the grounds that there were significant highway concerns because of the*

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proximity of the access to a passing place/layby and to the narrow width of the carriageway.

5) **WD/D/18/001799-FULL** (Received 9 September 2018)
Allen – Demolition and erection of garage – Lamorna, Uplyme Road, Lyme Regis, DT7 3LP

*Members recommended that the application should be **refused** on the grounds that there would be a negative impact on the street scene, an adverse impact on the amenities of neighbouring properties and because of the proximity of the pavement and overdevelopment of the site. The council also believes that details contained in the application are inaccurate.*

6) **WD/D/18/1815-FULL** (Received 23 August 2018)
Helston – Demolition of existing single storey extension to the rear of the house and two “Woolaway” concrete panel garages to the side: erect new extension and new garage – Ware Corner, Ware Lane, Lyme Regis, DT7 3EL

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

18/60/P **Amended/Additional Plans**

There were no amended plans to be considered at this meeting. **NOTED**

18/61/P **Withdrawn Applications**

There were no withdrawn applications to be considered at this meeting. **NOTED**

18/62/P **Planning Decisions**

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

18/63/P **Correspondence from West Dorset District Council and Dorset County Council regarding planning matters**

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

18/64/P **Review of the West Dorset, Weymouth and Portland Local Plan-Preferred Options Consultation**

Cllr B. Larcombe said the public had had the opportunity to present their views on the preferred options consultation to West Dorset District Council at a meeting held at Woodmead Halls on 10 September 2018.

Cllr B. Larcombe emphasised the council's proposals to the initial issues and options consultation had been submitted following an extraordinary

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meeting of the Planning Committee on 14 March 2017. The purpose of that meeting was to invite comment from the public. That meeting had been well attended and the views of those who attended had been incorporated in to the council's response.

Cllr B. Larcombe added at this stage of the process there was little scope for substantive amendment.

Cllr Mrs M. Ellis said she supported a principal occupancy condition on all new housing.

Cllr J. Broom said the impact of the condition would be limited due to the low volume of new housing in the future.

Cllr D. Hallett said Strawberry Field should be for sport. Cllr B. Larcombe said Strawberry Fields was outside the Local Plan but could be an exception site.

Cllr Mrs M. Ellis stressed the importance of cross-border working and confirmed Haye Farm was designated green belt.

Cllr S. Williams asked about the possibility of social housing at the area off Colway Lane, above Queens Walk.

Proposed by Cllr J. Broom, seconded by Cllr. Graham Turner, members re-affirmed the council's position on the Local Plan which was approved following consideration at an extraordinary meeting of the Planning Committee on 14 March 2017. Members also noted that the deadline for comments was imminent and that any recommendation to Full Council would, therefore, be retrospective. Members also agreed the council should consider policies on principal occupancy and community use.

The meeting closed at 7.47pm.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 16 OCTOBER 2018**

Present:

Members: Cllr B. Larcombe (chairman), Cllr J Broom, , Cllr D. Hallett, Cllr Mrs C. Reynolds, Cllr P. Ridley, Cllr J. Scowen, Cllr G. Turner and Cllr S. Williams

Officers: Mark Green (deputy town clerk)

18/65/P Public Forum

Mr S. Jones of Upper Westhill Road spoke in opposition to application WD/D/18/001986.

He referred to the height, size, massing, design and overshadowing of the proposed dwelling and associated landscaping. He considered that the proposal, if implemented, would have an enormous detrimental impact on his residential amenity and that of neighbouring properties and requested the committee to recommend that the application be refused. He referenced various policies in the West Dorset, Weymouth and Portland Local Plan which he felt that the proposal was not in compliance with.

The chairman ran through material planning considerations and explained that the council had to have regard to these when considering the grounds for objecting to any application.

Mr. E. Herbert of Coram Avenue spoke in support of application WD/D/18/002109. He explained that he was the applicant, showed various photos of the wider setting and demonstrated that the proposed roof height was only 700mm above the existing. He could see no way in which the application could affect the setting of a nearby Listed Building and he referred to other recent development in the area which had been permitted and which, in his opinion, had a greater impact than his current application.

18/66/P Apologies

Apologies for absence were given by Cllr Mrs M. Ellis.

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18/67/P Minutes

Proposed by Cllr G. Turner and seconded by Cllr S. Williams, the minutes of the meeting held on 18 September 2018 were **ADOPTED** without amendment.

18/68/P Disclosable Pecuniary Interests

No pecuniary interests were declared in relation to the business of this meeting.

18/69/P Dispensations

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

18/70/P Matters arising from the minutes of the meeting held on 18 September 2018

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

18/71/P Update Report

There were no matters to be updated at this meeting.

18/72/P Planning Applications

Planning applications were considered in accordance with the details circulated.

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

- 1) **WD/D/18/001868-LBC** (Received 4 October 2018)
Riverhead House Estates Ltd – New courtyard paving and existing steps –
Flat 1, Gatesfield, Sidmouth Road, Lyme Regis, DT7 3EQ

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

- 2) **WD/D/18/001986-FULL** (Received 20 September 2018)
Webb – Demolition of bungalow and erection of replacement dwelling –
Orchard End, Highcliff Road, Lyme Regis, DT7 3EW

*Members recommended that the application be **refused** on the grounds that the height, scale and massing of the proposed dwelling would have a significant adverse impact on the residential amenity of neighbouring properties.*

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- 3) **WD/D/18/001998-FULL** (Received 21 September 2018)
Lyme Regis Development Trust – Erection of a community workshop -
Lyme Regis Club For Young People, Church Street, Lyme Regis, DT7
3BS

Members recommended that the application be approved

- 4) **WD/D/18/002048-FULL** (Received 27 September 2018)
Matthews – Change of use of ground floor shop from A1 to C3 – 4 Silver
Street, Lyme Regis,
DT7 3HR

Members recommended that the application be approved

- 5) **WD/D/18/002109-FULL** (Received 28 September 2018)
Herbert – Erection of second floor extension - The Annexe, Coram
Avenue, Lyme Regis, DT7 3LB

Members recommended that the application be approved

- 6) **WD/D/18/002124-FULL** (Received 28 September 2018)
Homewood – Removal of chimney and installation of dormer window –
Manylands Cottage, Pound Road, Lyme Regis, DT7 3HX

Members recommended that the application be approved

- 7) **WD/D/18/002230-FULL** (Received 9 October 2018)
Torina Ltd – conversion of dwelling into 3no. flats and installation of rear
roof light – 53 Broad Street, Lyme Regis, DT7 3QF

Members recommended that the application be approved

- 8) **WD/D/18/002231-LBC** (Received 9 October 2018)
Tornia Ltd – Internal alterations to facilitate the conversion of the dwelling
into 3no. flats and installation of rear roof light – 53 Broad Street, Lyme
Regis, DT7 3QF

Members recommended that the application be approved

18/73/P Amended/Additional Plans

There were no amended plans to be considered at this meeting. **NOTED.**

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18/74/P **Withdrawn Applications**

The one withdrawn application (WDD/D/18/001430) was **NOTED**.

18/75/P **Planning Decisions**

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

18/76/P **Correspondence from West Dorset District Council and Dorset County Council regarding planning matters**

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

18/77/P **Neighbourhood Plan for Lyme Regis**

Members discussed the report and agreed that there was no benefit in progressing a neighbourhood plan for Lyme Regis at the present time.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that a neighbourhood plan for Lyme Regis not be pursued at the present time.

The meeting closed at 7.41pm.

**LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE**

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 SEPTEMBER 2018

Present

Chairman: Cllr B. Larcombe

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

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

Absent: Cllr J. Scowen

18/27/HR Public Forum

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

18/28/HR Apologies

Cllr G. Turner – coastguard training

18/29/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 18 July 2018

Proposed by Cllr J. Broom and seconded by Cllr O. Lovell, the minutes of the meeting held on 18 July 2018 were **ADOPTED**.

18/30/HR Disclosable Pecuniary Interests

There were none.

18/31/HR Dispensations

There were none.

18/32/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 18 July 2018

The town clerk said the work experience student had completed a very detailed report on the tip and this would be presented to the Town Management and Highways committee in November.

Cllr Mrs M. Ellis arrived at 7.01pm.

18/33/HR Update Report

Members asked for it to be noted, the administrative assistant was a valuable member of the team and would be missed when she left the organisation.

18/34/HR Health and Safety Committee Minutes

Members raised concerns about the safety of the office building and discussed its suitability for purpose.

Cllr O. Lovell said when the building was originally assessed to be used for offices, all requirements were met.

The town clerk said a recent fire risk assessment had been undertaken and only a couple of issues were flagged, which would be rectified soon.

Members discussed splits in the wood at Anning Road playpark and whether they should be treated regularly to avoid damage such as this.

Cllr J. Broom agreed to ask the operations manager to ensure this issue was included on the next Town Management and Highways agenda.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, the minutes of the Health and Safety committee meeting held on 3 September 2018 were **RECEIVED**.

18/35/HR Gardener, Six-Month Probation Review

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.

