



**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 at the **Pine Hall, Lyme Regis Baptist Church, Sherborne Lane, Lyme Regis** on Tuesday 25 May 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
18.05.21

*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.*

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

### **Prayers**

A prayer will be offered by the Rev. Chris Martin

### **AGENDA**

#### **1. Declaration of Acceptance of Office**

To confirm Cllr Tara Webb has signed her Declaration of Acceptance of Office

#### **2. Public Forum**

Twenty minutes will be made available for public comment and response in relation to items on this agenda

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

**3. Dorset Council Matters**

To receive updates from the Dorset Council ward member

**4. Questions from Councillors**

**5. Apologies for absence**

To receive and record any apologies and reasons for absence

**6. 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.

**7. Dispensations**

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

**8. To confirm the accuracy of the minutes of the Full Council meeting held on 22 April 2021 (attached)**

**9. Matters arising from the minutes of the Full Council meeting held on 22 April 2021**

To inform members of matters arising from the minutes of the Full Council meeting on 22 April 2021 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. Planning Committee**

The virtual meeting of the planning committee scheduled to take place on **13 April 2021** did not occur because of the notice required for a meeting during a period of public mourning.

The deputy town clerk subsequently canvassed the views of committee members by email and recommendations were sent to Dorset Council using the chairman's delegated powers.

The planning applications and recommendations are at agenda item 10A.

To receive the minutes of the meeting held on **11 May 2021** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

**12. Human Resources Committee**

The meeting scheduled for 21 April 2021 was cancelled.

**13. Strategy and Finance Committee**

To receive the minutes of the meeting held on **12 May 2021** and consider the recommendations therein.

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

The meeting scheduled for 5 May 2021 was cancelled.

**15. Town Management and Highways Committee**

To receive the minutes of the meeting held on **28 April 2021** and consider the recommendations therein.

**16. Calendar of Meetings**

To allow members to approve the calendar of meetings for the first cycle of the 2021-22 council year

**17. Financial Regulations**

To allow members to consider the council's revised financial regulations

**18. Standing Orders**

To allow members to consider and approve proposed changes to the council's standing orders

**19. Information Policy**

To allow members to consider the council's Information Policy

**20. External Audit Report**

To allow members to consider the external auditors report and certificate

**21. Dorset National Park**

To allow members to consider the council's position on proposals for a Dorset National Park

**22. Dorset Council Parking Order Application**

To allow members to further consider a request from Dorset Council's harbour master to apply for a parking order that includes land adjacent to the RNLI building which is owned by the town council and leased to Dorset Council

**23. Exempt Business**

**Committee:** Full Council

**Date:** 25 May 2021

**Title:** Declaration of Acceptance of Office

**Purpose**

To confirm Cllr Tara Webb has signed her Declaration of Acceptance of Office

**Recommendation**

Members note the town clerk's confirmation that Cllr Tara Webb has signed her Declaration of Acceptance of Office

**Background**

1. In accordance with the Local Government Act 1972, s83(4) and the Local Elections (Declaration of Acceptance of Office) Order 2012, SI 2012/1465, members must sign their Declaration of Acceptance of Office in a prescribed form before or at the first meeting of the council after their election in the presence of a member or the proper officer.
2. The town clerk can confirm he received a signed Declaration of Acceptance of Office from Cllr Tara Webb on 11 May 2021.

John Wright  
Town clerk  
May 2021

## LYME REGIS TOWN COUNCIL

## MINUTES OF THE VIRTUAL FULL COUNCIL MEETING HELD ON WEDNESDAY 22 APRIL 2021

**Present**

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

**Councillors:** Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

**Officers:** M. Adamson-Drage (operations manager), M. Green (deputy town clerk), A. Mullins (support services manager), M. Russell (finance manager), K. Weekley (admin assistant), J. Wright (town clerk)

The mayor, Cllr B. Larcombe, read out the protocol for virtual meetings and ensured all participants could hear each other.

A prayer was given by the mayor, Cllr B. Larcombe as Rev Chris Martin had sent his apologies.

**19/378/C Public Forum****N. Ball**

N. Ball said he would like to praise Cllr B. Larcombe as mayor, for steering the ship through some difficult times. He said Covid had meant many virtual meetings, which could be difficult. He said the mayor had guided the council in some difficult decisions, financial and management, and kept meetings running smoothly. N. Ball said he believed the town owed Cllr B. Larcombe a thank you, although this didn't do justice to the time spent on council matters and to his family going short because of this. He thanked the mayor for all he had done for his and everyone's love of Lyme Regis.

The mayor, Cllr B. Larcombe thanked Mr N. Ball for his comments.

**S. Davies**

As chairman of LymeForward, S. Davies said this was a report she submitted to the councillors for the meeting due to take place on 14 April 2021. She said she was joined by LymeForward director Lesley Jelleyman to present a response to the report compiled by Cllr B. Bawden on the agenda. Relating to agenda item 19, Reports From External Bodies, she said the report contained a number of discrepancies and inaccuracies. Regarding the Uplyme, Charmouth and Lyme Regis Coastal Communities Team (CCT), she said she was totally unaware Cllrs B. Bawden and J. Broom had been appointed as representatives to report on its activities. She said in correspondence on 12 July 2019 and 16 October 2020 from the council office, these individuals were never mentioned and to her knowledge, she had never been told subsequently. S. Davies said she was not party to the contents of the report on LymeForward and had had no input. She said the first she knew of its contents were when her attention was drawn to it because she was specifically named. She said neither author had approached her for any input or comment; the last

time Cllr B. Bawden was invited to meet was on 29 July 2020 and she responded by email to say there was no need to meet. S. Davies said Cllr S. Williams had been contacted by phone and was offered a meeting but he had not responded. Regarding the LymeForward Steering Group report, she asked at what point Cllr B. Bawden was appointed to this group, as correspondence from the office on 12 July 2019 and 16 October 2020 stated Cllr B. Larcombe was, by inference, the sole representative. She said Cllr B. Larcombe was contacted on 6 February 2021 and was given a full update. S. Davies said since March 2020, when she took up the post of chairman of LymeForward CIC, she had endured an unremitting campaign of serious victimisation, intimidation and persecution by Cllr B. Bawden. She said this had not only impacted on her reputation, but Cllr B. Bawden's actions had also had a grave effect on LymeForward and its ability to function as a local area partnership. She said she had evidence that Cllr B. Bawden's actions and behaviour fell well below the standards cited in the council's code of conduct for members. S. Davies said Cllr B. Bawden had been nominated as the council representative for both LymeForward CIC and Lyme Regis Development Trust since July 2019, subsequently extended to May 2021, despite her raising many concerns. She said Cllr B. Bawden's campaign had been based on a prolific, covert blind-copying of emails to members of the public, including former staff and directors, Lyme Regis Development Trust and other councillors. She said several people had shared concerns about the information being distributed about her and had sent her copies. She said the campaign had been personal and was motivated by Cllr B. Bawden's wish to denigrate her and LymeForward's business activities.

