



John Wright
Town Clerk

Lyme Regis Town Council

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

email: townclerk@lymeregistowncouncil.gov.uk

Tel: 01297 445175
Fax: 01297 443773

Notice is hereby given of a meeting of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on **Wednesday 20 March 2019** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
15.03.19

AGENDA

Prayers

A prayer will be offered by the Rev. Rosemary Bragg

1. Public Forum

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

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

2. Questions from Councillors

3. Apologies for Absence

To receive and record any apologies and reasons for absence

4. Disclosable Pecuniary Interests

Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

6. To confirm the accuracy of the minutes of the Full Council meeting held on 13 February 2019 (attached)

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 27 February 2019 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 13 February 2019

To inform members of matters arising from the minutes of the Full Council meeting on 13 February 2019 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 27 February 2019

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 27 February 2019 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

There are no updates

11. Mayor's Announcements

12. Planning Committee

To receive the minutes of the meeting held on **5 February 2019** 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 **20 February 2019** and consider the recommendations therein.

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **13 March 2019** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

The meeting scheduled to take place on 6 March 2019 was cancelled.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **27 February 2019** and consider the recommendations therein.

17. Code of Conduct Complaint

To allow members to consider and determine if this report should be considered in exempt business

To allow members to consider if they should contribute to the debate and vote on this matter

To allow members to consider if purdah should apply

To allow members to consider the Report of Investigation on the Code of Conduct complaint against councillor Cheryl Reynolds, and the final decision of West Dorset District Council's acting chief executive, appendix 17A

To allow members to consider sanctions, if any, against councillor Cheryl Reynolds

That in view of the confidential nature of the business about to be transacted, members are asked to consider whether in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

18. Requests to Trade on the Seafront

To allow members to consider several requests to trade on the seafront in Lyme Regis and to decide whether the existing policy for the commercial use of the shelters market area should be reviewed

19. Beach Surf Rake

To allow members to consider either repairs or renewal of the beach surf rake

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

20. Henry's Way Play Area

To allow members to decide on a contractor for the refurbishment of Henry's Way play area following local consultation

To allow members to consider approving unbudgeted expenditure for this project

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

21. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

a) Agenda item 17 – Code of Conduct Complaint

b) Agenda item 19 – Beach Surf Rake

c) Agenda item 20 – Henry's Way Play Area

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 FEBRUARY 2019

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

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

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

Guests: Inspector D. Stanton (West Dorset Neighbourhood Policing Teams), Mr M. Underhill (Dorset police and crime commissioner)

18/136/C Public Forum

Mr A. Robinson

Mr Robinson said the minutes of the extraordinary Full Council meeting on 19 December 2018 were an accurate representation of the comments made in the public forum. However, a lot of the member comments were missing from the minutes, which he believed made it difficult for the council to accept the minutes and go forward to item 20 on the agenda, asking members to consider things that did not appear in the minutes. He said this was not conducive with numbers five and seven of the Nolan Principles. Mr Robinson asked members to send the minutes back to be considerably padded out.

Mr K. Gollop

Mr Gollop spoke in relation to agenda item 21, Location Filming Request. He said most people had only just heard about the filming but it was due to start in a week or so, and it seemed to have been kept quite secret. He said if the film was successful it would affect Lyme's future tourism, assuming the town needed more tourists. Mr Gollop said having survived four major film productions, he knew how it affected the town, so he hoped there would be good weather so the filming could be finished as soon as possible. He said it was important to note this was a commercial company, whose sole aim was to make money and it was the people of Lyme Regis who must co-operate and would be inconvenienced. Mr Gollop said he was sure the film company had already arranged with shops in Broad Street to close and to compensate them but there would be some form of disruption for over a month, including closing pavements and roads, taking away street lights, and stop and go traffic which would mean Coombe, Bridge and Broad Streets becoming chaotic at times. He said closing part of the Cobb and Cobb Gate and Holmbush car parks would inconvenience the general public, and therefore the town should be compensated. Mr Gollop said when the French Lieutenant's Woman was filmed in

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the town, the film company gave £8,000 to a community fund, which he imagined would be worth a lot at today's value. He said it was used to re-form the town band and start the junior band. He asked the town council to suggest to the film company a similar thing should happen on this occasion, which could be administered by an organisation such as the Rotary Club so it didn't get mixed up with the council's grants. He said the fund could be used to help youngsters and children.

Mr A. Nabarro

Mr Nabarro spoke in relation to agenda item 19, Bowling Club Car Park Lease. He said he was pleased to see the progress that had been made at the recent assets-on-and-around Monmouth Beach car park working group meeting. He said the bowling club still had three concerns and he had written to the town clerk asking for further discussions. Mr Nabarro said the first issue was the length of the lease, as five years was not sufficient. He said it had taken the two parties a long time to get this far in the negotiations and if the process was started from scratch next time around, it would have to start again next year for the subsequent lease. Mr Nabarro said the club had had a big drive to increase membership but the perception that the club might not be around for long had been a detriment, and a five-year lease might perpetuate that situation. He said for any lease less than 10 years, the town council would have to take on repairing responsibilities. He said the club had so far been looking after the green and club house and they wanted to continue doing that. Mr Nabarro said the club's second concern was the figure stated for the annual income per parking space, which had varied many times. He said the club believed this figure should be verifiable by the actual income the council received per space so anyone could be satisfied the correct amount had been reached. Mr Nabarro said if the period of use was to be April to September, the amount should reflect those six months and not the whole year. He said the third issue was the potential to use the car park in the winter months and the club had suggested winter boat storage. Mr Nabarro said they believed this was a good use, but club members could still have some use of the car park for uses including committee meetings, social events, grounds' maintenance, external contractors and clubhouse maintenance. Mr Nabarro asked the council not to come to any further conclusions at this meeting, but to further consider the three points, discuss them with the club and hopefully bring the matter to a happy conclusion. He said the club was more than happy to attend a working group meeting to discuss the issues.

Mr V. Turner

Mr Turner thanked the council for removing the teen shelter at Anning Road playing field, which he said had made a big difference to the lives of residents living nearby. He said the basketball court was still being used on a regular basis, but when it got dark, they went home and there was no aggravation.

Mr J. King

Mr King said as a resident of South Avenue, he and every other resident in the street had asked for parking permits. He asked if this was going to be progressed as the parking situation was getting worse. He said King's Way and Anning Road residents who didn't want to pay for permits were parking in South Avenue, as well

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as day trippers and people staying in bed and breakfasts who potentially parked for several weeks at a time. Mr King asked if South Avenue would be having parking permits.

Cllr Mrs C. Reynolds said the council had agreed to request traffic restrictions on Haye Lane but had deferred a decision on South Avenue.

Ms L. Wiscombe

Ms Wiscombe spoke in relation to agenda item 20, Complaints from Members of the Public as she was one of the three people who had made a complaint about the extraordinary Full Council meeting. She said the main complaint was in relation to the way the public were treated by three councillors, who hadn't been named in the agenda but she named as Cllrs J. Scowen, B. Larcombe and O. Lovell. Ms Wiscombe said she felt it was serious enough to be investigated and to be taken further, and it was not right the public were made to feel so humiliated. She said they shouldn't even be asking for something which was so needed. Ms Wiscombe said the only way to deal with it was to have equality training, and if this didn't go as well as she hoped, she felt she would need to take the matter further. She said she didn't think it was right that when a complaint was made, one of the people involved in investigating the complaint was one of the people being complained about. Ms Wiscombe said she hoped the complaints were dealt with properly and if not, she was prepared to take it further.