18/36/HR Operations Supervisor/Lengthsman, Six-Month Probation Review

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.

18/37/HR Individual Performance Recognition and Bonus Award Payments

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.

18/38/HR Post-holder 101 Sickness Absence

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.**

18/39/HR Post-holder 204 Sickness Absence

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.

18/40/HR Weed Spraying

Members discussed the use of glyphosate products and whether there were any alternative options to using them.

The town clerk said most other councils in the country were using glyphosate, as it was still a licenced product until 2022. He said the operations manager had explored other options, however after speaking to Glastonbury Town Council who use a glyphosate-free alternative, it was clear no other products seemed to produce results.

Cllr B. Larcombe said there was no credible alternative and, as there would only be six more applications before 2022, it was logical to continue and wait to see if the product was re-licensed.

Cllr O. Lovell said the operations manager would need to ensure spraying was undertaken during early hours when there was unlikely to be members of the public around.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to continue to sanction weed spraying with glyphosate-based products as instructed, whilst looking into an alternative product coming into effect in 2022.

Cllr D. Hallett voted against this motion.

18/41/HR Gardener, Six-Month Probation Review

Members discussed post-holder 206's progress and all agreed he was an asset to the team. However, there was one area of concern which members felt needed to be addressed before considering whether to confirm his permanent employment.

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to extend the gardener's probation period for 3 months or until the results of an occupational health appointment can be discussed at this committee.

18/42/HR Operations Supervisor/Lengthsman, Six-Month Probation

The town clerk said the word 'probation' should not have been included in this report, it was just a review as post-holder 217 had already been in permanent employment with the council.

Members discussed how well post-holder 217 had taken to this new role and agreed he should be commended.

Proposed by Cllr S. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the operations supervisor/lengthsman's continued employment in that role.

18/43/HR Individual Performance Recognition and Bonus Award Payments

Members discussed the concept of a one-off payment to certain members of staff.

There was concern amongst members that giving payment to some employees and not others would be unfair and could create a divide in the workforce. It was thought that thank you letters would be more appropriate.

It was proposed by Cllr B. Larcombe to send a thank you letter, signed by the town clerk, to the cleansing team.

This motion was not seconded.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to send a letter, signed by the town clerk, to all staff to thank them for all their hard work during the season.

Cllr Mrs M. Ellis said she would like to see a report taken to the Strategy and Finance committee to discuss providing a contribution to an end-of-season drink for all members of staff.

There was general support for this.

18/44/HR Post-holder 101 Sickness Absence

In light of post-holder 101's sickness absence, the town clerk said he had approached three different organisations to provide support to the finance team, focusing on budget setting and precept. He said he had he had successfully recruited someone on a part-time basis, who would be starting on Monday 1 October 2018. He said post-holder 101 had received a letter informing him of the part-time appointment.

Members noted the report of post-holder 101's sickness absence.

18/45/HR Post-holder 204 Sickness Absence

Members noted the report of post-holder 204's sickness absence.

The meeting ended at 8.49pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 24 OCTOBER 2018

Present

Chairman: Cllr S. Miller

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

Officers: Mr J. Wright (town clerk), Mr M. Green (deputy town clerk)

Absent: Cllr P. Ridley

18/37/SF Public Forum

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

18/38/SF Apologies for Absence

Cllr P. Hicks (prior engagement)
Cllr S. Larcombe (family commitment)
Cllr O. Lovell, (unable to attend rearranged meeting date)

18/39/SF Minutes

Cllr R. Doney referred to minute 18/30/SF about St Michael's church tower and noted that he had carried out research into grants for Grade 1 listed **churches** not buildings as mentioned in the minute. He requested that a correction be made.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Williams, with the above amendment, the minutes of the meeting held on 5 September 2018 were **ADOPTED**.

18/40/SF Disclosable Pecuniary Interests

Cllr R. Doney declared a pecuniary interest in agenda item 16, Review of Charges, relating to Bell Cliff advertising boards, because the Town Mill Brewery had a board. He said he would not take part in the discussion or vote.

Cllr Mrs M. Ellis declared a pecuniary interest in item 19, Ambulance Response, because her husband was a paid firefighter. She said she would leave the room whilst the discussion took place and not take part in the discussion or vote.

18/41/SF Dispensations

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

18/42/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 5 September 2018

Bowling club car park

Cllr B. Larcombe mentioned that the representatives of the bowling club had requested a further meeting. This would not take place until 31 October because of holiday arrangements on their side. In response to points made by Cllr S. Williams, he stated that the revised arrangements would enable more spaces available for use by the public more of the time than was currently the case.

The town clerk advised that the next meeting of the Monmouth Beach working group was likely to take place on 6 November.

St Michael's Church tower

Cllr R. Doney enquired whether other sources of funding had been identified. Officers were unable to advise on this issue.

It was reported that the outcome of the Coastal Revival Fund bidding process was expected imminently, although there was some uncertainty about the precise date.

Members **NOTED** the report.

18/43/SF Update Report

Power boat club lease

In response to various questions from Cllrs B. Larcombe, J. Scowen and D. Hallett, the town clerk advised that the lease had not yet been signed and explained the history to the issue and the position currently reached. The matter had been put in the hands of the council's lawyer who had served a Section 25 Notice on the club, something which was normal practice in such circumstances. The club had now employed their own surveyor and lawyer. He emphasised that he had a duty to protect the council's interests and to ensure that any monies properly owed to the council were recovered.

Cllr. B. Larcombe stressed that, in his opinion, the issues affecting the various council tenants on Monmouth Beach were very different and that it was wrong to make direct comparisons or draw parallels between them.

Arlingclose

In response to a question from Cllr. R. Doney, the chairman advised that other local council's had decided not to continue a relationship with Arlingclose because they perceived no particular advantage from it.

18/44SF Assets-on-and-around Monmouth Beach Car Park Working Group

Cllr B. Larcombe highlighted the comments attributed to him on page 2 of the minutes relating to the payment of the Bowling Club's rates. He stated that this was

not correct and that his comments had related specifically to the payment of *utilities* which were an unknown figure and therefore not something which this council should commit to paying.

In response to comments made by Cllrs B. Larcombe and J. Scowen, the town clerk undertook to bring a report to the next meeting of this committee about the possibility of re-introducing the recording of certain meetings, primarily Strategy and Finance and Full Council.

Members **NOTED** and received the minutes.

18/45/SF Section 106 Funding Working Group

In response to points raised by members, the town clerk advised that the council had now received confirmation from West Dorset District Council of funding totalling approximately £30k. A press release had been issued and all other applicants should be aware of the outcome of their individual applications.

Members **NOTED** and received the minutes.

18/46/SF Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2018

Proposed by Cllr J. Broom and seconded by Cllr Mrs. C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the council approves and accepts the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 2018.

18/47/SF The Process for Approving the 2018-19 Budget and the Medium-Term Financial Plan

The town clerk explained how the following six budget-related reports had been put together to guide members through the budget-setting process.

In response to questions from members, he advised that the election cycle had been amended in the light of the establishment of the new Dorset Council. The next two elections would be on a 5-yearly cycle before reverting to the 'normal' 4-yearly cycle.

Cllr B. Larcombe supported the broad principle of producing a reduced list of objectives/projects in the final year of a council, but felt that directional 'steer' was still important to minimise the time that any new council took to 'get up to speed'.

Members **NOTED** the report.

18/48/SF Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Members discussed some areas of concern, particularly relating to paragraphs 19-24 of the report. They expressed a variety of views relating to member-officer relations, decision making, in-year budget alterations, good governance, member priorities, the number of scheduled and additional meetings, the use of working groups and the exclusion of press and public from meetings.

The town clerk gave examples of where he felt issues had arisen and where the council's performance could be improved. He stressed, however, that the council made over 200 decisions each year and that its performance was generally good. He highlighted, for instance, the number of annual auditor recommendations had fallen consistently; from 33 to 9 over a relatively short period of time. If, however, members disagreed with any of his conclusions, it was important that they say so.

Some members highlighted the need for respect within the council, for views expressed at meetings, for decisions made and actions taken. The impact of other outside organisations on the decision making of the town council was also highlighted. The huge impact in terms of time taken and budgetary uncertainty caused by the West Dorset review of services and asset transfer; which now appeared unlikely to proceed after 3 years of discussions and negotiations, was cited as an example.

Members ran through the 2018/19 risk assessment in detail and raised a variety of questions relating to continuity of staff and staff cover, uncertainties around the new Dorset Council, asset management and office accommodation, adverse publicity, the potential impact of extreme weather, partnerships with the business community, capacity to deal with a wide range of tasks and the way in which the council dealt with confidential information.

Members agreed that no changes should be made to suggested risks, scores and mitigation measures.

The chairman highlighted that the date referred to in the third bullet point recommendation was incorrect and should read 31 October 2018.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that the council note the statement of internal control and the observations detailed in paragraphs 12 to 46 of the report and approve the risk management policy, the standard annual risk assessment and draft risk register attached as appendices 12A, 12B and 12C of the report respectively.

