



John Wright
Town Clerk

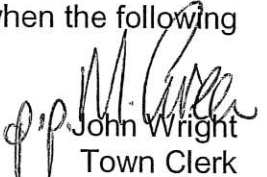
Lyme Regis Town Council

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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 20 November 2019 commencing at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
15.11.19

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 Dorset Council member.

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 9 October 2019 (attached)

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 16 October 2019 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 9 October 2019

To inform members of matters arising from the minutes of the Full Council meeting on 9 October 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 16 October 2019

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 16 October 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 Engagements and Meetings

12. Planning Committee

To receive the minutes of the meeting held on **15 October and 12 November 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 **23 October 2019** and consider the recommendations therein.

14. Strategy and Finance Committee

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

15. Tourism, Community and Publicity Committee

The meeting scheduled for 30 October 2019 was cancelled.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **16 October 2019** and consider the recommendations therein.

17. Appointments to Committees

To allow the council to appoint members to committees

18. Appointments to External Bodies 2019/20

To allow members to appoint a representative to the Lyme Regis branch of the Royal British Legion

To allow members to appoint 'community' governors to the Woodroffe School and St Michael's Primary School

19. Request to Change Purpose of Grant

To allow members to consider a request from Lyme Regis Pantomime Society to reallocate a minor grant for a purpose other than that stated in the original application

20. Lease Extension

To allow members to consider a proposal from Dorset Council

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

21. Exempt Business

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

a) Agenda item 20 – Lease extension

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 9 OCTOBER 2019

Present

Chairman: The Deputy Mayor, Cllr J. Scowen

Councillors: Cllr Ms B. Bawden, Cllr J. Broom, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr R. Smith, Cllr S. Williams

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

Absent: Cllr R. Doney and Cllr L. Howe

19/80/C

Public Forum

Ms R. Pope

Ms R. Pope said she had been raising concerns about the Spittles landfill site for more than a year and she asked for an update on what was happening. She said the dynamics of the site had changed and the policies for managing it needed to change too. She said very few people used to go to East Beach as groynes, tides and rocks prevented easy access and children were rarely seen there. However, since putting in sea defences and the two paths from Charmouth Road car park and the town, she said huge numbers of people had effectively been directed to a landfill site without a thought for the consequences and implications. Ms R. Pope said she photographed metal on the beach in May and photographed the same metal at the end of July. She said she made multiple requests for that metal to be removed before the school holidays as she considered some of it to be dangerous, particularly for small children. Ms R. Pope read out a section of a Southampton University report which said regular beach inspections would be undertaken and examples of triggers for inspection included prior to main holiday periods. She said this clearly didn't happen as the metal was not removed. She said there were also issues with high levels of lead, asbestos and the carcinogen benzone (a) pyrene. Ms R. Pope said she would like to know what ongoing strategies and actions were going to be put in place to ensure greater safety on the beach, particularly for children. She said she would also like to know when contamination samples were going to be taken to assess the risks of leachate for the allotment, and she requested a review of signage on the beach. She said she hoped Dorset Council would fulfil its health and safety requirements regarding rubbish.

Ms J. Mace (read out by Mrs C. Reynolds)

Ms J. Mace said on 17 September her three-year-old son found a used needle on a pathway while hunting for snails. She said he took the safety cap off and although he didn't prick himself he did admit to putting it in his mouth, believing it was something doctors used to make people feel better. She said he didn't see anything dangerous about what he did because he was three and believed she as his mother would keep him safe, which she had failed at doing. Ms J. Mace said the weeks

since then had been difficult; her son had had his first lot of blood tests and the results received that week showed negative so far. She said he was being treated as if he had been exposed to hepatitis B as it was so easily transmitted, so he was receiving a three-dose vaccine, with the first one being very traumatic for him. She said he would receive two more vaccines and a further blood test, and they would get the results around Christmas. Ms J. Mace said after this incident she was angry and scared and wanted to do something to stop another family going through this, so she started an online and paper petition for sharps' bins to be installed in public toilets in Lyme Regis, which so far had 419 signatures. She said she was asking that something was done to show her and the people of Lyme Regis their opinion mattered. She said Lyme, like any other town, city and village, was not immune to drug problems; people were injecting and hiding the fact and being careless with their needles. Ms J. Mace said her son didn't find the first needle in Lyme Regis; the local PCSO and the council's own external works' team had found needles but they didn't have to report their findings to the authorities, so there was no true representation of the problem. She asked the council to consider sharps' bins in public toilets and some kind of school and media promotion to explain to children and adults if they find a needle, where it could be taken to be disposed of safely. Ms J. Mace said she needed to know she had done everything she could to keep children safe and stop another family going through what her family had been through, and she was asking the council to help her.

Mrs C. Reynolds

Mrs C. Reynolds said she realised the issue of sharps' boxes in the council's toilets in Lyme Regis would be dealt with at the next Town Management and Highways Committee meeting, but she and Mark Ellis, of Rapid Emergency Medical Services (REMS) had been working on this together and wanted to give members as much information as they could to enable them to make considered decisions. She said she believed the problem with getting things like this accepted in Lyme Regis was many people refused to believe there was a problem, but unfortunately, the drug problem was universal and Lyme Regis did not escape this. Mrs C. Reynolds said when there was a problem in Lyme Regis in the past, the approach had been to remove the problem by moving people on and removing areas where people with problems congregated. She said this only moved the problem to another area. She said it had not been successful and the council needed to look at this kind of knee-jerk reaction more closely and decide to deal with it in a more wide-reaching programme. Mrs C. Reynolds said drug problems needed to be dealt with via a needle exchange programme, or what was now called a needle syringe programme (NSP), a community-based clinic or office where people could bring needles for safe disposal and be provided with clean needles for their own use. She said NSPs encouraged safer injecting practices by providing sterile water, alcohol wipes, condoms and health-related information. She said sharps' boxes alone would be broken into and needles left on the floor in toilets. Mrs C. Reynolds said some years ago she did a drug and alcohol counselling course and worked for Dorset Drugs and Alcohol Counselling Service in Bridport, through which she had seen many things. She said needle exchange programs were not designed to treat addiction, HIV, hepatitis C or other medical conditions, but to reduce harm by preventing the transmission of deadly diseases. She said programmes had been set up across the country since the 1980s and were now available to thousands of users, although

AGENDA ITEM 6

unfortunately with widely varying access options and opening hours. Mrs C. Reynolds said although injecting equipment had been available from a variety of chemists across the UK prior to the introduction of needle exchange programmes, the chances of securing regular clean needles depended on a person's proximity to an appropriate pharmacist and also for users to know they existed. Mrs C. Reynolds said if this problem was to be dealt with successfully, it required more than sharps' boxes in toilets. She said the problem should be dealt with head-on and facilities set up that would result in a cleaner, safer Lyme Regis for everyone.

Mr M. Ellis

Mr M. Ellis said he owned a local company called Rapid Emergency Medical Services and he wanted to propose a service where drug users could exchange used needles and syringes for clean ones. He said although he was not against sharps' bins in public toilets, he didn't think it was the only answer. He said in some neighbouring cities and towns there had been success stories of sharps' bins within public toilets but they didn't run on their own; they had a needle syringe programme running alongside. He said research showed that by having a needle syringe programme in place there was an 80% success rate. Mr M. Ellis said if a drug user couldn't source another needle safely, they would do so from the sharps' boxes, which would mean used needles could be scattered inside public toilets and exposed to children. He said this would also mean there could be a spread of HIV or other blood-borne diseases. He said a needle syringe programme would provide the drug user with clean needles, syringes and a personal sharps' box, but more importantly, it would offer drug counselling and an opportunity to be referred to rehabilitation. Mr M. Ellis said as each user would be provided with their own sharps' boxes and a safe way to dispose of these, he wasn't sure if it would be necessary to have sharps' bins in public toilets. He said he was in discussion with Dorset Public Health on the number of hours it should run, what staff were needed for this to take place and the best location. He suggested room 1A at St Michael's Business Centre as it belonged to the council and was in a discreet location. He said they were hoping to discuss this with service users, the public and the town council for opinions and input to the programme. Mr M. Ellis said this programme was not just for drug users but would also benefit the public and people who had children who may find needles that may cause them harm. He said courses could also be run for anyone who was interested, such as the family and friends of drug users. He said by working closely with the council, they could look at all this programme would entail, maybe running on a trial basis initially. He said there were also options for his company to run the programme with the council as the main investor or run as a charity with the council as the main sponsor. Mr M. Ellis said he didn't have all the answers at the moment, but he would be happy to answer the council's questions.