Cllr D. Turner – Dorset County Council (DCC)

With regard to the new Dorset Council, Cllr D. Turner said the tier 1 and 2 officer appointments had been made and all were in post, with only one senior officer from the previous administration. He said the tier 3 officer consultation had just started, with letters being sent to 100 members of staff to review their jobs. He said teams would be merged and it was quite possible team leaders would be lost.

Cllr D. Turner said Dorset Council's constitution had been approved and was available on the Dorset For You website. He said the organisation chart had gone through the Shadow Executive, which included a local area forum. He said they were now looking at convergence of teams including communications, legal and democratic services and the consultation had started.

Cllr D. Turner said £6.1 million had been made available for highways work across the county, and he urged people to report any issues. He said he had sent a new highways brochure to members by email.

Cllr D. Turner said later in the week he would be meeting with Chris Grayling, secretary of state for transport, looking at highways' infrastructure needs across Dorset.

Cllr D. Turner said the Shadow Executive was driving forward the new council agenda, ensuring a safe and legal position from day one, with a long list of priorities and policies moving forward. He said he had attended a budget briefing the

previous day and this was due to be approved by the Full Council on 20 February 2019.

Cllr D. Turner – West Dorset District Council

Cllr D. Turner said the Strategy Committee was looking at dog control orders, but as there was a lot of work to move to a unitary authority, the consultation would start in the autumn as planned. In the meantime, he said dogs would be banned from the beach in the summer, which might help the issue.

Cllr B. Larcombe asked if there was a clear idea of how planning would work under the unitary authority.

Cllr D. Turner said three areas had been designated for planning purposes and he would send a map to members. He said there would be 12 members of the committee for each area but levels of delegation to officers were yet to be determined.

Cllr Mrs C. Reynolds – West Dorset District Council

Cllr Mrs C. Reynolds she said continued to attend as many meetings as possible and the budget briefing and been interesting and informative.

Cllr Mrs C. Reynolds said the Marine Management Organisation had approved a grant for local fishermen to have new life jackets and personal locator beacons. She said WDDC was dealing with the purchase and the equipment was expected to arrive this week. She said she was pleased they had asked her to help them with the application.

18/137/C Questions from Councillors

Cllr Mrs C. Reynolds

Cllr Mrs C. Reynolds asked as the council had decided to hold off making a decision about parking permits in South Avenue and as every home in the street was requesting permits, why as elected representatives should the council refuse. She asked if it was democracy to hold back on a decision when all 17 houses in the street had signed a petition requesting permits in the area. Cllr Mrs C. Reynolds requested a decision was not delayed and the town council allowed the request to go ahead.

18/138/C Apologies for Absence

Cllr D. Hallett – illness

Cllr O. Lovell

Cllr S. Williams – holiday

18/139/C Disclosable Pecuniary Interests

There were none.

18/140/C Dispensations

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

18/141/C To confirm the accuracy of the minutes of the Full Council meeting held on 12 December 2018

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the Full Council meeting held on 12 December 2018 were **ADOPTED**.

18/142/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 19 December 2018

Cllr B. Larcombe read out a paragraph he wanted to include in the minutes.

The town clerk said as the information Cllr B. Larcombe had requested was dealt with in the report to the meeting, it was not necessary to re-create it in the minutes. He added the minutes were an independent record of the decisions of the meeting, and they belonged to the minute-taker.

Proposed by Cllr R. Doney and seconded by Cllr S. Miller, the minutes of the extraordinary Full Council meeting held on 19 December 2018 were **ADOPTED**.

18/143/C Matters arising from the minutes of the Full Council meeting held on 12 December 2018

Cllr B. Larcombe asked if the council would be responding to the email from a member of the public who had concerns about the public wi-fi.

Cllr R. Doney said he had discussed with officers that he would respond on the council's behalf and the response would be copied to members.

18/144/C Update Report

There were none.

18/145/C Mayor's Announcements

The mayor, Cllr Mrs M. Ellis made an amendment to the event on 6 February 2019 as she had attended on her own.

The mayor, Cllr Mrs M. Ellis said when she attended the Dorset ACF parade she had accepted on behalf of the council a certificate for meritorious service in helping to set up the group, which she showed at the meeting and requested it was displayed in the Guildhall.

18/146/C Planning Committee

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 11 December 2018 and 8 January 2019.

18/147/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 9 January 2019 and adopt the recommendations, as follows:

18/68/HR – Reception Team Reporting Line

RESOLVED: to approve the transfer of the reporting line for the reception team from the deputy town clerk to the administrative officer.

18/69/HR – Gardener/Maintenance Person Probation Review

RESOLVED: to approve the gardener/maintenance person's continued employment with the council, subject to the employee's agreement to do chemical weed spraying by 31 January 2019.

18/70/HR – Seafront Attendant, Six-Month Probation Review

RESOLVED: to approve the seafront attendant's continued employment with the council, effective from 30 January 2019.

18/148/C Strategy and Finance Committee

Proposed by Cllr S. Miller and seconded by Cllr R. Doney, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 30 January 2019 and adopt the recommendations, as follows:

18/81/SF – Internal Audit Report, Visit One 2018/19

RESOLVED: to note the internal auditor's recommendations and approve the management responses.

18/82/SF – New Policies

RESOLVED: to approve the following policies: control of substances hazardous to health (COSHH); Legionella flushing; management of personal protection equipment (PPE); electrical safety; portable appliance testing (PAT); and weed spraying.

18/83/SF – Investments, Cash Holdings and Loans

RESOLVED: that the Lloyds fixed-term deposit of £100,900 maturing at the end of January 2019 be reinvested in a similar 12-month deposit at 1.00% (currently

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0.65%) and that a further £100k of the balance of £590,312 in the Lloyds instant account be reinvested in a similar 12-month deposit: this will increase the interest on this sum from 0.05% to 1.00%; and that any decision to transfer a further £100k from the Lloyds instant account to a 12-month deposit account be deferred until there is greater certainty about the 2018/19 year-end balance and the cost of the roof repair and office refurbishment projects.

18/85/SF – Review of Arrangements with Other Local Authorities

RESOLVED: to form a working group to further consider the town council's relationships with other local authorities and form a clear view of the town council's position.

18/86/SF – Tourist Information Centre

RESOLVED: to revisit the previous decision not to renew the lease with West Dorset District Council for the ground floor of Guildhall Cottage, and to allow the tourist information centre to continue operating from the premises for a further 12 months until 31 March 2020.

18/88/SF – Park and Ride 2018 and 2019

RESOLVED: to authorise officers to negotiate terms for a 2019 park and ride service from Charmouth Road with First Group, the providers of the service in 2018, with discretion to agree terms including group tickets, June and July weekends and pick-up and drop-off points.

18/89/SF – List of Payments

RESOLVED: to approve the schedule of payments for September and October 2018 for the sums of £131,500.21 and £68,238.76, respectively.