18/49/SF Procurement

Members generally complimented the town clerk and finance manager on the progress made to date to improve the council's procurement arrangements and noted the work still to be undertaken.

Members **NOTED** the report.

18/50/SF Budget Performance, 1 April – 30 September 2018 and Full-Year Forecast

The town clerk emphasised that more work still needed to be done to confirm the figures, but it appeared that the council was heading towards a significant budget overspend in 2018/19 and ran through the reasons why that was the case. He emphasised that the projected income figures were deliberately quite conservative and that the budget gap may well reduce somewhat once the full year-end income figures were known. Equally, some of the expenditure figures were 'worst case' and

might reduce slightly. The figures would be more refined when the matter came back to members in the next committee cycle.

In response to questions, he advised that work to the roof of the shelters building was not included because the work was programmed for the 2019/20 financial year. He also drew attention to the cumulative impact of 'in-year' spending commitments. This was something which the council could afford given the healthy state of council reserves, but it was critical that members considered the impact of such commitments carefully at the time they were entered into.

Cllr R. Doney reinforced the concerns about 'in-year' spending commitments and felt that the council need to be more robust in future, albeit he admitted that he had promoted at least one such commitment during the current year.

The chairman stressed importance of advising members on the financial consequences of any decisions which were made.

There was a general discussion about the level of council reserves and the need to keep them within a range which gave adequate contingency for unforeseen events but below a level which might attract adverse comment from the auditor. This was generally accepted as being within the range 25-100% of annual turnover. This council's reserves were currently towards the upper end of that range but had deliberately been built up to reflect planned projects and the potential consequences of the West Dorset service and asset review process.

Members raised a number of queries relating to specific budget items and identified several objectives which could either be set aside, for the time being at least, or phased over several financial years. Other issues were raised relating to the recently completed public conveniences on Marine Parade, the proposed ATM, memorial benches, beach huts and park and ride.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the following measures be taken to reduce the forecast budget deficit for 2018/19:

1. Phase the delivery of replacement beach huts equally over the financial years 2018/19, 2019/20 and 2020/21.
2. Set aside the £25k identified for concert bowl
3. Set aside the £25k identified for gym equipment
4. Set aside the £3k identified for boules in the gardens

18/51/SF Draft Medium-Term Financial Plan

The town clerk explained that the plan would need to be amended to reflect the decisions taken as part of the discussion about the preceding item. In addition, he considered the general assumptions made to be prudent, including no increases in charges. It also incorporated previous decisions about grants and excluded the estimated cost of the works to the roof of the shelters; which currently stood at £400k.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** that the timing and cost of previously agreed

objectives for 2019/20 and beyond be approved subject to the following alterations and that the detailed 2019/20 budget be prepared for consideration by Strategy and Finance at its meeting on 28 November 2018 on this basis:

1. Phase the delivery of replacement beach huts equally over the financial years 2018/19, 2019/20 and 2020/21.
2. Set aside the £25k identified for concert bowl
3. Set aside the £25k identified for gym equipment
4. Set aside the £3k identified for boules in the gardens

18/52/SF Review of Charges

In response to issues and concerns raised by Cllrs B. Larcombe and S. Williams respectively, the town clerk undertook to look into how the council may be able to enforce the non-use of single-use plastics by its concession holders and the number of beach huts hired at discounted rates to people producing Gateway Cards.

Cart Road beach hut hire

Members discussed charges and requested that occupancy trends be produced in future to help in the assessment of whether demand was falling or rising for any given hire period or package

Proposed and seconded by the members indicated in the table below it was **RECOMMEND TO FULL COUNCIL** to approve 2020 Cart Road beach hut hire charges as follows:

	Proposer & Seconder	Rate 2020
January– Easter	Cllr S. Miller and Cllr Mrs. M. Ellis	£10
Easter Holiday	Cllr B. Larcombe and Cllr J. Broom	£45
April– Spring Holiday	Cllr B. Larcombe and Cllr S. Williams	£35
Spring Holiday	Cllr Mrs. M. Ellis and Cllr J. Scowen	£50

June	Cllr Mrs. M. Ellis and Cllr J. Scowen	£45
July- August	Cllr S. Miller and Cllr B. Larcombe	£120
September	Cllr S. Miller and Cllr B. Larcombe	£45
October	Cllr S. Miller and Cllr J. Broom	£25
November- December	Cllr Mrs. M. Ellis and Cllr B. Larcombe	£16
Christmas and New Year	Cllr Mrs. M. Ellis and Cllr J. Scowen	£40
Winter season	Cllr Mrs. M. Ellis and Cllr S. Williams	£155
Summer season	Cllr Mrs. M. Ellis and Cllr J. Scowen	£950
Annual	Cllr J. Scowen and Cllr Mrs. M. Ellis	£1500

Alfresco licences

In response to concerns expressed by members, the town clerk undertook to check that the number of tables and chairs being put out by traders was in line with the number set out in their licence. Concern was also expressed about the 'spread' of tables and chairs beyond the permitted areas.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to increase alfresco licence charges to £130 per cover and £12 per single chair for 2019/20.

Website advertising

Proposed by Cllr Mrs M Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to hold website advertising charges for 2019/20 as follows:

	Excl VAT	Incl VAT
Bronze listing	£50.00	£60.00
Silver listing	£100.00	£120.00
Gold listing	£150.00	£180.00
Small advert subpage	£150.00	£180.00
Medium advert subpage	£300.00	£360.00
Large advert subpage	£780.00	£936.00
Small advert overview/webcam page	£200.00	£240.00
Medium advert overview/webcam page	£480.00	£576.00
Large advert overview/webcam page	£1,020.00	£1224.00
Advert + 2 nd advert (same size or smaller)	2 nd advert at half price	
Advert + listing	Listing at half price	
Listing + 2 nd listing (same price or less)	2 nd listing at half price	

Bell Cliff advertising

Proposed by Cllr J. Scowen and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to hold bell cliff advertising charges to £110 inclusive of VAT for 2019/20.

Marine Parade Shelters

Members raised a number of issues, including the need for occupancy and use data, the absence of a proper management strategy for the area, the need to look again at the staffing and/or use of the pavilion area, the potential to allow one of the upper rooms to be occupied on a longer-term basis, the need for better marketing and promotion, the level of charge for large commercial events and the potential for wedding use.

AGENDA ITEM 14

Proposed by Cllr Mrs M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to amend Marine Parade Shelters' hire charges for 2020/21, as follows:

Charites, Schools and Not-for-Profit Organisations – per area,

Categories	2020/21
Lyme Regis DT7 postcodes	£15 per day
Within a 10-mile radius of the offices	£20 per day
Outside a 10-mile radius of the offices	£25 per day
National charities	£20 per hour
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Other organisations

Area		Categories	2020/21
Langmoor and Lister Room and Jubilee Pavilion	Per room	Commercial or private hire	£15 per hour
Market area		Commercial or private hire	£125 per day
Performance area/ top of shelters		Commercial or private hire	£175 per day

Members discussed the charges for the market area for commercial businesses and events which had more than one stall in the area and felt that this should be looked at further and be the subject of a separate report to committee as should a strategy for the future use and management of the area.

Amenities

Cllr D. Hallett raised concerns about the overall condition of the facility and it was agreed that a report about its improvement be taken to Town Management and Highways committee.

Proposed by Cllr S Williams and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to hold amenities charges for 2019/20 at adult mini golf and putting, £3; child mini golf and putting, £1.50; table tennis, £1.50, and to keep the group discount at 33%.

Weddings and civil marriages

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to hold wedding and civil marriage charges for 2020/21 as follows:

	2020/21
Monday – Friday	£300
Saturday	£400
Sunday	£400

Car parking permits

Cllr J. Scowen declared that he had a residents parking permit and would, therefore, not vote on the matter.

Cllr S. Williams raised concerns about the holiday accommodation permits and felt that the charge should be higher.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, members **RECOMMEND TO FULL COUNCIL** to agree car park permit charges for 2019/20 as follows:

	2019/20
Residents	£175
Non-residents	£325
Holiday accommodation	£650

Car parking

Members generally felt that parking charges should be increased for the following year and noted that they had remained unchanged for the previous two years.

In addition, Cllr R. Doney mentioned the idea of a parking disc for local residents which would permit free parking for any 1 hour period each day in Woodmead car park. This was something he had seen used on the continent and felt it might be something which could be replicated in Lyme. It was agreed that a more detailed report should be brought back to the next meeting of this committee for consideration.

Proposed by Cllr S. Williams and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to increase car parking charges for 2019/20 for the Monmouth Beach and Cabanya car parks, as follows:

	2019/20 (per hour)
Cabanya	1.40
Monmouth Beach	1.40

AGENDA ITEM 14

Proposed by Cllr S. Williams and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to amend car parking charges for 2019/20 for the Woodmead car park, as follows:

Woodmead	2019/20
Per hour	1.00
3-day ticket	25.00
Weekly ticket	50.00

Brochure advertising

Proposed by Cllr J. Scowen and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to hold brochure advertising rates for 2019, as follows:

Back cover	£1,575
Inside back over	£1,050
Full page	£525
Half page	£290
Quarter page	£215
Eighth page	£160
Line listing	£25

Cemetery

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to hold cemetery charges for 2019/20, as follows:

Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/ footstone/ tablet
No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Double interment fee
£45/£60	£30.00	£20.00	£20.00	£25.00	No extra charge

18/53/SF Objective Setting

The town clerk highlighted the roof works to the shelters, the cost estimate for which had been increased to £400k to reflect the likely cost of scaffolding.

