



**John Wright**  
**Town Clerk**

**Lyme Regis Town Council**

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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 24 July 2019 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
19.07.19

*The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.*

*If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.*

*If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.*

## **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 29 May 2019 (attached)**

**7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 19 June 2019 (attached)**

**8. Matters arising from the minutes of the Full Council meeting held on 29 May 2019**

To inform members of matters arising from the minutes of the Full Council meeting on 29 May 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 19 June 2019**

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 19 June 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 **28 May and 25 June 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 **19 June 2019** and consider the recommendations therein.

**14. Strategy and Finance Committee**

To receive the minutes of the meeting held on **10 July 2019** and consider the recommendations therein.

**15. Tourism, Community and Publicity Committee**

To receive the minutes of the meeting held on **3 July 2019** and consider the recommendations therein.

**16. Town Management and Highways Committee**

To receive the minutes of the meeting held on **26 June 2019** and consider the recommendations therein.

**17. Christmas Lights Committee**

To allow members to consider a request to disband the Christmas Lights Committee

**18. Bank Mandates**

To allow members to consider changing the bank mandates to reflect the election of the new mayor and committee chairmen

**19. Lyme Regis Community Land Trust Limited, S38 Agreement, Land at Timber Hill**

To request members approve the signing and sealing of amended documents and plans relating to the Community Land Trust (CLT) development at Timber Hill, Lyme Regis

**20. Beach Disabled Access**

To allow members to review costs for rubber matting for easier shoreline disabled access and to review costs for purchasing wheelchairs for hire

**21. Electric Vehicle for Waste Collection**

To allow members to review and agree costs for an electric vehicle for waste collection

**22. Option to tax (for VAT) SWiM, the Antiques Centre and the Amusement Arcade**

To allow members to consider whether to opt to tax (for VAT purposes) any, or all, of the three properties

To allow members to consider the cost implications to the council of not opting to tax the properties

To allow members to consider the potential impact of the option to tax on the tenants of each property

*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*

## **23. 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 22 - Option to tax (for VAT) SWiM, the Antiques Centre and the Amusement Arcade**



**LYME REGIS TOWN COUNCIL**

**MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 29 MAY 2019**

**Present**

**Chairman:** The Mayor, Cllr B. Larcombe

**Councillors:** Cllr Ms B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr L. Howe, Cllr Mrs C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr J. Scowen, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

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

**19/18/C Public Forum**

**Mr K. Gollop**

Mr K. Gollop asked if there was an update on the traffic survey and when the public would be consulted. He also asked for an update on the fee paid to the council for the recent filming in the town.

The town clerk said a deadline of 7 June 2019 had been set for the receipt of the traffic survey.

The town clerk said a draft press release had been sent to the film company but a response was awaited. He said when the press release was approved, the fee would be made public.

**Mr S. West**

Mr S. West said he was calling on the council to declare a 'climate emergency'. He said people had been hearing for years the world was heating up and if people didn't change their ways, the world would be heading for trouble. He said the full extent of the problem had been better understood recently and there had been a rise in groups such as Extinction Rebellion and people like Greta Thunberg and David Attenborough telling us the world is heading for disaster on an unprecedented scale. Mr S. West said the United Nations IPCC had warned there was now less than 12 years to halt irreversible climate change. He said organisations across the world, including Dorset, Devon and Somerset councils, Bridport and Chard town councils, and the UK government had declared a climate emergency, and Lyme Regis Town Council needed to do so too. Mr S. West said it had become clear a climate disaster could only be pulled back from the brink if every individual, business and organisation took environmental responsibility for everything they did. He said this should include switching to renewable energy, reducing the number of flights taken, drastically curbing rampant consumerism, and reducing the amount of animal agriculture that was decimating tropical rainforests to feed the rich, developed world. He said in Lyme Regis the council needed to

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declare a climate emergency and make a plan to change. Mr S. West said the council needed to carry out an immediate climate impact audit of all areas of its work and its influence and establish a plan to change its activities to low or zero greenhouse gas emission before the danger date of 2020. He said Chard Town Council had set a date of 2028 and there was no reason Lyme Regis Town Council couldn't achieve the same or better. Mr S. West said the council could easily offset its level of greenhouse gas emissions as a temporary measure until its actions were completely environmentally friendly. He said a large number of tourists were encouraged to visit Lyme Regis and if they travelled an average of 100 miles in an ordinary family car, they would emit 16kg of carbon dioxide, which would cost the council 16p to offset from car parking charges. Mr S. West said the council could cover half of the 800m<sup>2</sup> roof above the Swim with solar panels to generate energy and an income. He called on the council to declare a climate emergency and make a plan to do its part.

The town clerk said he would bring a report to a committee in the next cycle of meetings to allow members to begin to think through the council's approach.

### **Ms J. Sheppard**

As organiser of Jazz Jurassica, Ms J. Sheppard said it was a wonderful weekend and wanted to thank the town council in person. She said she couldn't have done it without the council, but she wasn't referring to the council's grant, but the 'soft' support provided. She said it was difficult to put on a festival across the town, particularly on the seafront, but the council staff had been amazing. Ms J. Sheppard said the operations manager was helpful beforehand, but on the day, she couldn't have asked for more from the two enforcement officers and the seafront attendant. She said she was also pleased the deputy mayor, Cllr J. Scowen, had met with their Norwegian visitors.

The mayor, Cllr B. Larcombe said it was noted how well the event was run and it was a credit.

### **Mr N. Ball**

Mr N. Ball said it was good to see the council had started on a positive note and he felt there was now a council which had started to understand already how people felt.

With regards to climate change, Mr N. Ball said he had mentioned previously about the town bus service and how there was often only a few people on it. He wanted the council to look at opening the service to everyone in the town, to get people shopping in the town and helping small businesses. He also said plants were very good for the environment and he would be happy to help the council with advice on horticulture and he had lots of ideas. He said he couldn't be a councillor as he had his own business but he was willing to help.

The town clerk said the issue of re-planting had been discussed and the council was beginning to cost it out. Regarding the bus service, he said several members

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had raised this too and they would be meeting in June to draw ideas together to form an outline plan, which would then go out to public consultation.

### **Cllr D. Turner – Dorset Council (DC)**

Cllr D. Turner said as it was still early days, he had done little else apart from training. However, he had looked at the Cabinet's forward plan, which made no mention of devolution of powers to town and parish councils, so he had asked the leader of DC to make sure it went onto the agenda.

Regarding climate change, Cllr D. Turner said he had put a motion to DC the previous week and he would send this to the town clerk for distribution to members to give them an idea of what he had asked for and the timescales.

Cllr D. Turner said four cubicles in the Broad Street toilets had been out-of-order that day but three were now back in use.

### **19/19/C Questions from Councillors**

#### **Cllr S. Williams**

Cllr S. Williams asked what control the town council would have in Lyme Regis following the formation of Dorset Council. He made specific reference to an application from Swim to extend its licence to sell alcohol from the former ice-cream kiosk until 2am, which the town council had not been consulted on.

Cllr D. Turner said he had put information about the application on social media a month ago to give people the chance to respond, but the consultation period was now closed. He said he had licensing training in Dorchester the following day so he may have the opportunity to speak to officers, although there were no formal objections.

The town clerk said he and the mayor would be meeting with the owners of Swim the following week and they would be expressing the council's concerns.

#### **Cllr J. Broom**

Cllr J. Broom said when he attended the Rogation Sunday ceremony he was appalled to see a large fence along the edge of the council's property. He asked if Dorset Council had permission to do this as it leased the land from the town council, and if so, who gave permission.

Cllr J. Broom also asked if Dorset Council had paid for winter boat storage yet.

The town clerk said he understood Cllr J. Broom was referring to the accreted land on the foreshore and confirmed consent had not been given by this council for any structure on the land. He said he intended to arrange another working group meeting in early-June to allow members to discuss their intentions for that land.

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The town clerk said payment had not been received for winter boat storage as it was disputed by Dorset Council. He said he had asked the area property surveyor to put together all the information available on usage and costs to allow the town council to determine if the amount it charged was reasonable. He said he had not yet had a response to this request and he would chase this up.

### **19/20/C Apologies for Absence**

There were none.

### **19/21/C Disclosable Pecuniary Interests**

Cllr Mrs M. Ellis declared a pecuniary interest in agenda item 13, List of Payments, which included payments to Woodmead Halls, of which she was an employee.

### **19/22/C Dispensations**

The town clerk said he had granted Cllr Mrs M. Ellis an ongoing dispensation to vote on the List of Payments on the basis she had no controlling influence over Woodmead Halls' management.

### **19/23/C To confirm the accuracy of the minutes of the Annual Meeting held on 15 May 2019**

Cllr Ms B. Bawden said an amendment was required to minute 19/01/C to show Cllr Ms G. Stammers had voted in favour of the motion the subject of a recorded vote.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, the minutes of the Annual Meeting held on 15 May 2019, with the above amendment, were **ADOPTED**.

### **19/24/C Matters arising from the minutes of the Annual Meeting held on 15 May 2019**

#### **Seafront café**

Cllr S. Williams asked for an update on when the café would be available to let as the council was losing income while it was closed.

The town clerk said there was an issue with water ingress which required the coping stones to be removed to explore the problem. He said this issue had to be resolved before it was let on a long lease.

#### **Location filming request**

Cllr S. Williams asked if there was any update on how the money which had been paid to the council would be spent.

The town clerk said once the press release was approved by the film company and the figure had been made public, a report would come to the council to decide how it should be spent.

**Council committees**

It was confirmed the email inviting members to form a group to review the council's committees had been sent that day, instead of on 24 June 2019.

**19/25/C Update Report**

There were none.

**19/26/C Compliance with Financial Regulations**

The town clerk said it was right and proper to report to the council the decision he took, which did not comply with financial regulations, so there was a formal record of this and an audit trail.

**19/27/C Appointments to External Bodies 2019/20**

Cllr R. Doney said in the previous year, members had been asked to be either a participating or liaison representative for the council. He also said the council had two places on the wider LymeForward membership, but the articles of association gave one place for a councillor on the steering group.

The town clerk explained the difference between participating and liaison; a liaison representative would be the organisation's link to the council and the person they would go to if there was an issue, and participating representatives had a much more active role in the organisation's activities.

Cllr Ms G. Stammer said Diane Earle from The Hub had indicated she would be happy for members to have a tour of the building.

The town clerk advised members that when they were in the council chamber, they were considering business from a council perspective, not through the lens of the organisation they were appointed to. He strongly suggested if members were involved with an organisation, they should declare it at a meeting, even though it was not a pecuniary interest.

Proposed by Cllr J. Scowen and seconded by Cllr Miss K. Ellis, members **RESOLVED** to appoint members to external bodies, as follows:

**Axe Valley and West Dorset Ring and Ride Service** – Cllr S. Williams (participating)

**B Sharp** – Cllr J. Scowen (participating)

**Bridport and District Citizens' Advice Bureau** – Cllr S. Williams (participating)

**Charmouth Road Allotments Association** – Cllr D. Sarson (participating)

**Lyme Regis, Charmouth and Uplyme Coastal Communities Team** – Cllr J. Broom and Cllr Ms B. Bawden (participating)

**DAPTC (Western Area Committee and Larger Councils)** – Cllr J. Broom and Cllr Ms B. Bawden (participating)

**The Hub Strategic Group** – Cllr Miss K. Ellis (liaison)



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**LymeArts Community Trust** – Cllr J. Scowen (participating)  
**LymeForward** – Cllr S. Williams and Cllr Ms B. Bawden (participating)  
**LymeForward Steering Group** – Cllr B. Larcombe (participating)  
**Lyme Regis/Barfleur Twinning Association** – Cllr R. Doney (liaison)  
**Lyme Regis Charities** – Cllr Mrs M. Ellis and Cllr Miss K. Ellis (participating)  
**Lyme Regis Development Trust** – Cllr Ms B. Bawden (participating)  
**Lyme Regis Football Club** – Cllr R. Doney (liaison)  
**Lyme Regis Fossil Festival** – Cllr L. Howe (liaison)  
**Lyme Regis/St George's Twinning Association** – Cllr B. Larcombe (participating)  
**Plastic-Free Lyme Steering Group** – Cllr R. Doney (liaison)  
**Regatta and Carnival Committee** – Cllr Miss K. Ellis (participating)  
**RNLI Lifeboat Guild** – Cllr Mrs M. Ellis (liaison)  
**St Michael's Business Centre Management** – Cllr S. Williams (participating)  
**Woodmead Halls Management Committee** – Cllr J. Scowen (participating)  
**Youth Council** – Cllr Miss K. Ellis and Cllr P. Howe (participating)

Cllr D. Ruffle said he was also interested in working with LymeArts Community Trust but as one member and one officer had been co-opted onto the board, it was agreed to maintain this arrangement but Cllr J. Scowen would keep Cllr D. Ruffle updated on an informal basis.

### 19/28/C **Review of the Council's and/or Employees' Memberships of Other Bodies**

Cllr J. Broom asked if the council was now a member of South West Councils as it was not included in the list.

The town clerk confirmed the council was a member but it was not on the list as the council would take advice from the organisation in the same way it as the geotechnical engineer, for example.

However, it was agreed to include South West Councils on the list for approval.

Cllr Mrs M. Ellis asked why it was proposed to pay for each of the three macebearers to be a member of the Guild of Macebearers as the council had only paid for one in the past.

The town clerk said there was interest from the three macebearers to be members of the guild, and this was deemed to be appropriate given the time they committed to civic events.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members **RESOLVED** to approve the annual membership subscriptions for the council and/or employees to the following bodies: Dorset Association of Parish and Town Councils, Ancient and Honourable Guild of Mace Bearers x3, Institute of Cemetery and Crematorium Management, Chartered Institute of Public Finance and Accountancy (VAT Ref manual), Local Councils Update Communicorp, Open Spaces Society, Society of Local Council Clerks, Local Government Association, and South West Councils.

### 19/29/C **By-Election**



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The town clerk said if 10 or more electors requested a by-election by 14 June 2019, he anticipated it would be held six to eight weeks after that date, a process driven by Dorset Council's electoral services team.

The town clerk recommended the council chose to have polling cards, at a cost of around £1,200, to help increase the turnout and demonstrate the council's support of the democratic process.

The town clerk said if an election was not held, members were asked to approve the co-option process based on an interview structure.

Proposed by Cllr J. Broom and seconded by Cllr Ms G. Stammers, members **RESOLVED** to approve the use of polling cards for the by-election.

Proposed by Cllr D. Ruffle and seconded by Cllr R. Doney, members **RESOLVED** to approve a co-option process if fewer than 10 Lyme Regis electors call for an election.

### 19/30/C List of Payments

Cllr Mrs M. Ellis asked that members were provided with a list of payments for October 2018 showing the revised total.

The town clerk said this would be circulated with the members' briefing.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members **RESOLVED** to approve the schedule of payments for April 2019 for the sum of £141,459.83, and approve a revised total for October 2018 from £68,238.75 to £112,396.43.

### 19/31/C Sculptures on the Beach

Some members were broadly in favour of the principle of the sculptures as a way of deterring people from littering, but there were concerns about the size of the structures and where they would be located as space was limited on the sandy beach.

Some members were not sure if the sculptures were appropriate for Lyme Regis as they felt the message was not clear and there wasn't a particular problem with littering.

Some members felt it would help highlight the issue of littering in general, not just on the beach but any other public place, as well as creating a talking point and good publicity.

Cllr J. Scowen said the sculptures would only be in place for eight weeks and suggested the council went to at least the first stage of approving the project in principle, with the option of not progressing if a suitable site couldn't be agreed, as suggested in the report.

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Members agreed the sculptures should not go on the sandy beach and Cllr J. Broom suggested the pebble beach close to Cobb Gate.

The town clerk said officers needed to have further discussions with the artist about what was proposed and possible locations, with the council having the ultimate say on whether the project went ahead.