18/149/C Tourism, Community and Publicity Committee

Proposed by Cllr Mr J. Scowen and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 28 January 2019 and adopt the recommendations, as follows:

18/64/TCP – Footgolf Proposal for Strawberry Field

RESOLVED: to approve, in principle, a proposal to use Strawberry Field for footgolf, subject to further details being reported to the Full Council on 13 February 2019.

18/65/TCP – Dorset Street Food Festival

RESOLVED: to agree a second Dorset Street Food Festival is held in Lyme Regis in 2019 on 12 to 14 July, inclusive, and to give authority to the town clerk to negotiate a charge for use of the roof of the Marine Parade Shelters.

18/150/C Town Management and Highways Committee

In response to a member question, Cllr J. Broom said the Hydrock report was expected to be with the council the following week.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 16 January 2019 and adopt the recommendations, as follows:

18/77/TMH – Dogs on the Beach

RESOLVED: to press West Dorset District Council to extend the dog ban to an all-year-round order for the length of the main front beach in Lyme Regis (sand and pebbles).

18/78/TMH – Speed Indicator Device

RESOLVED: to have a survey done on the suitability of Sidmouth and Charmouth Roads for deployment of the speed indicator device, and if suitable, to report back to the Town Management and Highways Committee to allow members to consider if a solar device should be purchased.

18/79/TMH – Replacement Caravan, 7 Monmouth Beach

RESOLVED: to approve the request to replace a static caravan at 7 Monmouth Beach.

18/80/TMH – Strawberry Field Bunded Areas

RESOLVED: to agree to build bunded areas at Strawberry Field for bulk storage.

18/81/TMH – Tiled Areas – Broad Street

RESOLVED: to make a request to Dorset County Council to remove the tiled areas of the pavement on Broad Street.

18/82/TMH – South West Britain in Bloom

RESOLVED: to defer entry into the South West Britain in Bloom competition until the true costs are known and the council is confident it has a reasonable chance of doing well in the competition.

18/84/TMH – Seasonal Concessions

ORIGINAL MOTION: to approve the tender from Boylo's Watersports for a three-year non-motorised watersports concession for paddleboarding, and to approve the tender from Lyme Kayak Hire for a one-year non-motorised watersports concession for kayak hire.

The administrative officer said further information had been provided by one of the applicants, which needed to be considered confidentially.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

18/151/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 23 January 2019

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, the minutes of the extraordinary Full Council meeting held on 23 January 2019 were **ADOPTED**.

18/152/C Dorset Police and Crime Commissioner – Martyn Underhill

Mr M. Underhill gave updates on the following issues: the failed merger between Dorset Police and Devon and Cornwall Police, the increase in the police precept, the creation of seven new posts within Dorset Police, the appointment of a new chief constable, and CCTV.

Mr M. Underhill said he would be willing to pay for the Lyme Regis CCTV system to be merged into a county-wide system, with a direct link to the police control room and links to the Pub Watch scheme.

Insp D. Stanton spoke about the following issues: rural crime, CCTV, criminal exploitation of the vulnerable, county lines drug dealing, scams and frauds, and response times.

Members asked questions regarding the possibility of a merger with another police force, online crime, the need for more police officers in Lyme Regis during the summer, special constables, and the Community Safety Accreditation Scheme.

In response to a member question regarding what the council could do to secure more policing in Lyme Regis, Mr M. Underhill said people should write to their local MP.

18/153/C Bowling Club Car Park Lease

Cllr B. Larcombe said he understood there would be a maintenance requirement on the council if a five-year lease was agreed, and as such, he suggested the council considered the bowling club's counter-offer and held off making a decision until the working group had met.

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The town clerk confirmed if the lease was for at least seven years, the responsibility for structural and other repairs could be passed to the tenant.

Cllr S. Miller agreed the lease period should be increased to seven years, but he didn't see the need to refer the matter back to the working group for further debate.

Cllr B. Larcombe suggested a 10-year lease.

It was proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen to agree there are 12 spaces in the existing bowling club car park, to agree a deal where the council takes back the car park for six months in the off-season for public parking, to agree a 30% charge on fee (£7,020), with flexibility for the bowling club to fit as many vehicles as it wanted in the car park, and to enter into a 10-year agreement on this basis, with a rent review after three years.

This motion was not carried

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to agree there are 12 spaces in the existing bowling club car park, to agree a deal where the council takes back the car park for six months in the off-season for public parking, to agree a 30% charge on fee (£7,020), with flexibility for the bowling club to fit as many vehicles as it wanted in the car park, and to enter into a seven-year agreement on this basis, with a rent review after three years.

18/153/C Complaints from Members of the Public

Cllr B. Larcombe said the council debated the issue informed by the report from Dorset County Council's (DCC) highways officer, and no other equality impact advice was given by the town clerk. He said he welcomed and supported equality awareness for members and he hoped this would extend to the behaviour of members towards other members.

Cllr Mrs C. Reynolds said as DCC's Regulatory Committee had already agreed to the puffin crossing and the town council had made the original request for the crossing, the extraordinary Full Council meeting should not have taken place. She said the breach of the Equality Act was nothing to do with DCC, as it had approved the crossing, but it was clear the town council had breached the act.

Cllr J. Scowen was concerned three members had been singled out, although seven had voted against the crossing, and he did not believe his comments were disrespectful to the disabled.

Cllr R. Doney said equality impact issues would not apply in every situation, but it was an important consideration for the future and he welcomed training about what the law said.

Cllr B. Larcombe suggested any recommendation could include that if there are any equality impact implications, the town clerk ensured they are brought to members' attention. However, this was not agreed.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members **RESOLVED** to note the complaints from Adrian Robinson, Joanna Robinson and Lizzie Wiscombe, and the actions from the meeting with the complainants on 18 January 2019; to acknowledge the council's breach of the Equality Act 2010; and to note the council's responsibilities under the Equality Act 2010.

18/154/C Location Filming Request

Cllr J. Scowen suggested at least one member was involved in discussions with the film company to agree a fee.

The town clerk said discussions were ongoing with the film company and he would provide a full briefing to members. Referring to comments in the public forum that the film company should pay into a community fund, the town clerk advised the fee should be paid to the council and at some point in the future the council could decide how it should be spent.

The town clerk said he would be happy to work with a member. However, this was not agreed.

Cllr R. Doney asked if the bus shelter at Cobb Gate could remain accessible.

Cllr G. Turner asked if the council had a guarantee everything would be put back to its current state after filming.

The town clerk said he had had discussions with the council's solicitor about an agreement to protect the council's assets, which would be paid for by the film company.

Proposed by Cllr S. Miller and seconded by Cllr J. Scowen, members **RESOLVED** to approve entering into an agreement with Ammonite Fossil Films Ltd to film on council-owned land on and below Bell Cliff and to allow Ammonite Fossil Films Ltd to have access across and/or consent to film on Monmouth Beach, and to delegate contract and fee negotiations to the town clerk.

18/155/C Foot Golf

The town clerk asked members to agree a budget for a storage container, subject to discussion with the freeholder of Strawberry Field.

Cllr J. Scowen said he had suggested a one-year licence and asked why a three-year licence was now being suggested.

The operations manager said the applicant had requested a longer licence as he would be investing money into the business.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to agree a negotiated sum of £1,250 per year and the three-year term of the licence for the footgolf business at Strawberry Field, and to seek the permission of the freeholder of Strawberry Field to site a shipping container on the land.