Mr G. Symonds

Mr G. Symonds said councillors were the employers and members of staff were the employees. He said it had been brought to his attention that a large quantity of weed killer valued at thousands of pounds had been given to Axminster Town Council, where the town clerk was a councillor and his wife was the deputy town clerk. He said Axminster Town Council had also been given use of Lyme Regis

Town Council's water bowser but he wasn't sure whether Lyme Regis staff had taken the water bowser to Axminster or not. He said these were the town's assets and were not to be given away. Mr G. Symonds asked if the town council had given permission for any assets of the town to be given away to Axminster Town Council, where there was an interest in relation to the town clerk and his wife. He asked if these things had been offered to other councils or organisations. He said members had a duty to protect the public purse and they couldn't pick and chose when they did that. Mr G. Symonds said if items were being given away without the council's permission, something needed to be done about it. He said as members were elected, they couldn't bury their heads in the sand and had to protect the public purse; if they didn't they were not fit for office. He asked that someone independent looked into this so the public was aware if items were given away.

Cllr D. Turner – Dorset Council (DC)

Cllr D. Turner said he and Ms J. Mace had met with Dorset Public Health, children's services and the police and went through most of the issues raised about needle disposal. He said public health also felt public toilets were not the best place for sharps' bins and was going to come up with a protocol to provide training to local communities about where they could dispose of needles.

Regarding the landfill site, Cllr D. Turner said he had received an email from the community safety officer on 14 August 2019, which he forwarded to the town council, responding to most of the issues raised by Ms R. Pope. He said he had received an email on 1 October 2019, telling him a report on the allotments and the contaminated land would be due in three to four weeks.

Cllr D. Turner said on 13 September 2019, he met as part of the advisory panel with Extinction Rebellion. He said DC planned to tackle climate change and had launched a new website, also looking at what Devon had been doing because they were ahead of DC and had done a lot of good work. He said there was also a meeting on 19 October 2019 at South Walks House, to which all town and parish councils should have been invited.

Regarding Brexit, Cllr D. Turner said there wasn't expected to be much disruption in Dorset but plans were in place to prepare for all eventualities. He said DC was working closely with health services, police, fire service and neighbouring counties to deliver critical services.

Cllr D. Turner said children's services had hugely overspent again so the new director had put in place a 'blueprint for change', for which more information would be available in the next few months.

19/81/C Questions from Councillors

There were none.

19/82/C Apologies for Absence

The mayor, Cllr B. Larcombe – holiday

Cllr D. Ruffle – holiday
Cllr D. Sarson – holiday
Cllr Ms G. Stammers – holiday
Cllr G. Turner – receiving a coastguard award

19/83/C Disclosable Pecuniary Interests

There were none.

19/84/C Dispensations

There were no dispensations.

19/85/C To confirm the accuracy of the minutes of the Full Council meeting held on 24 July 2019

Proposed by Cllr S. Williams and seconded by Cllr J. Broom, the minutes of the Full Council meeting held on 24 July 2019 were **ADOPTED**.

19/86/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 4 September 2019

Proposed by Cllr R. Smith and seconded by Cllr J. Broom, the minutes of the extraordinary Full Council meeting held on 4 September 2019 were **ADOPTED**.

19/87/C Matters arising from the minutes of the Full Council meeting held on 24 July 2019

Members noted the report.

19/88/C Matters arising from the minutes of the extraordinary Full Council meeting held on 4 September 2019

Members noted the report.

19/89/C Update Report

There were no updates.

19/90/C Mayor's Engagements and Meetings

Members noted the report.

19/91/C Planning Committee

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, it was **RESOLVED** to receive the minutes of the Planning Committee held on 23 July 2019.

19/92/C Human Resources Committee

It was noted the meeting scheduled for 4 September 2019 had been cancelled.

19/93/C Strategy and Finance Committee

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 25 September 2019 and adopt the recommendations, as follows:

19/25/SF – Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2019

RESOLVED: to approve and accept the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2019; to note the actions required at the conclusion of the review have been undertaken; and to thank staff for their hard work.

19/26/SF – Committee Structure

RESOLVED: that environmental matters are incorporated into each committee's remit and terms of reference are amended accordingly.

RESOLVED: that the Tourism, Community and Publicity Committee is the principal link with the One Planet Working Group.

19/27/SF – Recruitment of the Internal Auditor

RESOLVED: to agree to enter into a process to appoint an internal auditor for 2020-21, 2021-22 and 2022-23, with the option to extend the contract for a further two years.

19/30/SF – Programme for Refurbishment of Council Offices

RESOLVED: to note the high-level initial programme for the planned refurbishment of the council's offices, give authority to procure the required detailed external and other surveys, together with architectural services; to include the roles of lead designer, planning agent, contractual procurement and contract/site manager, and elect to opt to tax for the purposes of VAT in respect of the property known as Council Offices, Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS and its associated curtilage.

19/31/SF – Blue Sea Café Roof Quotes, Letting, Opting to Tax and Budgetary Approval

RESOLVED: to note the preferred quote for the repairs to the roof of the Blue Sea Café, the latest position with the marketing of the premises, agree to opt to tax so that VAT can be recovered on the cost of the works, and approve the unbudgeted expenditure so that work can commence in mid-November as planned.

19/32/SF – Park and Ride 2019 and 2020

RESOLVED: to note the information about the usage of the 2019 park and ride service, authorise officers to negotiate terms with First Group for a 2020 service based on the 2019 far structure and operating period (plus May Bank Holiday and into early-September to incorporate any major events), and approve the use of the Charmouth Road park and ride site for 2020 at the 2019 price plus RPI.

19/94/C Tourism, Community and Publicity

Proposed by Cllr J. Scowen and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 18 September 2019 and adopt the recommendations, as follows:

19/20/TCP – Lyme Regis Marketing Proposal

RESOLVED: to support the concept of a new map-based marketing proposal and agree to officers obtaining three quotes for its production with a view to it being introduced prior to the 2020 season.

19/21/TCP – Social Media Marketing

RESOLVED: to approve a social media campaign with RH Advertising up to a budget of £10,000, and the final details of the campaign are approved by officers, in consultation with the chairman of the Tourism, Community and Publicity Committee.

19/22/TCP – Lyme Regis Guide 2020

RESOLVED: to no longer produce a printed tourism guide.

19/24/TCP – Publicity Meetings

RESOLVED: to re-establish publicity meetings between members and officers on a monthly basis, and appoint Cllrs J. Scowen, B. Larcombe, B. Bawden and D. Ruffle to that group.

19/25/TCP – Guitars on the Beach – Change of Date

RESOLVED: to approve Guitars on the Beach taking place on 27 June 2020.

19/95/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr S. Williams, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 11 September 2019 and adopt the recommendations, as follows:

19/24/TMH – VE Day Commemorations, 8-10 May 2020

RESOLVED: to participate in VE Day commemorations in May 2020, to form a working group to take this forward, and to appoint Cllrs D. Sarson, K. Ellis, B. Larcombe and J. Scowen to the working group, with the involvement of the Lyme Regis branch of the Royal British Legion and other relevant local organisations.

Cllr Mrs M. Ellis said meetings of the working group needed to take place in the evenings as several members couldn't attend daytime meetings.

19/25/TMH – Dorset Council's CCTV Project

RESOLVED: to obtain more detailed costs for the link installation for Dorset Council's pan-Dorset CCTV project which allows Dorset Police access to monitor the council's CCTV system, and for the installation of a CCTV camera at the top of Broad Street to view the majority of Broad Street and vehicle movements.

19/26/TMH – Private Beach Huts on Cart Road

RESOLVED: to instruct the operations manager to contact all owners of private beach huts on Cart Road to encourage them to bring their huts into line with the council's new 'pitched-roof specification by 31 March 2022, by which time all the council-owned huts will have been replaced, and to inform licensees of the opportunity to obtain a bulk-buy discount.

19/27/TMH – Guildhall Car Parking

RESOLVED: to support, in principle, the creation of a wider ramped access to the higher tiered land to the south and west of the council offices to allow for more on-site parking for members, staff and visitors, but that any permissions be obtained and the work be tendered and undertaken in conjunction with the planned office refurbishment project; final approval will need to come through the normal budget and objective-setting processes.

19/28/TMH – Winter Boat Storage

RESOLVED: to charge Dorset Council £6,000 for winter boat storage on the western section of Monmouth Beach car park, providing the boats are removed by the Friday before Good Friday, and it is used for the storage of boats, only.

19/30/TMH – Public Space Protection Order

RESOLVED: to raise no objection to the proposal by Dorset Council to continue the current dog-related Public Space Protection Order covering Lyme Regis in place until 31 December 2020, i.e., for six weeks beyond the expiry of the current order (15 October 2020), but to flag up to Dorset Council at this point that the town council will be requesting changes to the current regulations and an order which relates specifically to Lyme Regis.

19/31/TMH – Committee Objectives 2019-20

RESOLVED: not to identify lead members for committee objectives.

The meeting closed at 7.38pm.