Cllr R. Doney raised a point of order; he said the public forum was not intended as a way for a member of the public to mount personal attacks on an individual councillor and there were mechanisms for making complaints of this nature. He asked the mayor, Cllr B. Larcombe to intervene.

The mayor, Cllr B. Larcombe said S. Davies had reached her time limit of three minutes to address the council.

S. Davies said she was accompanied by another LymeForward director and was therefore using their collective six minutes.

The town clerk agreed the public forum was not the place for personal attacks on members, especially as they were not in a position to respond. He advised S. Davies to stick to the issues and remove the personalities involved.

S. Davies said the council had allowed a personal attack on her to be included in a report on the agenda, to which she was now responding. She said there appeared to be some inconsistencies as she had been named but was not being allowed any redress.

S. Davies said it was important to acknowledge there had been a long-standing, unremitting campaign of victimisation, persecution and intimidation by Cllr B. Bawden.

Cllr R. Doney raised another point of order as S. Davies' statement was continuing as before.

The mayor, Cllr B. Larcombe agreed and said he was aware other mechanisms for making complaints against councillors were already being exercised. He asked S. Davies to address the inaccuracies she believed to be in the report and not to refer to the detail.

S. Davies said she had sent her statement to all members ahead of the meeting and asked that it be included in the formal documentation of the minutes of the meeting. She said she was not happy with the way it had been handled and she wanted time to consider her response, which she would make in writing, as she felt she was being discriminated against.

### **N. Causley**

N. Causley asked about the possibility of a taxi rank in Lyme Regis; although he understood it was not a decision for the town council, it had to be heard by the town council before it could be forwarded to Dorset Council (DC). He said in the past there were two taxi ranks in Lyme Regis and one Hackney carriage. He said now there were seven taxis working out of Lyme Regis and three companies. He felt a taxi rank would be beneficial for both residents and tourists. N. Causley said the most common place for pick-ups and drop-offs was at the bottom of the town and at the Cobb, which he understood was a bottleneck. However, he could put forward potential sites for a rank, one being at Cobb Gate as there used to be one outside the Rock Point Inn. To avoid losing parking and council revenue, he felt a rank would be better placed near the barrier in Cobb Gate car park as there was just enough space between this area and the first parking space. At the Cobb, he suggested using the park and ride bus stop as he believed it was no longer in use, although the town bus used it four times a day but he wasn't sure if it was a formal bus stop. Otherwise, he suggested alongside the railings at the harbour.

The mayor, Cllr B. Larcombe suggested N. Causley could also convey his ideas to the ward member, Cllr D. Turner.

### **M. Ward and L. Charleton**

M. Ward said they used to volunteer for LymeForward and subsequently worked for the organisation as managers. She said when they started they were very keen to meet with key people working with LymeForward, although she said Sue Davies was very adamant they shouldn't talk to Cllr B. Bawden and shouldn't talk to the mayor without her consent. She said they didn't have any job descriptions and as Cllr B. Bawden was the council representative on LymeForward, they had a meeting with her.

L. Charleton said in the two meetings they had with Cllr B. Bawden, she was very positive about LymeForward, she was never derogatory about Sue Davies and they never sensed there was any animosity. She said Cllr B. Bawden had always been positive and complimentary and every month she included items in the LymeForward newsletter. She said their experiences with Cllr B. Bawden were always good.

*Cllr C. Reynolds arrived at 7.25pm.*

M. Ward said their second meeting with Cllr B. Bawden was also attended by Cllr C. Reynolds. She said it was about listening and learning and as they didn't have job descriptions and didn't know people, they wanted to know what went on in the community and how they worked together.

## **19/379/C Dorset Council Matters**

Cllr D. Turner sent his apologies as he had technical problems in joining the meeting.

## 19/380/C Questions from Councillors

### Cllr J. Broom

Cllr J. Broom asked for clarification regarding minute number 20/29/TMH and the recommendation to the council. He said the Secretary of State's letter stated temporary pavement licences for hospitality businesses would be valid until September 2022, but at the moment he understood the provision was only until September 2021.

The town clerk said the advice received from DC was that the government was going to extend the provisions until 30 September 2022; although that legislation had not yet been enacted, correspondence from DC was clear it was the intention to do so.

Cllr B. Larcombe asked if the licences would expire at the end of September 2021 if the legislation was not enacted.

The town clerk confirmed this to be the case but said it would involve difficult conversations with the businesses concerned. He said he would personally clarify the situation with the relevant government department.

## 19/381/C Apologies for Absence

There were none.

## 19/382/C Disclosable Pecuniary Interests

Cllr M. Ellis declared a pecuniary interest in minute number 20/20/SF regarding the Dorset and Wiltshire Fire Service as her husband was a firefighter.

## 19/383/C Dispensations

There were none.

## 19/384/C To confirm the accuracy of the minutes of the Full Council meeting held on 3 March 2021

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, the minutes of the Full Council meeting held on 3 March 2021 were **ADOPTED**.

## 19/385/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 7 April 2021

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, the minutes of the extraordinary Full Council meeting held on 7 April 2021 were **ADOPTED**.

## 19/386/C Matters arising from the minutes of the Full Council meeting held on 3 March 2021 and the extraordinary Full Council meeting on 7 April 2021

### External audit

The town clerk said he was still awaiting a reply from the external auditors and would chase this up. He said he would circulate to members the response he had previously sent.

## **Covid-19**

The mayor, Cllr B. Larcombe asked for more information about funding available to tourism businesses.

The town clerk said he had been having discussions with DC about funding for seaside towns, with around £150,000 available. He said the operations manager was putting together a submission on behalf of the council.

### **19/389/C Update Report**

There were no updates.

### **19/390/C Planning Committee**

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Planning Committee held on 16 March 2021.

### **19/391/C Human Resources Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 10 March 2021 and adopt the recommendations, as follows:

#### **20/09/HR – Plumbing Training**

**RESOLVED:** to approve a Level 2 Diploma in Plumbing Studies course for maintenance operative Kyle Knight.

#### **20/13/HR – Deputy Town Clerk, Spinal Column Point Progression**

**RESOLVED:** to approve the deputy town clerk's progression to spinal column point 35 on 1 April 2021.

#### **20/14/HR – Operations Manager, Spinal Column Point Progression**

**RESOLVED:** to approve the progression of the operations manager to spinal column point 31 on 1 April 2021

#### **20/15/HR – Postholder 101, Six-Month Probation Report**

**RESOLVED:** to approve postholder 101's continued employment with the council.

#### **20/16/HR – Finance Manager, Spinal Column Point Progression**

**RESOLVED:** to approve the finance manager's progression to spinal column point 28 on 1 April 2021.

#### **20/17/HR – Support Services Manager, Spinal Column Point Progression**

**RESOLVED:** to approve the support services manager's progression to spinal column point 25 on 1 April 2021.

## **19/392/C Strategy and Finance Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 31 March 2021 and adopt the recommendations, as follows:

### **20/24/SF – Councillor Code of Conduct**

**RESOLVED:** to adopt the model councillor code of conduct from the Local Government Association, with sections from the existing code included as local amendments, but without the suggested section on equality and diversity.