18/156/C Award of the Website Contract

Cllr R. Doney said the group delegated to work on this project had chosen a preferred supplier following the submission of proposals and estimates from three companies. He said the next stage would be to go through the requirements with the preferred supplier before a contract was signed.

The town clerk said this matter would not be brought back to the council before the contract was awarded, and this was in line with financial regulations. He said members would be notified when the contract was awarded.

18/157/C List of Payments

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the schedule of payments for November and December 2018, and January 2019 for the sums of £127,096.68, £161,942.69 and £143,678.86, respectively.

18/158/C Debtors' Report

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

18/159/C Personnel Issue

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

18/160/C **Exempt Business**

a) **18/84/TMH – Seasonal Concessions**

The administrative officer said since the Town Management and Highways Committee meeting, Lyme Kayak Hire had requested the council considered a three-year concession. As this would be in line with the other non-motorised watersports concession for stand-up paddleboarding, she said officers would recommend approving a three-year period for both concessions.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members **RESOLVED** to approve the tender from Boylo's Watersports for a three-year non-motorised watersports concession for paddleboarding, and to approve the tender from Lyme Kayak Hire for a three-year non-motorised watersports concession for kayak hire.

b) **Debtors' Report**

The town clerk gave an update on the latest position. He said there had been legal intervention in a number of cases and some cases had been dealt with via negotiation, resulting in a number of significant payments being made.

Cllr S. Miller said the deputy town clerk was now taking steps to move forward with the debt relating to a caravan the subject of probate.

c) **Personnel Issue**

The mayor, Cllr Mrs M. Ellis said as the deputy town clerk was dealing with this issue but had not been able to attend the meeting, she suggested a confidential briefing note was provided to members, which was agreed.

The meeting closed at 9.27pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 27 FEBRUARY 2019

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

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

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

Absent: Cllr P. Ridley

18/161/C Public Forum

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

18/162/C Apologies for Absence

Cllr D. Hallett – holiday

Cllr O. Lovell

Cllr Mrs C. Reynolds – attending another meeting

Cllr G. Turner

18/163/C Disclosable Pecuniary Interests

There were none.

18/164/C Dispensations

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

18/165/C Staffing Issue

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

18/166/C Exempt Business

The deputy town clerk said he had continued to liaise with the post holder's union representative and there had been no change of view since the Human Resources Committee meeting on 20 February 2019 when the matter was previously discussed. He said a settlement agreement had been drafted in anticipation of a resolution being made at this meeting.

The deputy town clerk said the payment for outstanding holiday entitlement, which had previously been calculated as 18 days, would need to be adjusted to include holiday accrued during the three months' notice period.

Proposed by Cllr S. Miller and seconded by Cllr S. Larcombe, members
RESOLVED:

- to confirm the directions given to the deputy town clerk at the last meeting of the Human Resources committee held on 20 February 2019 that the compensation element of the severance package offered to postholder 101 as a full and final settlement to facilitate his leaving the council's employment by mutual agreement be increased from £5,000 to the equivalent of six months' pay (£14,954.52), in addition to the already agreed entitlements of payment in lieu of three months' notice and a payment for outstanding holiday entitlement, to be adjusted from 18 days to include holiday accrued during the three-month notice period
- that the matter be dealt with by formal settlement agreement to be completed and signed by employer and employee as quickly as possible, in the interests of both the health and wellbeing of the employee and the operational and business efficiency of the council.
- that the employee's and/or his union representative's reasonable legal costs in taking legal advice about the contents of the settlement agreement be met by the council as required by the relevant legislation.

The meeting closed at 7.07pm.

Committee: Full Council

Date: 20 March 2019

Title: Matters arising from the minutes of the Full Council meeting held on 13 February 2019

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 13 February 2019 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

18/137/C – Questions from Councillors

Further to Cllr Reynolds's question regarding the request for parking permits in South Avenue, this matter was considered by the Town Management and Highways Committee and a recommendation is elsewhere on this agenda.

18/143/C – Matters arising from the minutes of the Full Council meeting held on 12 December 2018

Cllr Doney has responded on the council's behalf to four emails from members of the public regarding public wi-fi. Members have been copied into Cllr Doney's replies.

18/153/C – Complaints from Members of the Public

One of the complainants has raised a further issue with the town clerk and this has been passed on to the members concerned.

18/154/C – Location Filming Request

Discussions regarding the contract and fee for use of or access to town council land are still ongoing. A verbal update will be given at the meeting.

18/156/C – Award of the Website Contract

The contract has been awarded to Blue Level, based in Swanage. Their other clients include Swanage Town Council, Eton College, and Mitsubishi Corporation.

The initial design concepts have been created and discussed with the working group.

John Wright
Town clerk
March 2019

Committee: Full Council

Date: 20 March 2019

Title: Matters arising from the minutes of the extraordinary Full Council meeting held on 27 February 2019

Purpose of the Report

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 27 February 2019 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

18/166/C – Severance Payment

The settlement agreement supported at the extraordinary meeting of Full Council was subsequently prepared and sent to postholder 101 and his union representatives. An initial response has been received and the matter continues to be progressed towards a termination date of 25 March 2019.

In the meantime, an advertisement has been placed for a temporary finance officer on a fixed-term contract of up to six months in the first instance to help support the council through the process of year-end closedown and other specific tasks.

Mark Green
Deputy town clerk
March 2019

**Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 20 March 2019**

14 February	attended with some of the councillors the lighting demonstration in Langmoor Gardens.
22 February	attended with consort a performance of Snow White at the Woodmead Halls.
14 March	chaired the LymeForward meeting.
22 March	attended with consort the Rotary Club of Lyme Regis President's Night.

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LYME REGIS TOWN COUNCIL PLANNING COMMITTEE MINUTES OF THE MEETING HELD ON TUESDAY 05 FEBRUARY 2019

Present:

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

Officers: Mr J. Wright (town clerk)

Absent: Cllr P. Ridley

18/114/P Public Forum

18/115/P Apologies

Apologies for absence were given by Cllr J. Scowen and Cllr S. Williams.

18/116/P Minutes

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, the minutes of the meeting held on 8 January 2019 were **ADOPTED** without amendment.

18/117/P Disclosable Pecuniary Interests

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

18/118/P Dispensations

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

18/119/P Matters arising from the minutes of the meeting held on 11 December 2018

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

18/120/P Update Report

Roger Bicknell of Monmouth Street commended the original recommendation of refusal by the town council. He questioned how West Dorset could have possibly considered it appropriate to grant planning permission for the development and felt that the conditions attached to the permission were insufficient to give any reassurance. In his view, a great deal more information was required; especially

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about the proposed management of the project. He was also critical of the permitted design.

Neil Hamlin, owner of the Alcove café and ice cream parlour, referred to his concerns about the retaining wall, the potential impact on existing ground water springs and the adverse effect through noise, dust and pollution of the planned development on his and other nearby businesses; especially during the construction phase.

Ken Gollop of Fairfield Park felt that the decision to permit the development was ridiculous and its implementation could have a catastrophic and adverse impact on the stability of lower Broad Street.

Guy Otterwell of Broad Street explained that he was in the process of acquiring a property in the lower part of Broad Street and he was very concerned about the potential impact of the proposed development on the stability of that area and the ability to obtain insurance cover.