DRAFT

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON
WEDNESDAY 16 OCTOBER 2019

Present

Chairman: The Deputy Mayor, Cllr J. Scowen

Councillors: Cllr Ms B. Bawden, Cllr J. Broom, Cllr Mrs M. Ellis, Cllr R. Smith, Cllr G. Turner, Cllr S. Williams

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

Guests: Mr R. Hussey (Crickmay Stark Architects)

19/96/C Public Forum

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

19/97/C Apologies for Absence

The mayor, Cllr B. Larcombe – holiday
Cllr D. Ruffle – holiday
Cllr D. Sarson – holiday
Cllr Ms G. Stammers – holiday
Cllr Miss K. Ellis – personal commitment

19/98/C Disclosable Pecuniary Interests

There were none.

19/99/C Dispensations

There were no dispensations.

19/100/C Shelters' Roof Works

Mr R. Hussey, of Crickmay Stark Architects, said tenders had been received from five contractors and a sixth had withdrawn from the process. He said new railings had not been included in the reduced scope of works and there was no scope to improve the current railings. However, since the tender return date and following discussions with the deputy town clerk and Cllr J. Broom, a third option had been explored with one of the sub-contractors to try and reduce the cost of the stainless steel and glass balustrade. He said this had resulted in the cost of railings being halved to £97,500.

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

AGENDA ITEM 7

included confidential matters relating to 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.

The town clerk said if members chose to do the basic roof work with no 'extras', the total project cost would be £440k, which included professional fees and a £15k contingency. He said this was over the £400k budget.

The town clerk said members could consider some additional works and he suggested members could look at what was practical to do during the project and what could be done in the future.

Mr R. Hussey said adding in the railings would increase the contract duration from 15 to 22 weeks, further increasing to 25 weeks to take into account Christmas and Easter. However, he said any impact on tenants over Easter would be limited as it would be approaching the end of the works.

Mr R. Hussey said the cost of replacing the railings would also include contractor profit and the removal of the existing railings.

Cllr J. Broom said none of the works over and above the basic re-roofing were essential, and omitting these would bring about considerable savings, which could be used for new railings. He said installing the railings at this point would mean there was a guarantee for the whole roof and it would only require one lot of scaffolding.

Cllr Mrs M. Ellis agreed the new railings should be included, but she also felt the removal of the steps and re-modelling of the ramp should also be done now as it would be more difficult to do at a later date. She also asked if the preferred contractor came with any recommendations.

Mr R. Hussey said his company didn't have a long working relationship with the preferred contractor but he was aware they had completed a complicated re-roofing project 12 months ago, which had been delivered on time and on budget.

It was proposed by Cllr J. Scowen and seconded by Cllr J. Broom to accept the lowest quote from Harris Bros & Collard Ltd for work to the roof of the shelters and to include within the agreed scope of works the replacement of the railings.

This motion was not carried.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Ms B. Bawden, members **RESOLVED** to accept the lowest quote from Harris Bros & Collard Ltd for work to the roof of the shelters and to include within the agreed scope of works the replacement of the railings and the removal of the steps and remodelling of the ramp at the change in roof levels.

The meeting closed at 7.41pm.

AGENDA ITEM 8

Committee: Full Council

Date: 20 November 2019

Title: Matters arising from the minutes of the Full Council meeting held on 9 October 2019

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 9 October 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

19/80/C – Public Forum

Further to comments made by Mr G. Symonds in the public forum, it should be clarified the town clerk is not an Axminster councillor, nor is his wife the deputy town clerk at Axminster Town Council. The operations manager is an Axminster councillor and his wife is the deputy town clerk at Axminster Town Council.

The operations manager did gift 10 litres of Roundup to Axminster Town Council, to the value of £50. This was reported to the Town Management and Highways Committee on 11 September 2019.

The operations manager has confirmed the water bowser, or any other town council assets, have not been loaned to Axminster Town Council.

Further to comments made by Ms J. Mace, Mrs C. Reynolds and Mr M. Ellis in the public forum, the issue of needle disposal was discussed by the Town Management and Highways Committee on 16 October 2019, the minutes for which are at agenda item 16.

John Wright
Town clerk
November 2019

AGENDA ITEM 9

Committee: Full Council

Date: 20 November 2019

Title: Matters arising from the minutes of the extraordinary Full Council meeting held on 16 October 2019

Purpose of the Report

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 16 October 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

19/100/C – Shelters' Roof Works

Several issues have arisen from the service of Party Wall Act notices on the businesses beneath the roof and in relation to the process involved in preparing the roof for the application of the new material. If these issues can be resolved by 20 November, then a start on site on 25 November is possible. A verbal update will be provided at the meeting.

Mark Green
Deputy town clerk
November 2019

Mayor's Engagements & Meetings Report to Full Council from the period since previous FC

October 9th – November 20th

(Engagements attended in bold, LRTC Council meetings attended in *italic*, others in upright)

October 2nd – 16th - Personal Summer Holiday

October 21st - Meeting with Lyme Forward

October 22nd – Dorset Council – Town & Parish Council interaction meeting

October 23rd - Sidmouth Town Council meeting

October 24th – Meeting with Head of Woodroffe School

October 29th – Lyme Regis Society

October 29th- LRTC Intended Plans & Projects Setting

October 31st – Meeting with Dorset Councillor

October 31st - Bowls Club meeting

November 9th – Royal British Legion – HMS Formidable and Polish commemorations

November 10th – Remembrance Sunday Parade and Service

November 11th – Remembrance Day commemoration

November 12th – LRTC Planning Committee

November 11th – LRTC Budget Briefing

November 12th – LRTC S&F Committee

November 15th – British Legion evening

November 19th – LRTC Monmouth Beach Working Group

November 20th – LRTC Full Council

AGENDA ITEM 12

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 15 OCTOBER 2019**

Present:

Members: Cllr G. Turner (in the chair), Cllr Mrs. B. Bawden, Cllr J. Broom,
Cllr Mrs M. Ellis and Cllr S. Williams

Officers: John Wright (town clerk)

19/53/P Public Forum

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

19/54/P Apologies

Apologies for this meeting had been received from:

Cllr B. Larcombe MBE (prior commitment)
Cllr J. Scowen (prior commitment)

19/55/P Minutes

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Williams, the minutes of the meeting held on 20 August 2019, were **ADOPTED** without amendment.

19/56/P Disclosable Pecuniary Interests

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

19/57/P Dispensations

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

19/58/P Matters arising from the minutes of the meeting held on 23 July 2019

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

19/59/P Update Report

There were no matters to be updated at this meeting.

19/60/P Planning Applications

Planning applications were considered in accordance with the details circulated.

AGENDA ITEM 12

- 1) **WD/D/19/001856-FULL** (Received 19 September 2019)
Hinbaugh – Change of Use to convert existing stables and agricultural buildings to two self-contained dwellings – Upper Knaps Farm, Shire Lane, Lyme Regis, DT7 3ET.

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

- 2) **WD/D/19/002007-VARIED CONDITION** (Received 11 September 2019)
De-Voisey – Erection of dwelling (with variation of condition 5 of planning permission WD/D/18/002329 to amend plans) – The Nags Head, Silver Street, Lyme Regis, DT7 3HS.

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

- 3) **WD/D/19/002043-FULL** (Received 18 September 2019)
Fleming - Erect single storey rear extension, side porch and roof alterations to include a side dormer – 29 Talbot Road, Lyme Regis, DT7 3BB.

*Members recommended that the application be **refused** because the proposed extension was not in keeping with the built character of the area, would have a significantly detrimental impact on the amenity and privacy of the neighbouring properties, was intrusive in nature and scale and represented an overdevelopment of the site.*

- 4) **WD/D/19/002092-FULL** (Received 20 September 2019)
Armstrong – Erect double garage – Totby, Colway Lane, Lyme Regis, DT7 3BG.

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

- 5) **WD/D/19/002129-FULL** (Received 26 September 2019)
McCarthy – External alterations to dormers and roof – Flat 5, 38 Silver Street, Lyme Regis, DT7 3HS.

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

- 6) **WD/D/19/002151-FULL** (Received 2 October 2019)
St Austell Brewery – Installation of new timber shopfront – 2 Broad Street, Lyme Regis, DT7 3QD.

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

AGENDA ITEM 12

- 7) **WD/D/19/002152-LBC** (Received 2 October 2019)
St Austell Brewery – Installation of new timber shopfront – 2 Broad Street,
Lyme Regis, DT7 3QD.