### **20/25/SF – Community Governance Review**

**RESOLVED:** that a report is taken to the Strategy and Finance Committee to consider reducing the number of members on the council as part of Dorset Council's community governance review.

### **20/27/SF – Requests for Outside Seating**

**RESOLVED:** to delegate authority to the chairman of the Town Management and Highways Committee in conjunction with officers to organise the details of allowing further outside seating licences during the temporary legislated period, currently until 30 September 2022.

### **20/28/SF – Request for Funding**

**RESOLVED:** to approve funding of £1,000 to Lyme Regis Community Support.

### **20/29/SF – Dorset and Wiltshire Fire and Rescue Authority – Consultation of Draft Community Safety Plan**

**RESOLVED:** that Cllrs B. Larcombe, J. Broom and C. Reynolds draft a response to Dorset and Wiltshire Fire and Rescue Authority's consultation on its Draft Community Safety Plan for submission to the Strategy and Finance Committee on 12 May 2021.

### **20/31/SF – List of Payments**

**RESOLVED:** to approve the schedule of payments for February 2021 for the sum of £102,724.57.

## **19/393/C Tourism, Community and Publicity Committee**

Proposed by Cllr K. Ellis and seconded by Cllr C. Reynolds, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 24 March 2021 and adopt the recommendations, as follows:

### **20/76/TCP – Improvements to Beach Hut Booking System**

**RESOLVED:** to approve the proposed changes to the beach hut booking system on the town council website, and the re-allocation of the 2021-22 social media campaign budget for this purpose, and the transferred expenditure is identified in the budget.

#### **20/77/TCP – Lyme Regis Museum Grant Review**

**RESOLVED:** to approve continued grant payments to Lyme Regis Philpot Museum.

#### **20/78/TCP – B Sharp Grant Review**

**RESOLVED:** to approve quarterly grant payment to B Sharp in April and July 2021.

#### **20/79/TCP – The Hub Grant Review**

**RESOLVED:** to pay the quarterly grant payment to the Hub for April 2021 and ask Lyme Regis Development Trust for a breakdown of how the grant will be spent on youth provision going forward before any more funding is released.

#### **20/80/TCP – Lyme Arts Community Trust Grant Review**

**RESOLVED:** to approve quarterly grant payment to Lyme Arts Community Trust in April and July 2021.

#### **20/81/TCP – Bridport and District Citizens' Advice Bureau Grant Review**

**RESOLVED:** to approve quarterly grant payments to Bridport and District Citizens' Advice Bureau in April and July 2021.

#### **20/82/TCP – Axe Valley and West Dorset Ring and Ride Service Ltd Grant Review**

**RESOLVED:** to approve quarterly grant payments to Axe Valley and West Dorset Ring and Ride Service Ltd in April and July 2021.

#### **20/83/TCP – LymeForward CIC Grant Review**

**RESOLVED:** to approve the quarterly grant payment to LymeForward for April 2021 and review the position following the organisation's annual general meeting on 31 March 2021.

#### **20/84/TCP – Sculpture Trail in Lister and Langmoor Gardens**

**RESOLVED:** to provide funding of £2,500 to the sculpture trail in the Lister and Langmoor Gardens, to be match-funded, with the possibility of providing more funding if the council's application to the seaside recovery fund is successful, and for the Arts Development Company to work with the Woodroffe School to fill any unused plinths.

Cllr C. Reynolds said funding from the seaside recovery fund, via DC, could be used to help fund the trail and it was hoped a further £2,500 could be obtained. She said the organiser of the sculpture trail was happy to go back to the Woodroffe School to get the pupils involved.

#### **19/394/C Town Management and Highways Committee**

Proposed by Cllr J. Broom and seconded by Cllr K. Ellis, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 17 March 2021 and adopt the recommendations, as follows:

## **20/28/TMH – Roof Management Plan**

**RESOLVED:** that a management plan for the seafront roof comes up with constructive proposals to protect the glass panels before consideration is given to what can and cannot take place on the roof.

## **20/29/TMH – Use of Town Council-Owned Land**

**RESOLVED:** to approve the request from the Oyster and Fish House to use town council-owned land in the Lister Gardens for extra seating subject to temporary measures under the terms of the Secretary of State's letter until September 2022, and then to be reviewed.

**RESOLVED:** to approve the request from SWiM to use town council-owned land on Marine Parade for extra seating subject to temporary measures under the terms of the Secretary of State's letter until September 2022, up to a maximum of 10 tables and with all A boards to be removed, with final approval to be given by the town clerk in consultation with the chairman and vice chairman of the Town Management and Highways Committee.

**RESOLVED:** to approve the request from Red Panda to use town council-owned land at Bell Cliff for extra seating subject to temporary measures under the terms of the Secretary of State's letter until September 2022, with final approval to be given by the town clerk in consultation with the chairman and vice chairman of the Town Management and Highways Committee.

## **20/30/TMH – Traffic Speed in Residential Areas**

**RESOLVED:** to ask officers to find out how much it would cost to put an engineering loop on Colway Lane, Queens Walk and Anning Road to monitor traffic speed.

## **20/32/TMH – Replacement of a Section of Seafront Railings at Marine Parade**

**RESOLVED:** to apply for planning permission to install replacement seafront railings to match the existing, as far as current legislation will allow.

## **19/395/C Selection of Mayor-Elect and Deputy Mayor-Elect**

Cllr D. Sarson nominated Cllr B. Larcombe for the role of mayor for the 2021/22 council year, seconded by Cllr G. Turner.

There being no further nominations, Cllr B. Larcombe was duly **ELECTED** as mayor for the 2021/22 council year.

Cllr B. Larcombe thanked everyone who had supported him in the past two years and said there were still some things he would like to see come to fruition. He said he was looking to others to take on the role next year.

Cllr C. Reynolds nominated Cllr K. Ellis for the role of deputy mayor for the 2021/22 council year, seconded by Cllr M. Ellis.

Cllr G. Stammers nominated Cllr B. Bawden for the role of deputy mayor for the 2021/22 council year, seconded by Cllr G. Turner.

Cllr K. Ellis was duly **ELECTED** as deputy mayor for the 2021/22 council year.

## 19/396/C Proposals on the Establishment of a Committee to consider Environmental Issues

Members discussed the name of the committee and agreed the 'Environment Committee'.

Members discussed the proposed terms of reference for the committee and agreed it should make recommendations on the council's policy on environmental issues.

The town clerk explained why it was proposed the committee's terms of reference included containing spend to an approved budget. He said the council already had a principle of setting the budget at the beginning of the year and he was suggesting every committee's terms of reference were amended so they had a shared responsibility to contain expenditure to an approved budget. He added that some committees had spent beyond the budget and the council had been too relaxed in approving overspend.