Hazel Reid referred to her concerns about the digging out of the proposed foundations; she was worried that the knock-on effects of the work were unknown in an area of historic ground instability.

In response to comments from one member of the public present, Cllr Mrs C. Reynolds referred to various emails and explained in detail the process which had been gone through at WDDC and which had led to the application being determined by the planning officer under delegated powers. She had been absent on holiday during the internal consultation process, but her personal view that the matter should have been referred to committee would not have affected the outcome in any event because the three other WDDC consultees had all supported the matter being dealt with by the officer without reference to committee.

The chairman stressed that the application had been approved by WDDC and, however regrettable that might be, it was now a simple matter of fact which could not be undone.

He referred to conditions 5. and 6. of the decision notice which sought, in part at least, to address some of the concerns about the potential physical consequences and impacts of the implementation of the permitted development.

The town council's concerns remained, and the goodwill and co-operation of the town council was still likely to be critical to the practical implementation of the permission given its position of ownership and control of the Marine Parade.

He supported the council staying closely in touch with the applicant's agent to ensure that the council was well-informed about the potential next steps.

Cllr. D. Hallet expressed his astonishment that the application had been approved by WDDC and felt that the town council needed to be prepared to take specialist

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advice and legal action if necessary to prevent the scheme from happening. He felt that adequate budgetary provision should be made available. He warned about the potential risk of significant ground movement if the planned excavation went ahead.

Cllr J. Broom emphasised that the application had been passed and it was now about project management and implementation. The town council needed to continue to liaise with the planning officer and the applicant or his agent. This view was echoed by Cllr Mrs. M. Ellis.

The deputy town clerk was requested to continue to liaise closely with all relevant parties.

NOTED

18/121/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/18/002803-LBC** (Received 18 January 2019)
Dewing – External works to repaint walls and woodwork – The Little Place,
Silver Street Lyme Regis, DT7 3HR

Members recommended that the application be approved.

- 2) **WD/D/18/002841-FULL** (Received 10 January 2019)
Sweeney - Erect Extensions and alterations - 1 Fairfield Park, Lyme Regis
DT7 3DS

Members recommended that the application be approved.

- 3) **WD/D/18/002851-FULL** (Received 11 January 2019)
Smith - Remove existing roof & replace with first floor extension-7 Charmouth
Close, Lyme Regis, DT7 3DJ

Members recommended that the application be approved.

(Cllr. D. Hallett voted against)

- 4) **WD/D/18/002854-FULL** (Received 11 January 2019)
Matthews-Block and replace existing shop front with new window, create new
doorway and window to south elevation-4 Silver Street, Lyme Regis DT73HR

Members recommended that the application be approved.

- 5) **WD/D/18/002895-FULL** (Received 17 January 2019)

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Twigg–Erect 1 No. dwelling (demolish existing–retrospective) with associated access and parking – 7 Clappentail Park, Lyme Regis, DT7 3NB

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

- 6) **WD/D/18/002896-FULL** (Received 16 January 2019)
Tolley – Replacement of single pane sliding sash casement components of sliding sash windows with painted softwood sliding sashes and fillet glazing bars – 47 Broad street, Lyme Regis, DT7 3QF

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

- 7) **WD/D/18/003002-FULL** (Received 29 January 2019)
Mace – Erection of a first-floor rear extension – 12 Lym Close, Lyme Regis DT7 3DE

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

18/122/P **Amended/Additional Plans**

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

18/123/P **Withdrawn Applications**

There were no withdrawn applications reported to this meeting. **NOTED.**

18/124/P **Planning Decisions**

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

18/125/P **Correspondence from West Dorset District Council and Dorset County Council regarding planning matters**

The meeting closed at 8.01pm.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 20 FEBRUARY 2019

Present

Chairman: Cllr B. Larcombe

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

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

18/73/HR Public Forum

There were no members of the public present.

18/74/HR Apologies

Cllr D. Hallett – holiday
Cllr O. Lovell
Cllr Mrs C. Reynolds – attending another meeting
Cllr S. Williams – holiday

18/75/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 9 January 2019

Cllr B. Larcombe read out a paragraph he wanted to add to minute number 18/68/HR.

The town clerk said if the decision was consistent with the report to the committee, there was no need to include the detail in the minutes.

Members agreed to include the following to minute 16/68/HR: 'In line with the report and in recognition of existing arrangements, members agreed to the proposed transfer of reporting line'.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, with the above amendment, the minutes of the meeting held on 9 January 2019 were **ADOPTED**.

18/78/HR Disclosable Pecuniary Interests

There were none.

18/79/HR Dispensations

There were none.

18/80/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 9 January 2019

The town clerk said the gardener/maintenance person had confirmed in writing he would carry out chemical weed spraying.

The town clerk confirmed the application form for the town council to become an associate member of South West Councils had been submitted and a meeting had been arranged.

18/81/HR Update Report

Head gardener

The town clerk said officers were not optimistic about the response the second recruitment advert would get, which may be due to the salary being at the bottom end of the range for this type of role.

The town clerk said if recruitment was not successful, the matter would be brought back to this committee, with two possible courses of action: review the salary, or review whether the post was required and therefore the responsibilities of the works' supervisor would be reviewed.

Cllr S. Larcombe suggested advertising the post at Kingston Maurward College.

18/82/HR The Town Clerk's Annual Appraisal and Pay Scale Progression

Proposed by Cllr S. Larcombe and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to an individual 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/HR Deputy Town Clerk, Appraisal

Proposed by Cllr S. Larcombe and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to an individual 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.

18/84/HR Operations Manager, Spinal Column Point Progression

Proposed by Cllr S. Larcombe and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to an individual 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.

18/85/HR Employees' Annual Spinal Column Point Progression and Pay Arrangements for Other Employees for 2019-20

Proposed by Cllr S. Larcombe and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to an individual 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.

18/86/HR The Town Clerk's Objectives

Cllr B. Larcombe suggested highlighting which objectives were the town clerk's, and which were allocated to other employees or even members.

The town clerk said ultimately all the objectives were down to him but agreed to highlight which officers were responsible for each one.

It was acknowledged some objectives may be added or dropped over the next 12 months.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the town clerk's objectives for 2019-20.

18/87/HR Works' Supervisor/Lengthsman – Spinal Column Point Progression

Proposed by Cllr S. Larcombe and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to an individual 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.

18/88/HR Employee Pay

The town clerk said he believed an organisation should look at what it pays employees every five or six years, with the last review being carried out by this

council in 2013. He said the next administration may want to establish whether the council pays its employees broadly in line with the sector.

18/89/HR Personnel Issue

Proposed by Cllr S. Larcombe and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to an individual 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.

18/90/HR Exempt Business

a) Personnel Issue

The deputy town clerk said a response had been received from the post holder's union representative with a counter-offer and he outlined what the counter-offer was.

The deputy town clerk said if the counter-offer was not accepted, the council would need to address the issue of the post-holder being on long-term sickness absence.

The town clerk said if members were inclined to accept the counter-offer, officers advised moving quickly to bring the matter to a conclusion. He suggested an extraordinary meeting was held on 27 February 2019 to formalise the council's position.