The report provided an historic perspective on all objectives approved since 2016/17, whether completed or not.

Members discussed a range of issues, including the choice of suitable council vehicles, seafront bin storage, a gent's urinal on the seafront, the need to look at the future use of Strawberry Field, how the council would store materials and waste in future, office accommodation and the need to review some earlier objectives, such as the café in the park and the appointment of apprentices.

The town clerk emphasised that there was still some time for members to suggest ideas; the budget needed to be set by 12 November. As far as previously agreed but unimplemented objectives were concerned, it would be for the new administration to decide whether they wanted to either drop them or take them forward.

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

1. Phase the delivery of replacement beach huts equally over the financial years 2018/19, 2019/20 and 2020/21.
2. Set aside the £25k identified for concert bowl
3. Set aside the £25k identified for gym equipment
4. Set aside the £3k identified for boules in the gardens
5. Increase the budget for roof repairs to the shelters to £400k
6. Include a budget of £100k for office accommodation
7. Include a budget of £10k for new seafront bin store(s)
8. Further consider proposals for an additional council vehicle, measures to combat anti-social behaviour and the provision of drinking water taps on the seafront, a gent's seafront urinal, budget for looking at future uses of Strawberry Field and any other proposals which may be put forward within the next two weeks at the next meeting of this committee.

18/54/SF Seafront Concession – Ice Cream Parlour Cart Road

Proposed by Cllr J. Scowen 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.

18/55/SF Ambulance Report

Cllr Mrs M. Ellis left the room at 10.15 p.m.

Cllr D. Hallett gave examples of recent local incidents, including one within his family, when the ambulance response time had exceeded 1 1/2 hours and where considerable distress had been caused as a result. He referred to adjoining areas where the fire service was allowed to act as first responder and he felt that the council should push as hard as possible to achieve a similar situation in West Dorset.

Members unanimously felt that the suggested letter should be sent to the Chief Executive of the South Western Ambulance Service NHS Trust and that all possible pressure should be applied to achieve improvements in local ambulance response times and to allow the fire brigade to support the response process.

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to send the suggested letter attached as appendix 19a to the report to the Chief Executive of the South Western Ambulance Service NHS Trust and that all possible pressure should be applied to achieve improvements in local ambulance response times and to allow the fire brigade to support the response process.

Cllr Mrs M. Ellis returned to the room at 10.23 p.m.

18/56/SF The Impact of Local Government reorganisation on Lyme Regis Town Council

Members **NOTED** the report.

18/57/SF Debtors Report

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. Members noted the report.

18/58/SF Exempt Business

(a) Seafront Concession – Ice Cream Parlour Cart Road

Members considered the range of options referred to in the report and favoured the granting of a longer-term lease to an external tenant when the current concession expired next year.

Reference was also made to the need to develop a strategy for the use of the pavilion building.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** that the seafront ice cream parlour be let on a longer-term commercial lease when the current concession expires next year

(b) Debtors Report

The chairman referred to steps currently being taken to recover debts and stated that all outstanding debts relating to the sites mentioned in the report should be recovered by 21 December 2018.

Members **NOTED** the report.

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 OCTOBER 2018

Present

Chairman: Cllr Mrs C. Reynolds

Members: Cllr J. Broom, Cllr P. Hicks, 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 P. Ridley

18/35/TCP Public Forum

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

18/36/TCP Apologies

Cllr R. Doney - holiday
Cllr Mrs M. Ellis – attending another meeting
Cllr D. Hallett

18/37/TCP Minutes

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, the minutes of the meeting held on 1 August 2018 were **ADOPTED**.

18/38/TCP Disclosable Pecuniary Interests

There were none.

18/39/TCP Dispensations

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

18/40/TCP Matters arising from the minutes of the previous meeting held on 1 August 2018

Sculpture trail maps

Cllr J. Scowen asked who had paid for the trail maps.

The deputy town clerk said the council had previously agreed to underwrite the maps up to £5,000 and the costs had been met from that allocation, but would be paid back from an event by Hix's restaurant.

Gateway Card

Cllr S. Larcombe said he was still unable to determine which accommodation was giving its cards to guests to use.

I Love Lyme Day

Cllr S. Larcombe said he hoped the council would host this event again next year as it was a brilliant success.

18/41/TCP Update Report

Webcam

Cllr S. Williams asked if the webcam had been fixed as it was well used.

The deputy town clerk said the new parts should be arriving within days and he was reasonably confident this would solve the problems.

Army Cadet Force

Cllr Mrs C. Reynolds said there were almost 30 young people interested in signing up.

Cllr Mrs C. Reynolds said the owner of The Tunnel, Richard Clist, was happy for his minibus to be used as a community bus by any organisation. As such, members would be asked at the next meeting to consider paying for the servicing and maintenance of the minibus to allow this to happen.

Town council website

Cllr J. Scowen asked if any dates had been set to meet to progress this project.

The administrative officer said dates would be arranged for November.

18/42/TCP Minutes of the WWI Commemorations and Memorial Refurbishment Working Group meeting held on 7 September 2018

The minutes of the WWI Commemorations and Memorial Refurbishment Working Group meeting held on 7 September 2018 were **RECEIVED**.

18/43/TCP Lyme Regis Guide 2019

Members looked at and felt the two different types paper proposed by Carrier Direct and Zenith Media and agreed the matt paper proposed by Carrier Direct was preferred.

Proposed by Cllr G. Turner and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve using Carrier Direct for the printing of the 2019 town guide.

Members agreed the number of guides produced should be gradually decreased over a period of time, and as such, reducing the number from 25,000 to 20,000 was appropriate.

The administrative officer confirmed there was no intention to print further copies mid-year when the 20,000 ran out.

Proposed by Cllr J. Scowen and seconded by Cllr P. Hicks, members agreed to **RECOMMEND TO FULL COUNCIL** to approve printing 20,000 copies of the 2019 Lyme Regis guide.

Proposed by Cllr S. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve using Carrier Direct Marketing for the design, advertising sales service, and lead generation and fulfilment of the 2019 town guide.

The administrative officer said Take One Media's approach to supplying tourist information centres (TIC) with guides was much more cost-effective as the guides would only be supplied specifically to TICs who had requested them.

The administrative officer said Take One Media offered a much more flexible service as there was also the option to cap the number of guides which were supplied to particular TICs, counties or regions, and a supply could be held back until later in the year to ensure guides were available for a longer period.

Proposed by Cllr S. Larcombe and seconded by Cllr P. Hicks, members agreed to **RECOMMEND TO FULL COUNCIL** to use Take One Media for the promotion and fulfilment of the 2019 town guide to tourist information centres.

18/44/TCP Working with Visit Dorset

Members agreed the proposals represented good value for money.

The administrative officer said officers were unsure whether running the social media campaign in June, July and August would be the most effective, as people were likely to have already booked their holiday by then or already be on holiday. Therefore, they would like the opportunity to discuss the timing of the social media campaign with the company, with the option of pulling it forwards. She added that this might change the cost, so members could consider approving a social media campaign up to the suggested budget amount.

Proposed by Cllr J. Scowen and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve working with Visit Dorset to jointly promote Lyme Regis during 2019 in the following ways:

- Two small feature adverts at a cost of up to £390
- Two e-newsletters at a cost of £300

- A social media campaign up to a budget amount of £4,880 with further discussion required on the timing of the campaign
- Printed adverts in Visit Dorset and Exploring West Dorset at £1,070

18/45/TCP Managing Consultation Exercises

Cllr J. Broom asked if there was any update on the proposed Dorset and East Devon National Park.

The deputy town clerk said there was no update.

It was noted the proposed merger between Dorset Police and Devon and Cornwall Police would not be going ahead.

The meeting closed at 8.04pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 3 OCTOBER 2018

Present

Chairman: Cllr J. Broom

Members: Cllr R. Doney, Cllr Mrs M. Ellis, 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)

18/29/TMH Public Forum

No members of the public wished to speak.

18/30/TMH Apologies

Cllr Mrs M. Ellis arrived at 7.01pm.

Cllr P. Hicks – holiday
Cllr D. Hallett
Cllr S. Miller – holiday
Cllr B. Larcombe – holiday

18/31/TMH Minutes

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr R. Doney, the minutes of the previous meeting held on 25 July 2018 were **ADOPTED**.

18/32/TMH Disclosable Pecuniary Interests

There were none.

18/33/TMH Dispensations

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

18/34/TMH Matters arising from the minutes of the Town Management Committee meeting held on 13 June 2018

Beach replenishment

Cllr J. Broom said he was awaiting the technical drawings to be able to check the beach profile and would report back to members at the next meeting.