It was proposed by Cllr J. Scowen and seconded by Cllr Ms G. Stammers that officers discuss possible locations for the proposed temporary sculptures on the front beach to highlight littering.

Cllr Mrs M. Ellis said this would delay the process as the issue would have to be brought back to council once locations had been discussed.

The motion was not voted on.

Proposed by Cllr J. Scowen and seconded by Cllr Ms G. Stammers, members **RESOLVED** to agree in principle to allow temporary structures to be erected on the front beach from 22 July to 4 September 2019 to highlight to beach users about not littering the beach, subject to a suitable location being agreed.

### 19/32/C Seagull Control

Cllr Miss K. Ellis asked who enforced the feeding of seagulls.

The town clerk said the council's enforcement officers could issue fixed penalties but it was not a priority due to the reaction they got. He said the birds of prey would support the message not to feed seagulls.

Cllr R. Doney said he didn't believe it was good value for money as it wouldn't have much impact on what the seagulls did.

Cllr D. Ruffle said when the seagulls realised the birds of prey were not a real threat, they would resort to old habits, so it was only a temporary solution.

It was proposed by Cllr J. Scowen and seconded by Cllr L. Howe to approve the employment of Xtreme Falconry on six occasions between 28 July and 26 August 2019.

This motion was not carried.

*The meeting closed at 8.52pm.*

**LYME REGIS TOWN COUNCIL**

**MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON  
WEDNESDAY 19 JUNE 2019**

**Present**

**Chairman:** The mayor, Cllr B. Larcombe, MBE

**Councillors:** Cllr Ms B. Bawden, Cllr J. Broom, Cllr R. Doney,  
Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr L. Howe,  
Cllr D. Sarson, Cllr J. Scowen, Cllr Ms G.  
Stammers, Cllr G. Turner, Cllr S. Williams

**Officers:** Mr J. Wright (town clerk), Mr M. Green (deputy  
town clerk) and Mr M. Stainer (temporary finance  
manager)

**19/33/C Public Forum**

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

**19/34/C Apologies for Absence**

Cllr D. Ruffle – personal commitments

**19/35/C Disclosable Pecuniary Interests**

There were none.

**19/36/C Dispensations**

There were none.

**19/37/C Internal Audit Report, Visit Three 2018-19**

The town clerk introduced the report and invited questions from members.

The mayor, Cllr B. Larcombe made reference to the issues which had been caused by the long-term absence of the finance manager.

In response to questions from Cllr Mrs M. Ellis, the temporary finance manager explained that bank reconciliation was completed to financial year end and that payroll, pension and HMRC returns were all up-to-date.

The deputy town clerk responded to questions about point 5.3 in the appendix to the report relating to car park income. He explained that the sum involved was approximately £8k and that the various external organisations involved had identified the extent of the problem and its

cause, which related to a card reader installed in one particular ticket machine.

Recovery measures were now in process and he said he was confident the matter would be resolved satisfactorily.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to note the outcome of the internal auditor's third visit for 2018-19 which took place on 6 June 2019.

**19/38/C Internal Audit Report, Visit Four 2018-19**

The town clerk made reference to the increase in the number of recommendations from 10 to 18 as compared with the previous year. This was largely explained by the finance team running at less than full complement for most of the year. He emphasised that the general trend was downwards and that even the 18 recommendations represented a much lower number than in either 2014/15 or 2015/16, when there had been 33 and 24, respectively.

In response to a query from Cllr Mrs M. Ellis, he undertook to ensure the visits of the internal auditor were more evenly spread throughout the following year; although visits 3 and 4 tended to be closer together for logistical reasons.

The town clerk responded to Cllr J. Scowen by explaining that next year would be the final year of a five-year arrangement for the appointment of the current internal auditor, following which it would need to be reviewed and re-advertised. This helped to maintain a professional working relationship.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to note the outcome of the internal auditor's fourth visit for 2018-19 which took place on 14 June 2019.

**19/39/C Annual Governance and Accountability Return for the Year Ended 31 March 2019**

The town clerk explained the process for appointing the council's external auditors. He also ran through the variations between the forecast and final budgets and the reasons for those variations; primarily the use of prudent and conservative estimates of income, which had been exceeded in practice.

He informed members that the council had received its third consecutive unqualified annual internal audit report.

In response to concerns raised by Cllr R. Doney about a situation which had arisen at another local council, the town clerk explained this council's internal control mechanisms. He also highlighted that it was everyone's duty

to raise any concerns they might have, including contacting the internal auditor directly if appropriate.

The temporary finance manager invited any member to contact him to ask questions about any aspect of the council's budget. He would be happy to advise them.

Cllr J. Scowen referred to the recent member briefing session about finance, which he thought had been excellent and had given him reassurance about the council's finances and controls.

Proposed by Cllr R. Doney and seconded by Cllr J. Broom, members **RESOLVED** to approve the Annual Governance and Accountability Return for the Year Ended 31 March 2019, including, firstly, Section 1. Annual Governance Statement and, secondly, Section 2. Accounting Statements.

*The meeting ended at 7.39pm.*

## **AGENDA ITEM 8**

**Committee:** Full Council

**Date:** 24 July 2019

**Title:** Matters arising from the minutes of the Full Council meeting held on 29 May 2019

### **Purpose of the Report**

To inform members of matters arising from the minutes of the Full Council meeting on 29 May 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**

#### **19/18/C – Public Forum**

Further to a question from Mr K. Gollop, the Hydrock report was received and considered by the Town Management and Highways Committee on 26 June 2019, the minutes of which are at agenda item 16.

Further to a statement from Mr S. West, a report on an environmental and climate emergency was considered by the Strategy and Finance Committee on 10 July 2019 and a recommendation is at agenda item 14.

Further to Mr N. Ball's offer of horticultural advice, the operations manager and operations supervisor met with him in the gardens on 19 June 2019 to discuss the current programme of refurbishment. Mr N. Ball was invited to speak at the Town Management and Highways Committee meeting on 26 June 2019, the minutes of which are at agenda item 16.

Cllr D. Turner's motion to Dorset Council on climate change was circulated in the members' briefing on 28 June 2019.

#### **19/19/C – Questions from Councillors**

The mayor and town clerk met with the owner of Swim on 4 June 2019 to discuss the licensing application. A summary of this meeting was circulated in the members' briefing on 7 June 2019.



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A Dorset Council working group meeting took place on 11 June 2019 and the minutes of that meeting were received by the Strategy and Finance Committee on 10 July 2019.

Regarding winter boat storage, the town clerk wrote to Dorset Council's senior estates surveyor and in the absence of any detailed response about the income and expenditure associated with this activity, on 10 July 2017, the town clerk wrote to the officer again saying if they could not provide this information, the default position of the invoiced sum would have to be paid. As of 19 July 2019, there had been no response.

### **19/24/C – Matters arising from the minutes of the Annual Meeting held on 15 May 2019**

An update on the seafront café was given to the Strategy and Finance Committee on 10 July 2019. For ease of reference, it is anticipated the contract for the works will be awarded in September and work is expected to take four weeks. A new tenant could be in place in October.

A press release about the £15,000 donation from the film company was issued on 1 July 2019. A report was considered by the Strategy and Finance Committee on 10 July 2019, asking members to consider how the money should be spent. A recommendation is at agenda item 14.

### **19/27/C – Appointments to External Bodies**

The external organisations have been informed who their council representatives are and provided with their contact details, and members have been provided with the name and contact details of the relevant organisations.

This is with the exception of the Youth Council as officers are trying to establish the contact at Woodroffe School.

### **19/29/C – By-Election**

Dorset Council received requests from 10 or more electors for a by-election by the deadline on 14 June 2019. Four nominations were received by the deadline on 12 July 2017, as follows: Paul Edmonds, Owen Lovell, Steve Miller and Rob Smith.

The poll will be held on Thursday 8 August 2019. Dorset Council indicated it would begin sending out polling cards w/c 15 July 2019.

### **19/30/C – List of Payments**

The list of payments for October 2018 with the revised total was circulated in the members' briefing on 31 May 2019.

## **AGENDA ITEM 8**

### **19/31/C – Sculptures on the Beach**

The mayor and town clerk met with the sculptor and the Litter Free Coast and Sea co-ordinator on 29 June 2019 to consider a location for the sculptures. The agreed location is on the shingle beach off Cobb Gate, opposite The Alcove. The installation date has been pushed back by a week to Monday 29 July 2019. They have been asked to be on site by 6am and leave by 11am.

John Wright  
Town clerk  
July 2019

## **AGENDA ITEM 9**

**Committee:** Full Council

**Date:** 24 July 2019

**Title:** Matters arising from the minutes of the extraordinary Full Council meeting held on 19 June 2019

### **Purpose of the Report**

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 19 June 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**

#### **19/39/C – Annual Governance and Accountability Return for the Year Ended 31 March 2019**

The Annual Governance and Accountability Return (AGAR) was emailed to the external auditor PKF Littlejohn LLP on 15 June 2019, ahead of the deadline on 30 June 2019.

The AGAR and the Public Rights Notice were posted on the council's website and noticeboard on 27 June 2019.

John Wright  
Town clerk  
July 2019

**Committee:** Full Council

**Date:** 24 July 2019

**Title:** Update Report

**Purpose**

To update members on issues previously reported to the council

**Recommendation**

Members note the report

**Report**

**Committee chairmen and vice-chairmen**

The committee chairmen and vice-chairmen have been agreed as follows:

**Human Resources Committee**

Chairman – Cllr B. Larcombe

Vice-chairman – Cllr Ms G. Stammer

**Planning Committee**

Chairman – Cllr G. Turner

Vice-chairman – Cllr B. Larcombe

**Strategy and Finance Committee**

Chairman – Cllr B. Larcombe

Vice-chairman – Cllr J. Broom

**Tourism, Community and Publicity Committee**

Chairman – Cllr J. Scowen

Vice-chairman – Cllr Miss K. Ellis

**Town Management and Highways Committee**

Chairman – Cllr J. Broom

Vice-chairman – Cllr J. Scowen

The Christmas Lights Committee has not met in the 2019/20 council year.

John Wright  
Town clerk  
July 2019

**Mayor's Engagements and Meetings**  
**Report to Full Council meeting on 24 July 2019**

(engagements attended in bold, LRTC council meetings in italics)

**May 20 – Bermuda Twinning AGM – chair the AGM**

*May 22 – Meeting with macebearers – to arrange the year's requirement*

*May 24 – Meeting with Sir Oliver Letwin MP, along with councillor colleagues*

**May 24 – Lyme Art Group – opening of Annual Exhibition**

**May 25 – Jazz Festival, Marine Theatre – Deputy Mayor deputised in opening the event**

**May 26 – Blessing of the Boats with the Mayoress – ceremony and reading**

*May 28 – LRTC Planning Committee*

*May 29 – Meeting with town clerk*

*May 29 – LRTC Full Council – chair*

**May 31 – Lyme Regis Football Club Annual Presentation with the Mayoress – speech and presentations**

*June 4 – Swim licensing*

*June 4 – Mayor-making rehearsal with the Mayoress*

**June 5 – Mayor-making with the Mayoress**

**June 6 – D-Day 75th anniversary with the Mayoress – prayers and laying of wreath**

*June 6 – LymeForward Steering Group*

**June 9 – Uplyme and Lyme Regis Cricket Club Festival – representing LRTC**

*June 11 – Dorset Council Working Group*

**June 12 – LymeForward**

*June 12 – LRTC finance and risk training event*

**June 12 – Boat Building Academy with the Mayoress**

**June 15 – Bowls Club, speech and season's first wood with the Mayoress**

**June 15 – Civic Service with the Mayoress**

*June 19 – LRTC extraordinary Full Council – Annual Return*

*June 19 – LRTC Human Resources Committee*

**June 20 – Bridport Town Council leader and town clerk**

*June 20 – Marine Theatre 125th anniversary revue*

**June 23 – Coast to Coast motorcycle rally with the Mayoress – speech and start**

**June 24 – Sherborne Mayor-making with the Mayoress**

*June 25 – LRTC planning training event*

*June 25 – LRTC Planning Committee*

*June 26 – LRTC Hydrock report briefing*

*June 26 – LRTC Town Management and Highways Committee*

*June 27 – Dorset Council member*

*June 29 – LRTC away day*

**June 30 – Yeovil Civic Service with the Mayoress**

**July 1 – LymeForward AGM – Chair the AGM and LEP meeting**

*July 2 – Planning training event*

**July 2 – BBC Radio Solent interview**

**July 3 – St George's briefing**

**July 3 – Coastal Communities**

*July 3 – LRTC Tourism, Community and Publicity Committee*

*July 10 – LRTC Strategy and Finance Committee*

**July 11 – BBC Radio Solent interview**

*July 10 – Old Lyme Guesthouse owners*

**July 13 – Wimborne Civic Day with the Mayoress**

**July 23 – St George's, Bermuda, Mayor Dowling meet/reception**

*July 23 – LRTC Planning Committee*

**July 24 – Somers Day celebration day and parade with the Mayoress**

*July 24 – LRTC Full Council*



**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 28 MAY 2019**

**Present:**

**Members:** Cllr B. Larcombe MBE, Cllr J. Broom, Cllr Mrs M. Ellis,  
Cllr J Scowen, Cllr G Turner and Cllr S Williams

**Officers:** John Wright (town clerk)

**19/01/P Election of Chairman and Vice-Chairman**

**Cllr B Larcombe MBE in the chair**

Cllr B. Larcombe MBE nominated Cllr G. Turner as chairman of the Planning Committee, seconded by Cllr S. Williams.

Cllr G. Turner was duly elected chairman of the Planning Committee for the ensuing year.

**Cllr G. Turner in the chair**

Cllr G. Turner nominated Cllr B. Larcombe MBE as vice-chairman of the Planning Committee, seconded by Cllr S. Williams

Cllr B. Larcombe MBE was duly elected vice-chairman of the Planning Committee for the ensuing year.

**19/02/P Terms of Reference**

Terms of Reference were approved.

**19/03/P Public Forum**

There were no members of the public present.

**19/04/P Apologies**

There were no apologies

**19/05/P Minutes**

Proposed by Cllr G Turner and seconded by Cllr J Broom, the minutes of the meeting held on 30 April 2019, were **ADOPTED** without amendment.

**19/06/P      Disclosable Pecuniary Interests**

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

**19/07/P      Dispensations**

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

**19/08/P      Matters arising from the minutes of the meeting held on 30 April 2019**

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

**19/09/P      Update Report**

There were no matters to be updated at this meeting.

**19/10/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/19/000663      FULL**      (Received 27 April 2019)  
Felton – Internal remodeling of existing first floor flat & conversion of remaining attic space to for ancillary accommodation and separate unit (studio flat) – 16A Church Street, Lyme Regis, DT7 3DB

*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*

- 2)      **WD/D/19/001068      FULL**      (Received 15 May 2019)  
Haseman – Demolish existing garage buildings and replace with side extension – 11 Upper Westhill Road, Lyme Regis, DT7 3ER

*Members recommended that the application be approved because there were no material listing considerations that would warrant its refusal.*

- 3)      **WD/D/19/001082 LISTED BUILDING CONSENT** (Received 29 April 2018)  
Bramston – Renewal of slate walling, repair of external wall finishes, and replacement of windows. – 14 Pound Street, Lyme Regis, DT7 3HZ

*Members recommended that the application be approved because there were no material listing considerations that would warrant its refusal.*

**19/11/P Amended/Additional Plans**

There were no amended or additional plans.

**19/12/P Withdrawn Applications**

There were no withdrawn applications.

**19/13/P Planning Decisions**

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

**19/14/P Correspondence from Dorset Council regarding planning related matters.**

There was no correspondence to be considered at this meeting.

*The meeting closed at 7.51pm.*

**AGENDA ITEM 12**

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 25 JUNE 2019**

**Present:**

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

**Also Present:** Cllr Ms. B. Bawden

**Officers:** Mark Green (deputy town clerk)

**19/15/P Public Forum**

Elliott Herbert, the applicant in respect of WD/D/19/001306, explained the proposed changes to the originally permitted design and the reasons for them.