Members agreed the deputy town clerk should have a without prejudice discussion with the post holder's union representative as soon as possible to indicate the committee's position, but to make it clear any decision would need to be resolved by the Full Council.

Proposed by Cllr J. Scowen and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that the deputy town clerk contacts post holder 101's union representative immediately to indicate the council would be willing to accept the counter-proposal, to agree the leaving of post holder 101 by mutual agreement at as early a date as possible in the interests of both the health and wellbeing of the post holder and the operational and business efficiency of the council.

The town clerk and deputy town clerk left the meeting at 7.43pm.

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

Cllr B. Larcombe said there was no reference in the town clerk's objectives to managing staff and he suggested this was included. He said there needed to

be more clarity about which were the town clerk's own objectives and which were delegated to other staff.

Cllr Mrs M. Ellis said the council needed to look at how other councils carried out appraisals for town clerks. She said the council deferring some objectives or adding new ones mid-year meant he hadn't been able to meet all his objectives.

Cllr B. Larcombe agreed other appraisal methods should be reviewed, including the use of 'unsatisfactory, satisfactory or exceeding' to measure the level of performance.

Cllr J. Scowen asked if the town clerk's performance had been assessed, or whether it was based only on the objectives he had been set.

Cllr B. Larcombe said the town clerk's performance was assessed on how well he carried out the objectives. He said there would need to be a good reason not to award a pay increment within the agreed scale, and satisfactory performance attracted an increment.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to note the town clerk's performance and approve his progression to spinal column point 50.

Cllr Mrs M. Ellis left the meeting at 7.55pm.

The town clerk returned to the meeting at 7.56pm.

c) Deputy Town Clerk, Appraisal

Members agreed the deputy town clerk was an asset to the council, especially in dealing with several major projects and issues. However, there was concern about his workload and the number of objectives he had.

The town clerk said he had discussed this with the deputy town clerk.

It was noted the deputy town clerk had reached the top of his pay scale.

d) Operations Manager, Spinal Column Point Progression

Members agreed the operations manager was an asset to the council.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the progression of the operations manager to spinal column point 35 from 1 April 2019.

e) Employees' Annual Spinal Column Point Progression and Pay Arrangements for Other Employees for 2019-20

Cllr B. Larcombe said the revised pay structure was not unique to this council, it was part of the national agreement.

It was noted the new spinal column point for post holder 210 was incorrect in the report; the correct point was 6.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to note the spinal column point progression for post holders 217, 215, 216, 210, 105, 207, 218, 304 and 107.

e) **Works' Supervisor/Lengthsman – Spinal Column Point Progression**

Proposed by Cllr J. Scowen and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve an additional spinal column point (scp) for the works' supervisor/lengthsman, with a new range of 23 to 27, in recognition of attainment of a level 3 qualification, and to approve an additional increment from SCP 23 to 24, backdated to 1 August 2018.

The meeting ended at 8.52pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 MARCH 2019

Present

Chairman: Cllr Mrs M. Ellis (vice-chairman)

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

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

Absent: Cllr P. Ridley

18/90/SF

Public Forum

Mr G. Symonds

Mr Symonds spoke in relation to agenda item 14, Events' Management, regarding events on the seafront and on the roof of the amusement arcade, antiques and crafts centre and Swim. He said when commercial organisations rented out areas and trade stands, they were operating a business and should comply with conditions. He said they should pay a deposit to ensure they complied with the conditions the council set and they would forfeit their deposit if they did not. Mr Symonds said some of the organisations who ran events last year left rubbish, dismantled equipment on a busy Bank Holiday, and on a busy Sunday afternoon turned the Marine Parade into a car park when people were trying to walk along it. He said as most events took place at weekends, there were no council officers to intervene when these issues arose so there was no deterrent for event organisers. He said management of these issues was left to council staff on the ground, who often had no information about the event taking place or what had been agreed. Mr Symonds said some event organisers were nuisances and had no regard for businesses on the seafront, blocking entrances and blocking the council's toilets. He asked how the new roof of the amusement arcade and other two units would be protected from damage from events using it. He suggested there should be no vehicle movements by event organisers between 9am and 6pm, when there were likely to be less pedestrians. Mr Symonds also suggested a one-way system so vehicles were not reversing, and staggering the arrival and leaving of vehicles. He said he had brought these issues to the council's attention in the past. Mr Symonds said he didn't believe this would put organisations off wanting to run events in Lyme Regis, including commercial organisations. Referring to the report on the agenda, he said he understood the council had a money laundering policy in place already.

Cllr Mrs M. Ellis said a manager had been in attendance for major events last year and the same would happen this year.

Mr N. Ball and Mr N. Gear spoke in the public forum about items not on the agenda.

18/91/SF Apologies for Absence

Cllr D. Hallett – holiday
Cllr O. Lovell
Cllr S. Miller – holiday
Cllr G. Turner – coastguard training

18/92/SF Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, the minutes of the meeting held on 30 January 2019 were **ADOPTED**.

18/93/SF Disclosable Pecuniary Interests

There were none.

18/94/SF Dispensations

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

18/95/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 30 January 2019

Audio recording of council meetings

In response to member questions, the town clerk said before spending money on upgrading the existing system to achieve good quality sound recordings, officers were trying to find a low-cost alternative, which would be trialled at a meeting.

Hydrock report

Members were concerned the report had taken so long to compile and asked why it had not yet been circulated to them.

Cllr B. Larcombe asked if the report could go straight to the Full Council instead of via this committee, although this was not agreed.

The town clerk said officers also had concerns about the time taken to complete the report, despite regular chasing up, and were not satisfied the company had not carried out public consultation. He said although the report had been marked 'final', officers were not satisfied it was the final draft until consultation had been carried out.

The town clerk said the report would be circulated to members this week, after officers had had the opportunity to review it.

Members asked if Hydrock had been given a deadline for completion, if there was a penalty for not meeting a deadline, and whether the company had been paid.

The town clerk said he would find out this information and report back to members.

DRAFT

Election 2019

Several members were concerned existing councillors had not been allowed to attend the open event for prospective candidates.

Cllr J. Scowen was concerned the council was not doing enough to promote the election.

The town clerk said the event, and the election in general, had been publicised on the council's website, social media and newspaper column, and the event had been included in the election report to the last meeting of this committee. He said the event was aimed at people who wanted to stand for council, not existing councillors.

The town clerk said the council was doing all the publicity the guidance suggested. However, he was aware of several people who were interested in standing for council and they would be invited to meet with officers to talk through the process. He said if there was a sufficient number of people, he would organise an event for them to receive that information.

18/96/SF Update Report

Members noted the report.

18/97/SF Minutes of the Dorset Council working group meeting held on 26 February 2019

Cllr S. Williams said he had asked the town clerk for details of the area the town council leased to West Dorset District Council (WDDC) but he had not received this.

The town clerk said the details had been discussed many times by the assets-on-and-around Monmouth Beach working group and the issue was scheduled to be further discussed at the next meeting of the Dorset Council working group on 30 April 2019.

18/98/SF Corporate Plan 2018-23

Cllr B. Larcombe asked if agreeing this plan would bind the new administration to it.

The town clerk said when the council first started producing a corporate plan, it had agreed the council would think four years ahead and make decisions that would impact on the first year of the new administration. He said objectives had been set for 2019/20, but there was nothing beyond 2020 the new administration couldn't review.