Teen shelter at Anning Road Playing Field

Cllr J. Scowen asked if the teen shelter had been removed. He also asked if members might have a different view about removing the shelter if there was CCTV in the area.

Cllr Mrs C. Reynolds said she had submitted a rescission motion to the town clerk regarding the decision to remove the teen shelter, which would be considered by the Full Council on 31 October 2018.

18/35/TMH Update Report

View Road access

In response to a member question, the deputy town clerk said the council's solicitor had been able to establish ownerships in the area from the Land Registry plans, but the solicitor would need to refer to the deeds for the properties to establish boundaries.

Hydrock traffic survey

The deputy town clerk said the work had now been analysed but Hydrock was awaiting car parking information from West Dorset District Council (WDDC).

Unit 1A

Cllr Mrs M. Ellis asked if Unit 1A would be locked and hired out by the council, only. She said the unit should also be handed back to the council in the same condition, specifically without the partitions.

The deputy town clerk said he understood the handing back of the rooms from Lyme Regis Development Trust (LRDT) to the council would include all aspects of managing the unit, including letting and cleaning. He added that LRDT had made improvements to the unit.

Cllr S. Williams said the allocated parking space for unit 1A had been removed from the business centre car park, which the council was entitled to.

It was agreed a report would be brought back to the committee addressing all these issues, including the wider use of the room by community groups.

Coombe Street traffic control

Cllr S. Williams said he believed the council should pursue making the street one-way.

The deputy town clerk said the biggest problem was traffic going the wrong way from the top of the street, but better signage would seek to prevent this. He said the plan was to try better signage first as it wouldn't require a traffic regulation order.

Chalet site planning permission

The deputy town clerk said as of 2 October 2018, the planning application had not been determined.

Roof of Swim, amusement arcade and antiques centre

The operations manager said the repairs had been completed.

ATM

The operations manager said CashZone had indicated they would not be able to install a cash machine; however, he was pursuing this with the company as it had committed to the installation some time ago.

18/36/TMH CCTV Operational Requirement

Cllr Mrs C. Reynolds supported the recommendations in the CCTV operational requirement report and said the council could add to the system as and when required.

Cllr R. Doney said he was still concerned the council hadn't decided exactly what it wanted to achieve by having CCTV. He said there was no mention in the report of CCTV as a means of protecting council property. He suggested members talked through the recommendations and were clear about what they wanted to achieve.

Cllr J. Scowen said deterring people from committing crimes was the main purpose of CCTV and if people knew they were being filmed, they were less likely to cause trouble.

Cllr Mrs C. Reynolds said CCTV at Anning Road playing field would help deter anti-social behaviour around the teen shelter.

Cllr J. Broom said if members agreed with the recommendations in the operational requirement report, it would be necessary to obtain three quotes on the recommended specification.

Proposed by Cllr J. Scowen and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to proceed with the recommendations in the CCTV operational requirement report and to obtain three quotes for the purchase and installation of new and upgraded CCTV systems.

18/37/TMH Jubilee Pavilion Glass Eye

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to infill the Jubilee Pavilion glass eye with concrete or similar.

18/38/TMH Chalet 18 Monmouth Beach

The deputy town clerk said the plans approved by WDDC were not in line with the council's stipulation that any new chalet should not increase the ridge height.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to inform the architect that plans approved by West Dorset District Council for the replacement of chalet 18 Monmouth Beach are not acceptable due to the increased ridge height, which must be reduced by 450mm.

18/39/TMH Lyme in Bloom

Members were generally in favour of re-introducing Lyme in Bloom Awards in 2019. However, there was some concern about the work involved in entering the South West in Bloom Awards.

Cllr Mrs M. Ellis said the council needed to understand how much it would cost to bring the displays up to competition standard.

Cllr R. Doney agreed and said more information was required about how it would be resourced.

The operations manager said he had discussed this further with the gardeners and they believed it would take longer than three years to bring the displays up to competition standard.

The deputy town clerk said members were being asked at this stage to support the idea in principle, and further details about the budget and resources required would need to be approved at a later date.

Cllr Mrs M. Ellis said Wimborne entered the competition and she would put officers in touch with Wimborne Town Council.

Proposed by Cllr J. Scowen and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to support the idea of re-introducing Lyme in Bloom Awards in 2019, and to support, in principle, a three-year programme of gardening/planting in the Langmoor and Lister Gardens and across the town to bring them to competition standard with a view to entering the South West in Bloom Awards in three years, subject to approval of an appropriate budget.

18/40/TMH A Request for Double Yellow Lines in Roman Road

Members were not sure if double yellow lines would resolve the parking issues in the area but agreed something needed to be done to try and address the issue.

Proposed by Cllr R. Doney and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to support, in principle, the request to Dorset County Council to introduce double yellow lines in Roman Road and the corner of Springhill Gardens, subject to there being sufficient support from other properties in the area following consultation.

18/41/TMH Cover Charges

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.

18/42/TMH Complaints and Incidents

Members were concerned about reports of giant hogweed and ragwort and also raised concerns about increasing amounts of Japanese knotweed and Himalayan balsam.

Members agreed the public should be encouraged to report sightings to the council.

Cllr Mrs M. Ellis said the public should also be encouraged to report relevant incidents on the Dorset For You website.

18/43/TMH Exempt Business**a) Cover Charges**

The deputy town clerk said he had met with the council's solicitor on 28 September 2018 to discuss this issue and he had produced some advice and a draft letter to be sent to Steele Raymond, the solicitors acting on behalf of the four traders.

The deputy town clerk updated members on the council's position and discussions with Dorset County Council as the highways authority.

The deputy town clerk said the solicitor had advised the council to obtain counsel's opinion on this matter, and officers supported this position.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to obtain counsel's opinion on the dispute with The Old Boathouse, The Alcove, Largigi Thai Restaurant and Ocean View over cover charges.

The meeting closed at 8.17pm.

Full Council

Date: 31 October 2018

Title: West Dorset District Council, Assets and Services Transfer

Purpose of Report

To allow members to consider West Dorset District Council's latest position on the transfer of assets of services

Recommendation

Members consider the report and instruct the town clerk

Background

1. This council's discussions with West Dorset District Council (WDDC) on the transfer of assets and services started in October 2015. They reached an impasse in Spring 2017 but were resurrected in response to the establishment of the West Dorset Programme Board; the programme board was set up to negotiate and steer the transfer of assets and services from the district to town councils.
2. The programme board includes member and officer representatives from the district and town councils. The programme board is supported by the Local Government Resource Centre (LGRC).
3. Following working group consideration and recommendation, on 27 June 2018 the Full Council approved the town council's transfer position, it included:
 - a 25-year agreement on Theatre Square and the sea-defence walkway
 - a 25-year lease on Cobb Gate car park
 - a nil charge on the town council's skatepark lease
 - the freehold transfer of the land opposite the Harbour Inn
 - a land swap on the boat storage area adjacent to the RNLI building
 - the freehold transfer of toilets in Broad Street, The Cobb and Monmouth Beach car park
 - the leasehold transfer of toilets in Charmouth Road and Holmbush car parks
 - the transfer of four income generating outlets
 - a one-off payment from WDDC of £299,170.
4. Before the report could be considered by WDDC's Strategy Committee, a reconciliation of principles between the programme board and Dorset Council's shadow executive was required¹; this changed the basis of some of the

¹ On 18 June 2018, The Dorset Council shadow executive considered a report on Protocol on Spending Commitment. On 20 July 2018, the shadow executive considered a report on the Transfer of Assets to Town and Parish Councils – current position and proposed principles.

'agreement in principle' which had been reached between the district and town councils.

5. On 20 August 2018, an extraordinary WDDC's Strategy Committee considered a report on the transfer of assets and services to town councils.
 6. On 17 September 2018, Dorset Council's shadow executive reviewed WDDC's Strategy Committee's decision and resolved, 'That the proposals in relation to the transfer of assets and services considered by West Dorset District Council not be supported.'
 7. On 18 October 2018, this matter was considered by WDDC's Full Council. The interpretation of the shadow executive's decision adopted at this meeting applied a limit of £100,000 for any district-wide package of assets and cash transfers.
 8. This means the offer available to this council (and other town councils in West Dorset) is significantly below the position negotiated and 'agreed in principle' in June 2018.
 9. WDDC's revised proposal was outlined to the deputy mayor, Cllr S. Miller, and the town clerk by Nick Randle, LGRC, on 24 October 2018.
 10. Nick Randle subsequently confirmed WDDC's position in an email to the town clerk later that day, appendix 17A. In summary:
 - the total sum available for the transfer of assets is £100,000; WDDC's budget was £1.3million
 - toilet transfers are leasehold, the assets revert to Dorset Council if they're no longer used as toilets and there is no allowance for refurbishment
 - the town council can take over the tourist information centre, but it must meet its operating cost
 - no income generating assets would be transferred to the town council.
 11. Some zero value assets remain available for transfer:
 - a long-term management agreement to operate a market in Theatre Square and the walkway to Charmouth Road Car Park
 - the walkway from Cobb Road to Harbour Inn
 - part of Cobb Beach
 - boat park storage managed by the harbour master
 - a reduction of rental payments for the skatepark which could be achieved within the £100,000 limit through an amendment of the agreement
 - the land swap for LRTC land used by the harbour master.
-

12. Cllr S. Miller and the town clerk told Nick Randle that the council was unlikely to accept WDDC's proposal, but a paper would be prepared for consideration and decision.