**19/16/P Apologies**

There were no apologies for this meeting.

**19/17/P Minutes**

Proposed by Cllr J Broom and seconded by Cllr Mrs. M. Ellis, the minutes of the meeting held on 28 May 2019, were **ADOPTED** without amendment.

**19/18/P Disclosable Pecuniary Interests**

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

**19/19/P Dispensations**

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

**19/20/P Matters arising from the minutes of the meeting held on 28 May 2019**

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

**19/21/P Update Report**

There were no matters to be updated at this meeting.

**19/22/P Planning Applications**

Planning applications were considered in accordance with the details circulated.

## AGENDA ITEM 12

Because the applicant in respect of application WD/D/19/001306 was present at the meeting, the chairman agreed to that item being considered first. He then introduced each planning application in turn and invited the views of members.

- 1) **WD/D/19/001306-FULL** (Received 7 June 2019)  
Herbert – Erection of First and Second floor extension with a fibreglass roof to form enclosed staircase and insert window to Second floor – Annexe, The cottage, Lyme

*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*

- 2) **WD/D/19/000493-LBC** (Received 8 June 2019)  
Hickman – Installation of two CCTV cameras – Flat 2, Gatesfield, Sidmouth Road, Lyme Regis, DT7 3EQ

*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*

- 3) **WD/D/19/001074-VARIATION** (Received 15 May 2019)  
Larcombe – Erect single storey side extension to Club House, increase size of car park & resurface with tarmacadam. Construct covered grandstand seating area (with variation of condition 1 of planning permission WD/D/16/000708 to amend plans to relocate the proposed grandstand from the northern side of the pitch) – Lyme Regis Football Club, Charmouth Road, Lyme Regis, DT7 3DW

*Members recommended that the variation of condition be **approved** because there were no material planning considerations that would warrant its refusal.*

- 4) **WD/D/19/001094-FULL** (Received 25 May 2019)  
Cleal – Erection of 1.No Dwelling. – 49 Queens Walk, Lyme Regis, DT7 3BH

*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*

- 5) **WD/D/19/001118-FULL** (Received 23 May 2019)  
Dewing – Proposed conservatory extension, Car Port, External Steps and Outbuilding. – The Little Place, Silver Street, Lyme Regis, DT7 3HR

## AGENDA ITEM 12

*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*

- 6) **WD/D/19/001119-LBC** (Received 23 May 2019)  
Dewing – Internal and external alterations to facilitate a proposed conservatory extension, car port, external steps and outbuilding. – The Little Place, Silver Street, Lyme Regis, DT7 3HR

*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*

- 7) **WD/D/19/001223-FULL** (Received 2 June 2019)  
Kinnersley – Erect dwelling – St Vincent, Cobb Road, Lyme Regis, DT7 3JS

*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*

### 19/23/P **Amended/Additional Plans**

There were no amended or additional plans to be considered at this meeting.

### 19/24/P **Withdrawn Applications**

There were no withdrawn applications.

### 19/25/P **Planning Decisions**

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

### 19/26/P **Correspondence from Dorset Council regarding planning related matters.**

The correspondence received from Dorset Council regarding planning related matters was **NOTED**.

*The meeting closed at 7.38pm.*



LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 19 JUNE 2019

**Present**

**Chairman:** Cllr B. Larcombe

**Members:** Cllr J. Broom, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr D. Sarson, Cllr J. Scowen, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

**Officers:** Mr J. Wright (town clerk), Mr. M. Green (deputy town clerk), Mr M. Stainer (temporary finance manager)

**Other members:** Cllr L. Howe

**19/01/HR Election of Chairman and Vice-Chairman**

The mayor, Cllr B. Larcombe, opened the meeting.

Cllr Mrs M. Ellis nominated Cllr B. Larcombe as chairman of the Human Resources Committee, seconded by Cllr J. Scowen.

Cllr B. Larcombe was duly **ELECTED** as chairman of the Human Resources Committee.

Cllr Miss K. Ellis nominated Cllr Mrs M. Ellis as vice-chairman of the Human Resources Committee, seconded by Cllr D. Sarson.

Cllr J. Scowen nominated Cllr Ms G. Stammers as vice-chairman of the Human Resources Committee, seconded by Cllr G. Turner

Cllr Ms. G. Stammers was duly **ELECTED** as vice-chairman of the Human Resources Committee.

**19/02/HR Terms of Reference**

The committee **RECEIVED** its terms of reference.

**19/03/HR Public Forum**

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

**19/04/HR Apologies**

There were none.

**19/05/HR      To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 10 January 2018**

Cllr Mrs M. Ellis referred to minute 18/100/HR and clarified that she had not been present at the meeting so could not have seconded the decision to exclude the press and public for an item on the agenda. The correct seconder was Cllr J. Scowen.

Proposed by Cllr D. Sarson and seconded by Cllr S. Williams, the minutes of the meeting held on 3 April 2019, with the above amendment, were **ADOPTED**.

**19/06/HR      Disclosable Pecuniary Interests**

There were none.

**19/07/HR      Dispensations**

There were none.

**19/08/HR      Matters arising from the minutes of the previous Human Resources Committee meeting held on 24 April 2018**

**Administrative assistant**

Cllrs B. Larcombe and J. Scowen complimented the new administrative assistant on how quickly she had got to grips with the role and the support she was already offering in their roles as mayor and deputy mayor. They also complimented the input provided to-date by the new temporary finance manager.

**Personnel issue**

It was reported that there were no outstanding issues and members wished the postholder all the very best for the future.

**19/09/HR      Update Report**

Members asked whether there was any more clarity about the likely timescale for resolving the formal award of the qualifications referred to in the report and were concerned about the potential implications of any ongoing delay.

The town clerk explained that the issue had arisen as a result of the training provider going into receivership. The council was doing everything it could to get the qualifications formally accredited and awarded but its power to influence the process was limited.

In the circumstances and in line with the council's approved policy, the council had already awarded an extra increment to postholder 217 for 'passing' his level 3 qualification.

**19/10/HR      Health and Safety Committee Membership**

The town clerk explained that the relevant legislation referred to the need for a health and safety committee but it was not a 'formal' committee of the council and reported to this committee after each of its quarterly meetings.

In response to comments from Cllr J. Scowen, the town clerk explained that membership of the health and safety committee needed to be voted on and approved by a council committee in the usual way.

Members discussed the work of the committee and the processes involved and suggested it might be a suitable subject for the weekly member briefing.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs J. Broom, Ms. G. Stammers and S. Williams be appointed as members of the Health and Safety Committee.

**19/11/HR      Employees' Pay Period**

The temporary finance manager explained the various problems and complications caused by the council's current method of paying staff salaries, i.e. for a period that did not coincide with complete calendar months. This was particularly problematic at year-end, when it increased the chances of mistakes being made with the various returns which were required at that time.

He emphasised that making the recommended changes would not increase the overall cost to the council, it was purely an issue of cashflow which would be reconciled at the point an individual employee left the council's employment.

In response to questions from members, the town clerk advised that the proposed change would not involve an amendment to contracts of employment; these simply stipulated the pay date, not the pay period. If agreed, the change would be notified to staff in the normal way.

There was some discussion about four-weekly pay periods, but it was generally accepted this would create other issues, not least a constantly shifting pay date each month.

Proposed by Cllr J. Scowen and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that the council's pay period be changed to the last day of each month, i.e., that staff be paid on or before the 25th of each month for that entire calendar month.

**19/12/HR Finance Manager Recruitment**

In response to questions, the town clerk explained where the job would be advertised. He also confirmed that the opportunity would be advertised to Dorset Council.

Cllr B. Larcombe questioned the stated responsibility of the post for matters relating to information communications technology. He was concerned this area of work might grow to the point where it required a greater degree of specialism; especially if the aim of the council was to move to a 'paperless office'.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the recruitment timetable, job description and person specification for the post of finance manager be approved and that Cllrs B. Larcombe, Mrs M. Ellis and J. Scowen be appointed to sit on the recruitment panel alongside the town clerk.

**19/13/HR Staffing Structure and Pay Review**

The town clerk introduced the report and explained that the last review was undertaken internally about six years ago and was done by 'benchmarking' posts with similar posts at other local town councils. This was the basis of review agreed by members at that time and the intention had been to ensure this council was paying in line with other councils and neither at the bottom or the top of the range.

After six years, he considered it to be an appropriate time to undertake a further review. He supported it being carried out and validated externally and independently by South West Councils (SWC), based in Taunton, who had relevant and local expertise in this area of work.

In response to questions from Cllr Mrs M. Ellis, he emphasised the need to keep external and other costs under control. He would provide members with an indicative cost of carrying out the exercise if members supported the principle of going forwards using SWC.

Cllrs B. Larcombe and Mrs M. Ellis made various points about the need to manage the review carefully to avoid creating unnecessary concerns or unrealistic expectations, either among staff or outside of the organisation.

Cllr B. Larcombe supported the use of SWC who he thought were ideally qualified to carry out the exercise and had considerable experience with the local council sector.

Cllrs Mrs M. Ellis and J. Broom both emphasised the need to agree an overall budget within which the exercise should take place.

Proposed by Cllrs Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that a review of the staffing

structure and pay be undertaken by South West Councils subject to a budget/cost being reported to and approved by Full Council.

**19/14/HR Human Resources' Annual Review**

Various members raised issues relating to the transparency of staff roles and responsibilities and their desire for greater clarity about staff work programmes, deployment and priorities. The need to better understand the real cost of specific council services; both to manage those costs more closely and to enable benchmarking or cost comparison with other models of service delivery, was also highlighted.

Members emphasised the concern was not about whether staff were working hard, it was about how they were deployed and whether the work being done matched priorities and objectives. They also wanted to be reassured that when changes were made to the staff establishment, newly-appointed members of staff were subsequently deployed performing their agreed duties and responsibilities.

Members asked to receive a sample work programme for the gardening and/or external works' teams in the first instance.

The town clerk explained that more information could be provided about staff roles and responsibilities as part of the member induction programme.

He confirmed the operations manager produced an extremely detailed work programme for all external staff and an example of this could be provided; but he emphasised that no such specific request had been made to-date.

He stated it would be possible to provide indicative costs of individual teams or services and to compare those costs with other teams or services in similar organisations or with other models of service delivery, but members needed to be absolutely clear about what they wanted to achieve.

It was important that members treated staff with respect and consideration and that this ongoing issue was moved forwards quickly and constructively. He was happy to undertake to provide members with a work programme for the gardening team, for instance.

Proposed by Cllr J. Scowen and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** that the human resources annual review for 2018/19 be noted and a sample work programme for the external team for the summer and winter periods be brought to the next meeting of the Human Resource Committee.

*The meeting ended at 9.15pm.*



LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 JULY 2019

**Present**

**Chairman:** Cllr B. Larcombe

**Councillors:** Cllr Ms B. Bawden, Cllr J. Broom, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr L. Howe, Cllr D. Ruffle, Cllr D. Sarson, Cllr J. Scowen, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

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

**19/01/SF Election of Chairman and Vice-Chairman**

The mayor, Cllr Brian Larcombe opened the meeting.

Cllr D. Sarson nominated Cllr Mrs M. Ellis as chairman of the Strategy and Finance Committee, seconded by Cllr Miss K. Ellis.

Cllr S. Williams nominated Cllr B. Larcombe as chairman of the Strategy and Finance Committee, seconded by Cllr G. Turner.

Cllr B. Larcombe said he understood Cllr R. Doney wished to be considered for the role of chairman but he had sent his apologies for the meeting.

Cllr B. Larcombe nominated Cllr R. Doney as chairman of the Strategy and Finance Committee.

Members questioned whether a member could be nominated if they were not at the meeting.

The town clerk said a member did not have to be at a meeting to be nominated, but they did need to be able to accept a nomination. As he had not received confirmation of Cllr R. Doney's acceptance, he didn't believe the nomination could stand.

Cllr Mrs M. Ellis requested a recorded vote on the election of chairman, which was as follows:

**Cllr B. Larcombe** – Cllr Ms B. Bawden, Cllr G. Turner, Cllr L. Howe, Cllr Ms G. Stammers, Cllr S. Williams, Cllr J. Scowen, Cllr J. Broom, Cllr B. Larcombe

**Cllr Mrs M. Ellis** – Cllr D. Ruffle, Cllr Miss K. Ellis, Cllr D. Sarson, Cllr Mrs M. Ellis

Cllr B. Larcombe was duly **ELECTED** as chairman of the Strategy and Finance Committee.

Cllr B. Larcombe nominated Cllr J. Broom as vice-chairman of the Strategy and Finance Committee, seconded by Cllr G. Turner.

Cllr D. Sarson nominated Cllr Mrs M. Ellis as vice-chairman of the Strategy and Finance Committee, seconded by Cllr D. Ruffle.

Cllr J. Broom was duly **ELECTED** as vice-chairman of the Strategy and Finance Committee.

**19/02/SF      Terms of Reference**

The committee **RECEIVED** its terms of reference.

**19/03/SF      Public Forum**

**Mrs C. Reynolds**

Mrs C. Reynolds spoke in relation to agenda item 17, Filming Money and asked the council to support the Mary Anning statue appeal in donating the funds from the filming of Ammonite. She said she had read with interest in the local press the mayor, Cllr B. Larcombe's comments about how the money should be spent on something tangible for the town, that it shouldn't get absorbed into council funds, and was used to support a worthy project or cause to create a lasting legacy for the town. She said she couldn't think of a more lasting legacy than a statue of one of Lyme's greatest women and ambassadors. Mrs C. Reynolds said the last council had agreed it was a worthwhile project and gave the appeal its full support to continue. She said the cleaning of Mary Anning's grave had been admired by many, including Mary's relatives, who she had corresponded with and they had been very impressed. She said to launch a Crowdfunding appeal they needed £19k in their account, of which £4k was already in place, and a donation from the town council would enable them to pursue Crowdfunding to build the statue. She said this was supported by the film company, which had assured her was a more than acceptable use of the money. Mrs C. Reynolds asked the council on behalf of the Mary Anning Statue Committee, but more importantly on behalf of the town, to consider the request, which would be a lasting legacy. She said she couldn't stay for the meeting due to another commitment, but she looked forward to hearing a positive response to her request.

**Ms L. Wiscombe (read out by Mrs C. Reynolds)**

Ms L. Wiscombe spoke in relation to the same agenda item and said she also felt the money should go towards a statue of Mary Anning because it was high time Lyme Regis had a fitting tribute to a remarkable woman. She said to do her justice, a highly-skilled sculptor needed to be hired, which would cost a considerable amount. She said this was preferred to a substandard sculptor who might produce a statue that was not worthy of Mary Anning. Ms L. Wiscombe said this money would go towards engaging the best sculptor which could be afforded. She said she volunteered at the museum and last year almost 33,000 people visited there, both national and international visitors all with Mary's story as their reason for being in Lyme. She said many visitors asked why Lyme Regis didn't have a statue, and as Mary Anning was a part of the town's economy, it should recognise her with a fitting tribute of a bronze statue for today and future generations. Ms L. Wiscombe said the film company was in Lyme Regis to tell Mary Anning's story so any money donated should be spent in memory of her. She said the statue was the best thing the town could do in her memory and

when the film was released it would cause even more interest. Ms L. Wiscombe said from observing social media pages, there seemed to be overwhelming support for the money to be used to support the establishment of a statue.

**Mr R. Smith**

Mr R. Smith spoke in relation to agenda item 15, Climate and Environmental Emergency. He said Lyme Regis had a reputation around the world, it was known as the birthplace of palaeontology and other sciences and because of visitors, the town was known globally. He drew members' attention to a UN summary for climate change published in October 2018, which showed a graph of climate change globally, and that global emissions must reach zero by 2040. Mr R. Smith said the UK sparked the industrial revolution and it was the country's duty to help repair some of that damage and lead the world in a de-carbonised economy. He said Lyme Regis could play an important part; it was a small community but people did look to it for leadership and it did have a reputation. He said as a coastal town, Lyme Regis was particularly vulnerable to rising sea levels and if the proposed reduced carbon levels were not achieved, there could be catastrophic sea level rises which would seriously affect the town. Mr R. Smith asked the council to do everything it could in being a leader, tackling climate change and carbon dioxide emissions.