Members discussed the possibility of no longer charging a precept.

The town clerk said the issue of whether to reduce or remove the precept was discussed by this administration, but the council chose to retain it. However, this was something he anticipated the new administration would consider early in its term.

Cllr J. Scowen asked how the plan would be publicised.

The town clerk said it would be available at the council office, tourist information centre and library, on the council's website and social media, and it would form the basis of the annual report to electors.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Corporate Plan 2018-23.

18/99/SF New Policies – Environment and CCTV

Cllr R. Doney said he had some minor re-wording to suggest to the CCTV policy, which would not alter any meanings. It was agreed these would be discussed directly with the operations manager.

Cllr R. Doney said he believed the council could be more ambitious in its environment policy and hoped the new administration would consider this further. He referred to other councils in the country making a declaration of climate emergency, guidance from the Local Government Agency on communities becoming resilient to climate change, and the possibility of installing electric car charging points in town council car parks.

Cllr B. Larcombe said he hoped when Guildhall Cottage was refurbished, solar panels would be installed.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the following policies: environment and CCTV, with minor amendments to be made to the wording of the CCTV without changing its meaning.

18/100/SF Plastic Products

Cllr B. Larcombe said it should be made a condition of any new concession or lease that plastic products should not be used.

Cllr S. Larcombe asked if there could be bins specifically for recyclable plastics.

Cllr J. Scowen wanted the council to consider water refill stations so people could fill up their own bottles. Cllr Mrs M. Ellis said there were numerous outlets in the town which were part of the Refill scheme.

Cllr R. Doney said it required a cultural change in the way people thought about things and a heavy approach towards businesses and forcing them to increase their costs was not necessary. He said the council should let Plastic Free Lyme Regis (PFLR) get on with its campaign, and only get involved if a stronger approach was needed.

The town clerk said PFLR was a voluntary group which had developed an approach and policies, and if the council introduced policies which cut across this, it would undermine their work.

Cllr R. Doney said he had obtained information from Dorset Waste Partnership about what happened to the waste collected from the town and he was happy to circulate this to members. He said in places where public recycling had been tried, the waste

was contaminated, but the most valuable recyclable products were plastic bottles and glass bottles, which the council may wish to give further thought to.

Cllr J. Scowen asked what PFLR's policy was on water stations.

Cllr R. Doney said PFLR didn't have a policy on this, but it did support the Refill scheme.

Proposed by Cllr R. Doney and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** that the council takes its lead on the use of plastic products from Plastic Free Lyme Regis; to support Plastic Free Lyme Regis's seafront action plan; and to reinforce the non-use of plastic products through the council's events' management policy and procedure.

18/101/SF Dorset and East Devon National Park Proposal

Members shared some of their concerns about how a national park would impact on the town, including on planning matters, housing prices and the Local Plan. Concerns were also raised about how the national park authority would be elected.

Cllr B. Larcombe said it was important to have a collective view on whether a national park was right for the area and asked Cllr J. Broom what the view of the Dorset Association and Parish and Town Councils (DAPTC) was.

Cllr J. Broom said the DAPTC had not formed a view, but he was aware only Weymouth and Purbeck councils had given their support to the national park so far.

The town clerk said the matter had been brought to this meeting because the national park team was eager for the council to send a letter of support to the Glover Review, as the council's support had already been assumed.

Members agreed they didn't have enough information to form a view at this point, and the public should be consulted before the council confirmed its position or contributed to the Glover Review. They agreed a response of this nature should be sent to the national park team.

Cllr R. Doney asked what the timetable and process was for submitting views to the Glover Review.

The town clerk said he would write a more detailed report for members including the pros and cons of a national park, any deadlines for comments, and cost implications, and if time allowed, a public meeting could be organised to help inform the council's decision.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to send the following response to the Dorset and East Devon national park team: 'to avoid any misunderstanding, the council's expressed support so far has only been for further information; this does not indicate any level of support the council has yet to declare. The council wishes to consider the matter further and will respond to the Glover Review by the deadline'.

18/102/SF Grant Review, Lyme Regis Football Club

The town clerk confirmed the council was not being asked to provide any more money; this was a request to alter the schedule of works, to agree a project variation, and to extend the period of the grant agreement to allow works to be completed.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from the football club to defer the build of its grandstand from 2018 to 2019; to approve the football club's proposal not to widen the football pitch and undertake drainage works, only, in 2020; and to approve the extension of the grant period from 31 March 2020 to 31 August 2020 to allow drainage works to the football pitch to be completed and that any remaining grant allocation following the erection of the grandstand is allocated to this project.

18/103/SF Events' Management

Several members were in support of introducing a deposit scheme, which should apply to all areas the council rented out on the seafront, and not complying with the council's conditions should result in losing a deposit and not being allowed to hold the event again.

Members generally agreed the one-way system and vehicle restriction times on the parade should be better enforced.

The town clerk advised members that if they were inclined to introduce a deposit scheme, it should be applicable from 2020, as discussions had already started taking place with organisations for 2019.

The town clerk advised members to be cautious of introducing a deposit scheme as decisions to withhold deposits would be contentious. He suggested those decisions should involve the chairmen of the Town Management and Highways and Tourism, Community and Publicity Committees, who were already involved in event planning meetings.

Several members understood the problems involved when major events were held on the seafront, but were concerned small organisations and charities would not have the means to pay a deposit. It was suggested better enforcement of the events' policy and procedure would be more effective.

It was suggested a deposit could be paid only by large events/organisations and commercial organisations, but some members were concerned about how a large or small event/organisation would be determined, leaving the council open to claims of unfairness.

Cllr B. Larcombe said it was not beyond the capability of a small organisation to raise a £500 deposit as it would go back to them if they complied with the council's conditions.

It was proposed by Cllr B. Larcombe to introduce a deposit of £1,000 to be paid for by event organisers using the Marine Parade.

This motion was not seconded.

Cllr Mrs M. Ellis suggested a scale of deposit charges for various size organisations.

Cllr B. Larcombe suggested any decision to withhold a deposit should be considered by the Tourism, Community and Publicity Committee.

Members agreed further consideration needed to be given to a policy for a deposit scheme, with a clear distinction made between commercial and non-commercial events.

Members agreed the chairmen of the Town Management and Highways Committee and the Tourism, Community and Publicity Committees should work with officers on this.

The meeting closed at 9.35pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 27 FEBRUARY 2019

Present

Chairman: Cllr J. Broom

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

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

18/87/TMH Public Forum

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

18/88/TMH Apologies

Cllr D. Hallett – holiday
Cllr Mrs C. Reynolds – attending another meeting
Cllr G. Turner

18/89/TMH Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, the minutes of the previous meeting held on 19 January 2019 were **ADOPTED**.

18/90/TMH Disclosable Pecuniary Interests

There were none.

18/91/TMH Dispensations

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

18/92/TMH Matters arising from the minutes of the Town Management Committee meeting held on 16 January 2019

CCTV

In response to a member question, the operations manager confirmed the correct signage was in place around Anning Road playing field, with signs on both ends of the Candles on the Cobb Pavilion and all access points to the field.

Hydrock report

The deputy town clerk said the report had been received that day.