John Wright
Town clerk
October 2018

Elaine Pawsey

From: Nick Randle <nick.randle@lgrc.uk>
Sent: 24 October 2018 15:59
To: John Wright
Subject: West Dorset Devolution of Services and Assets Programme

Dear John I am writing further to our meeting earlier today where we discussed the revised position with respect to the Devolution of Assets and Services programme following the decision of the Unitary Council Shadow Executive and the subsequent decision by West Dorset District Council. As discussed at the Programme Board the total value of assets that could now be transferred under these arrangements is £100,000 across the entire District.

Accordingly, as we discussed the District Council will now offer to transfer public conveniences on a lease only basis with covenants which state that the asset is linked to the service and if the service is discontinued that the asset reverts to the Unitary Council. There would now be no refurbishment funding, although the district council may be able to undertake some maintenance prior to the transfer.

The Tourist Information Centre also remains available for transfer on the basis that the Town Council would take over the running of it by the end of March 2019.

We discussed the fact that those assets shown in the original report which have a zero value might still be available for transfer to support the above transfers. In the case of Lyme Regis these were the following;

- A long term Management agreement to operate a Market in Theatre square and the Walkway to Charmouth Road Car Park. This would however require some legal work due to the complexity of the shared ownership of the square and its sub structure.
- Walkway from Cobb Road to Harbour Inn
- Part Cobb Beach
- Boat park Storage managed by the Harbour master
- The reduction of rental payments for the skatepark could be achieved within the £100,000 limit through an amendment of the agreement
- The land swap for LRTC land used by the Harbour Master. As discussed this would require legal work based on establishing clear title to the reclaimed land, which I believe you have.

During our discussions you indicated that you believed that the Town Council will decline to accept the Public Conveniences on the basis now offered but that you would discuss the matter at Town Council next Wednesday and establish a formal Council position.

With respect to the TIC you mentioned that you had recently met with Trevor Hedger and Nick Thornley who had indicated that the proposal to write off the Town Council Loan against the transfer of the TIC remained a possibility. I said that as far as I was aware this was not the case and that only the assets mentioned above were now potentially part of any transfer arrangement. However I agreed to verify that position as soon as possible. During the meeting it was indicated that unless the arrangement for writing off the loan was still available it was likely that the Town Council would allow the District Council to close the TIC and negotiate a termination of the lease and it would then prepare to make its own arrangements once that had taken place. You also undertook to confirm that this was the Town Council's position at your meeting next Wednesday.

You indicated that in the event that no service transfers proved possible you would remain interested in the transfer of the above assets as they were of zero value to the principal council and following the District Council's recent decision they remained available for transfer.

I would be grateful if you would write to me giving the Town Councils formal position on the above after the meeting and I will attempt to clarify the position with respect to your meeting with Nick and Trevor as soon as possible. While time is now of the essence we would also, of course, be prepared to consider other suggestions you may subsequently have that might fall within the current guidelines.

Full Council

Date: 31 October 2018

Title: Woodmead Halls' Lease

Purpose of Report

To allow members to consider and approve the council's lease with Woodmead Halls

Recommendation

Members approve the Woodmead Halls' lease, **appendix 18A**

Background

1. The procedure for executing and sealing legal deeds is detailed in standing orders 23a and 23b.

23a. 'A legal deed shall not be executed on behalf of the council unless authorised by a resolution.'

23b. 'Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the proper officer in the presence of two councillors who shall sign the deed as witnesses.'
2. Attached, **appendix 18A**, is the new lease for Woodmead Halls. The new lease incorporates two additional areas marked in red and blue on the plan attached to the lease.
3. In all other respects, the new lease is co-terminus: it contains the same terms and conditions as the original lease and has the same end date, 4 October 2080.

John Wright
Town clerk
October 2018

Date _____ 2018

Lyme Regis Town Council (1)

- to -

Lyme Regis Leisure Centre trading as
Woodmead Halls (2)

LEASE

- relating to -

Land at
Woodmead Halls
Hill Road
Lyme Regis
Dorset
DT7 3PG

**KITSON
&
TROTMAN**

SOLICITORS

www.kitsonandtrotman.co.uk

The Champions
Beaminster
Dorset
DT8 3AN

Tel: 01308 862 313
Fax: 01308 862 033
Ref: JH.LA.L417.170

Land Registry Prescribed Clauses

LR1. Date of the lease

LR2. Title Number[s]

LR2.1 Landlord's title number[s]

DT382402

LR2.2 Other title numbers

None

LR3. Parties to this lease

Landlord

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

Tenant

The Trustees of Lyme Regis Leisure Centre trading under its working name of **Woodmead Halls** a registered charity under charity number 288969 of 4 Church Cliff Flats Church Street Lyme Regis Dorset DT7 3BZ

Other parties ,

None

LR4. Property

In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.

Firstly, approximately 3.37 x 9.367 metres of land at Woodmead Halls Hill Road Lyme Regis Dorset DT7 3PG shown outlined in red on the Plan

Secondly the land at Woodmead Halls Hill Road Lyme Regis Dorset DT7 3PG within the area shown outlined in blue on the Plan so far as not already demised by the Original Lease

LR5. Prescribed statements etc

The land let will, as a result of this lease, be held by (charity), a non-exempt charity, Lyme Regis Leisure Centre trading under its working name of Woodmead Halls and the restrictions on disposition imposed by section 117-121 of the Charities Act 2011 will apply to the land (subject to section 117(3) of that Act).

LR6. Term for which the Property is leased

The term as specified in this lease at clause 3

LR7. Premium

One pound – (£1.00)

LR8. Prohibitions or restrictions on disposing of this lease

This lease contains a provision that prohibits or restricts dispositions

LR9. Rights of acquisition etc

LR9.1 Tenant's contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land

	None
	LR9.2 Tenant's covenant to (or offer to) surrender this lease
	None
	LR9.3 Landlord's contractual rights to acquire this lease
	See clause 6
LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property	None
LR11. Easements	LR11.1 Easements granted by this lease for the benefit of the Property
	See Schedule 1
	LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property
	See Schedule 2
LR12. Estate rentcharge burdening the Property	None
LR13. Application for standard form of restriction	None
LR14. Declaration of trust where there is more than one person comprising the Tenant	<p>The Tenant is more than one person. They are to hold the Property on trust for themselves as joint tenants</p> <p>OR</p> <p>The Tenant is more than one person. They are to hold the Property on trust for themselves as tenants in common in equal shares</p> <p>OR</p> <p>The Tenant is more than one person. They are to hold the Property on trust</p> <p>OR</p> <p>Not applicable</p>

THIS LEASE is made between the parties referred to in clause LR3 and the provisions that follow have effect subject to the provisions contained, and terms used, in clauses LR1 to LR14

1 Definitions

In this lease:

Original Lease	a lease dated 05 October 1981 and made between (1) the Landlord and (2) Derek William Notley and John Grahame by which all the premises at Hill Road Lyme Regis Dorset now known as Woodmead Halls Hill Road Lyme Regis Dorset DT7 3PG were demised to Derek William Notley and John Grahame on trust for the Tenant for a term of 99 years from 05 October 1981 at a rent of one peppercorn a year
Plan	the plan attached to this lease
Property	firstly all that of parcel of land measuring 3.37 x 9.367 metres at Woodmead Halls Hill Road Lyme Regis Dorset DT7 3PG shown outlined in red on the Plan (First Property) secondly the land at Woodmead Halls Hill Road Lyme Regis Dorset DT7 3PG within the area shown outlined in blue on the Plan so far as not already demised by the Original Lease (Second Property)
Services	conduits and equipment used for the reception, generation, passage and/or storage of Utilities
Utilities	electricity, gas, water, foul water and surface drainage, heating, ventilation and air conditioning, smoke and fumes, signals, electronic communications and all other utilities serving or consumed at the Property
VAT	value added tax or any other tax of a similar nature and unless otherwise expressly stated all references to rents or other sums payable by the Tenant are exclusive of VAT

2 Interpretation

Unless expressly stated to the contrary, the expression this Lease includes any document supplemental to or collateral with this document or entered into in accordance with this document except the Original Lease.

3 Demise

In consideration of the premium referred to in clause LR7. (receipt of which the Landlord acknowledges) and the rents reserved by this lease the Landlord lets the Property to the Tenant with full title guarantee, together with the rights specified in Schedule 1, but excepting and reserving to the Landlord the rights specified in Schedule 2, to hold the Property to the Tenant for the term of 99 years commencing on and including 05 October 1981 subject to all rights, easements, privileges, restrictions, covenants and stipulations of whatever nature affecting the Property including any matters contained or referred to in Schedule 3, yielding and paying to the Landlord the rent of one peppercorn per year payable without any deduction or set-off on or before 01 January in each year.