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

- 8) **WD/D/19/002180-FULL** (Received 9 October 2019)
Bridge Street Tatooing – Change of use from A1 Retail to Sui Generis
(Tattoo Studio) – 6 Bridge Street, Lyme Regis, DT7 3QA

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

- 9) **WD/D/19/002181-LBC** (Received 9 October 2019)
Bridge Street Tatooing – Change of use from A1 Retail to Sui Generis
(Tattoo Studio) – 6 Bridge Street, Lyme Regis, DT7 3QU

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

- 10) **WD/D/19/002181-ADVERTISMENT** (Received 9 October 2019)
Bridge Street Tatooing – Display of a non-illuminated sign – 6 Bridge Street,
Lyme Regis, DT7 3QA

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

- 11) **WD/D/19/002189-FULL** (Received 5 October 2019)
Enlargement of dormer window on rear (north west) elevation of dwelling –
Slopes View, Colway Lane, Lyme Regis, DT7 3AR

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

19/61/P **Amended/Additional Plans**

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

19/62/P **Withdrawn Applications**

There were no withdrawn applications.

19/63/P **Planning Decisions**

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

AGENDA ITEM 12

19/64/P Correspondence from Dorset Council regarding planning related matters.

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

Members sought confirmation that notice of appeal in respect of application WD/D/19/001306 had been circulated to the chairman and vice-chairman and what had then happened to the notification.

The meeting closed at 7.42 pm.

AGENDA ITEM 12

LYME REGIS TOWN COUNCIL PLANNING COMMITTEE MINUTES OF THE MEETING HELD ON TUESDAY 12 NOVEMBER 2019

Present:

Members: Cllr G. Turner (in the chair), Cllr J. Broom, Cllr Mrs M. Ellis, Cllr B. Larcombe MBE and Cllr S. Williams

Officers: John Wright (town clerk)

19/65/P **Public Forum**

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

19/66/P **Apologies**

Apologies for this meeting had been received from:

Cllr Mrs. B. Bawden (prior commitment)

Cllr J. Scowen (prior commitment)

19/67/P **Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 15 October 2019, were **ADOPTED** without amendment.

19/68/P **Disclosable Pecuniary Interests**

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

19/69/P **Dispensations**

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

19/70/P **Matters arising from the minutes of the meeting held on 23 July 2019**

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

19/71/P **Update Report**

The update report relating to an appeal in respect of application WD/D/19/001306 was **NOTED**.

19/72/P **Planning Applications**

Planning applications were considered in accordance with the details circulated.

AGENDA ITEM 12

- 1) **WD/D/19/000176-FULL** (Received 11 October 2019)
Hatfield – Demolish the existing building and replace with 2.No semi-detached townhouses and 1. N0 detached split level bungalow with associated parking and landscaping - Outlook, View Road, Lyme Regis, DT7 3AA.

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

- 2) **WD/D/19/002323-VARIATION** (Received 18 October 2019)
Sweeney – Erect extensions and alterations. (Variation of condition No.2 of Planning Permission No. WD/D/18/002841 to amend the approved plans for revisions to design, materials and internal layout). – 1 Fairfield Park, Lyme Regis, DT7 3DS.

*Members recommended that the application to vary condition 2 be **approved** because there were no material planning considerations that would warrant its refusal.*

- 3) **WD/D/19/002346-LBC** (Received 19 October 2019)
Maxwell – The replacement of an entrance door and projecting bay window with flat roof and the repair of all other sash windows in the property – Flat 1, The Alcove, Marine Parade, Lyme Regis, DT7 3JE.

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

- 4) **WD/D/19/002469-FULL** (Received 31 October 2019)
Pickett – Erect extension to existing single garage to form double garage with workshop – Rashwood Lodge, Clappentail Lane, Lyme Regis, DT7 3LZ.

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

19/73/P **Amended/Additional Plans**

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

19/74/P **Withdrawn Applications**

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

19/75/P **Planning Decisions**

AGENDA ITEM 12

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

19/76/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 7.21 pm.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 23 OCTOBER 2019

Present

Chairman: Cllr B. Larcombe MBE

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

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

Other members: Cllr L. Howe

Absent: Cllr S. Williams

19/15/HR Public Forum

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

19/16/HR Apologies

Cllr J. Scowen – personal commitment

19/17/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 19 June 2019

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, the minutes of the meeting held on 19 June 2019 were **ADOPTED**.

19/18/HR Disclosable Pecuniary Interests

There were none.

19/19/HR Dispensations

There were none.

19/20/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 19 June 2018

Finance manager recruitment

The town clerk said the temporary finance officer had informed him on 14 October 2019 he didn't intend to accept the permanent post of finance manager and his last day would be 25 October 2019. He said there was still a lot of catching up to do in finance and a budget to prepare but officers were

trying to bring in extra resources, which included advertising for another fixed-term finance manager. The rationale for this was the fixed-term post had received a better response than the permanent post during the previous round of recruitment.

Cllr Mrs M. Ellis left the room at 7.07pm.

Cllr J. Broom asked if an agency could provide cover and suggested Dorset Council (DC) employees who had been made redundant may be interested in providing cover.

Cllr Mrs M. Ellis returned to the meeting at 7.08pm.

The town clerk said agencies had been approached in the past but hadn't been able to fulfil the council's requirements. He said he had spoken to DC and details of the post would be provided to its human resources team when the advert went out.

Members discussed the advertising of the permanent finance manager post and several members felt it should be run in parallel with the temporary post.

The town clerk said he wanted to defer advertising until he had a better understanding of the applications for the temporary post. A short delay also had a better fit with DC's timescales for making redundancies.

The town clerk said the current administrative assistant would spend more time in finance and he intended to temporarily back-fill her role. He said an advert would also be placed for a temporary administrative assistant.

Cllr B. Larcombe said he was concerned about the strain this situation would put on the finance assistant.

The town clerk said he and the deputy town clerk would do some of the higher-level finance functions and he was confident they could produce a budget. He said he was also meeting with someone on 25 October 2019 who had finance experience and may be able to provide some support.

Members agreed the advertisements for the finance roles should be placed in publications up to a 30-mile radius and also via South West Councils.

19/21/HR Update Report

Training award delay

Cllr B. Larcombe asked why Kyle Knight's situation was different to the other two employees, whose issues had been resolved, and when his situation was likely to be resolved.

The operations manager said Kyle Knight had done a different award with a different provider and other awarding bodies were being approached, but it was not clear when it would be resolved.

DRAFT

19/22/HR Staffing Structure Review

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

19/23/HR Christmas and New Year Working Arrangements

The town clerk said the arrangements outlined in the report were the same as the last two years.

Cllr Miss K. Ellis left the meeting at 7.26pm.

Cllr J. Broom suggested the council provided more discretionary leave so the office would re-open on Monday 6 January 2020, instead of Wednesday 2 January 2020 as suggested.

Cllr Miss K. Ellis returned to the meeting at 7.27pm.

It was proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson to apply 1.5 days of discretionary leave from midday to 5pm on Tuesday 24 December and on Friday 27 December 2019; apply statutory leave on Monday 30 December and Tuesday 31 December 2019; agree members of the external works' team provide a full day's cover every day, except Christmas Day; and for members of the external works' team who provide cover to be paid overtime and time-off-in-lieu for the day worked.

This motion was not voted on as an alternative motion was proposed.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to apply 3.5 days of discretionary leave from midday to 5pm on Tuesday 24 December, on Friday 27 December 2019, Thursday 2 January and Friday 3 January 2020; apply statutory leave on Monday 30 December and Tuesday 31 December 2019; agree members of the external works' team provide a full day's cover every day, except Christmas Day; and for members of the external works' team who provide cover to be paid overtime and time-off-in-lieu for the day worked.

19/24/HR Environment Training

Several members were concerned about the level of commitment the council was being asked to give to environmental matters as there was also a long list of proposed environmental objectives, for which the costs and the level of undertaking were still unknown.

AGENDA ITEM 13

Members felt it would be better to wait until those costs and the level of undertaking were known before committing to environment training. They asked how often the course was run and whether it could be completed online to save travel expenses.

The operations manager said the course was run every few months but he would recommend a taught course.

It was proposed by Cllr J. Broom to defer consideration of environment training for members and officers until the budget had been agreed and the cost of the objectives and the level of undertaking was known.

This motion was not seconded.

The operations manager advised investing in this training as the council had declared a climate emergency but no one in the organisation was qualified in this field.

Cllr B. Larcombe suggested DC could give guidance on environmental matters. He was also concerned it was a generalist course and there was no idea of how it would help the council in whatever environmental initiatives it pursued.

Members generally agreed it would be helpful if at least one person in the organisation was able to take the climate emergency initiatives forward, but felt it was too early to consider training until the extent of the council's commitment was known.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to defer consideration of environment training for members and officers to the first meeting of the Human Resources Committee in 2020.

19/25/HR External Works' Role Swap

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

19/26/HR Reimbursement of Pension Contributions

The town clerk confirmed one former employee who was owed a refund would be paid the appropriate sum.

19/27/HR Works Programme

The operations manager said the external works' team worked approximately to the programme to ensure no tasks were missed but it was weather dependent and it depended on what else was going on at the specific time, such as emergencies which may arise.

Cllr B. Larcombe wished to thank maintenance operative Steve Hossack for the work he had done in the mayor's parlour, which was a great improvement to the room. He asked how the mould on the stairs of the Guildhall was being dealt with.