Anning Road play area surface

Cllr S. Miller asked if there was a statutory minimum depth the surface should be and whether it was meeting that minimum.

The operations manager said the company had laid the surface at the depth agreed by the council, although some areas were worn, which the company would patch repair.

The operations manager said the life span of the flooring was either five or 10 years under the guarantee, and a new wet pore surface would cost in excess of £30k.

Cllr Mrs M. Ellis said the council may need to consider setting money aside for a new surface if the guarantee was only for five years.

18/93/TMH Update Report

Woodland walk

Members thanked all the staff involved in constructing the walk and agreed it was a job well done.

Gardens' entrance pillar

The operations manager said repair works were due to start on 5 March 2019.

18/94/TMH Dorset Council's CCTV Project

Cllr J. Scowen asked why Broad Street was not covered by the new CCTV system.

As this was not the subject of the report, Cllr J. Scowen asked for this to be included on the next agenda.

Cllr Mrs M. Ellis said the council should also re-consider the installation of automatic number plate recognition (ANPR) cameras as the Dorset police and crime commissioner had indicated he could help with funding.

Cllr R. Doney asked what benefit the police believed they could get if the CCTV cameras in Lyme Regis were monitored by officers, as some cameras were not good enough for evidential purposes.

Members agreed the monitoring of the council's CCTV by the police should not mean less police on the ground in Lyme Regis because monitoring could take place remotely.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the council's CCTV being included in

the Dorset Council's CCTV project to allow Dorset Police access to monitor the council's CCTV.

18/95/TMH Lengthsman Agency Agreement

Cllr B. Larcombe asked who would have the say on whether a repair was possible.

The operations manager said it would be at the lengthsman's discretion, but he could provide guidelines if members felt it was necessary. However, this was not agreed.

Cllr Mrs M. Ellis suggested hiring or borrowing a flail mower while it was determined how often it would be required.

Cllr B. Larcombe asked what the assigned budget was for this work, how funds would be apportioned to the level of work, whether there would be a cap on work before it reverted to Dorset Council, and whether the work be accountable by timesheets so a price was calculated for doing a job internally.

The operations manager said he could look into these points further. He added the work carried out by the lengthsman would be in support of Dorset Council and the current level of service would be maintained.

The operations manager said it was difficult to determine how much budget would be required, but estimates could be made and it could be assessed in one year, for example.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the draft lengthsman agency agreement with Dorset County Council.

18/96/TMH Langmoor and Lister Gardens Lighting Project

Members agreed the lighting demonstration was impressive and felt it fitted the council's requirements.

In response to a member question, the deputy town clerk confirmed the council could agree to waive financial regulations relating to design and contract prices due to the specialist nature of the work.

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to waive financial regulation 11.2 and negotiate design and contract prices without competition for lighting a section of the Langmoor and Lister Gardens, as no other designer capable of meeting the council's needs could be identified.

18/97/TMH Parking Restrictions, South Avenue

Members were concerned about ongoing issues with parking permits in other streets in the area. However, they acknowledged that as the petition had been signed by every South Avenue resident, the council should support a request to Dorset County Council for parking permits.

Cllr B. Larcombe said it should be made clear to the residents that in supporting the request, the town council was not responsible for any problems which may arise.

Cllr J. Scowen asked if other streets could be included in the request, as he believed other streets would now also request permits.

As this was not the subject of the report, Cllr J. Scowen asked if this could be included on the next agenda.

Proposed by Cllr S. Miller and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to support a request to the highway authority to consider introducing parking permit controls in South Avenue as an extension to the existing parking scheme currently operated in Anning Road.

18/98/TMH Refurbishment of Council Offices

Cllr B. Larcombe asked if officers were confident John Stark and Crickmay Partnership (JSCP) could offer the best rate and asked whether the council should go out to tender for the survey.

The deputy town clerk said JSCP would carry out the initial survey, which would be without prejudice to any subsequent appointment for an architect or project manager. He added that as the survey was expected to cost below £10k, there was no requirement to go out to tender.

Cllr B. Larcombe suggested Cllr J. Broom, or any future chairman of this committee, should be the lead member to work with officers as the proposals developed.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to note the current position with the proposed refurbishment of the council offices, agree to surveys being undertaken by John Stark and Crickmay Partnership and appoint Cllr J. Broom or any future chairman of the Town Management and Highways Committee to work alongside officers as the proposals develop.

18/99/TMH Henry's Way Play Park

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.

18/100/TMH Complaints and Incidents

Members noted the report.

18/101/TMH Exempt Business

a) Henry's Way Play Park

The operations manager said £29k of section 106 funding had been secured. Cllr S. Miller said based on the quotes, there would be a budget deficit of £14-18k, which would need to go to the Strategy and Finance Committee for approval.

The operations said he intended to show the preferred designs to local schoolchildren to vote for their favourite.

Members agreed the designs by Kompan and Proludic would be shown to schoolchildren.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to agree designs for the Henry's Way play park by Kompan and Proludic are shown to local schoolchildren to choose their preferred design, and for the feedback from schoolchildren and local residents to be reported back to the Full Council on 20 March 2019 for final approval.

The meeting closed at 8.19pm.

Committee: Full Council

Date: 20 March 2019

Title: Requests to Trade on the Seafront

Purpose of the Report

To allow members to consider several requests to trade on the seafront in Lyme Regis and to decide whether the existing policy for the commercial use of the shelters market area should be reviewed

Recommendation

Members consider how to deal with several requests to trade on the seafront in Lyme Regis and decide whether the existing policy for the commercial use of the shelters market area should be reviewed.

Background

1. The town council, as part of its recent consideration of the unauthorised selling of ice cream from a mobile trike on the seafront, looked at the potential implications of asking West Dorset District Council, the licensing authority, to introduce a regime of street trading consents or licences in Lyme Regis.
2. It was decided not to pursue a licensing regime in the town because the potential disbenefits were considered to outweigh the potential benefits.

Report

3. Since the matter was considered at the 12 December 2018 meeting, the council has received several new enquiries about 'street trading' on the seafront. The requests include the selling of cotton candy from a trailer, the selling of high-quality coffee from a mobile trailer, and the selling of drinks and food from a 'pop up' café.
4. It is the officer view that all of the various requests should be not permitted because the same or similar products are currently available from other traders already trading from established premises along the seafront, that there is no obvious benefit to the town, its businesses, residents or visitors to it in permitting the requested uses and there is no licensed or consent streets in Lyme Regis for the purposes of street trading.
5. None of the requested uses could reasonably be considered to be trading as a 'pedlar', so the issues faced by the council in dealing with the mobile tricycle do not arise.
6. The requests also highlight some inconsistencies in the way the council currently permits commercial uses in the shelters' market and performance areas. Over the last two years in particular, the commercial use of these areas has increased significantly and has generated a number of complaints from other established businesses already trading in the town.

7. The council does not currently have a clear policy about the use of these areas by commercial businesses, although it has set a fee for such uses; currently £100 and £150 per day for the use of the market area and performance areas, respectively. It is suggested that the basis of and terms for the commercial use of these two areas be reviewed by the town clerk in consultation with the chairmen of the Town Management and Highways and Tourism, Community and Publicity committees and a report on the matter be brought back to a future meeting of the Strategy and Finance Committee.

Mark Green
Deputy town clerk
March 2019