Cllr B. Bawden asked if the committee's role to identify and monitor progress against environmental objectives would be in relation to the council's objectives, or whether the council would have a more active role in the community in the transition to net zero. She added that the town council's operations probably accounted for only 1% of the town's carbon emissions.

The mayor, Cllr B. Larcombe said there was a difference between the council absorbing objectives as its own and persuading residents to be environmentally aware. However, he felt the council could engage with the community through this committee.

The town clerk said the council needed to be clear about what it could and couldn't do as a council, with a budget of £1.7million compared to DC's budget of £300million. He said the council had to understand what it could control and what it could influence. However, it would be within the committee's remit to attract inward funding into the town.

Cllr R. Smith said the council might not have the necessary funding but it was an opportunity to show leadership within the community.

Members discussed the membership of the committee and it was suggested the numbers could be restricted to allow non-members to sit on the committee.

The town clerk said members had a right to sit on every committee so this would be a departure from the normal policy. However, he said members needed to be mindful of keeping the membership to a manageable size. The town clerk confirmed any external people on the committee would not have voting rights.

It was agreed all members would have the opportunity to sit on the committee.

Cllr M. Ellis suggested inviting external people to attend if they had an interest in something on the agenda, rather than as permanent members of the committee.

It was agreed there would be a maximum of six non-members on the committee, with no more than two people from one organisation.

It was also suggested the non-members should comprise someone from the business community and experts and volunteers who were not linked to groups.

Members discussed the frequency of meetings.

Cllr D. Sarson suggested as some Human Resources Committee meetings had been cancelled and they were not long meetings, the Environment Committee meetings could be held on the same day.

The mayor, Cllr B. Larcombe suggested human resources (HR) could be absorbed into Strategy and Finance.

Several members were concerned that adding the Environment Committee into the existing calendar would make the cycle too long. It was suggested the meeting could be held on a day other than a Wednesday.

The town clerk said the officer preference was to have meetings on a Wednesday as they would struggle to produce two agendas a week.

Cllr M. Ellis said as they were starting to discuss the committee structure, perhaps members needed to look at this as a whole. She added that there used to be a Planning and Environment Committee.

The town clerk said the problem with combining HR into the Strategy and Finance Committee was the HR Committee agenda was sometimes very full as it was driven by events, which may require a separate HR meeting to allow quality discussion to take place. He said the first meeting of the HR Committee in the new cycle would include the annual HR review, which was a big piece of work for the committee to consider.

Cllr C. Reynolds suggested alternating between the Environment Committee and the Human Resources Committee every other cycle, although the town clerk felt this would be too messy.

It was proposed by Cllr B. Larcombe and seconded by Cllr R. Smith that the first cycle of the 2021/22 council year included the Human Resources Committee, to be replaced thereafter with the Environment Committee and to absorb human resources into the Strategy and Finance Committee.

This motion was not carried.

Cllr K. Ellis suggested members reviewed the committee structure to avoid elongating the cycle, with a view to merging some committees.

The town clerk suggested one seven-week cycle, to include the Environment Committee, could be scheduled for the beginning of the 2021/22 council year to give members time to properly discuss the committee structure.

*Cllr D. Ruffle left the meeting at 8.45pm.*

Cllr R. Doney agreed the committee structure needed to be reviewed to make the council more efficient and to give greater delegation to officers, but it would take willpower to change things.

Proposed by Cllr K. Ellis and seconded by Cllr R. Doney, members **RESOLVED** to schedule one seven-week cycle at the beginning of the 2021/22 council year, to include the Environment Committee, to allow time to discuss the committee structure.

## 19/397/C Councillor Code of Conduct

Cllr C. Reynolds felt the code of conduct was pointless because any complaints about councillors first went to the mayor and town clerk, which were then referred to DC's monitoring officer, who then referred the matter back to the town council to address locally.

The town clerk agreed issues of member behaviour were within the monitoring officer's remit, although they could only make recommendations back to the town council. He said in the past he had had discussions with members to try and find a resolution, but these were not always successful.

The town clerk said he shared Cllr C. Reynolds' frustration as the recommendations from the monitoring officer were limited by statute and there were no significant sanctions which could be imposed on a member. He said there needed to be a fundamental review of the code of conduct and how it operated but he didn't sense that was imminent.

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

The mayor, Cllr B. Larcombe said the mayor was just another member, so it wouldn't be fair to have one member directing the behaviour of another; it took an independent person like a monitoring officer to determine if there had been a breach of the code.

*Cllr S. Williams left the meeting at 9.01pm.*

Cllr K. Ellis said a meeting should be held between the two members concerned, the mayor and the town clerk and if it couldn't be dealt with, it should then go to the monitoring officer.

The town clerk confirmed this was the approach normally taken but there were some issues which were too big to resolve, which then had to be referred to the monitoring officer.

*Cllr S. Williams returned to the meeting at 9.05pm.*

Cllr M. Ellis said meetings between members didn't always happen as she had requested a meeting with the mayor and town clerk and it hadn't yet taken place.

Cllr R. Smith said it was evident there as a lot of pain from past disputes which needed to be worked through and asked if the town clerk could facilitate a process for some of these grievances to be resolved in another forum.

The town clerk said as the organisation was so small, the focus could be taken away from the town clerk and mayor and a panel of members set up to make recommendations, providing they are supported by the members involved.

However, the mayor, Cllr B. Larcombe felt it would be difficult for the members on the panel to remain independent.

Cllr J. Broom said the DAPTC Executive was aiming to get the model code of conduct adopted across the county with no amendments so all councils in Dorset were working to the same code.

The town clerk said when officers looked at national guidance, it never quite fitted with the way this council operates; as such, officers usually tried to modify the national documents to fit the council and this had never been a problem.

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, members **RESOLVED** to adopt the new councillor code of conduct from the Local Government Association, with sections from the existing code included as local amendments.

*The meeting adjourned for a break at 9.19pm*

*The meeting resumed at 9.27pm.*

#### **19/378/C Reports from External Bodies**

Cllr B. Bawden felt it would help members if there was a short guidance note to explain what was involved in being a representative on an external body and the distinction between 'participating' and 'liaison'. She also asked what the process was for raising concerns about a body a member was a representative on. She felt it would also help organisations to know what was expected of their representatives.

The town clerk said he wasn't aware of these issues but clarity could be provided, although he said all organisations were different so it was generally left to the judgement of each group. It was suggested guidance could be included in the members' briefing.

Cllr M. Ellis said the main aim was to be the organisations' link with the council and to bring to the council any concerns they have, ensuring both parties were aware of what the other was doing. She said the level of involvement also depended on whether the organisation was a grant recipient.

#### **19/379/C Request from Secretary of Lyme Regis Chalet, Caravan and Day Hut Association**

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

#### **19/380/C Exempt Business**

##### **a) Request from Secretary of Lyme Regis Chalet, Caravan and Day Hut Association**

The deputy town clerk said the secretary of the association had written to the council but there had been no specific instruction from the committee to make the request, although there had been a formal request from one other chalet owner.