The operations manager said a dehumidifier had proved effective so he was now intending on purchasing one for more regular use.

19/28/HR To receive the minutes of the Health and Safety Committee meeting held on 15 July 2019

The minutes of the meeting held on 15 July 2019 were **RECEIVED**.

The operations manager said the next meeting of the Health and Safety Committee was on 1 November 2019.

In response to a question from Cllr B. Larcombe, the operations manager confirmed the fire evacuation of the first floor of Guildhall Cottage was adequate, and the second-floor staircase was adequate and compliant with safety and evacuation standards.

19/29/HR Exempt Business

a) Staffing Structure Review

Cllr B. Larcombe said the review could potentially have an implication for ongoing costs and he asked what the budget implications were.

The town clerk said at the time this report was presented to the council, it was alongside a proposal for job evaluation, which would have evaluated the roles within the proposed new structure, but the council had since decided not to carry out job evaluation. However, he said that didn't mean individual jobs couldn't be evaluated, as this had been done in the past.

Members discussed whether the new structure involved anyone taking on any more responsibility than they currently had and whether re-assigning roles would necessarily have salary implications.

The town clerk explained what the proposed changes were and whether it would constitute a material change in individuals' roles.

The administrative officer left the meeting at 8.10pm.

The town clerk explained how the proposed changes would affect the administrative officer and the post would report directly to the town clerk.

The administrative officer returned to the meeting at 8.18pm.

Members discussed whether there would be enough ongoing project management work to justify this being the deputy town clerk's main responsibility.

The town clerk said if it came to a point where there were no more projects, the council could look at the structure again. He said the proposed structure was intended to get the most out of the current employees and utilise their skills to the full. He said if circumstances changed, the council may want to re-visit the structure in future.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed new staffing structure; to set up a panel to look at the grading of the roles and make recommendations to the Human Resources Committee; and to appoint Cllrs B. Larcombe, J. Broom and G. Stammers to the panel.

b) External Works' Role Swap

The town clerk confirmed both members of staff were competent to take on the new roles and the request had come from them.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the permanent role swap between a member of the gardening staff and a member of maintenance staff.

The meeting ended at 8.40pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 NOVEMBER 2019

Present

Chairman: Cllr B. Larcombe

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

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

Absent: Cllr L. Howe

19/34/SF Public Forum

Mr C. Tipping

As manager of LymeForward, Mr C. Tipping said the organisation didn't apply for the funding from the Mary Anning film for the foodbank. He said there had been some letters in the local press about the foodbank, which was a reflection of how great the town was. He said the foodbank survived on the generosity of the town and it never failed to give. As an example of this generosity, Mr C. Tipping said LymeForward had put out an appeal about a resident whose dog needed to be looked after while he was in hospital and within half an hour, several people had come forward to help. He said the council already funded the foodbank because it funded LymeForward and enabled him and his team of volunteers to help those in the town who needed it. Mr C. Tipping said last Christmas they helped a Lyme Regis family in crisis; the father had lost his job, both parents were in the Universal Credit system and it would be five weeks until they had any money. He said despite being referred by the citizens' advice bureau, the mother was ashamed to go into the foodbank, she was worried about Christmas and couldn't afford presents for the children. Mr C. Tipping said LymeForward was not a panacea for all the problems in Lyme Regis but in a little way, it had helped this family get back on their feet with food and the volunteers had even managed to arrange some presents. He said the family went back in January and having both found jobs, they gave food back to the foodbank. He said the town council had helped enable that and it should feel as proud as LymeForward did. Mr C. Tipping said he would be happy if LymeForward could say a foodbank wasn't needed anymore. He also thanked the town council staff because in his 14 months at LymeForward, which had not been easy, they had been fantastic and it was good to know there was someone at the end of the phone with advice. He said whatever the future held for LymeForward, he said it had been fantastic and he thanked the council.

Mr N. Ball

Mr N. Ball said The Hub, in many things it did, had recently given his family some support through the Death Café. He urged everyone to go to a coffee morning, a clothes swap or to the foodbank at The Hub. He said there was so much there he didn't know about previously and it must be kept going. He said it really was the hub of Lyme Regis.

Ms R. Cohen

The town clerk said an email had been received from Ms R. Cohen from B Sharp, thanking the council for its support in funding and looking to the future. He said the email would be circulated to members.

Miss G. Robson

Miss G. Robson spoke in relation to agenda item 16, Grant Funding Request. She said as a local person and someone who had acted on the Marine Theatre stage, she was asked to direct play written by local writer Andy Rattenbury to celebrate the life of the town through the history of the Marine Theatre. She said the play was about, by and for the people of Lyme Regis. As an historic town, she said the Marine Theatre was a living relic, kept alive by the townsfolk. Miss G. Robson said the community play involved five local societies; musical society, pantomime players, Marine Players, school of ballet and B Sharp. She said it was commonly known there had been some disagreements between societies, the theatre and the townspeople but that was all being put to one side and they were all coming together to celebrate the theatre over the last 125 years. Miss G. Robson said the play was telling a story about the town and the people through the history of the Marine Theatre. She said they needed money to put on a production of this size, as well as time and manpower. She said the budget had been refined and a further £1,000 saved, leaving a budget of £6,968, with expected ticket sales of £1,500. She said ticket prices had been set low to get as many people as possible to see the play. Miss G. Robson said they had been proactive in getting funding and had secured £3,000 from small arts' grants, friends and sponsors. She said they were asking the town council to fund the remaining £2,468. She said they aimed to create a production the whole town could be proud of and she wouldn't be asking for the council's help to make it happen if it wasn't for her Lyme Regis stubbornness and passion.

Cllr Mrs M. Ellis said as it was a celebration of the Marine Theatre, she thought there should be no charge for the venue. She asked who was doing the lighting and sound as the theatre had installed new equipment recently.

Miss G. Robson said the lights at the theatre were being used but they needed a projector as the one at the theatre was not suitable for their requirements.

Cllr B. Larcombe asked why they hadn't applied for funding at grants' time in March. He also asked why some people were being paid for putting on a community production.

Miss G. Robson said they needed to make sure they had all the societies on board before applying for funding. She said people were being paid because they were spending a lot of time on the play and although the fee had been reduced, it was not possible to do the play without that payment.

Cllr Ms G. Stammers asked if there was a contract agreement for the paid roles and whether vacant posts were advertised. She also asked when the budget was put together.

Ms G. Robson said she was asked to take on the role of director and the budget was put together in September.

Ms T. Blech

Ms T. Blech spoke in relation to the same agenda item. She said the writing of the script and engagement with the people needed to put the play on was not complete until end-September/early-October. She said only at that point did they have the confidence to approach people to ask for funding and to come to the council to make the funding request. She said they were not representing the Marine Theatre; it was about the group of people who had got together to put the play on for the town, and the town and its theatre were at the centre of the play. Ms T. Blech said they were using the term 'community players' for a group of around 150 people who wanted to celebrate the town and its theatre through the production and the contribution of the history of the theatre, and the part it had played through times of crisis and joy. She said they were not asking for a bail-out and it wasn't an indulgent piece of entertainment, it was for everyone in the community, bringing together so many people to share and celebrate the theatre. She said the coming together of the societies was unprecedented and a special occasion in the 125 years of theatre in Lyme Regis.

Cllr Mrs M. Ellis asked where it would leave the play if the council didn't provide the funding. She also asked if they had asked for free use of the Marine Theatre.

Ms T. Blech said it would leave them with a huge problem and they would have to think again. She said they had been given the rock bottom rate for using the theatre, which included rehearsal time.

Cllr B. Larcombe asked who the governing body was.

Ms T. Blech said the director, musical director and stage manager were the governing body. She said this hadn't been done before and if another community play was put on, they would apply for other grants.

19/35/SF Apologies for Absence

Cllr J. Scowen – personal commitment

19/36/SF Minutes

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 25 September 2019 were **ADOPTED**.

19/37/SF Disclosable Pecuniary Interests

Cllr D. Ruffle declared a non-pecuniary interest in agenda item 16, Grant Funding Request, as he would be part of the production with the Marine Players. He said he would stay in the room but not vote.

Cllr Ms B. Bawden declared a non-pecuniary interest in agenda item 15, Filming Money, Expressions of Interest as she was involved in the bid from the Mary Anning Scholarship Legacy Fund. She said she would stay and take part in discussions but not vote.

Cllr R. Doney declared his membership of the Marine Theatre. He said he didn't believe this was a pecuniary interest under the law but to avoid any doubt, he had requested a dispensation to take part in the discussion of the Marine Theatre.

19/38/SF Dispensations

The town clerk confirmed he had granted a dispensation to Cllr R. Doney to allow him to take part in discussions about the Marine Theatre.