**Mr S. West**

Mr S. West spoke in relation to the same agenda item. He thanked Cllr B. Bawden for putting forward the motion which he had requested at a Full Council meeting and asked that all members voted in favour of it. He said he couldn't solve climate change and nor could Lyme Regis, it was going to take everybody, but by voting to declare a climate emergency, members were sending a clear signal they were part of the solution. Mr S. West said it may be difficult to see exactly what the council could do and some things were beyond its remit. However, he said he was prepared to put his efforts into this and had started to put together the One Planet working group, which brought together existing groups in Lyme Regis helping to solve some of the issues around climate change, ensuring the people of Lyme Regis were involved and not just looking to the council to solve everything.

**Mr K. Jenkin**

As chairman and a trustee of Lyme Regis Community Land Trust (CLT), Mr K. Jenkin spoke in relation to agenda item 16 regarding a proposed feasibility study on Woodmead car park for affordable housing. He said the CLT was formed seven years ago at the behest of Lyme Regis Town Council and he quoted the late councillor Barbara Austin who said the town needed affordable rental housing for local people in perpetuity. He said they didn't realise the full impact of what she said but took it on board and it became their mission statement. Mr K. Jenkin said since then, the CLT had helped developed 15 affordable units at Garmans Field, which were occupied by people with a confirmed local connection. He said the CLT had won the People Powered Award of the year and had been shortlisted for the National Affordable Housing Scheme of the year. Mr K. Jenkin said they had a reputation in housing association circles and they had led a workshop at the CLT national conference recently. He said at the onset there was a massive need for affordable housing for local people in Lyme Regis and this was evidenced by the fact that when the 15 units

were up for bidding, 258 bids were submitted. He said considerable sifting took place and they got the number down to 45, but this represented an over-subscription of 300%. He said that need remained and with this in mind, he asked the council to give the CLT permission to undertake a feasibility study on Woodmead car park.

### **Mrs L. Jenkin**

As secretary and a trustee of Lyme Regis Community Land Trust (CLT), Mrs L. Jenkin spoke in relation to the same agenda item. She said as a former councillor, she understood what members' concerns would be. She referred to efforts made 10 years ago to place affordable housing at Woodmead car park, which became unwieldy and planners had warned the scheme would not be accepted. She said the CLT had scrapped those plans and started with a clean slate. Mrs L. Jenkin said they had spoken to the ambulance trust and fire brigade, which owned green land behind the emergency services centre, a large area not currently used by either service. She said they were fully behind the CLT's idea and had agreed to make the land available to them if needed for affordable housing. She said this land abutted the car park at the rear. Mrs L. Jenkin said they knew from the 250 applications that the local need for housing existed and they were now thinking of compact, maisonette, studio flats for singles and couples seeking one-bed accommodation, not families, possibly without car parking. She said there were currently 38 eligible applications on the housing list for Lyme Regis. Mrs L. Jenkin said they knew housing associations would re-house tenants with babies and children in more suitable accommodation in the town. She said they wanted to commission a feasibility study by experts in this field to find a way to incorporate units on the grass or elsewhere to protect the council's parking income and fit in with the broader landscape. She said they had no pre-conceived ideas, just this general idea. Mrs L. Jenkin said the CLT knew car parking income was central to the council's income and they envisaged no loss of parking spaces and hoped there could even be an increase. She said they would insist the council and the wider public had the opportunity to contribute to the study and they were also considering a professional look at the whole parking area to see if re-arranging it could give more spaces; if not, they would leave well alone. She said the money from the study would come from CLT sources and nothing would be asked of the council's budget. Mrs L. Jenkin said all they were asking for was the council's blessing for the study to be carried out and not to commit to anything further at this time.

### **Ms R. Austin**

Ms R. Austin spoke in relation to agenda item 15, Climate Change and Environmental Emergency. She said she couldn't imagine the council would not support the motion for a climate emergency, with so many people talking about it in the community and nationally. She said at a time when a government had for the first time been taken to court for not protecting its citizens, she hoped the council didn't just pay lip service to the idea and got behind the UN Sustainable Development goals and took action for the best of the community and its residents.

### **Mrs T. West**

Mrs T. West spoke in relation to the same agenda item and said she hoped the council would vote to declare a climate emergency. She said there were so many stories coming in from around the world, not just around the country, of new councils



declaring a climate emergency, with Surrey declaring the previous day and pressure on Congress that day to declare. She said she was sure Lyme Regis could lead the way for coastal communities, as a town that needed the sea and bay more than anywhere, and lead the way as a tiny town with a big attitude. She asked the council to vote to declare a climate emergency in Lyme Regis.

**19/04/SF      Apologies for Absence**

Cllr R. Doney

**19/05/SF      Minutes**

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 24 April 2019 were **ADOPTED**.

**19/06/SF      Disclosable Pecuniary Interests**

Cllr J. Broom declared a non-pecuniary interest in agenda item 15, Filming Money, as he was a committee member of Mary Anning Rocks.

Cllr Mrs M. Ellis declared a pecuniary interest in agenda item 16 regarding the feasibility study of Woodmead car park as her property adjoined the car park. She said she would leave the room for this item but would make a statement before she left.

Cllr D. Sarson declared a non-pecuniary interest in agenda item 9, Update Report, as he was a member of the bowls' club.

Cllr J. Scowen declared a non-pecuniary interest in agenda item 15, Filming Money, as he was a committee member of Mary Anning Rocks.

Cllr Ms G. Stammers declared a pecuniary interest in agenda item 13, Sidmouth Road Park and Ride, as she worked in Uplyme and any proposal to divert traffic away from the village could affect the business.

**19/07/SF      Dispensations**

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

**19/08/SF      Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 April 2019**

**Ice cream parlour**

Cllr J. Scowen asked how the process of finding a new tenant was progressing.

The town clerk said officers would go through the process of tendering with a view to a new tenant taking occupancy when the work was complete. He said the contract for the works would be awarded in September and work was expected to take four weeks, so a new tenant could be in place in October.

Cllr S. Williams asked if anyone had given permission for an ice-cream van to operate on the seafront.

*Cllr Mrs M. Ellis left the meeting at 7.31pm.*

Although this was not on the agenda, the deputy town clerk said the trader had been told not to return and had agreed not to.

*Cllr Mrs M. Ellis returned to the meeting at 7.33pm.*

### **Powerboat club**

The town clerk said following a meeting with the council's solicitor that day, he and the solicitor would be having discussions with the club shortly.

### **Electronic leases**

Cllr B. Larcombe asked if officers were confident they would be able to achieve the deadline of 30 December 2019 for the production of electronic leases.

The town clerk said work had started in the office and he was reasonably confident the deadline would be met.

**19/09/SF**

### **Update Report**

#### **Community Infrastructure Levy (CIL)**

Cllr J. Scowen asked whether this money would go into the council's pot or it had to be spent on something specific.

The deputy town clerk said Section 106 funding had to be used for specific purposes and within a certain period of time, but CIL money could be used for any lawful purpose and had no time limit.

The town clerk said as the council was reviewing its grants at budget-setting time, he suggested the council put this money aside as it could be used to subsidise any grants.

#### **Bowls' club**

As there had been no response from the club, Cllr J. Scowen asked what would happen if they didn't respond at all.

The town clerk said in the event, he would bring the matter back to the council for further discussion.

Members discussed whether there should be a further face-to-face meeting with the bowls' club or whether officers should continue with formal correspondence.

The town clerk said he and officers had acted on the instructions of the council and its decision had been conveyed to the bowls' club.

No alternative course of action was agreed.

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**19/10/SF Minutes of the Dorset Council working group meeting held on 11 June 2019**

The town clerk said he had written to Dorset Council's (DC) executive director of place, John Sellgren, as instructed by the working group, and he had received a response informing him the matter would be delegated to another officer. Having received no response within two weeks, the town clerk said he had chased this up and had also notified Cllr Daryl Turner.

The town clerk also said Kitson and Trotman had a copy of the lease between the Crown and former West Dorset District Council and would provide it to him.

**19/11/SF A Review of the Information Policy**

Cllr Ms B. Bawden said she was uneasy about agreeing the policy in its current form and asked if it could include a reference that the council was working towards General Data Protection Regulation (GDPR) compliance.

The town clerk agreed more work was needed on GDPR and a revised policy would be brought to the council with inclusions referring to GDPR when the work was complete.

Regarding the handling of requests to the council, Cllr S. Williams said he was concerned he had written to the town clerk about several matters and had not received a response or acknowledgement.

Cllr B. Larcombe said if members had concerns about the effectiveness of the running of the council office, they should raise it in a formal way and not at meetings.

The town clerk supported this view and said bringing the office of town clerk into disrepute was unacceptable, but any complaints should be made to the mayor.

Proposed by Cllr D. Sarson and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Information Policy.

**19/12/SF The Annual Review of the Communications/PR Policy and Procedure**

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Communications/PR policy and procedure.

**19/13/SF Sidmouth Road Park and Ride**

Several members believed the council should no longer operate the Sidmouth Road park and ride for reasons including: the Hydrock report not substantiating the need for it, and the increased number of spaces and a longer period of operation at the Charmouth Road park and ride.

*Cllr Ms G. Stammers left the meeting at 7.57pm in line with her declaration of pecuniary interests.*

Cllr J. Broom said the council should keep Sidmouth Road park and ride for another year until Hydrock's final report was published. He said if the council was not successful in getting signage on the A35 directing traffic to the east of the town, there would still need to be parking for those coming from the west.

Cllr S. Williams agreed and said the full extent of the parking issues would not be known until the peak season.

The deputy town clerk said the planning permission for use of the land at Sidmouth Road for park and ride had expired. He said it was a condition of the previous permission that remedial works were carried out by a certain date, which had now passed. He added it was unlikely the council would be allowed to operate a park and ride for a further year without doing those works, and he didn't believe the council had enough information to submit a planning application.

Cllr B. Larcombe said the signage the council hoped to introduce would make a real difference to the traffic coming through Uplyme.

Cllr J. Scowen said the council needed to make it very clear to the community it had been proven the Sidmouth Road park and ride was not needed.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue Sidmouth Road park and ride any further due to the figures in the Hydrock report not supporting the need to keep it, and that all efforts should be made to maximise the effectiveness of Charmouth Road park and ride, including necessary signage.

*Cllr Ms G. Stammers returned to the meeting at 8.04pm.*

#### **19/14/SF Request from St Michael's Parish Church for Grant Funding**

Cllr D. Sarson said the church was a historical building of great importance to the town and as such, he suggested the council gave a grant of £25k, subject to a review of grant funding in the autumn.

Several members agreed with this as they believed it showed the council valued the town's only Grade I listed building and could not allow it to deteriorate.

Cllr Mrs M. Ellis supported this view but believed the council should give more than £25k.

There was some concern from members about whether the council could legally give money to the church for this purpose.

The town clerk said there didn't appear to be a straightforward answer to this question and no case law existed to help determine this, but either position the council adopted was defensible. He said if the council agreed to the funding, it was taking a risk, but he suggested it was a considered risk.

Cllr B. Larcombe said members needed to consider whether approving the request to preserve a historic building was reasonable and done with the best of intentions.

Cllr J. Broom asked if the prices obtained for the work in 2018 had changed since then.

The town clerk said church representatives had discussed this with the contractor, who said there was likely to be a 3% increase on the works' cost.

Cllr S. Williams was concerned that approving the grant would leave the council open to requests from other churches in the town.

Cllr B. Larcombe said he didn't believe it would set a precedent because this was a specific, identified problem which would worsen if not addressed, and the church had already demonstrated its commitment through the funds it had raised.

It was proposed by Cllr Mrs M. Ellis and seconded by Cllr D. Ruffle to award £50k of grant funding to St Michael's Parish Church towards works to the church tower.

This motion was not carried.

Proposed by Cllr D. Sarson and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to award £25k of grant funding to St Michael's Parish Church towards works to the church tower, subject to a review of grant funding in the autumn.

#### **19/15/SF Climate and Environmental Emergency**

Cllr B. Larcombe supported the motion and said many of the initiatives identified which could support a climate change emergency were things the council had already indicated its support for, including a free town bus and an electronic office.

Cllr Ms B. Bawden said many organisations in the town were keen to work with the One Planet working group to coordinate the community effort and not duplicate. She said the Be the Change initiative would monitor and motivate people to do more.

Cllr J. Scowen said it would also help the council work more closely with the community.

Cllr J. Broom asked if the proposal within Cllr B. Bawden's motion to prepare a report within six months of the actions the town council would take was a realistic timescale.

The town clerk said the many of the identified initiatives were relatively cheap and easy to implement and as the council moved through the budget-setting process, the council could adopt them as objectives and get them formally codified. He said other initiatives could be introduced over several years.

Cllr B. Larcombe asked if the council would actually be working 'in partnership' with the UN to work towards the Sustainable Development Goals.

Cllr Ms B. Bawden said it would involve committing to make pledges, a process the One Planet working group could coordinate, and a report would then need to be produced to evidence how that target was reached.

Proposed by Cllr Ms B. Bawden and seconded by Cllr L. Howe, members agreed to **RECOMMEND TO FULL COUNCIL** to declare a climate and environmental emergency.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs B. Bawden, L. Howe and K. Ellis sit on the Lyme Regis One Planet Working Group.

**19/16/SF Request from Lyme Regis Community Land Trust to undertake a feasibility study over the Woodmead car park area for possible affordable housing for rent to local people**

Cllr Mrs M. Ellis agreed more sites needed to be found for affordable rented housing, but the council needed to consider the conflict in 2014 when a scheme was previously proposed for the car park, and the risk that valuable parking spaces could be lost.

*Cllr Mrs M. Ellis left the meeting at 8.36pm in line her declaration of pecuniary interests.*

Cllr B. Larcombe made it clear the study would be undertaken by the CLT at their own expense and in agreeing to the study, the council would be making a without prejudice decision.

Proposed by Cllr J. Broom and seconded by Cllr Ms G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from Lyme Regis Community Land Trust to procure a feasibility study; this is entirely without prejudice to the council's subsequent consideration of any proposals which might emerge from the study.

*Cllr Mrs M. Ellis returned to the meeting at 8.39pm.*

**19/17/SF Filming Money**

Cllr J. Scowen suggested offering interested parties the opportunity to bid for the money and members could then make a decision based on expressions of interest.

The town clerk said an advert could be placed in the local press inviting organisations to bid, and expressions of interest could come to the next meeting of this committee on 25 September 2019.

Cllr Mrs M. Ellis believed the timescale was too tight and suggested the meeting on 6 November 2019 would be more suitable, which members agreed.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to invite interested parties to submit expressions of interest for the £15,000 filming money.

*The meeting closed at 8.48pm.*

**LYME REGIS TOWN COUNCIL**

**TOURISM, COMMUNITY AND PUBLICITY COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 3 JULY 2019**

**Present**

**Chairman:** Cllr J. Scowen

**Members:** Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr L. Howe, Cllr B. Larcombe, Cllr D. Sarson, Cllr G. Turner, Cllr S. Williams

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

**19/01/TCP Election of Chairman and Vice-Chairman**

The mayor, Cllr B. Larcombe opened the meeting.

Cllr S. Williams proposed Cllr J. Scowen as chairman of the Tourism, Community and Publicity Committee, seconded by Cllr G. Turner.

There being no other nominations, Cllr J. Scowen was duly **ELECTED** as chairman of the Tourism, Community and Publicity Committee.

Cllr J. Scowen nominated Cllr Ms B. Bawden as the vice-chairman of the Tourism, Community and Publicity Committee, seconded by Cllr S. Williams.