Proposed by Cllr R. Doney and seconded by Cllr J. Broom, members **RESOLVED** to refuse the request received from the secretary of Lyme Regis Chalet, Caravan and Day Hut Association for a further reduction in site fees to reflect additional 'lockdown' periods.

The mayor, Cllr B. Larcombe wished to put on record his thanks to the deputy town clerk, finance manager, assistant finance manager and senior administrative assistant for the work they had done in getting the leases sorted and collecting debts. He said it was a

remarkable piece of work which was not be underestimated and would put the council in a better position with the chalet and caravan park going forwards.

*The meeting closed at 9.46pm.*

DRAFT

**Committee:** Full Council

**Date:** 25 May 2021

**Title:** Matters arising from the minutes of the Full Council meeting held on 22 April 2021

**Purpose of the Report**

To inform members of matters arising from the minutes of the Full Council meeting on 22 April 2021 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**

**19/378/C – Public Forum**

A report to consider a taxi rank in Lyme Regis was considered by the Town Management and Highways Committee on 28 April 2021 and a recommendation is elsewhere on this agenda.

**19/380/C – Questions from Councillors**

The town clerk has looked further into the matter of outside seating and can confirm that the government has not enacted secondary legislation yet but intends to do so.

**19/386/C – Matters arising from the minutes of the Full Council meeting held on 3 March 2021 and the extraordinary Full Council meeting on 7 April 2021**

The town clerk's response to the external auditor was emailed to members on 13 May 2021.

The successful funding bid to Dorset Council was reported to the Strategy and Finance Committee on 12 May 2021.

**19/395/C – Selection of Mayor-Elect and Deputy Mayor-Elect**

Following consultation with the mayor, the mayor-making ceremony will not be held at the beginning of the 2021-22 council year as is tradition. The mayor and deputy mayor will therefore be formally elected into office at the annual meeting of the council on 26 May 2021.

It is proposed to hold an alternative event later in the year.

**19/396/C – Proposals on the Establishment of a Committee to consider Environmental Issues**

A calendar of meetings for the first cycle of the 2021-22 council year, including the new Environment Committee, is elsewhere on this agenda.

## **19/378/C – Reports from External Bodies**

Guidance on members' roles on external bodies, either as a participating or liaison member, will be included the members' briefing.

John Wright  
Town clerk  
February 2021

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE – 13 April 2021  
PLANNING APPLICATIONS RECEIVED**

- 1) **WD/D/21/000045** (Received 19 March 2021)  
**MODIFY OR DISCHARGE A PLANNING OBLIGATION**  
Jones – Discharge of planning obligations on Section 106 Agreement dated 12 December 2002 reference 1/W/2002/000733 – The Coach House, Haye Lane, Lyme Regis, DT7 3NQ

*Members recommended this application be approved as there were no planning reasons to warrant its refusal.*
- 2) **WD/D/21/000085** (Received 10 March 2021)  
**HOUSEHOLD PLANNING PERMISSION**  
Kinnersley – Erect single storey oak orangery and oak porch – Highview, Uplyme Road, Lyme Regis, Dorset, DT7 3LS

*Members recommended this application be approved as there were no planning reasons to warrant its refusal.*
- 3) **WD/D/20/000089** (Received 26 March 2021)  
**FULL APPLICATION**  
Goff – Erection of a fence – Lyme Regis Golf Club, Timber Hill, Lyme Regis, DT7 3HQ

*Members recommended this application be approved as there were no planning reasons to warrant its refusal.*
- 4) **WD/D/20/000090** (Received 3 April 2021)  
**HOUSEHOLD PLANNING PERMISSION**  
Walters – Proposed replacement roof panels to existing conservatory – 18 Fairfield Park, Lyme Regis, Dt7 3DS

*Members recommended this application be approved as there were no planning reasons to warrant its refusal.*
- 5) **P/ADV/2021/00142** (Received 26 March 2021)  
**ADVERTISEMENT CONSENT**  
Boots Company PLC – Erection of advertising signs – 45 Broad Street, Lyme Regis, DT7 3QF

*Members recommended this application be approved as there were no planning reasons to warrant its refusal.*

- 6) **WD/D/20/003171** (Received 25 March 2021)  
**LISTED BUILDING CONSENT**  
Boots Company PLC – Installation of external signage – 45 Broad Street, Lyme Regis, DT7 3QF

*Members recommended this application be approved as there were no material listings to warrant its refusal.*

- 7) **P/VOC/2021/00169** (Received 15 March 2021)  
**VARIATION OF CONDITION**

Dellbridge – Change of use from shop (A1) to café (A3) (Retrospective) of planning approval WD/D/20/000664 – Variation of condition t, opening hours – 19 Coombe Street, Lyme Regis, DT7 3PR

*Members recommended this application be approved as there were no planning reasons to warrant its refusal.*

- 8) **P/HOU/2021/00388** (Received 6 April 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Sparey – Erection of freestanding Green House – Haye House, Haye Lane, Lyme Regis, DT7 3NQ

*Members recommended this application be approved as there were no planning reasons to warrant its refusal.*

- 9) **P/LBC/2021/00389** (Received 6 April 2021)  
**LISTED BUILDING CONSENT**  
Sparey – Erection of freestanding Green House – Haye House, Haye Lane, Lyme Regis, DT7 3NQ

*Members recommended this application be approved as there were no material listings to warrant its refusal.*

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 11 MAY 2021**

**Present:**

**Chairman:** Cllr B. Larcombe MBE

**Members:** Cllr J. Broom, Cllr M. Ellis and Cllr S. Williams

**Officers:** J. Wright (town clerk)

**19/186/P Public Forum**

There were no comments made from the public forum.

**19/187/P Apologies**

There were apologies for absence from Cllr B. Bawden, Cllr C. Reynolds and Cllr G. Turner

**19/188/P Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 16 March 2021 were **ADOPTED**.

**19/189/P Disclosable Pecuniary Interests**

Cllr J. Broom stated he was the agent for application P/HOU/2021/00603 (agenda item 8) and he would leave the meeting when this application was discussed.

**19/190/P Dispensations**

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

**19/191/P Matters arising from the minutes of the meeting held on 16 March 2021**

There were no matters arising.

**19/192/P Update Report**

There were no updates.

**19/193/P Planning Applications**

Planning applications were considered in accordance with the details circulated.