4 Terms of this Lease

Except as to:

- 4.1 the property demised;
- 4.2 the term of years granted; and
- 4.3 the rent reserved;
- 4.4 the covenants referred to in clauses 5.1.2 and 5.1.3,
- 4.5 the options to break in clause 6

this Lease is made on the same terms and subject to the same covenants, provisos and conditions as are contained in the Original Lease as if they were set out in this Lease in full with such modifications as are set out in Schedule 4.

5 Covenants

5.1 The Tenant's covenants

- 5.1.1 The Tenant covenants with the Landlord to observe and perform all the covenants and conditions on his part contained in the Original Lease as modified as above.
- 5.1.2 The Tenant covenants with the Landlord only to use the First Property for the construction of a kitchen extension to be amalgamated with the premises demised by the Original Lease and once constructed to use the First Property as additional kitchen space.
- 5.1.3 The works referred to in clause 5.1.3 must be executed in a good and workmanlike manner, with good quality materials, in accordance with the specifications and drawings approved by the Landlord and with all necessary licences, permits, authorities, permissions and consents.

5.2 The Landlord's covenants

The Landlord covenants with the Tenant to observe and perform all the covenants and conditions on its part contained in the Original Lease as modified as above.

6 Landlord's options to determine

6.1 If at any time the Tenant of this Lease is not the same person or entity as the tenant of the Original Lease then the Landlord may terminate this Lease by giving the Tenant notice to that effect and upon the giving of such notice this Lease is to cease and determine immediately, but without prejudice to any rights or remedies that may have accrued.

6.2 If the First Property has not been built for use as additional kitchen space in accordance with clause 5.1.2 within two years of the date specified in clause LR1, the Landlord may determine this Lease by giving to the Tenant one months' notice in writing expiring on any date.

7 New Lease

This Lease is a new tenancy for the purposes of the Landlord and Tenant (Covenants) Act 1995, s 1.

8 Capacity of tenant

It is declared that the persons comprising the Tenant hold the Property on the trusts of Lyme Regis Leisure Centre trading under its working name of Woodmead Halls

9 Exclusion of the LTA 1954, sections 24–28

9.1 Notice and declaration

On [insert date] 2018, the Landlord served notice on the Tenant pursuant to the provisions of section 38A(3) of the Landlord and Tenant Act 1954 (LTA 1954), and on [insert date] 2018

made a simple or statutory declaration pursuant to the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003, Schedule 2

9.2 Agreement to exclude

Pursuant to the provisions of the LTA 1954, s 38A(1), the parties agree that the provisions of the LTA 1954, ss 24–28 inclusive are to be excluded in relation to the tenancy created by this Lease.

10 Declaration as to extent demised by the Original Lease

The parties agree and declare that the extent of the premises demised by the Original Lease is as shown outlined in mauve on the Plan

THE PARTIES have signed/executed this lease as a deed on the date specified above

SCHEDULE 1 THE RIGHTS GRANTED

- 1 Subject to paragraph 2 below, the Landlord grants the following rights to the Tenant for the benefit of the Property during the term:
 - 1.1 The right to use the Service Media serving the Property
 - 1.2 A right of way at all times with or without vehicles over the roadway hatched blue on the plan to the Original Lease
- 2 The rights granted by paragraph 1 above:
 - 2.1 are granted only to the extent that the Landlord has power to grant them
 - 2.2 unless otherwise specified, are to be used in common with the Landlord, any superior landlord and other persons authorised by them
 - 2.3 may be interrupted or varied for the purposes of any works of maintenance, repair, alteration or the replacement of any land, building, or Service Media in connection with which the rights are exercised

SCHEDULE 2 THE RIGHTS RESERVED

- 1 The Landlord excepts and reserves from this lease:
 - 1.1 the right to inspect, connect into, repair and replace any Service Media on, under or over the Property or the premises demised by the Original Lease, but which do not form part of the Property or the premises demised by the Original Lease
 - 1.2 rights of light, air, support and protection to the extent those rights are capable of being enjoyed at any time during the term;
 - 1.3 at any time during the term, the full and free right for the Landlord to develop any property in which the Landlord has or acquires an interest during the term as the Landlord may think fit;
 - 1.4 the right to attach any structure, fixture or fitting to the boundary of the Property in connection with any of the reservations in this lease,

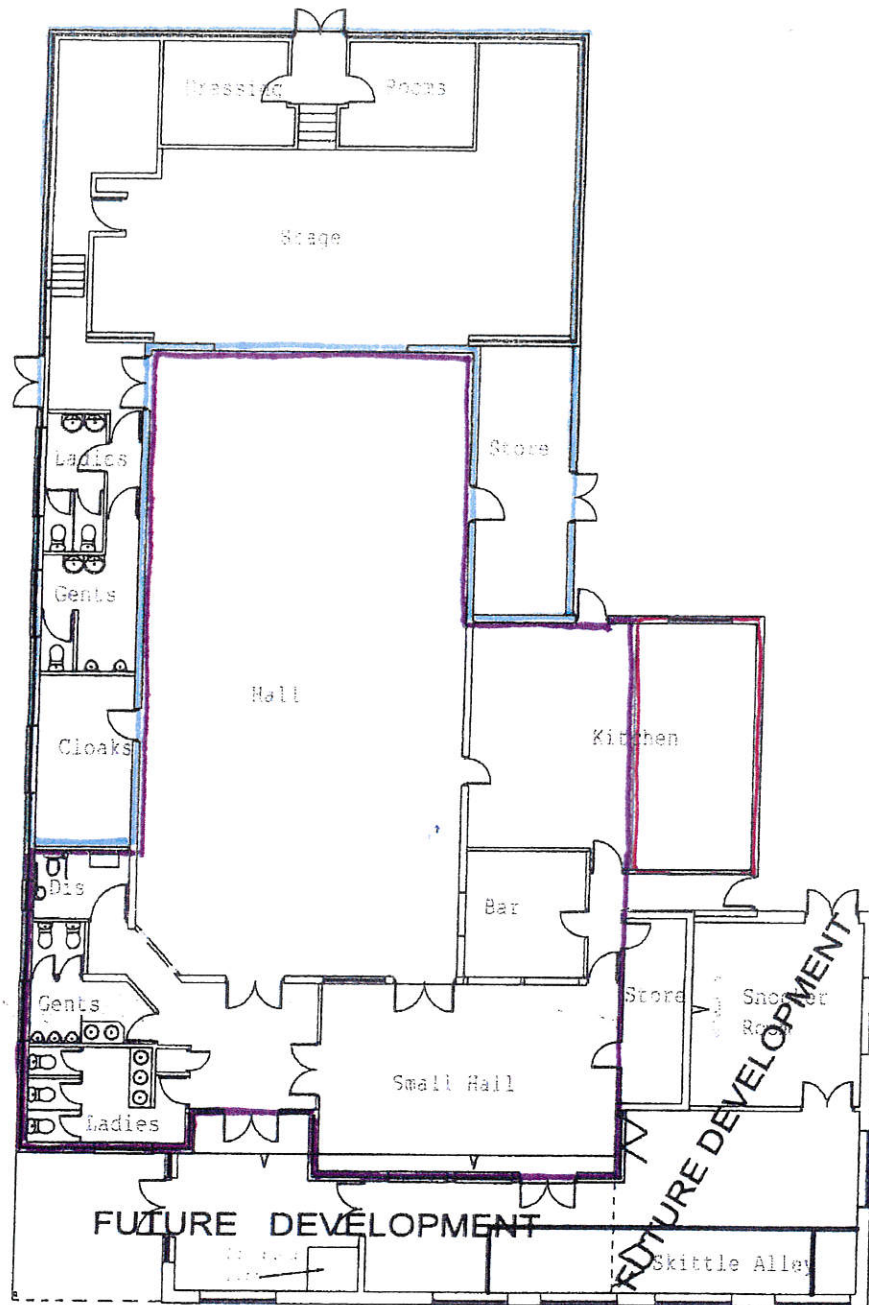
notwithstanding that the exercise of any of the above reservations or the works carried out pursuant to them result in a reduction in the flow of light or air to the Property or loss of amenity for the Property.
- 2 The rights excepted and reserved by this lease are excepted and reserved to the Landlord and any superior landlord or mortgagee, and may be exercised by anyone authorised by the Landlord or a superior landlord

SCHEDULE 3 THE SUBJECTIONS

- 1 The matters contained or referred to in the Original Lease insofar as they relate to the Property
- 2 The matters contained or referred to in title number DT382402 on to 18 February 2016 at 08:32:33 insofar as they relate to the Property

SCHEDULE 4 THE MODIFICATIONS

- 1 For avoidance of doubt, the Original Lease is to be read and construed as if the references to the Lyme Regis Leisure Centre are to the Tenant named in clause LR3. of this Lease
- 2 The Tenant shall not assign, underlet or charge this Lease, unless the Tenant simultaneously assigns, underlets or charges the Original Lease (in accordance with the terms of the Original Lease) to the same person or entity.