Cllr J. Broom nominated Cllr Miss K. Ellis as vice-chairman of the Tourism, Community and Publicity Committee, seconded by Cllr Mrs M. Ellis.

Cllr Miss K. Ellis was duly **ELECTED** as vice-chairman of the Tourism, Community and Publicity Committee.

**19/02/TCP Terms of Reference**

The committee **RECEIVED** its terms of reference.

**19/03/TCP Public Forum**

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

**19/04/TCP Apologies**

Cllr D. Ruffle – personal commitment

Cllr Ms G. Stammers – personal commitment



**19/05/TCP Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 17 April 2019 were **ADOPTED**.

**19/06/TCP Disclosable Pecuniary Interests**

There were none.

**19/07/TCP Dispensations**

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

**19/08/TCP Matters arising from the minutes of the previous meeting held on 17 April 2019**

**Grant agreement review, LymeArts Community Trust**

Cllr Mrs M. Ellis asked if LymeArts Community Trust's (LACT) position with regards to grant funding had been clarified by officers. She asked if LACT was likely to come to the council to ask for further funding.

Cllr J. Scowen, the council's representative on LACT, said they had a new finance manager who was producing figures and this information would be provided to the council regularly. He said his advice to LACT was not to ask the council for more money before the next round of grants.

The administrative officer said she understood a report would be brought to the council in September with further information about LACT's financial position.

**Event management deposit scheme**

Cllr B. Larcombe asked if the council could ensure the review of the events' management plan could include a stipulation that gazebos should not be on the front edge of the parade and that benches should not be moved to accommodate them.

*Cllr R. Doney left the meeting at 7.16pm.*

**19/09/TCP Update Report**

**Working with Visit Dorset**

Cllr J. Scowen asked for the costs associated with working with Visit Dorset.

The administrative officer said this information could be provided to members outside of the meeting.

As an indication, the deputy town clerk said the marketing budget was £34k, the majority of which was spent on the town guide.

Cllr B. Larcombe believed there was no longer a place for a free printed guide and the council should stop producing one.

It was proposed by Cllr B. Larcombe and seconded by Cllr S. Williams not to produce a printed Lyme Regis guide in 2020.

This motion was not voted on.

Cllr Mrs M. Ellis said she believed the council should continue to produce a guide, as not everyone had internet access, but to gradually reduce the numbers. She said the way in which they were dispatched needed to be reviewed as this was the most expensive element.

Cllr Ms B. Bawden said there needed to be some form of publication, but she wasn't keen on the current guide as there were too many adverts and the copy needed updating. She said there needed to be something useful to visitors with a map, events and pictures.

Cllr J. Scowen agreed with this and said he had an idea which would cost a fraction of the current guide, which he would like the opportunity to present to this committee at its September meeting. He said it was an A2 map which folded down, with photos, events and information on one side, and adverts on the other. He asked members to postpone a decision on the guide until he had had the opportunity to present his idea.

The deputy town clerk advised against deferring a decision because if members decided at the September meeting to continue with the guide, it wouldn't allow enough time to produce it within the normal timescale for 2020.

Members discussed what the difference was between a guide and brochure and acknowledged the current publication was intended to attract people to Lyme Regis, while Cllr J. Scowen's idea was intended to be used by people already in the town.

The administrative officer advised members to agree at this meeting that quotes for producing a guide in 2020 should be obtained, rather than deferring a decision, as the quotes could be considered alongside Cllr J. Scowen's idea at the September meeting.

Cllr J. Broom said he would also like to see quotes based on 12,500 copies.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to obtain quotes for producing the 2020 Lyme Regis guide based on 12,500, 15,000, 17,500 and 20,000 copies.



## 19/11/TCP     **Sculpture Trail in Lister and Langmoor Gardens**

Cllr B. Larcombe said the council should not give any further financial support to the trail as it already provided free exhibition space and had installed the plinths to put the sculptures on.

Cllr Mrs M. Ellis agreed and said it had been suggested in the past that local schools might like to display artwork on the plinths but this had not happened. She suggested the request for funding was made when the council considered annual grants.

The deputy town clerk said there was only funding in place for the sculptures to remain where they were until the autumn; beyond that, the sculptures were likely to be removed unless further funding was found as they were on loan.

Several members said they saw the value in the sculptures, residents and visitors enjoyed them, and they were of benefit to the council and the town.

Cllr Mrs M. Ellis said there was no budget for this and the council should be cautious of drawing money down from the reserves.

The deputy town clerk said there was no specific provision in the 2019/20 budget but £9k of match funding was available for 'seafront initiatives', which were things that benefitted residents and visitors on the seafront.

Cllr Ms B. Bawden said any funding should come with a condition that The Arts Development Company did community outreach work with schools.

It was proposed by Cllr B. Larcombe and seconded by Cllr S. Williams that Lyme Regis Town Council continues to show its support for the sculpture trail and encouragement of the sculptures in the gardens without giving financial support, but to continue to provide free exhibition space and maintain the exhibition sites free-of-charge.

This motion was not carried.

Cllr Mrs M. Ellis said any financial support should be on the basis match funding is provided to the same amount and on approval of the three to five-year management and business plan referred to by The Arts Development Company in its proposal.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to provide funding of £5,000 in 2019/20 towards the continued development of the sculpture trail in Lister and Langmoor Gardens, providing there is match funding for this amount, on the condition the company does community outreach work with schools and on approval of the three to five-year management and business plan referred to by The Arts Development Company in its proposal.

The deputy town clerk said it was possible the business and management plan would be available for the council to see at the next meeting of this committee.

**19/12/TCP    Managing Consultation Exercises**

Members noted the report.

*The meeting closed at 8.09pm.*

DRAFT

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 JUNE 2019

**Present**

**Chairman:** Cllr J. Broom

**Members:** Cllr Ms B. Bawden, Cllr R. Doney, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr D. Sarson, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

**Officers:** Mr M. Adamson-Drage (operations manager), Mr M. Green (deputy town clerk) Mrs A. Mullins (administrative officer), Mr P. Williams (operations supervisor)

**19/01/TMH Election of Chairman and Vice-Chairman**

The mayor, Cllr B. Larcombe opened the meeting.

Cllr J. Scowen nominated Cllr J. Broom as chairman of the Town Management and Highways Committee, seconded by Cllr S. Williams.

There being no other nominations, Cllr J. Broom was duly **ELECTED** as chairman of the Town Management and Highways Committee.

Cllr J. Broom nominated Cllr J. Scowen as vice-chairman of the Town Management and Highways Committee, seconded by Cllr D. Sarson.

Cllr G. Turner nominated Cllr S. Williams as vice-chairman of the Town Management and Highways Committee, seconded by Cllr B. Larcombe

Cllr J. Scowen was duly **ELECTED** as vice-chairman of the Town Management and Highways Committee.

**19/02/TMH Terms of Reference**

The committee **RECEIVED** its terms of reference.

**19/03/TMH Public Forum**

**Mr S. West**

Mr S. West spoke in relation to agenda item 12, Weed Spraying and said he fully supported all the findings in the report. He said one thing not mentioned in the report was the damage glyphosate was scientifically proven to do to the bee population. He said many studies had been done proving glyphosate affected the gut bacteria of bees and was a contributory factor to the declining number of bees in the countryside and gardens, and he was convinced widespread use of glyphosate was a contributory

factor. Mr S. West asked the council to stop using the dangerous poison. He said there were many lawsuits going on in America, some extending to £2 billion, against the manufacturers of these products. He said he would hate to see the council sued by its own employees for continuing the use of something which was now a probable carcinogen. He asked the council to consider carefully whether it should continue using it or find an alternative.

**Mr S. Philips**

Mr S. Philips spoke on the same agenda item. He said he didn't know anything about council procedures but this issue was very important to him. He said the use of glyphosate products couldn't go on. He said the report on the agenda talked about the few councils that had banned the product, but this was the tip of the iceberg. He said those councils were leading the way, in the way it had to be. Mr S. Philips said he didn't want the product used within 100 miles of him, it was a killer, and it had to be stopped. He said this council could show the way to the rest of the county.

**Mr N. Ball**

Mr N. Ball spoke in relation to agenda item 14, Henry's Way Play Park. He said he hoped the public would be able to remain in the room for that debate.

Mr N. Ball also spoke about the lighting project in the gardens. He said he had spoken to the Dorset ranger about the effect of the scheme on the wildlife habitat and questioned whether any permission had been granted from Dorset Wildlife or Dorset Council.

Mr N. Ball said at the annual town meeting he had expressed a concern about the town bus and asked that it be put on an agenda for the council to consider allowing people with a Gateway Card to use it for free. He said the service could be opened up to the town, it would cut down on pollution as people wouldn't take cars, and there was the possibility of an electric bus.

Mr N. Ball also spoke about weed spraying. He said he had been a horticulturalist for many years and he had used glyphosate products and Roundup many times. He said he was undecided about its continued use as he believed it should still be used on certain areas with hard surfaces, but the council had to question what the alternative was. He said he would recommend using it in small doses on problem weeds. Mr N. Ball said people didn't realise the implications of banning the product because the council didn't have the staffing levels to deal with the work.

Mr N. Ball also spoke about the cemetery and said he was concerned about lack of communication which had led to a delay in a burial. He said he was also concerned with the way graves were marked with an old broom handle, which had upset the family of a deceased person. He said a cross could be used instead.

**Mrs T. West**

Mrs T. West commended the council for cutting around wildflowers near the football club and said it had been remarkable to see such care and attention being given. She said it took longer to deal with weeds in this way but it made Lyme Regis stand out as

having a council that cared. She said bees were needed more than ever before but their numbers were declining, so something had to be done to encourage them and wildflowers definitely made a huge difference.

Mrs T. West also spoke about weed spraying. She said using glyphosate on hard surfaces would result in a run-off into waterways and creatures being killed. She said weeding by hand was a longer process but there were more natural ways to deal with weeds. She said it was good to see Lyme Regis taking a strong step forward on this.

**19/04/TMH Apologies**

There were none.

**19/05/TMH Minutes**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, the minutes of the previous meeting held on 10 April 2019 were **ADOPTED**.

**19/06/TMH Disclosable Pecuniary Interests**

Cllr D. Sarson declared a pecuniary interest in agenda item 14, Henry's Way Play Park, as his house was next to the park.

**19/07/TMH Dispensations**

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

**19/08/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 10 April 2019**

**Roof replacement above the Swim, the antique and craft centre, and the amusement arcade**

Cllr B. Larcombe was concerned the project timescale was as broad as 12 to 16 weeks as he believed there should be a definite completion date.

**Refurbishment of council offices**

Cllr B. Larcombe was concerned members had not seen the survey and he asked when they would see the draft plans.

The deputy town clerk said the project was a long way off that point as it needed to be properly discussed with members first and no decisions could be made until the council had decided if it wanted to provide any kind of tourist information services.

Several members said they would like to see a target date for the office move into the current tourist information centre.

**19/09/TMH Update Report**

**ATM**

The operations manager said he would continue to pursue CashZone on the possibility of submitting a planning application for the bottom of Bell Cliff. If this was the case, Cllr J. Broom said it would be of benefit if members attended Dorset Council's planning committee meeting to support the application.

**Winter boat storage at Monmouth Beach**

In response to a member question, the operations manager said payment had still not been received from Dorset Council (DC). The deputy town clerk added that this matter had been included in an email to DC's executive director of place.

**Blue Sea Café**

The deputy town clerk said the problems at the site were more serious than originally thought and quotes for the work required were being obtained, although contractors were not available for at least four weeks.

**Barber surf rake**

Cllr B. Larcombe suggested the harbourmaster's store could be used to store the rake, as it was noted the lease with DC had expired.

It was agreed this would be taken to the Strategy and Finance Committee for further consideration.

**Gardens refurbishment**

The chairman invited Mr N. Ball to talk about his recommendations for the gardens following the site meeting with the operations manager.

Mr N. Ball made a number of recommendations, which included weeding and re-vamping flower beds, splitting up the workforce and ensuring some gardeners were kept in the gardens at all times, spot spraying on paths, filling in cracks on the paths, and signs to inform the public that work was going on. He said he would provide his detailed recommendations to officers.

Cllr B. Larcombe asked what he believed should be the priority tasks for the next month.

Mr N. Ball said he believed the priorities were revamping three flower beds which contained mare's tail and brambles, filling in the cracks in the paths, and cutting back any plants protruding at eye level.

The operations supervisor said signs informing the public of the work taking place had been made but they hadn't been put out and he would follow this up.

The operations manager said the recommended work was possible but it would cost a considerable amount of money and it would also mean other areas of the town wouldn't be serviced if all the gardeners were deployed only in the gardens for a period of time.



**19/10/TMH Beach Disabled Access**

Cllr R. Doney said pre-owned conveyor belts were used at Beer and suggested this was looked into. He said the council also needed to check with its insurers if it was covered for the hiring out of two ordinary wheelchairs.

Cllr J. Scowen said he was also aware of rubber matting from a quarry being used.

Members were generally in favour of rubber matting on the pebbles to allow easier disabled access and the purchase of two ordinary wheelchairs, but agreed further information was required on costs.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree in principle to introduce rubber matting to the pebble side of the groyne to allow easier access to the shoreline, and to purchase two ordinary wheelchairs to enhance the council's offer for disabled people on the seafront, subject to further details on costings being considered by the Full Council on 24 July 2019.

**19/11/TMH Gardens Handrail Replacement**

Several members were in favour of recycled plastic timber as they required less maintenance.

It was proposed by Cllr J. Scowen to use recycled plastic timber for the replacement handrails in the seafront gardens.

This motion was not seconded.

Cllr Ms B. Bawden said she was in favour of metal handrails because there would be four different materials if recycled plastic timber was used. She said this would also support the council's aim of going plastic-free.

Cllr R. Doney asked officers which they would recommend in terms of installation and maintenance.

The operations manager said in considering cost, he would recommend metal. The operations supervisor said if the recycled plastic timber was graffitied or burnt they would need to be replaced, whereas metal railings could be re-painted, so he would also recommend metal.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to replace wooden handrails and posts in the seafront gardens with metal.

**19/12/TMH Weed Spraying**

Cllr J. Scowen said he was in favour of an immediate ban of glyphosate-based products. He said the council should do this as a priority and then consider an alternative to getting rid of weeds.



Cllr Ms B. Bawden said she had spoken with Bridport Town Council, which banned the product in September 2018, and it had reported there had been no problems and no extra costs.

Cllr Ms G. Stammers said members needed to consider how the employees felt about using the product.

The operations manager said the workforce was divided – half objected to using the product and half didn't mind using it.

Some members were concerned there had already been a discussion about the gardeners' heavy workload and an agreement they would focus on the seafront gardens for a set period, and that banning the product and hand weeding instead would create extra work for them.

Cllr Ms B. Bawden said Bridport Town Council had teams of volunteers who helped the staff. Cllr J. Scowen said he believed the public would come forward and help to weed by hand, and he volunteered to help with the weeding.

*Cllr J. Scowen left the meeting at 8.38pm.*

Several members believed there needed to be an effective alternative in place before the council banned glyphosate-based products, which was still licensed.

*Cllr J. Scowen returned to the meeting at 8.40pm.*

Proposed by Cllr J. Scowen and seconded by Cllr Ms B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council bans the use of glyphosate-based products immediately.

*Cllr Ms B. Bawden left the meeting at 8.41pm.*

#### **19/13/TMH      Speed Indicator Device**

Members agreed they would prefer the old location in Sidmouth Road as it was closer to the junction with Clappentail Lane.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the speed indicator device is located in Charmouth Road and in the old location in Sidmouth Road, in addition to Timber Hill and instruct officers to consult local residents before pole installation; to approve the purchase of a solar-powered Vario speed indicator device; and to offer the obsolete device to Thorncombe Parish Council.