- 1) **P/HOU/2021/00394** (Received 20 April 2021)  
**HOUSEHOLD PLANNING PERMISSION**  
Bennett – Proposed extension above garage/workshop building to provide office and shower room at first floor level, and construction of external staircase – Spindles, Haye Lane, Lyme Regis, DT7 3HN

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

Cllr J. Broom left the meeting

- 2) **P/HOU/2021/00603** (Received 20 April 2021)  
**HOUSEHOLD PLANNING PERMISSION**  
Hodson – Construction of first floor extension to north elevation – 25A Mill Green, Lyme Regis, DT7 3PH

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

Cllr J. Broom re-joined the meeting

- 3) **P/FUL/2021/00674** (Received 29 April 2021)  
**FULL PLANNING APPLICATION**  
Fairley – Erection of a dwelling and garage, following demolition of garage and adjustment of vehicular access – Southfield, Uplyme Road, Lyme Regis, DT7 3LS

*Members recommended that the application be **approved** subject to highways' consent to the proposed driveway.*

- 4) **P/HOU/2021/00678** (Received 21 April 2021)  
**HOUSEHOLD PLANNING PERMISSION**  
Pollock – Construct extension, internal alterations and associated garden landscaping. Reconstruct garage to provide ancillary accommodation – Kaduna, Vista Close, Lyme Regis, DT7 3EN

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

- 5) **P/FUL/2021/00704** (Received 29 April 2021)  
**FULL PLANNING APPLICATION**  
Blakesley Estates (Lyme Regis) Ltd – Erection of 2No. dwellings – Land adjacent Colway Lane, Queens Walk Lyme Regis

*Members recommended that the application be **refused** because it would be an overdevelopment of the site and not in keeping with the surrounding area.*

6) **WD/D/20/002930**

(Received 20 April 2021)

**LISTED BUILDING CONSENT**

Perkins – Demolition of existing chalet and erection of dwelling – St Gildas Lodge, Stile Lane , Lyme Regis, DT7 3JD

*Members recommended that the application be **refused** because it would not be in keeping with the surrounding area.*

7) **WD/D/21/000003**

(Received 4 May 2021)

**HOUSEHOLDER PLANNING PERMISSION**

Wilkinson – Erection of porch and first floor extension by raising level of roof – 4 Pound Road, Lyme Regis, DT7 3HX

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

**19/194/P Amended/Additional Plans**

There were no amended/additional applications to be considered at this meeting.

**19/195/P Withdrawn Applications**

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

**19/196/P Planning Decisions**

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

**19/197/P Correspondence from Dorset Council regarding planning related matters.**

There was no correspondence to be noted at this meeting.

*The meeting closed at 7.41pm.*

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 MAY 2021

**Present**

**Chairman:** Cllr B. Larcombe MBE

**Councillors:** Cllr J. Broom, Cllr M. Ellis, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr S. Williams

**Officers:** A. Mullins (support services manager), M. Russell (finance manager), J. Wright (town clerk)

**20/34/SF Public Forum**

**M. Stainer (read out by an officer)**

M. Stainer spoke in relation to agenda item 8, Review of the Fixed Asset Strategy. He said the council had recently repaired the flat roof above the three retail units and toilet on Marine Parade, at a cost of nearly £800k, including all fees, but these funds were paid for out of general reserves, not from any sinking or maintenance fund. He said the Guildhall now needed repairing, as did the council offices and various other assets. He asked what the council's policy was with respect to earmarking funds for asset repairs and maintenance. M. Stainer said the council's fixed asset register included assets that were not on its insurance schedule, and the insurance schedule included assets that were not on its fixed asset register. He asked if the council reconciled these two documents. If so, he asked if the reconciliation could be included on the council's website before the end of the month. M. Stainer said there was no value attributed to the significant roof spend on the flat roof above SWiM on the fixed asset register and he had been advised by the council this was because there was no element of improvement. He said he found the "no element of improvement" comment surprising given comments to the contrary at a previous Full Council meeting where the significant spend on bespoke balustrading and glass was acknowledged as an improvement. He said the full cost of the Marine Parade toilet repairs, at under £100k, was included in the fixed asset register, yet nothing had been included for over half a million pound spend on the flat roof.

**20/35/SF Apologies for Absence**

Cllr B. Bawden – attending another meeting

Cllr R. Doney – personal reasons

Cllr K. Ellis – illness

Cllr C. Reynolds – self-isolating

Cllr R. Smith – attending another meeting

Cllr G. Turner – personal reasons.

**20/37/SF Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, the minutes of the meeting held on 31 March 2021 were **ADOPTED**.

**20/38/SF Disclosable Pecuniary Interests**

Cllr M. Ellis declared a pecuniary interest in agenda item 16, List of Payments as it included a payment to the Woodmead Halls, which was her employer.

**20/39/SF Dispensations**

There were none.

**20/40/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 31 March 2021**

**Requests for outside seating**

Cllr M. Ellis said she was concerned there was a trailer in the gardens outside the Oyster and Fish House as she didn't believe this was part of the council's agreement for outside seating. She didn't believe a trailer constituted outside seating, especially as the council had agreed no trailers would be allowed on the flat roof.

The town clerk said the trailer was part of the request that was submitted by the owner, Mark Hix, but he would discuss this with him.

Several other members agreed they were concerned about the trailer and felt permission had not been given for it.

**20/41/SF Update Report**

**Survey of accreted land**

Cllr J. Broom asked what date the survey would be carried out.

The town clerk said no date had been set yet.

**20/42/SF Review of the Fixed Asset Strategy**

The town clerk said most of the council's projects were halted last year due to Covid-19 but the deputy town clerk was now looking to move forward with an asset and investment strategy.

Members noted the intention to review the fixed asset strategy later this year alongside the introduction of a new asset and investment management plan.

**20/43/SF The Annual Review of the Fixed Asset Register**

It was noted the asset values were not based on the current market value, but on the purchase price.

Members raised several inconsistencies with the register: the Guildhall lift was listed but the Marine Parade lift was not; the beach cleaning machine and surf rake were the same item; and the Town Mill steps and bridge had been handed back to Dorset Council (DC).

Cllr J. Broom asked what the Stanford seat and memorial was.

Cllr M. Ellis said the register did not appear to have been updated and she was concerned some items listed on the register were not listed in the council's insurance schedule. She felt the council should be approving the removal of any assets from the register.

The town clerk said officers would review the register again and bring it back to the next meeting. He added that the register didn't have to be the same as the insurance register.

Cllr B. Larcombe asked if future asset registers could include the month and year an asset was purchased to help members understand what had been added.

## **20/44/SF Review of Arrangements with other Local Authorities, Not-For-Profit Bodies and Businesses**

The town clerk said this was a useful report to see how things had changed. Since the last report in 2019, the major change had been that West Dorset District Council and Dorset County Council no longer existed and the unitary authority Dorset Council was now established.

Cllr B. Larcombe said DC had had budgetary constraints pre-Covid and further Government cuts were likely to have a further impact, with clear signs DC was going to review its spend in discretionary areas. He said this would form the backdrop to a lot of the issues outlined in the report.

It was noted the lengthsman's agreement had still not been signed off by DC, DC was setting up a harbour committee, and it had cut funding of £6k per annum to LymeForward. However, over the last year, the amount of dialogue with DC had increased significantly and the working relationship with the ward member was strong.

Cllr M. Ellis said the council needed a date for DC to vacate the harbourmaster's store as soon as possible. Under the Tripartite Agreement, she asked if DC's contribution to the seafront railings would be doubled as two of the organisations had merged into one.