19/39/SF Filming Money – Expressions of Interest

The chairman brought this item forward to allow applicants to speak.

Cllr S. Williams asked if the council had been provided with all the information it needed about the organisations, such as audited accounts.

Cllr B. Larcombe said this was only a requirement of the normal grants' funding, whereas this was a one-off grant award and organisations had not been asked for this information.

The following people spoke in support of the applications:

- Rob McLaughlin – Town Mill Trust, chairman
- Anya Pearson – Mary Anning Rocks, project lead
- Sara Hudston – B Sharp, trustee
- Mary Kahn – Axminster and Lyme Regis Cancer Support, founder
- Marcus Dixon – Lyme Regis Gig Club, trustee
- Philip Evans – Lyme Regis Musical Theatre, president
- Adrienne Bonwick – Woodroffe School PTFA, fundraising committee member
- Cecelia Bawden – Mary Anning Scholarship Legacy Fund

Further discussion was deferred to when the item came up on the agenda.

19/40/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 25 September 2019

Bowls' club

Cllr R. Doney asked when the council had agreed further negotiations would take place and why it had taken eight months for the club to respond.

Cllr B. Larcombe said the club had requested a meeting with himself and the town clerk. The town clerk confirmed the club was informed of the council's decision on a timely basis.

19/41/SF Update Report

Powerboat club

The town clerk said this issue was becoming quite protracted as the respective solicitors were talking, but a meeting had now been arranged for 14 November 2019.

Cllr S. Williams was concerned meetings involved only officers as the powerboat club wanted to speak to members.

Cllr Mrs M. Ellis left the meeting at 8.20pm.

The town clerk said the council had discussed the matter at length and he had carried out the council's instructions.

Cllr Mrs M. Ellis returned to the meeting at 8.21pm.

Cllr B. Larcombe said the club had failed to respond to the council, which was why legal action had been taken.

Largigi

The town clerk said he would provide a verbal report in exempt business.

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

19/42/SF Internal Audit Report, Visit One 2019-20

Members were concerned about the size of the agenda and agreed this item needed to be deferred to the next meeting to allow proper consideration.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to defer consideration of the internal auditor's report on visit one of 2019/20 to the next Strategy and Finance Committee meeting.

19/43/SF The Process for Approving the 2020-21 Budget and Five-Year Financial Plan

Members noted the report.

19/44/SF Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Members felt this item should also be deferred to the next meeting to allow proper consideration.

As there would already be a significant amount of business on the next agenda, it was agreed an additional Strategy and Finance Committee meeting would be held on Tuesday 17 December 2019, with a degree of flexibility for the agenda.

19/45/SF Budget Performance, 1 April – 30 September 2019

The deputy town clerk highlighted the main budget variations throughout the year.

In response to a member question, the deputy town clerk said the income didn't include site licence fees as there was no commitment accounting.

Cllr B. Larcombe said he wanted the council to be presented with more accurate estimates for the projects it was entering into, as in some instances, actual costs had doubled or almost trebled.

The town clerk agreed and said a quantity surveyor would be used in future to provide more detailed estimates.

Cllr B. Larcombe said the council would reach a plateau as it wouldn't be able to grow its income through rates and charges in the same way it had done in the last four years. As such, he said the council needed to look at its own outgoings and costs.

Cllr G. Turner asked why the estimated cost of the office refurbishment had increased from £100k to £300k.

The deputy town clerk said £100k was a very early estimate and was predicated around the likelihood the office would move to another building, which would have required a fit-out, only. However, when it was decided the office would remain in the existing building, the budget had to be increased to £300k. The deputy town clerk said this budget was an estimate based on there being no clearly defined scope of works.

The town clerk said officers wanted the scope of works to be agreed as soon as possible so the project could progress.

Cllr J. Broom said he didn't think this could be agreed in a normal committee meeting and said there needed to be a separate meeting. This was agreed and it was anticipated this would take place in early-2020.

19/46/SF Review of Charges**Cart Road beach hut hire**

Proposed by Cllr S. Williams and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to set weekly charges for 2021/22 Card Road beach hut hire as follows:

Easter holiday	£50
Spring holiday	£55
June	£50
Mid-July and August	£130
Christmas and New Year	£40
Winter season	£160
Summer season	£1,000
Annual	£1,600

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Ms B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to hold daily hire charges for 2021/22 Cart Road beach hut hire, as follows:

January to Easter	£3
End-April to spring holiday	£9
Early-July	£30
September	£11
October	£6
November and December	£4

Alfresco licences

Proposed by Cllr R. Doney and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold alfresco licence charges for 2020/21, as follows:

Covers	£130
Single chairs	£12

Website advertising

Proposed by Cllr R. Doney and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to hold website advertising charges for 2020/21, as follows:

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

Bell Cliff advertising boards

Members discussed increasing the charges for Bell Cliff advertising boards as there was a waiting list in double figures. Cllr Ms G. Stammers said advertising boards at Uplyme Garage were £150 per year.

It was proposed by Cllr G. Turner to set the charge for 2020/21 for Bell Cliff advertising boards at £125.

This motion was not seconded

It was proposed by Cllr B. Larcombe to set the charge for 2020/21 for Bell Cliff advertising boards at £150.

This motion was not seconded.

It was proposed by Cllr B. Larcombe and seconded by Cllr J. Broom to set the charge for 2020/21 for Bell Cliff advertising boards at £130.

This motion was not carried.

Proposed by Cllr R. Doney and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to set the charge for 2020/21 for Bell Cliff advertising boards at £120.

Marine Parade Shelters

The deputy town clerk said the council had already set charges for 2020/21 and there was an outstanding commitment to review the use of the shelters; as such, he recommended the charges remained unchanged for 2021/22 at this point, and to re-visit this as part of the review, which members agreed.

Amenities

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to hold amenities charges for 2020/21, as follows:

Adult mini golf and putting	£3
Child mini golf and putting	£1.50
Table tennis	£1.50

Weddings and civil marriages

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to hold wedding and civil marriage charges for 2021/22, as follows:

Monday to Friday	£300
Saturday and Sunday	£400

Car parking permits

Proposed by Cllr R. Smith and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to set holiday accommodation parking permit charges for 2020/21 at £670.

It was proposed by Cllr B. Larcombe to set non-resident parking permit charges for 2020/21 at £350.

This motion was not seconded.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to set non-resident parking permit charges for 2020/21 at £335.

Proposed by Cllr B. Larcombe and seconded by Cllr Ms G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to set resident parking permit charges for 2020/21 at £175.

Car parking

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to hold parking charges at Monmouth, Cabanya and Woodmead car parks for 2020/21, as follows:

Cabanya and Monmouth	£1.40 per hour
Woodmead	£1 per hour
Woodmead three-day ticket	£25
Woodmead weekly ticket	£50

Members agreed there would be no change to the level of penalty charge.

Cemetery charges

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to hold cemetery charges for 2020/21, as follows:

Inter stillborn child or under 2 years	No charge
Inter child under 16 years	No charge
Inter over 16 years	£225
Inter cremated remains	£50
Exclusive right of burial in earthen grave	£455
Exclusive right of burial of cremated remains	£276
Installation of headstone headstone/footstone/tablet	£90
Installation of vase	£45/60
Additional inscription on memorial	£30
Scattering ashes on existing graves	£20
Scattering ashes beneath turf of existing graves	£20
Genealogy searches	£25
Certified copy of entry in burial books	Not offered
Double interment fee	No extra charge

The meeting adjourned for a break at 9.37pm.

The meeting resumed at 9.45pm.

19/47/SF Future Grant Allocation

Cllr S. Williams said organisations such as the Citizens' Advice Bureau would benefit from having the security of longer-term funding but required less funding than the major grants.

Cllr B. Larcombe said the distinction between grants should be short/medium/long-term grants, rather than minor/medium/major, which members generally agreed with.

He said there should also be a greater emphasis on match funding, as some organisations were overly reliant on council funding.

Cllr R. Doney suggested the council set up a social fund to provide funding to organisations that helped the fabric of the town and provided a sense of community, and all other grants would be discretionary.

Members supported this idea and discussed how the council would determine if an organisation qualified for the social fund.

Cllr R. Smith suggested organisations could make a case for a grant from the social fund in their application, and if they qualified, they could be given higher priority in the grant allocation.

The town clerk said further discussions would need to take place about how the categories and qualifying criteria would work as some organisations could fall into either category. At this point, he said guidance was needed from members about the total grants' budget from 2020/21 onwards, which was currently at £130k. He said £25k could easily be cut from this budget due to the end of the council's grant commitment to the football club. As such, he suggested a total grants' budget of £80k.

Cllr Mrs M. Ellis said she didn't believe the budget should be reduced too significantly as it was not yet known how many organisations would require funding and the level of that funding. She said it may result in in-year funding requests because organisations were in dire need.

Cllr B. Larcombe suggested a contingency fund for in-year requests, but this was not agreed.