*Cllr D. Sarson left the meeting at 8.48pm in line with his declaration of pecuniary interests.*

#### **19/14/TMH      Henry's Way Play Park**

Cllr B. Larcombe said he was not in favour of goal posts as the park was too close to houses, and he wasn't sure seesaws were well used.

It was proposed by Cllr J. Scowen to approve the designs from Proludic for the refurbishment of Henry's Way play park, without the goal posts or the seesaw.

This motion was not seconded as it was noted the goal posts were not included in the Proludic design.

Cllr Mrs M. Ellis said she favoured the lower quote from Proludic, which included black floor surface instead of coloured, and no finger sign panels or talk tubes. She said this would allow for any remaining section 106 funds to be used to enhance the toddler area at Anning Road play park.

The operations manager said no further equipment could be installed without extending the toddler area.

It was proposed by Cllr J. Scowen to approve the designs from Proludic for the refurbishment of Henry's Way play park.

This motion was not seconded.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the designs from Proludic for the refurbishment of Henry's Way play park at the lower quote, which includes black wetpour surface but no finger sign panels or talk tubes.

*Cllr D. Sarson returned to the meeting at 9pm.*

**19/15/TMH     Hydrock Report**

It was noted the report had achieved two main outcomes: it had proven the need for improved signage to direct people to Charmouth Road park and ride, and had shown the case for the continued use of Sidmouth Road park and ride no longer stood.

Cllr J. Broom said there was still work to be done in terms of parking charges and the need for a consistent charging structure across all car parks.

Cllr Mrs M. Ellis said the council needed to give some thought to a park and ride that could incorporate Lyme Regis and Charmouth in future, which members agreed with.

**19/16/TMH     Complaints and Incidents**

Members asked that the completion date of each complaint/incident was included in the report in future.

*The meeting closed at 9.07pm.*

**Committee:** Full Council

**Date:** 24 July 2019

**Title:** Christmas Lights Committee

**Purpose of Report**

To allow members to consider a request to disband the Christmas Lights Committee

**Recommendation**

- a) Members approve the request to disband the Christmas lights Committee and to transfer monies held in the council's Christmas Lights' bank account to the newly constituted organisation
- b) The council continues to support the newly constituted organisation with funding

**Background**

- 1. The Christmas Lights Committee was constituted on 16 March 2016 by resolution of the Full Council.
- 2. The purpose of the committee is to facilitate the raising of funds for the town's Christmas lights' display, and to oversee arrangements for that display.
- 3. The committee consists of three councillors and members of the public who support the event.
- 4. The Christmas Lights Committee's current councillors are: Cllr B. Bawden, Cllr D. Sarson and Cllr S. Williams. The Christmas Lights Committee meets on an ad-hoc basis and is supported by a sub-committee of volunteers.

**Report**

- 5. On 18 June 2018, the sub-committee met and made a decision to become an independent organisation. This was confirmed in a letter from Christine Lovell, **appendix 17A**.
- 6. The council has historically provided financial support to the Christmas Lights Committee and a request has been made for this to continue; the council's current funding is £4,000 per annum. From April 2020 onwards, any financial support should be through a grant.
- 7. On 4 July 2019, the council held £9,712.21 in a Christmas Lights' bank account. Any monies held in this account would be transferred to the new organisation on the date identified for the dissolution of the Christmas Lights Committee.

John Wright  
Town clerk  
July 2019

LYME REGIS CHRISTMAS LIGHTS COMMITTEE

Chairman: Christine Lovell, \_\_\_\_\_

Secretary: Pat Stamp, \_\_\_\_\_

Mr. J. Wright  
Town Clerk  
Lyme Regis Town Council  
Guildhall Cottage  
Church Street  
Lyme Regis  
Dorset DT7 3BS

27<sup>th</sup> June 2019

Dear Mr. Wright,

**Lyme Regis Christmas Lights Committee**

At their most recent meeting held on 18<sup>th</sup> June the Christmas Lights Committee made the decision to become an independent organisation.

A separate bank account is currently being set up, so a Treasurer has been appointed, Mr. Les Herbert, who will oversee all finances relating to the committee. He will liaise shortly with the Council's finance department regarding the transfer of funds held in the Council's accounts.

The committee wish to thank the Council for all their support over the past 19 years and request that this support will hopefully continue for the future by way of the annual grant so that Lyme Regis will always have a Christmas lights display to be proud of, admired by visitors and townspeople alike.

Kind regards,

Yours sincerely,

*CL Lovell*

Christine Lovell  
Chairman.

**Committee:** Full Council

**Date:** 24 July 2019

**Title:** Bank Mandates

**Purpose**

To allow members to consider changing the bank mandates to reflect the election of the new mayor and committee chairmen

**Recommendation**

The council approves changing the bank mandates, with each of Lloyds and NatWest, to accept the following councillors as authorised to sign, and to enquire, on the council's bank accounts: Brian Larcombe MBE (mayor, Strategy and Finance chairman and Human Resources chairman); Jeff Scowen (Tourism, Community and Publicity chairman); John Broom (Town Management and Highways chairman); and Graham Turner (Planning chairman); and to remove any other councillors from the mandates

**Background**

1. The council has bank accounts with each of Lloyds, Natwest and Santander. There is an expectation that the Santander accounts will shortly be closed. The Santander accounts were set up as investment accounts, only.
2. The council has previously resolved (12 July 2017) to set up the mayor and all committee chairmen as bank signatories.
3. Following the mayoral and committee elections, mandates need to be changed to reflect the new authorised signatories.
4. Members are therefore asked to approve changing the bank mandates, with each of Lloyds and NatWest, to accept the following councillors as authorised to sign, and to enquire, on the council's bank accounts: Brian Larcombe MBE (mayor, Strategy and Finance chairman and Human Resources chairman); Jeff Scowen (Tourism, Community and Publicity chairman); John Broom (Town Management and Highways chairman); and Graham Turner (Planning chairman); and to remove any other councillors from the mandates
5. The process of changing the bank mandate requires 'Know Your Customer' information form each new signatory, usually comprising certified copies of either a driving licence or passport, plus a utility bill less than three months' old. The process may also require a credit check if the new signatory is not a customer of the bank.

Michael Stainer  
Interim finance manager  
July 2019

**Committee:** Full Council

**Date:** 24 July 2019

**Title:** Lyme Regis Community Land Trust Limited, S38 Agreement, Land at Timber Hill

**Purpose**

To request members approve the signing and sealing of amended documents and plans relating to the Community Land Trust (CLT) development at Timber Hill, Lyme Regis

**Recommendation**

Members approve the signing and sealing of amended documents and plans relating to the Community Land Trust (CLT) development at Timber Hill, Lyme Regis

**Background**

1. At the Full Council meeting on 27 March 2013, it was resolved, in principle, that the town council took on the role of 'constitutional custodian' for the Lyme Regis Community Land Trust (CLT).
2. On 13 July 2016, it was resolved that the council became Lyme Regis Community Land Trust's custodian trustee and absorb the costs of the required indemnity insurance. It was also resolved that the council signs the land transfer agreement for land at Timber Hill for the building of 15 affordable homes, on behalf of Lyme Regis CLT.
3. There were a number of legal deeds and agreements which needed to be entered into in respect of the development at Timber Hill; primarily relating to the construction and adoption of highways and the construction and adoption of drains and foul sewers.
5. The deeds and agreements were absolutely typical of those required by a highway authority when dealing with planned new development.
6. As custodian trustee, this council needed to be a signatory to the deeds and agreements. Because the deeds and agreements were under seal, Full Council approval to their signing and sealing was required.
7. The documents were eventually signed and sealed by all the various parties in late-2017.

**Report**

8. The council has now been requested to sign and seal fresh documents relating to the same development.

## AGENDA ITEM 19

9. The new deeds are required to update the drawings attached to the Section 38 Agreement and Deed of Easement as a result of changes required by the builder, CG Fry & Son, and the registered housing provider, Yarlington.
10. The council's solicitor has confirmed the revised documentation is in a form he can recommend the town council proceeds with.
11. As a result of this revised documentation, a new drawing (Revision Q) will be treated as forming part of the original deed in substitution for the old drawing (Revision G). The document confirms that the Section 38 Agreement applies as if the new drawing had originally been used.
12. In addition, the Deed of Easement relating to highway drainage needs to be amended. The current plan does not properly reflect the land that is required for Dorset Council to maintain the drainage infrastructure that is or will be adopted.
13. As a result of this document, a new drawing (Revision C.13 Q) will be treated as forming part of the original deed in substitution for the old drawing (Revision C.13 G). The document confirms the Deed of Easement applies as if the new drawing had originally been used.
14. The revised documentation will need to be executed by all parties to it, including the CLT.
15. The number and size of documents makes it impractical to attach them to this agenda, but any member wanting sight of them may do so by contacting the office. In addition, hard copies of the various documents and plans will be available for inspection in the mayor's parlour from 6.15pm on the evening of the meeting.

Mark Green  
Deputy town clerk  
July 2019



**Committee:** Full Council

**Date:** 24 July 2019

**Title:** Beach Disabled Access

**Purpose**

To allow members to review costs for rubber matting for easier shoreline disabled access and to review costs for purchasing wheelchairs for hire

**Recommendation**

Members approve the purchase of rubber matting and two wheelchairs for hire to the public

**Background**

1. The Town Management and Highways Committee on 26 June 2019 agreed in principle to purchase rubber matting for the beach and purchase wheelchairs to hire, subject to costings being brought to Full Council.

**Report**

**Rubber Conveyor Belt**

2. Rubber conveyor belt matting may be available (subject to stock) in up to 1.6m width and 200m lengths from Foster Yeoman for £6 a metre or possibly for free if we collect (as disposal is expensive). Officers are expecting more information soon but expect in any case that the conveyor belt can be purchased for well under £500. The beach wheelchair wheel widths are up to 110cm and the distance from Cart Road to low tide on the pebble side of the groyne is approximately 50 metres. It is intended to leave the belt out through the summer and store it in the colder months. Due to the weight it may be necessary to cut it into shorter lengths.

**Wheelchairs**

3. Wheelchairs are either generally 'self-propelled' or come in a 'transport/transit' style which have smaller wheels and are designed to be pushed. It may be prudent to purchase one of each. These are intended to be hired in the same way as the beach wheelchairs on a deposit basis. Costs below are based on the best prices found online at the time of writing.

**a. Self-Propelled Chair**

Elite Care ECSP01-18 Lightweight Aluminium with handbrakes £159.99



Specifications: Self propel wheelchair with handbrakes ECSP01-18 Best selling self-propelled wheelchair. As well as being lightweight and easy to fold up it has attendant handbrakes not found on most self-propelled wheelchairs in this price bracket. It also has flip up armrest for ease of side transfer and to help the user get nearer a table when eating etc. Features: 24" quick release rear wheels with puncture proof tyres. Attendant slowing handbrakes and also locking parking brakes. Flip up removeable arms. Removeable height adjustable swing away legrests. Added lapbelt for safety. Lightweight and folds up, cushion for added comfort. Easily removeable seat cushion and padded backrest. Calf support strap and heel straps. 7" front solid castors. Fold down backrest to make it compact for transporting. Height – 93cm / 37" Width – 64cm / 25" Depth – 106cm / 42" Folded Height – 75cm / 29.5" Folded Width – 26cm / 10" Folded Depth – 76cm / 30" Seat Height – 56cm / 22" Seat Width – 46cm / 18" Seat Depth – 40cm / 16" Armrest Height – 18cm / 7" Total Weight – 14.5kg / 32lbs Carry Weight with wheels / legrests removed – 8.5kg / 18.5lbs Max user weight – 115kg / 18 Stone

**b. Transport/Transit Chair**

Ultra Lightweight Aluminium Transit Chair ECTR07 – removal padded backrest and adjustable leg rests and handle brakes. £119.99



Specifications: Lightweight folding wheelchair with quick release / swing out height adjustable footrests. Half folding back mechanism to make the wheelchair more compact for storage / transporting. Attendant slowing handbrakes. Height adjustable footrests. Locking brakes down by the rear wheels. Lap belt and calf strap for added user safety. Useful pockets on the rear of the wheelchair. Solid puncture proof tyres front and rear. Padded full length armrests. 18 stone maximum user weight.

Fold up easily and compact so it can be stored and transported easily. Height – 39.5" / 101cm. Width – 23" / 58cm. Depth – 41" / 104cm. Folded Height – 29.5" / 75cm. Folded Width – 10.5 / 27cm. Folded Depth – 24" / 61cm. Seat Height – 20" / 51cm. Seat Width – 18" / 45.5cm. Seat Depth – 16" / 40cm. Armrest Height – 8.5" / 21cm. Footrest Height from floor Max – 5.5" / 14cm. Footrest Height from floor Min – 2" / 6cm. Width between push handles – 51cm / 20". Front wheels – 15cm / 6" with solid tyres. Rear Wheels – 30cm / 12" with solid tyres. Total Weight – 23lbs / 10.5kgs – only 9kg / 20lbs without footrests.

Max user weight – 120kgs / 18 stone.

4. For a wider seat option of the same style of chair the ECTR02-20 (extra wide 20" seat) costs £179.99.

Matt Adamson-Drage  
Operations manager  
July 2019

**Committee:** Full Council

**Date:** 24 July 2019

**Title:** Electric Vehicle for Waste Collection

**Purpose**

To allow members to review and agree costs for an electric vehicle for waste collection

**Recommendation**

- a) Members select a vehicle to purchase for waste collection; option A looks most appropriate, while Option B looks like a suitable replacement for the Kawasaki Mule in 12-24 months' time.
- b) Members approve the extra unbudgeted expenditure for the purchase of an electric vehicle for waste collecting.

**Background**

1. The Strategy and Finance Committee discussed budget objectives on 24 October 2018. A sum of £12,000 was set aside for the purchase of a tipping vehicle for the lengthsman. This would allow the L200 to be used as a waste collecting vehicle, which in turn would free up the Kawasaki Mule, from waste collection, back to the gardeners.
2. Officers found that by modifying the existing L200 vehicle into a tipper for c.£4,500, a waste collecting vehicle could be purchased for c.£7,500. The L200 was modified and a waste collecting vehicle has been identified but not yet purchased due to the intention of the council to declare a climate emergency and strive to become carbon neutral in the future.
3. The current evidence suggests, although some have contested it, that over the lifetime of a vehicle, electric-powered vehicles produce less CO<sup>2</sup> than traditionally fuelled vehicles<sup>1</sup>. This takes into account the CO<sup>2</sup> produced by generating the electricity and includes the CO<sup>2</sup> produced during the vehicles' manufacture.

**Report**

4. Electric 'utility' vehicles with suitable power are quite recent to the marketplace and consequently the number of second-hand vehicles are limited and the prices of some new vehicles can be staggering. After some research, the best options for a new vehicle include the following:

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<sup>1</sup> Guardian analysis article 21 Dec 2017 'How Green are Electric Cars' by Sean Clarke.  
Also website <https://www.carbonbrief.org/factcheck-how-electric-vehicles-help-to-tackle-climate-change>

## AGENDA ITEM 21

a. ePower Trucks AMP XL with cage. £11,800+VAT. Delivery £450+VAT. It can carry 400kg and has air con and a radio as standard. 16amp power supply required for charging. More details at **appendix 21A**.



b. Alke ATX range comes in many body types for different utility functions. ATX320E ME1 starts at £23,800+VAT. Delivery £450+VAT. It can carry 700kg and tow 2000kg. 16amp power supply required for charging. More details at **appendix 21B**.