GROUND FLOOR PLAN

Woodmead Halls
Hill road
Lyme Regis

Existing Ground Floor Plan

Scale 1:200 @ A4

November 2016 JBA

The Common Seal of the
LYME REGIS TOWN COUNCIL

was hereunto affixed in the
presence of the Mayor and a
councillor:

Mayor

Councillor

SIGNED AS A DEED
on behalf of the trustees of **LYME REGIS LEISURE CENTRE**
by

..... (signature)

..... (Full Name)

Authorised Signatory

..... (signature)

..... (Full Name)

Authorised Signatory

being two of their number under an authority
conferred pursuant to Section 333 of the Charities Act 2011
in the presence of:

Witness signature:

Name of witness (in block capitals)

Address of witness

Occupation of witness

Full Council

Date: 31 October 2018

Title

Boundary Agreement between Lyme Regis Town Council and The Bay Hotel Lyme Regis LLP

Purpose of Report

To allow members to consider and approve a boundary agreement between Lyme Regis Town Council and The Bay Hotel Lyme Regis LLP relating to land at Langmoor Gardens and the Bay Hotel, Marine Parade, Lyme Regis, DT7 3JQ

Recommendation

Members approve the boundary agreement between Lyme Regis Town Council and The Bay Hotel Lyme Regis LLP relating to land at Langmoor Gardens and the Bay Hotel, Marine Parade, Lyme Regis, DT7 3JQ.**Background**

1. The procedure for executing and sealing legal deeds is detailed in standing orders 23a and 23b:
 - 23a. 'A legal deed shall not be executed on behalf of the council unless authorised by a resolution.'
 - 23b. 'Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the proper officer in the presence of two councillors who shall sign the deed as witnesses.'
2. On 18 April 2018, the Town Management and Highways Committee considered a report on land to the rear of Ocean View, Marine Parade. The report noted that the boundary between Langmoor Gardens and the rear of Ocean View (previously the Bay Hotel) was unclear and ill-defined.
3. The Town Management and Highways Committee considered a plan which would create a sensible a fair arrangement for both parties and could be used as the basis for a new boundary agreement. This plan is replicated in the attachment to the boundary agreement which is being considered by tonight's meeting of the Full Council.
4. On 18 April 201, the Town Management and Highways Committee 'recommended to Full Council to agree the boundary alignment at the rear of Ocean View, Marine Parade, Lyme Regis.' This recommendation was approved by resolution of Full Council on 9 May 2018.
5. The boundary agreement is attached, **appendix 19a**.

John Wright
Town clerk
October 2018

Dated _____ 2018

LYME REGIS TOWN COUNCIL (1)

- and -

THE BAY HOTEL LYME REGIS LLP (2)

Boundary agreement

relating to

Land at Langmoor Gardens and The Hay Hotel
Marine Parade
Lyme Regis
DT7 3JQ

**KITSON
TROTMAN**

SOLICITORS

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The Champions
Beaminster
Dorset
DT8 3AN

Tel: 01308 862313
Fax: 01308 862033
Ref: JH.MW.L417.154

HM LAND REGISTRY
Land Registration Act 2002

Administrative area and postcode: West Dorset : (DT7 3JQ)

Title Numbers:

First Property: DT325902

Second Property: DT254725

Properties:

First Property: Langmoor Gardens Lyme Regis

Second Property: The Bay Hotel Marine Parade Lyme
Regis

Date:

THIS DEED IS MADE BETWEEN THE PARTIES ON THE DATE SPECIFIED ABOVE:

PARTIES

- (1) **Lyme Regis Town Council** of Guildhall Cottage Church Street Lyme Regis Dorset DT7 3BS (the '**First Owner**'); and
- (2) **The Bay Hotel Lyme Regis LLP** (Company Number OC344262) whose registered office address is at 443 Ashley Road, Parkstone, Poole, Dorset, BH14 0AX (the '**Second Owner**')

BACKGROUND

- A The First Owner is registered proprietor with absolute title under title number DT325902 of the freehold land being Langmoor Gardens Lyme Regis Dorset (the '**First Property**')
- B The Second Owner is registered proprietor with absolute title under title number DT254725 of the freehold land being The Bay Hotel Marine Parade Lyme Regis Dorset DT7 3JQ (the '**Second Property**')
- C The First Owner and the Second Owner have agreed the position of the northern boundary of the Second Property with the First Property
- D The First Owner and the Second Owner have signed the attached:
 - (a) location plan (the '**Location Plan**'); and
 - (b) site plan (the '**Site Plan**'); andentered into this deed to record and confirm their agreement.

OPERATIVE PROVISIONS

1 Declaration of boundary position

The parties agree that the legal boundary between their registered titles to the First Property and the Second Property respectively runs along the red line drawn on the Site Plan and Location Plan and that the measurements of the distances to such boundary from the existing footprint of the buildings on and adjoining the Second Property are as shown annotated in manuscript on the Site Plan

2 Land Registration

The First Owner and the Second Owner confirm their agreement to this deed being lodged with HM Land Registry, for this deed to be noted on the registers of title of the First Property and the Second Property and (if necessary) for the filed plans to be updated in accordance with the rules, practice and procedures of HM Land Registry

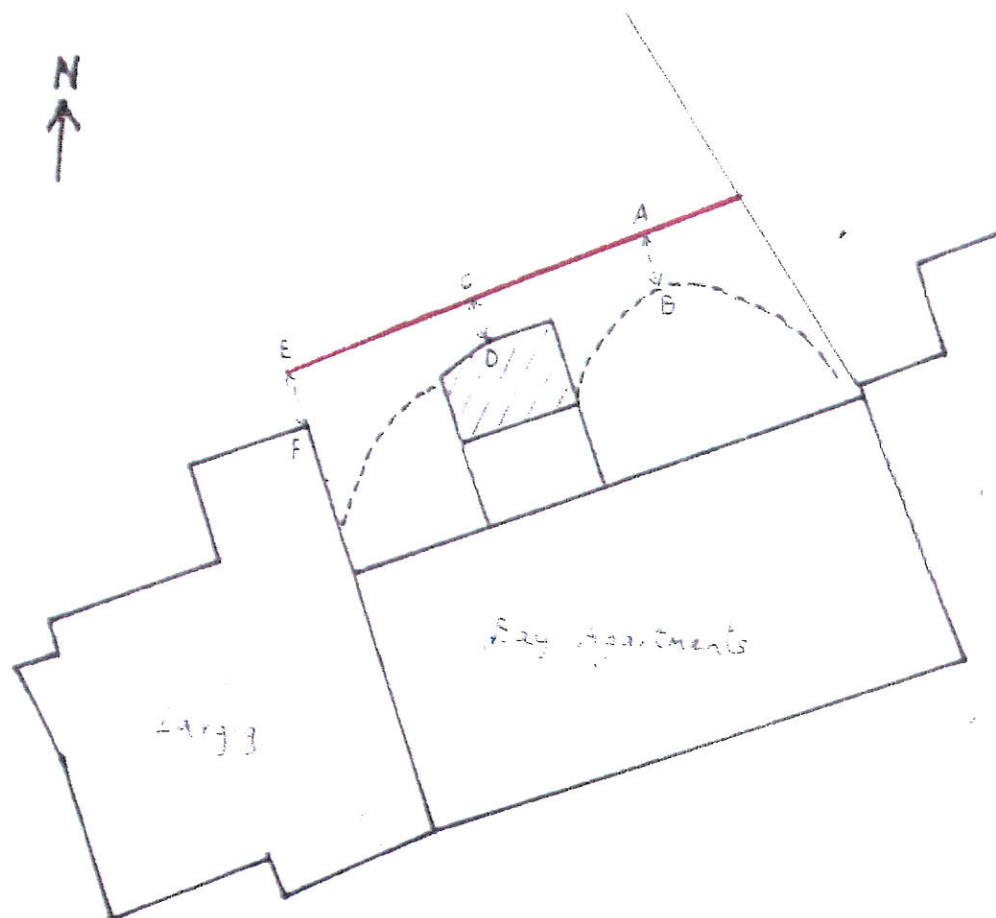
3 Jurisdiction

The parties agree that this Deed shall be exclusively governed by and interpreted in accordance with the laws of England and Wales and to submit to the exclusive jurisdiction of the English Courts

IN WITNESS the parties have executed this agreement as a deed on the date specified above

Agreed boundary between Bay Apartments - Title DT254725 and Title DT325902





KEY



recently completed extension



south face of retaining wall at upper ground level

- A - B 2.00 metres
- C - D 1.25 metres
- E - F 1.75 metres

LUXTON
CHARTERED SURVEYORS

Plan ref: MARCH 2018
Scale: 1:250

Drawn: [illegible] Date: [illegible]

The Common Seal of the
LYME REGIS TOWN COUNCIL
was hereunto affixed in the
presence of the Mayor
and a Councillor:

Mayor

Councillor

Executed as a Deed by
THE BAY HOTEL LYME REGIS LLP
acting by two of its members

Member

Member