The town clerk said if the council intended to change the process, it needed to be implemented quickly as there were organisations currently receiving grants who needed to have a steer on future funding. He said the council should be in a position to approve grants by the middle of January 2020.

It was proposed by Cllr Mrs M. Ellis and seconded by Cllr D. Sarson to set the total amount of grants to local organisations in 2020/21, 2021/22, 2022/23, 2023/24 and 2024/25 at £100,000 per year.

This motion was not carried.

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to set the total amount of grants to local organisations in 2020/21, 2021/22, 2022/23, 2023/24 and 2024/25 at £80,000 per year.

It was agreed Cllr R. Doney would work with officers to develop proposals on the allocation of grants, to include a social fund and discretionary grants, with greater emphasis being put on match funding.

19/48/SF Objectives 2020-2025

Cllr Mrs M. Ellis said she felt the objectives should include looking for an alternative park and ride site to Charmouth Road as it was uncertain how long the existing site would be available. Members agreed with this.

Members discussed the precept and whether it should be held at the current level, increased, or withdrawn completely.

Cllr B. Larcombe believed the council should consider withdrawing the precept as the council shouldn't be imposing a tax on residents if it wasn't needed. He said an increase of 10%, for example, would generate a nominal sum for the council but would show as a huge percentage increase for taxpayers and create an adverse reaction.

Cllr Mrs M. Ellis said the council should start to gradually increase the precept so if services were passed down from Dorset Council (DC), the council wouldn't be forced to increase it by a significant amount to cover the cost of those services.

Cllr R. Doney said as the number of properties had increased in Lyme Regis, the effect of holding the precept meant the amount of tax on each property went down. He said if the precept was increased by 20%, for example, this would add an extra 12p a week on an average Band D property and generate £12k for the council, which could be used to provide grants to local organisations. He added that he didn't believe residents would complain if the council explained why it was implementing the increase.

Cllr Ms B. Bawden said she believed people should pay for local services, not just because the town council was likely to take on services from DC, but there were many other services the council provided and it was a matter of principle to contribute to the local community.

Cllr R. Smith asked if there was a cap on how much a town or parish council could increase the precept by.

The town clerk said there was currently no cap but this could be introduced at some point in time. He therefore suggested the council looked at increasing the precept now, as it might not have the freedom to do so in future.

Cllr J. Broom said many other town and parish councils increased their precept ahead of the transition to a unitary authority. He believed a cap would be introduced at some point, so the council should take the opportunity to increase the precept while it was still able to do so.

Members agreed if there was an increase, it should be for one year only, rather than planned increases over several years.

It was proposed by Cllr R. Smith and seconded by Cllr B. Larcombe to increase the precept for 2020/21 by an inflationary rate of 2.5%.

This motion was not carried.

Proposed by Cllr R. Doney and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the precept for 2020/21 by 10%.

Members discussed the rest of the draft objectives and agreed an alternative site for park and ride should be added to the draft list.

Cllr R. Doney said the town bus was very important to elderly residents and said there had been requests for a Saturday service. As such, Cllr Mrs M. Ellis asked if costings could be obtained for a Saturday service.

Cllr Mrs M. Ellis was concerned members had not yet voted on the objectives before they were costed and before going out to public consultation.

The town clerk said there was another step in the process when members would be able to vote on individual objectives alongside estimated costs and public feedback. He said it would be straightforward to take objectives out at a later date, but he advised against adding in further objectives as it would mean a budget couldn't be produced by 8 January 2020 as planned.

Cllr Ms B. Bawden said other projects which had been passed on to the One Planet Working Group to progress would also come back to the council for approval and implementation.

Proposed by Cllr R. Smith and seconded by Cllr Miss K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the list of draft objectives for 2020-25, with the addition of pursuing an alternative park and ride site, to take forward to public consultation.

19/49/SF Filming Money – Expressions of Interest

Members agreed to defer this item until the meeting on 17 December 2019.

19/50/SF Grant Funding Request

Cllr Ms G. Stammers said she was unhappy with the way the request had been presented as it had been made so late.

Cllr Mrs M. Ellis said the council would usually ask for accounts and a constitution as part of a grant request, which had not been provided. She said she didn't agree with the directors paying themselves, especially as the positions hadn't been advertised and it was a community play. She added the Marine Theatre should be providing the venue for free, as the play was in celebration of the theatre.

There was general agreement with all these points.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to approve the request from performing societies in Lyme Regis for a grant towards the cost of a community play, 'Are you going to the Marine?'

19/51/SF Exempt Business

The town clerk gave an update on legal proceedings regarding the non-payment of cover charges by Largigi.

The meeting closed at 11.35pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 16 OCTOBER 2019

Present

Chairman: Cllr J. Broom

Members: Cllr Ms B. Bawden, Cllr Mrs M. Ellis, Cllr D. Sarson, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

Guests: Cllr D. Turner (Dorset Council)

19/32/TMH **Public Forum**

Mr S. West

Mr S. West spoke in relation to agenda item 8, Electric Vehicle Charging Stations. He said as an electric vehicle owner, he felt it was absolutely vital the council moved as quickly as possible to install charging stations as the one in Charmouth Road car park was broken and had been for seven weeks. He said it made Lyme Regis less attractive to tourists as a destination because more and more people were buying electric vehicles and wanted to charge up. Mr S. West urged the council to install as many lower power, fast charging stations as it could in as many locations as it could. He said this was better than having a single station that had let people down many times.

Mrs T. West

Mrs T. West spoke on the same agenda item. As an electric car driver she applauded the council for doing all it could to get more charging stations in. She said on a recent visit to Colyton she had passed five electric vehicles driving towards Lyme Regis, she had had her car for five years, and seen far more people in the town using them. She said a recent BBC report on children going to school in London referred to a hand-held pollution detector, and from children walking, being driven or cycling to school, the vehicle had the worst pollution. Mrs T. West said a lot of people took their children to school in cars and if the amount of carbon was reduced by using electric vehicles, respiratory problems in Lyme Regis would be reduced. She said it was important to make a difference for people in Lyme, for children, visitors and businesses and asked the council to make it more accessible by installing more charging points. Mrs T. West said a car taking a full charge cost around £2 to fill with electric petrol, a tiny amount of money. She said every electric vehicle driver would remember the places which offered the service, which would attract more people.

19/37/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 11 September 2019

Winter boat storage

Cllr S. Williams was concerned DC had said it did not intend to use Monmouth Beach car park for winter boat storage and would use harbour land instead, as that land also belonged to the town council. He asked what was being done about this.

The administrative officer said a Dorset Council working group meeting had been arranged for 19 November 2019, which Cllr D. Turner and the relevant DC officer would be attending, when members would have an opportunity to discuss this issue with them.

Cllr J. Broom said he would also follow up this issue.

Public Space Protection Order (PSPO)

The chairman asked Cllr D. Turner to give an update as the issue had caused a lot of interest locally.

Cllr D. Turner said the PSPO consultation was being considered by the Place Scrutiny Committee on 24 October 2019 to decide whether there would be a single PSPO for the whole of Dorset or different orders for different areas. He said this would go to the Cabinet before it went to public consultation. He said the scrutiny committee would also look at whether the consultation was fit-for-purpose.

The operations manager said it was intended to bring a report to this committee in December to allow the council to form a view on the consultation, which he understood would take place in January 2020.

19/38/TMH Update Report

Henry's Way play park

The operations manager said the contractors had started removing the old equipment and it was on target to be replaced within the next few weeks.

Speed indicator device

The operations manager said there had been some issues with the company that provided the device but it was now expected within the next two weeks.

Gardens lighting project

Cllr G. Turner said some of the lights were out.

The operations manager said he was aware of this as there were some issues with the fuses. He said he was speaking to the lighting contractor about programming the lights to different colours.

19/39/TMH Sharps

The chairman invited Cllr D. Turner to give an update on how DC was dealing with sharps. He said a meeting had taken place on 30 September 2019 between himself, DC officers, Public Health Dorset officers, the police and the mother of the child who picked up the needle. He said they recognised the fact people didn't know what was on offer for needle disposal and it was agreed there would be a social media campaign to raise awareness. He said national guidance recommended local authorities should commission needle exchange services, and these services were in place in Lyme Regis through REACH.

Cllr D. Turner said he was not aware of any data suggesting Lyme Regis was a hotspot for drug-related litter. He urged the council to contact the relevant officers at DC and Public Health Dorset to help address the issue.

Cllr Mrs M. Ellis said the council's external works' staff needed to log when they found needles so this information could be fed back so there was more accurate data available. She said she was not aware of the REACH service and the Bethany Chapel was not the right place for it. She agreed with the suggestion from Mr M. Ellis at the Full Council meeting on 9 October 2019 that Unit 1A at St Michael's Business Centre was a more suitable venue and this should be offered as an alternative.