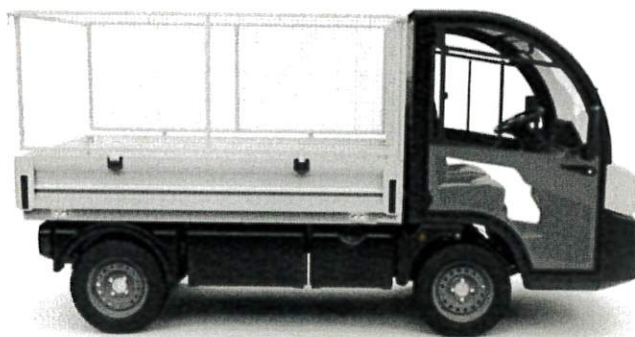




c. GEM eXLD £11,750+VAT. Delivery £495+VAT. Cage fitting required. It can carry 630kg. 16amp power supply required for charging. More details at **appendix 21C**.



d. Bradshaw EV - Goupil G4. £23,414+VAT (Lead Acid) / £29,072+VAT (Lithium Ion). Delivery included. It can carry 808kg or 1100kg respectively. 16amp power supply for charging. More details at **appendix 21D**.



4. Any spend over £7,500 would be unbudgeted expenditure and members should be aware of the cost implications of 'going-electric' for all future vehicle purchases. Particularly the tractor which will require replacement in the next 12/24 months where electric models could cost up to double the price of a 'standard' tractor.

Matt Adamson-Drage  
Operations manager  
July 2019





## EP AMP Compact Electric Utility Vehicle

Here is the answer for the professionals and organisations that are searching for a compact electric utility vehicle with great power, zero emission and an ample load capacity.

This utility vehicle is ideal for light work and as a general transport vehicle. A small profile makes it perfect for security details in congested areas such as parking garages, maintenance sites and college campuses.

- Fully Road Legal
- In Cab Heater
- Air Conditioning
- Stereo System
- Alloy Wheels



### Dimensions

|                  |         |
|------------------|---------|
| Height           | 1640 mm |
| Length           | 2675 mm |
| Width            | 1260 mm |
| Ground Clearance | 130 mm  |
| Turning Radius   | 4.5m    |
| Climbing Ability | 15%     |
| Maximum Mileage  | 90 km   |

### Specification

|                  |             |
|------------------|-------------|
| Motor            | 60V / 4kw   |
| Batteries        | 12v x 5     |
| Charger          | Intelligent |
| Transaxle        | 12.49:1     |
| Loading          | 400 kg      |
| Braking Distance | <6m         |
| Forward Speed    | 40 km/h     |

### Performance

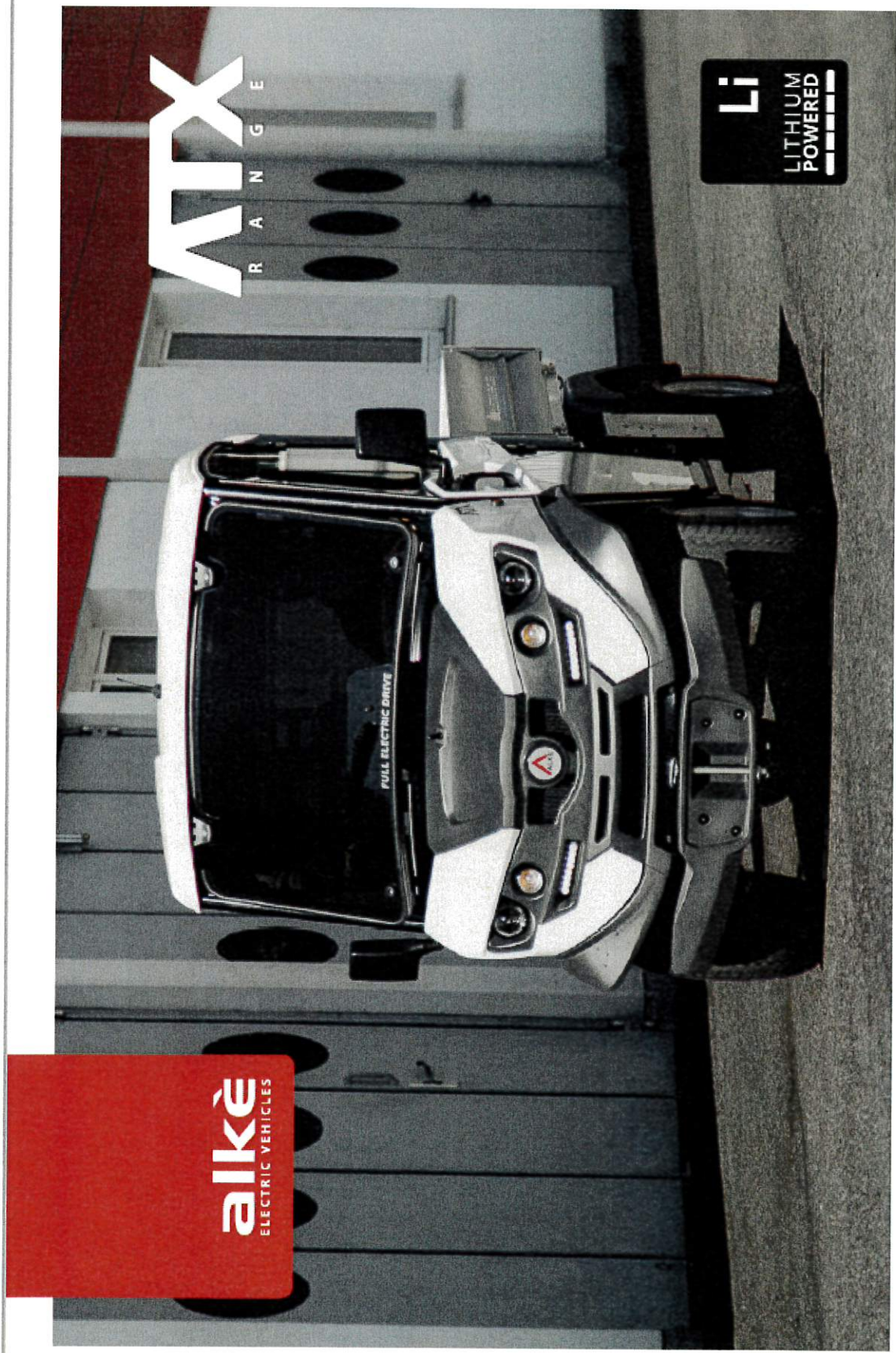
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|-----------------------|
| On Board Charger      |
| AC Motor              |
| 4 Wheel Brakes        |
| Battery Fill Kit      |
| Full Light Kit        |
| Digital Battery Gauge |
| Curtis Controller     |
| Seat Belts            |



**ePowerTrucks** ( A Division of Lift Safe Ltd)

Unit 16 Hawksley Court, Hawksley Street Industrial Estate, Oldham, OL8 4PQ  
0161 626 9628 | [www.ePowerTrucks.co.uk](http://www.ePowerTrucks.co.uk) | [info@ePowerTrucks.co.uk](mailto:info@ePowerTrucks.co.uk)

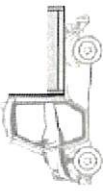


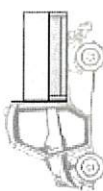





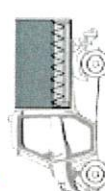
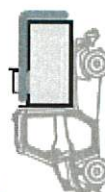
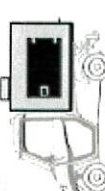

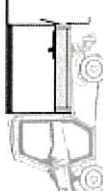

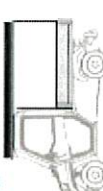

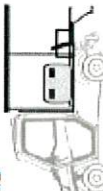
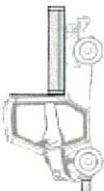

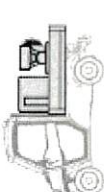
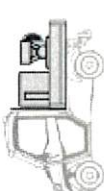
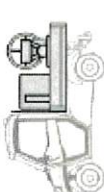
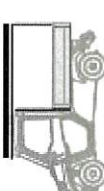



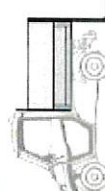
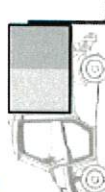





 ELECTRIC VEHICLES

DELIVERING SOLUTIONS



|     |   |                                 |     |   |  |     |   |  |     |   |  |     |   |                                      |     |   |   |
|-----|---|---------------------------------|-----|---|--|-----|---|--|-----|---|--|-----|---|--------------------------------------|-----|---|---|
| DR1 |    | Dropside body                   | TP1 |    | Dropside tipper body                   | TP3 |    | 3-side tipper body                     | ME1 |    | Dropside body with mesh sides extension            | DR2 |    | Dropside body with front storage box | ME2 |    | Dropside body with front storage box + mesh sides extension |
| BV1 |    | Box van body with sliding doors | BV2 |    | Box van body with roller shutter doors | TA1 |    | Tarpaulin body openable on three sides | TA2 |    | Tarpaulin body with customised colours             | IS1 |    | Isothermal body                      | RE1 |    | Refrigerated body 0 +4 °C                                   |
| RS1 |    | Rear seats kit                  | RS2 |    | Rear seats kit with roof               | RS3 |    | Box van body with double bench seats   | LH1 |    | Roof ladder holder                                 | AM1 |    | Ambulance body                       | AM2 |    | Ambulance body with roof                                    |
| SN1 |  | Front snow plough               | SN2 |  | Rear salt spreader                     | FF1 |  | Water-based firefighting unit          | FF2 |  | Foam-based firefighting unit                       | WP1 |  | Watering unit                        | LS1 |  | Leaf suction unit with collection body                      |
| MS2 |  | Ice-cream van body              | MS3 |  | Pizza van body                         | MS1 |  | Street food van body                   | TL1 |  | Tail lift and dropside body + mesh sides extension | TL2 |  | Tail lift and box van body           | CR1 |  | Dropside body with crane                                    |



HUNDREDS  
OF AVAILABLE  
SOLUTIONS

Find out among  
our configurations  
the best solution  
for your needs!

Alke can  
develop special  
configurations  
upon request.

All the  
configurations  
presented are  
available for the  
vehicles with:

|                    |                     |
|--------------------|---------------------|
| 2-seat<br>cab      | 4-seat<br>cab       |
| left-hand<br>drive | right-hand<br>drive |



## ECOLOGICAL

Zero CO2 emissions and no noise pollution.

The Alke<sup>®</sup> electric vehicles work in closed environments, in restricted traffic areas and where there are strict environmental limits. Mobility is no longer a problem within hospitals, recovery centres, university campuses, sporting arenas, natural protected areas and cultural sites.



## ROAD DRIVING

M1 type-approved for road circulation in Europe.

Alke<sup>®</sup> electric vehicle are always at the centre of city life and are ideal for use by municipalities, logistical operators in historic city centres, environmental and waste collection services, postal services, catering services, street food, etc.

## ALWAYS READY

High autonomy and non-stop operation for shift work.

Alke<sup>®</sup> electric vehicles are always by your side. Choose a high capacity battery, a quick charge system for Lithium batteries or the battery swap system and you will never be left standing.





## DELIVERING SOLUTIONS • ATX

### HIGH-PERFORMANCE

High performance Motors and Controllers.

The Alke® electric vehicles are fitted with motors providing high torque and gradual power distribution, ideal for intensive industrial use and at the same time, for handling demanding off-road terrain, such as sand, snow or ice.



### ROBUST

Designed to last.

Alke® electric vehicles are fitted with technical solutions and components originating from the off-road and

industrial sectors which, together with high level construction standards, make them unique in terms of robustness and reliability.



### COMPACT BUT TENACIOUS

Versatility in a concentrated form.

Alke® electric vehicles are compact, ideal for working in restricted areas (also indoors), but at the same time offer service levels which are second to none when compared to similar vehicles: it is no coincidence that they are the preferred choice for the most important European industrial players, and not only.







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**Cost Calculator**

Dont just take our word for it!  
Eco friendly, reliable, fun and affordable, calculate how much you can save.



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**eLXD Latest News**

- ▶ [Electric Vehicles Exempt from Company Car Tax From April 2010](#)
- ▶ [BAE Systems Provide GEM VIP Treatment](#)

**eLXD - Long Wheel Base Electric Van**

The eLXD is the heavy duty brother of the eL and is the perfect solution for businesses that require more power and range with minimal impact on the environment.

With a maximum payload of 630 KG and a 2 cubic metres cargo box option it makes light work of bulky and heavy loads. The open, curved cabin provides a spacious interior and the high-level driving position and an oversized windscreen gives the driver excellent all-round visibility.

The GEM eLXD can be used on-road, off-road, inside buildings, or anywhere the job takes you. Standard features include an upgraded 7.0 hp motor, nine 8-volt maintenance-free gel batteries which give a roaming range of up to 50 miles on a single charge. The eLXD is a great workhorse - move your heavy loads with a light conscience!

The eLXD is recharged via a mains power lead which plugs directly into the vehicle and any standard 240V socket.

Up to 100% corporation tax write-off in year one.

- ▶ [Commercial vehicles overview](#)    ▶ [Vehicle options](#)

**eLXD Specifications**

|                  |                                       |
|------------------|---------------------------------------|
| Curb Weight      | 449kg                                 |
| GVW              | 731kg                                 |
| Payload Capacity | 630kg                                 |
| Length           | 3658mm                                |
| Height           | 1780mm                                |
| Width            | 1401mm                                |
| Wheelbase        | 2895mm                                |
| Turning Circle   | 5030mm                                |
| Roaming Range    | up to 50 miles                        |
| Batteries        | 9 x No-maintenance 8v Gel Batteries   |
| Road Tax         | VED & London Congestion Charge Exempt |
| Vehicle Category | Electric quadricycle                  |
| Warranty         | 12 Months                             |

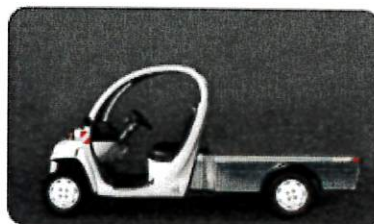
**eLXD Price Information**

from only £11,750 Ex VAT

Excludes delivery and OTR charges of £495 Ex VAT

2m<sup>3</sup> cargo box with single roller shutter £1,895  
500kg manual hydraulic tipper £3,250  
Aluminium drop sides & tailgate £795  
Slatted Aluminium side rails £560

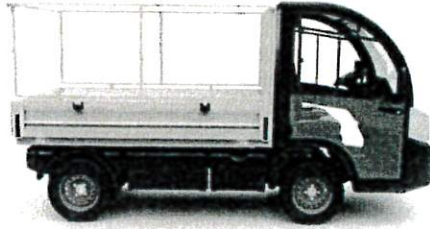
Terms and conditions of sale available on request.

**eLXD Bespoke Services**

The extensive range of factory and dealer fit options enable you to create a vehicle tailored to your needs. If you don't see what you require then our in-house design and fabrication team are on hand to create a **bespoke** solution for you.

- ▶ [Custom build and design services](#)

# Bradshaw Electric Vehicles



## BRADSHAW ELECTRIC VEHICLES

John Bradshaw Ltd  
New Lane, Stibbington  
Peterborough, ENGLAND  
Tel: +44 (0)1780 782621  
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Email: [sales@bradshawev.com](mailto:sales@bradshawev.com)  
Website: [www.bradshawev.com](http://www.bradshawev.com)

Wednesday, 17 July 2019

Matt Adamson-Drage  
Lyme Regis Town Council  
Guildhall Cottage  
Church Street  
Lyme Regis  
Dorset  
DT7 3BS  
United Kingdom

Dear Sir,

Thank you for your recent enquiry regarding the **Model Goupil G4 Option SG43N1**.

Please find attached a quotation and technical specification for your consideration, which we trust will be of interest.

Should you have any questions with regards to the attached, or require any further information, please do not hesitate to contact me.

The **quotation is valid for 30 days** from this date and is subject to confirmation thereafter.

We look forward to hearing from you soon.