The town clerk said the agreement only required the former Dorset County Council to contribute to the railings. However, DC would be reminded of this obligation.

## **20/45/SF Community Governance Review**

Cllr B. Larcombe said 14 councillors was in-keeping with other councils with the same level of activity as this council and as the recent election was keenly contested, this demonstrated there was interest out there. He said as the council was trying to encourage a mix of age groups and most younger people were working, reducing the numbers would add extra pressure.

Given the number of members who were unable to attend this meeting, Cllr J. Broom said he couldn't see how the numbers could be reduced as meetings would become inquorate.

Cllr G. Stammers said members already sat on most committees and reducing the numbers would put pressure on members to sit on more. She said the gender balance of members had improved and the council was trying to attract younger people but reducing the numbers would hinder this.

Members agreed there was no requirement to reduce the number of members on the council.

#### **20/46/SF      The Impact of Covid-19**

In addition to a financial cost in excess of £300k, the town clerk said there were some things which had worked well because of Covid-19, such as the zoning arrangements for external staff which had given employees a sense of pride and ownership in the areas they worked in.

Cllr B. Larcombe said the number of meetings he and the town clerk had had with Chris Loder had been another positive, as well as meetings with other seaside towns.

#### **20/47/SF      Budget Performance, 1 April – 31 March 2021**

The finance manager said the council was in a better financial position than it thought it would be at the beginning of the pandemic, being only £39k down on budget.

Cllr B. Larcombe wanted to pay tribute to members and officers for holding their nerve during the pandemic, finding savings and chasing debts, all of which put the council in a good position for the future.

The town clerk said the council's aim had been to hold in reserve 50% of its turnover, i.e. £850k, but the council was £30k in excess of this figure already. He said if all went according to plan and adding this to the £370k forecast surplus, the council would have around £400k to spend this year. However, he strongly suggested the council exercised caution and if there was money left over, it could consider paying off the loan to West Dorset District Council. The loan outstanding will be £157k at 31 March 2021.

The town clerk said he would bring a more detailed report to the next committee to suggest members approve works to the Guildhall and the replacement of the seafront railings. He said the expenditure for members' IT had been met in the previous year and a significant grant had been obtained for the electric vehicle charging points.

Cllr J. Broom felt the most important priority was to spend money on maintaining the council's fixed assets.

#### **20/48/SF      Beach Patrol Funding**

Cllr D. Sarson asked if all the CCTV was working.

The town clerk said officers had had discussions with DC about upgrading and adding to the existing system, with the potential to link up with the control centre in Dorchester to enable live monitoring of the cameras. He said the police and crime commissioner (PCC) Martyn Underhill had given a personal commitment to support the infrastructure work to set this up and the appointment of a new PCC would not affect that funding. He added that officers hoped to come to members with a more detailed plan in several weeks.

The town clerk said officers were working on further applications to the Welcome Back Fund, a Government fund to allow towns to get back to normal, which would include potential funding for the beach accessibility matting, the sculpture trail and the park and ride.

The town clerk said he could invite the new PCC to a future meeting.

Cllr B. Larcombe asked what 'ambassadorial support' meant in relation to the funding bid to DC.

The town clerk said DC was looking to establish a team of volunteers to promote locations across Dorset, although officers would rather have the funding to determine how it could be best spent to support the town. He said discussions with DC were ongoing.

*Cllr M. Ellis returned to the meeting at 8.15pm.*

#### **20/49/SF Investments and Cash Holdings**

The finance manager said at the end of April, the council held cash at £976k, although interest rates were negligible.

Cllr D. Sarson asked if the funds in the Lloyds Liquidity Manager account could be transferred to the Natwest Liquidity Manager account, as the Lloyds account generated interest of 0.01% compared to Natwest's 0.1%.

The finance manager said he would check the interest rate at Natwest as he believed it might also be 0.01%.

The town clerk said now the council had achieved greater financial reserves, it was probably a good time to look at where the council could best locate its money. He said a report would be brought back to the committee for further consideration.

The finance manager said there were higher interest accounts with Lloyds but they might not be instant access. He said he would talk to the council's account manager at Lloyds.

#### **20/50/SF List of Payments**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for March and April 2021 for the sums of £113,927.00 and £134,393.25, respectively.

#### **20/51/SF Receipt of Claim for Business Support**

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

## 20/52/SF Debtors' Report

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

## 20/53/SF Exempt Business

### a) Receipt of Claim for Business Support

The town clerk said SWiM had seen its level of profit drop significantly. He added the council had made some decisions in its favour, such as allowing 20 extra outside covers for £100, and deferring rent reviews until April 2022 which gave the business two years' benefit.

Cllr B. Larcombe said it was a Government instruction that caused the business to close and he didn't feel it was fair to use taxpayers' money to prop up the council's tenants. He didn't feel it would sit well with other businesses or residents.

Members agreed there should be no rent discount but the business should be given until the end of the financial year to clear its outstanding debt, while also continuing to make quarterly payments.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** not to give a discount on rent to SWiM but to allow the business to clear its outstanding debt by the end of the 2021-22 financial year, and to give officers delegated authority to agree the terms of the repayment.

### b) Debtors' Report

The finance manager said the overall debt was the lowest he had ever seen it and the deputy town clerk was working hard to recover the two main debts relating to the chalet park.

Cllr B. Larcombe praised the officers involved in chasing debts and getting the leases sent out.

Cllr M. Ellis asked if all the Marine Parade day huts had paid, as there were several which were in a very poor condition. She asked for an agenda item at a future meeting to discuss what should be done about them.

*The meeting closed at 8.48pm.*

## LYME REGIS TOWN COUNCIL

## TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

## MINUTES OF THE VIRTUAL MEETING HELD ON WEDNESDAY 28 APRIL 2021

**Present**

**Chairman:** Cllr J. Broom

**Members:** Cllr B. Bawden, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

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

**20/34/TMH Public Forum****N. Ball**

N. Ball said there were weeds all over the seafront, for which Dorset Council (DC) was also to blame, and although this was dealt with after Easter, this was far too late as the seafront needed to be tidy for visitors. He said the new glass railings were filthy, including seagull mess over them, and he asked if there was a cleaning regime.

N. Ball also spoke in relation to agenda item 8, Roof Management Plan. He asked why it was only a temporary plan as it had gone on far too long. He said he didn't believe the truth was being told about the roof and it wasn't being sorted out. He felt it was a two-tier council, with council officers versus council members, and he felt members were not being told everything they should be. N. Ball said when he spoke to members, they didn't have a clue what was going on and he was getting very despondent. He felt the council was running to the wire on some things and councillors must be kept in touch, which he didn't believe was happening.

**20/35/TMH Apologies**

Cllr R. Doney – no reason given  
Cllr K. Ellis – revising for an exam

**20/36/TMH Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, the minutes of the previous meeting held on 17 March 2021 were **ADOPTED**.