Members generally agreed council staff should be logging incidents of needles being found, that the REACH service was not publicised well enough, and that the chapel was not the right location.

The operations manager said in the last 12 months the external works' team had picked up three needles; at the beach, at Leper's Well and in the cemetery. He said if they were found in the future, it would be added to the incident log.

Cllr R. Smith said those who ran the existing programme would have a good idea of how it could be improved.

It was agreed a meeting would take place with Mrs C. Reynolds and Mr M. Ellis to discuss how to take this forward, more information would be obtained about the REACH service, and the DC and Public Health Dorset officers would be involved in any discussions.

19/40/TMH Electric Vehicle Charging Station

Cllr S. Williams said there was a three-phase power supply at Woodmead car park, which the operations manager said would give the opportunity to do rapid charging, which he hadn't got costs for but anticipated would be more expensive than fast charging.

The operations manager advised using a different supplier to DC for better availability.

Cllr J. Broom asked if the estimated cost of £1,800 for a wall-mounted charger included connection to an electricity supply.

The operations manager said it didn't include this and the cost would depend on how much tarmac would need to be dug up and advised using parking spaces close to the supply to keep this cost down.

Cllr R. Smith said he had asked people with electric vehicles which charging points they would like and the majority said type 2, 7kW points. He said visitors looked at the map and saw there weren't many charging points in Lyme Regis, so 'destination parking' was needed, where people could stay for the day while their cars charged. He added that the council should install as many as it could.

Mrs T. West invited members to see the charging point she had at her home.

Cllr Mrs M. Ellis said the council may also want to consider installing charging points at Monmouth and Cabanya car park, although there was no money in the budget yet for any stations. She suggested money could be put in the 2020/21 budget and more information could be obtained in the meantime.

Members discussed the charging structure, including whether the electricity would be free but the spaces would be a premium rate, as well as the possibility of people parking in the spaces but not charging a vehicle.

It was agreed more information, including detailed costings, would be brought to the next meeting on 4 December 2019.

19/41/TMH Marine Parade Barrier Baskets

Members were generally in favour of adding to the baskets to the railings but Cllr Mrs M. Ellis wanted to be certain the view wouldn't be obstructed from the benches.

Proposed by Cllr J. Scowen and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to add barrier baskets to Marine Parade railings in the season.

19/42/TMH Pound Road – Safety for Pedestrians

Cllr S. Williams said the situation could be improved with double yellow lines on both sides of Hill Rise Road to prevent people parking there.

Cllr Mrs M. Ellis said nothing should be done in isolation as it would have a knock-on effect on another part of the town.

Cllr J. Broom said highways matters were not within the gift of the town council and the only thing it could do was pass the residents' concerns to DC.

Cllr Ms B. Bawden said it was important the council put pressure on DC to do more about traffic issues in Lyme Regis. She asked if other problem areas could be raised with DC at the same time.

Cllr J. Broom said members used to have a walk-about with the local ward member and a DC officer and it was agreed this would be requested.

It was also agreed the contact details for the community highways officer for Lyme Regis would be circulated to members.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Ms B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to forward residents' concerns about Pound Road to Dorset Council and request a meeting with highways' officers to allow the council to point out other problem areas in the town.

19/43/TMH Section 106 Money for Play Parks

The operations manager suggested the money could be used to refurbish the mini golf area.

Cllr Mrs M. Ellis said the council needed to provide a free play facility in the gardens and she also suggested more equipment in the toddler play area at Anning Road as the existing was not adequate.

Several members felt the putting green should be improved and better promoted. The operations manager confirmed it was open for use but it wasn't very well used.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to spend the leftover Section 196 money allocated to play parks on extra play equipment in the toddler area at Anning Road play park and revamping the mini golf.

The operations manager said the mini golf at Seaton was a good example and astro turf had been used there, which he suggested for Lyme Regis.

Proposed by Cllr J. Scowen and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to bring the putting green back up to standard and give it more publicity.

Several members said they would like to see a small play area in the gardens and it was agreed this would be put on the list of possible objectives for further consideration.

19/44/TMH Complaints and Incidents

Cllr Ms B. Bawden agreed the steps from Broad Street car park to the Town Mill were slippery and it was agreed a slip-resistant product or wire mesh would be looked into.

The meeting closed at 9.05pm.

Committee: Full Council

Date: 20 November 2019

Title: Appointments to Committees

Purpose of Report

To allow the council to appoint members to committees

Recommendation

To appoint Cllr Rob Smith to the Town Management and Highways Committee

Background

1. All councillors sit on the Full Council and the Strategy and Finance Committee. Councillors can serve on as many of the council's committees as they want. Appointments were made to the council's committees at the annual meeting on 15 May 2019.

Report

2. Following his election on 8 August 2019, Cllr Rob Smith has indicated he would like to be appointed to the Town Management and Highways Committee.
4. If any other members would like to join committees, this is also an opportunity to be appointed.

Adrianne Mullins
Administrative officer
November 2019

Committee: Full Council

Date: 20 November 2019

Title: Appointments to External Bodies 2019/20

Purpose of Report

To allow members to appoint a representative to the Lyme Regis branch of the Royal British Legion

To allow members to appoint 'community' governors to the Woodroffe School and St Michael's Primary School

Recommendation

- a) Members appoint a representative to the Lyme Regis branch of the Royal British Legion
- b) Members appoint 'community' governors to the Woodroffe School and St Michael's Primary School

Background

- 1. Nominations to external bodies were made at the Full Council meeting on 29 May 2019 and again at the extraordinary Full Council meeting on 4 September 2019.

Royal British Legion

- 2. Since then, the Lyme Regis branch of the Royal British Legion has contacted the council to ask if a member could be appointed to the organisation.
- 3. Members can choose to be a participating or liaison member. Liaison members wouldn't necessarily attend external bodies' meetings but would be their main link with the council. There is an expectation for participating members to attend and take part in meetings.

Community governors

- 4. The mayor and town clerk recently met with Nick Kiddle, St Michael's Primary School headteacher, Dan Watts, Woodroffe School headteacher, and Mary Kahn, chairman of governors at the Woodroffe School. Both schools indicated they would appreciate councillor nominations for 'community' governor vacancies.
- 5. One member is required for each school and there is an expectation community governors will attend and take part in relevant meetings.

Adrianne Mullins
Administrative officer
November 2019

Committee: Full Council

Date: 20 November 2019

Title: Request to Change Purpose of Grant

Purpose of Report

To allow members to consider a request from Lyme Regis Pantomime Society to reallocate a minor grant for a purpose other than that stated in the original application

Recommendation

Members consider a request from Lyme Regis Pantomime Society to reallocate a minor grant for a purpose other than that stated in the original application

Background

1. At an extraordinary Full Council meeting on 27 March 2019, members considered applications from local organisations for minor grants of up to £999 and medium grants of between £1,000 and £4,999 for 2019/20.
2. Lyme Regis Pantomime Society applied for and was awarded a minor grant of £999 to purchase a low fogger machine for special effects.

Report

3. On 23 October 2019, an email was received from the society's producer/director asking if the council would consider re-allocating the funding for another purpose, **appendix 19A**.
4. Grants are awarded subject to organisations submitting copies of the relevant invoices or receipts related to the stated objective in their application. The council cannot release funds for anything other than the purpose stated in the original application.
5. Members are therefore asked to consider releasing the funds for an alternative purpose, as outlined in the attached email.

Adrianne Mullins
Administrative officer
November 2019

Mark Green

From: sarah causley
Sent: 23 October 2019 11:34
To: Adrianne Mullins
Subject: Pantomime

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Aadrianne,

I'm just emailing with my Panto hat on in reference to our LRTC grant application.

We applied for this years' grant to cover the cost of a low fogger (specialist piece of stage effect equipment)

The amount requested was £999.

We have a bit of a predicament on our hands which I'm hoping you might be able to help us with;

The fogger in question was to be purchased from stage electrics in Bristol, however, in this past week, a friend of one of the cast who is invloved in productions across in Bridport, has offered us a low fogger which he built but no longer needs.

We have seen this in action so know it is perfect for what we want.

He has literally asked for a donation from us of £35 to cover the parts so, you can see our predicament!

We are now in the situation where we have been awarded a grant for something we no longer necessarily need.

I am emailing to ask, if there is any possibility of changing the use of the grant to something else?

Our Pantomime costs over £10,000 a year to put on so we have a tremendous amount of fundraising to do - one of our major bills is that of Sound/Lighting; this is always over £2,500 and we can provide invoices for the past years to prove this. We would like to ask if the grant could be changed to be used toward the cost of this?

We would be really grateful if you could explain our situation to the relevant persons.

If, for some reason, the answer is no, and we vhave to go ahead with the fogger, then obviuously, we will, as we do not want to lose out on the monies.

Let me know what you think,

Kind regards

Sarah Causley

(producer/director)