Yours faithfully

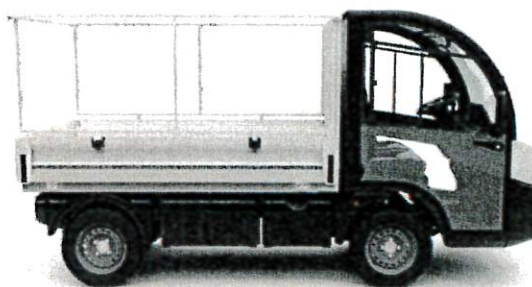
Miles Rowlands  
Area Manager  
Bradshaw Electric Vehicles



# Bradshaw Electric Vehicles

Quotation Ref EVD/19/MR/SA/1114

Make : Goupil  
Model : SG43N1 Electric Li-Ion  
Road Legal Pick-up with cage body



- Zero emission, 100% electric
- Range 59\* miles per charge
- Max speed 31mph
- Payload capacity 1064kg

## Technical Overview

|   |   |
|---|---|
| Road homologation   | - N1  |
| Configuration   | - Pick-up   |
| Gross Vehicle Weight  | - 2100kg  |
| Kerb Weight   | - 961kg   |
| Gross Payload   | - 1139kg (includes 75kg allowance for operator)                                       |
| Tow load capacity with optional tow hitch (For site use only) | - 3500kg  |
| Tow load capacity with optional tow hitch (For road use)      | - 1400kg (braked trailer)<br>- 413kg (unbraked trailer)                               |
| Range R101 cycle/Real Use                                     | - 59*/49 miles per charge   |
| Drive   | - Rear wheel drive  |
| Power Unit  | - Curtis 48 volt 450 amp controller<br>- Schabmuller 10kW AC motor                    |
| Speed   | - 2 adjustable speed settings<br>- High speed mode 31 mph<br>- Low speed mode 6.5 mph |
| Maximum gradient  | - 30% unladen<br>- 15% laden  |

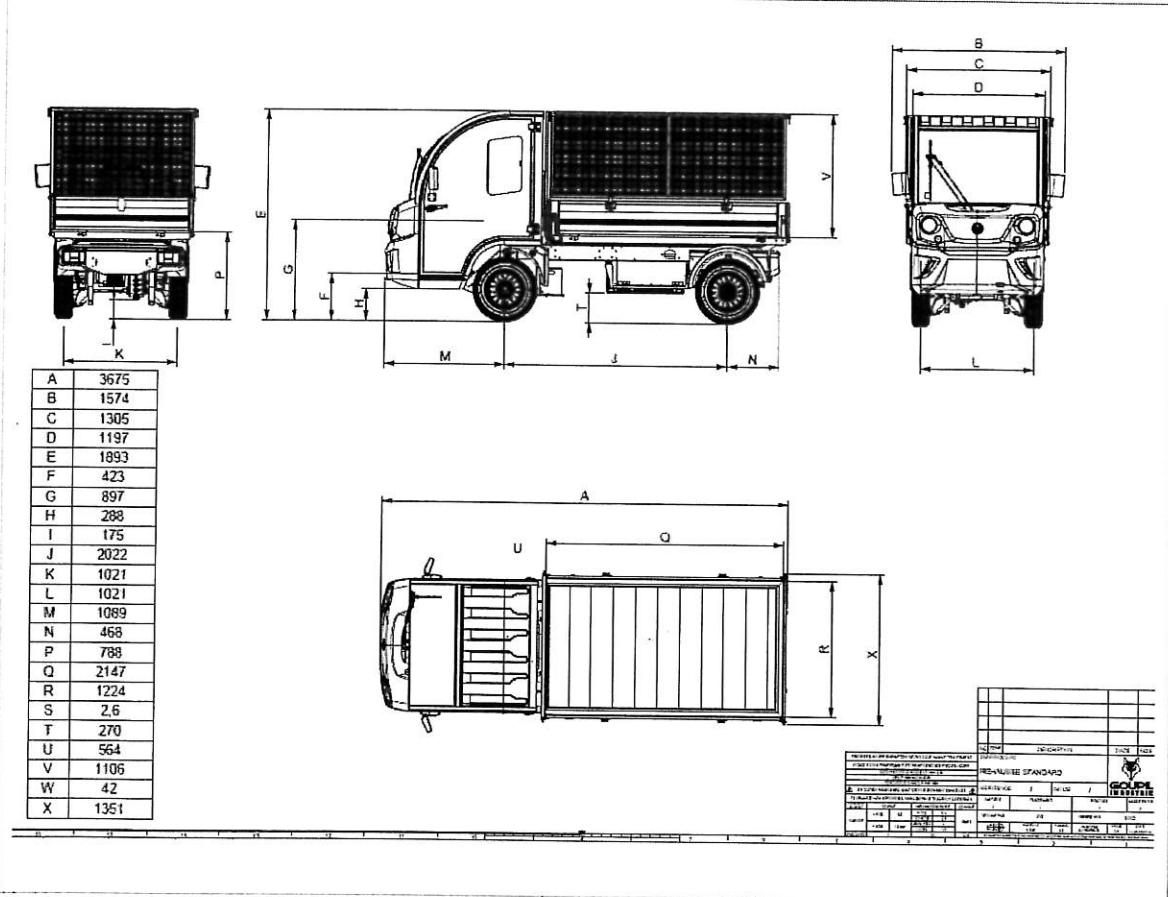
## Batteries and Charger

|                   |  |
|-------------------|--|
| Battery           | - 48 volt 200 amp hour Lithium Ion battery<br>- Total capacity: 9.0kWh       |
| Charger           | - 50 amp on-board high frequency battery charger<br>- 4.5 hour recharge time |
| Charger input     | - 240 volt single phase supply<br>- Current draw 12 amp input                |
| Power Consumption | - 18 kWh per 62 miles (Approximately)  |
| Auxiliary battery | - Separate 12 volt 45 amp hour battery                                       |

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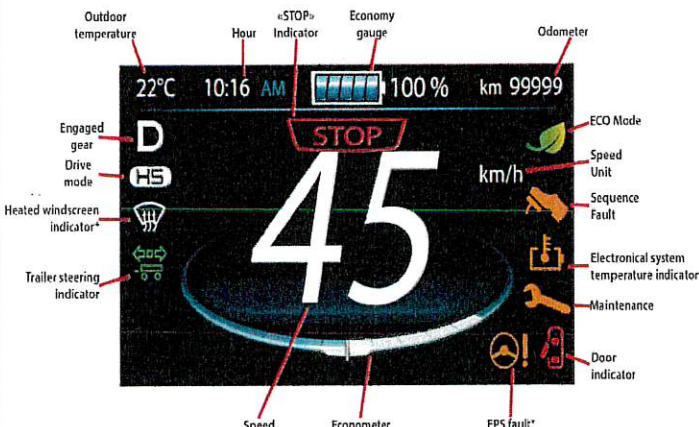
|                                |  |
|--------------------------------|--|
| <b>Length</b>                  | – 3675mm   |
| <b>Width</b>                   | – 1305mm (excluding exterior mirrors)  |
| <b>Height</b>                  | – 1893mm (without optional beacon)   |
| <b>Wheelbase</b>               | – 2022mm   |
| <b>Approach angle</b>          | – 18 degrees   |
| <b>External turning radius</b> | – 3900mm (kerb to kerb)  |
| <b>Chassis structure</b>       | – Made of S355 steel, cataphoresis coated, robot welded, powder coating including gap sealing  |
| <b>Internal bed dimensions</b> | <ul style="list-style-type: none"> <li>– Length 2147mm</li> <li>– Width 1224mm</li> <li>– Height 308mm</li> <li>– Load capacity : 2.6m²</li> </ul> |



## Braking and Suspensions

|                       |   |
|-----------------------|---|
| <b>Braking System</b> | <ul style="list-style-type: none"> <li>- Dual circuit hydraulic brake system with a braking compensator controlled by the load             <ul style="list-style-type: none"> <li>- Front: disk brakes</li> <li>- Rear: drum brakes</li> </ul> </li> <li>- Electronic regenerative braking under deceleration with proportioning electric braking system</li> <li>- Hand operated park brake</li> </ul>   |
| <b>Suspension</b>     | <ul style="list-style-type: none"> <li>- Front-wheels: McPherson with helical springs and hydraulic shock absorber</li> <li>- Rear-wheels: leaf-spring with hydraulic shock absorber</li> </ul>   |
| <b>Cab</b>            | <ul style="list-style-type: none"> <li>- Aluminium structure</li> <li>- Polypropylene bumpers</li> <li>- Central door locking system</li> <li>- Sliding door windows</li> <li>- ABS glass front and rear screens</li> <li>- Electric front wiper and washer system</li> <li>- Electric heated front windscreen</li> <li>- Electric heater (700 watt)</li> <li>- Interior and exterior mirrors</li> <li>- Interior LED light</li> <li>- Glove compartment</li> </ul> |

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|                           |  |
|---------------------------|--|
|                           | <ul style="list-style-type: none"> <li>– MP3 Radio with Bluetooth connectivity and USB socket</li> </ul>   |
| <b>Standard Equipment</b> |  |
| <b>Lighting</b>           | <ul style="list-style-type: none"> <li>– Full road lighting in accordance with N1 homologation</li> <li>– Headlights</li> <li>– Side lights</li> <li>– Rear and brake light</li> <li>– Indicators</li> <li>– Hazard warning lights</li> <li>– Reverse light</li> <li>– Rear fog light</li> <li>– LED running lights</li> <li>– Cab mounted amber flashing beacon</li> </ul>  |
| <b>Safety cut out</b>     | <ul style="list-style-type: none"> <li>– Safety seat cut out. Vehicle will not operate unless driver is seated</li> <li>– Emergency isolator</li> <li>– Handbrake power reduction switch</li> </ul>  |
| <b>Audible warnings</b>   | <ul style="list-style-type: none"> <li>– Horn</li> <li>– Automatic audible warning in reverse</li> </ul>   |
| <b>Seating</b>            | <ul style="list-style-type: none"> <li>– Adjustable driver and passenger seats</li> <li>– Padded adjustable headrests</li> <li>– Three-point inertia seat belts</li> </ul>   |
| <b>Steering</b>           | <ul style="list-style-type: none"> <li>– Rack and pinion</li> <li>– Available in either left or right hand drive</li> </ul>  |
| <b>Instruments</b>        | <ul style="list-style-type: none"> <li>– High-definition LCD colour display including <ul style="list-style-type: none"> <li>– Battery discharge indicator</li> <li>– Digital speedometer</li> <li>– Hour meter</li> <li>– Low level warning lights</li> <li>– Dash mounted lamp to indicate when park brake is applied</li> </ul> </li> </ul>   |
|                           |  <ul style="list-style-type: none"> <li>– 12 volt socket</li> <li>– Ignition key and steering lock</li> <li>– 2 stage deep discharge protection <ul style="list-style-type: none"> <li>– Traction battery low level indicator</li> <li>– Automatic low speed cutback at 85% discharge</li> </ul> </li> <li>– High/low speed selector</li> </ul> |
| <b>Tyres</b>              | <ul style="list-style-type: none"> <li>– Tubeless radial steel</li> <li>– 155R13C 90N</li> </ul>   |
| <b>Rear Platform</b>      |  |
| <b>Load bed</b>           | <ul style="list-style-type: none"> <li>– Aluminium pick-up dropdown and detachable sides and rear tailgate</li> <li>– 25mm mesh cage body</li> <li>– Twin rear opening barn doors</li> <li>– Half dropdown door to nearside only</li> </ul>  |
| <b>Colour</b>             |  |
| <b>Panels</b>             | – Paint finish in single colour specification – White, RAL 9003  |
| <b>Frame coating</b>      | – Black  |
| <b>Warranty</b>           |  |
| <b>Truck</b>              | – 2 years parts and labour warranty  |
| <b>Battery</b>            | – 2 + 3 years parts and labour warranty  |

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## Vehicle Price

| <b>TOTAL PRICE</b>                                |                           |                                   |                        |
|---|---------------------------|-----------------------------------|------------------------|
| Option code                                       | Model                     | Description                       | Price excluding VAT    |
| SG43N1  | Goupil G4 Electric Li-Ion | Road Legal Pick-up with cage body | £29,072.00 Each        |
| 10560   | Delivery                  | To Lyme Regis                     | Inclusive              |
| <b>TOTAL PRICE subject to VAT at current rate</b> |                           |                                   | <b>£29,072.00 Each</b> |

## Optional Extras

| Reference | Option          | Description   | Price excluding VAT |
|-----------|-----------------|---|---------------------|
| S3003     | Battery upgrade | <ul style="list-style-type: none"> <li>Upgrade from 9.0kWh Lithium Ion to 14.0kWh Lithium Ion</li> <li><b>Increases range to R101 cycle/Real Use</b></li> <li><b>88/74 miles per charge</b></li> <li><b>Reduces payload by 44kg</b></li> <li><b>Increases recharge time to 6.40 hour</b></li> <li><b>Increases from 200 – 290 amp hour</b></li> </ul> | £3,078.00           |
| S3050/51  | Colour          | <ul style="list-style-type: none"> <li>Customised paint, please specify RAL paint code at time of order (nose cone and cab roof)</li> </ul>   | £447.00             |
| S3070     | Cab             | <ul style="list-style-type: none"> <li>Reversing camera operated through the main dash screen</li> </ul>  | £447.00             |
| S3071     | Cab             | <ul style="list-style-type: none"> <li>Powder fire extinguisher</li> </ul>  | £92.00              |
| S3073     | Cab             | <ul style="list-style-type: none"> <li>Electric heated driver seat</li> </ul>   | £801.00             |
| S3078     | Cab             | <ul style="list-style-type: none"> <li>Cab storage set including bottle holder and central trunk</li> </ul>   | £192.00             |
| S3079     | Cab             | <ul style="list-style-type: none"> <li>Automatic bleeper in forwards</li> </ul>   | £192.00             |
| S3127     | Cab             | <ul style="list-style-type: none"> <li>Diesel heater – in place of the standard electric one</li> </ul>   | £1,016.00           |
| S3150     | Cab             | <ul style="list-style-type: none"> <li>Power assisted steering</li> </ul>   | £910.00             |
| S3086     | Chassis         | <ul style="list-style-type: none"> <li>Near side chassis mounted storage box</li> </ul>   | £151.00             |
| S3087     | Chassis         | <ul style="list-style-type: none"> <li>Class 2 hi-visibility reflective band kit</li> </ul>   | £217.00             |
| S3175     | Wheels          | <ul style="list-style-type: none"> <li>Anti-puncture treatment</li> </ul>   | £116.00             |
| S3176     | Wheels          | <ul style="list-style-type: none"> <li>Winter tyres 155/80R13 79Q</li> </ul>  | £364.00             |
| S3177     | Wheels          | <ul style="list-style-type: none"> <li>Spare wheel (155R13C) c/w Jack &amp; crank</li> </ul>  | £183.00             |
| S3180     | Miscellaneous   | <ul style="list-style-type: none"> <li>25mm pin and 50mm ball tow hitch and trailer socket</li> </ul>   | £233.00             |
| S1460     | Miscellaneous   | <ul style="list-style-type: none"> <li><b>Registered for the road</b></li> <li>Registered with DVLA to include number plates (category N1)</li> </ul>   | £127.00             |

*All option prices exclude VAT*

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## Additional Information

| Service and Maintenance Contracts (see enclosed terms and conditions) |   |                  |
|---|---|------------------|
| Option 1  | Description   | Price per unit   |
|   | <ul style="list-style-type: none"> <li>- <b>Service Contract.</b></li> <li>- Two onsite services per annum.</li> </ul>  | £25.00 per month |
| Option 2  |   | Price per unit   |
|   | <ul style="list-style-type: none"> <li>- <b>Full Maintenance Contract</b></li> <li>- Includes two onsite Service visits per annum, all parts and breakdown cover with the exception of tyres and any problems caused through damage or misuse</li> <li>- Based on 1000 hours usage per annum</li> </ul> | £69.00 per month |
| <i>All prices exclude VAT</i>   |   |                  |

|   |                   |
|---|-------------------|
| Lead time                               |                   |
| From receipt of official purchase order | 14-16 weeks       |
| Payment terms                           |                   |
| Full payment                            | Prior to delivery |

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