**20/37/TMH Disclosable Pecuniary Interests**

There were none.

**20/38/TMH      Dispensations**

There were none.

**20/39/TMH      Matters arising from the minutes of the Town Management and Highways Committee meeting held on 17 March 2021**

**Circus request**

Cllr B. Larcombe asked what the council was charging for the circus.

The operations manager said the charge was £375 per week for six weeks. He said he was awaiting confirmation of whether the park and ride would operate to determine where the circus would be sited.

**20/40/TMH      Update Report**

**Guildhall works**

The deputy town clerk said he had had confirmation from the conservation officer that planning permission and listed building consent would be received shortly with one minor condition attached, which meant works would start next week as intended.

**Harbourmaster's store**

Cllr J. Broom asked if there was any update on when DC would vacate the harbourmaster's store.

The deputy town clerk said there was no update but he would write to the DC director concerned and he could specify a date if required. He said DC had previously said the end of July and in the absence of anything different, he assumed this was still the case.

Cllr B. Larcombe asked that the ward member was kept in the loop so he could help move things along.

**Guildhall shop lease**

Cllr J. Broom asked if members could have a plan showing what the tenants wanted in terms of additional outside space.

The deputy town clerk said nothing would be agreed until detailed proposals had been received and agreed by members.

**Tractor**

Cllr M. Ellis asked when the tractor would be returned following repair.

The operations manager said it was back and would be used for raking the beach once reprofiling works had been completed.

## **Survey of council-owned land at Monmouth Beach**

Cllr G. Turner said there were around five large yachts on the accreted land and asked if the town council was charging DC for use of the land.

The deputy town clerk said the town council received no income because although the land was registered to the council, it was the subject of a lease to the Crown Estate, to which DC paid a nominal rent.

## **Electric vehicle charging points**

Cllr R. Smith asked if there was an installation date for the charging points.

The operations manager said he was awaiting a wayleave on the Hill Road store from DC's estates manager as the electricity ran under the driveway.

**20/41/TMH**

## **Roof Management Plan**

The operations manager said based on the discussion at the last meeting, officers had put together a temporary roof management plan, although the situation with the glass specification had not yet been resolved as more information was awaited from the suppliers. As such, he said it was difficult to bring a roof management plan to members until there was a report on the glass.

The operations manager also confirmed Guitars on the Beach had withdrawn their request to use the roof and were seeking another venue.

Cllr D. Sarson said he was still unsure why toughened glass had been used and he wasn't confident about gazebos and marquees being used on the roof due to the lack of structural detail regarding the fixing points on the uprights.

While Covid-19 restrictions continued, Cllr B. Larcombe felt there should be no concerts or mass gatherings on the roof and that signs should be put up prohibiting football because of the glass panels and people sitting below. For events, he didn't want requests to use the roof to be delegated to officers as they had been recently. Regarding the suggestion to put a film over the glass to protect it, he was concerned it would go milky due to the temperatures and UV light it would be exposed to.

Cllr M. Ellis felt officers should continue to have delegated authority to manage events, providing the right plan was in place from the outset which officers could then work to.

Cllr R. Smith said planters and picnic tables would be a physical way of deterring people from doing things on the roof that might cause damage and would be more effective than signage.

The operations manager said three skateboarding signs had been put up and removed by the public.

Cllr M. Ellis said the only way to deal with skateboarding was to introduce a byelaw.

The deputy town clerk said aside from the time taken to introduce byelaws, the relevant byelaw could only be made by DC. He said a request could be made to DC but West Dorset District Council had previously declined to make any further byelaws. He added

that the council was otherwise dependent on landowner's powers but these were quite weak.

Cllr B. Larcombe said that didn't stop the council giving the message that footballs and skateboards should not be used on the roof.

Cllr B. Bawden asked if it was possible to consider replacing the glass as she didn't want people enjoying themselves in the gardens to be restricted because of issues with the glass.

*Cllr C. Reynolds arrived at the meeting at 7.37pm.*

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a temporary roof management plan outlining the following:

- There will be no vehicles, horseboxes or trailers of any kind allowed on the roof, unless required in connection with essential maintenance
- There will be no marquees allowed on the roof
- There will be no gazebos allowed on the roof
- There will be no concerts or mass gatherings on the roof while Covid restrictions continue.

## **20/42/TMH Beach Accessibility Matting**

Cllr M. Ellis asked if this had been budgeted for. If approved, she felt the Mobi Mat would be better as it could be rolled up and taken in, although she felt 25 metres was more than required.

The operations manager said it was not in the budget as it was originally hoped the matting could be obtained for free, so members were being asked if they wanted to use the reserve because it would improve accessibility.

Cllr B. Larcombe agreed 25 metres was too long and asked where it would go, as it would need to be somewhere as level as possible.

The operations manager said it was originally intended to go on the pebble beach, but on the sandy area next to the groyne, although it could go anywhere.

Cllr M. Ellis said most families would want to use the sandy beach but she was concerned about how much space it would take up on the sand.

The support services manager reminded members that the RNLI hut and deckchairs would also be on the sand for the main season, and the matting would be an obstruction for the beach rake.

Cllr B. Larcombe said the tidal range would also need to be taken into account so the matting could only be as long as the high tide line, or else it would need to be rolled in and out as the tides changed.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to defer consideration of beach accessibility matting until the 2022-23 budget and objective-setting process.

## 20/43/TMH **Review of Busking Policy**

The support services manager confirmed the policy would not affect B Sharp's Busking Festival, which would be subject to a separate event management plan.

Cllr B. Larcombe said busking was an issue outside the Royal Standard as it was a congested area, but it was noted this area was not in the town council's control; it was owned and managed by DC.

Cllr B. Larcombe asked how the enforcement officers knew who was allowed to busk.

The support services manager said the enforcement officers were notified of who had been given permission to busk and they had to produce their permit if asked.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed new Busking Policy.

## 20/44/TMH **Anti-social Behaviour**

The operations manager said anti-social behaviour had already started in the gardens and at Monmouth Beach, with council property being damaged. He said he would advise applying to DC to use some of the government money allocated to support seaside resorts to employ security guards as in 2020.

The operations manager said the patrols would be from 8pm to 2am.

Cllr B. Larcombe felt it was good value and if the funding was secured, it would buy the council time to work with the police to find other solutions as he was aware there had been a positive reaction to the council's discussions with the police and crime commissioner about police resources.

Cllr M. Ellis felt the council shouldn't be funding security guards if the funding bid was not successful as anti-social behaviour was a police matter.

Members agreed officers should wait until the funding was in place before employing security guards. The operations manager said he had been assured the funding was coming but it wasn't yet confirmed.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a plan to request government money allocated to Dorset Council available to pay for summer security patrols and increased seafront attendant support.

## 20/45/TMH **Electronic Point of Sale for the Amenities' Hut**

The operations manager said although this would require outlay to start with, which had not been budgeted for, it would be more cost-effective going forward.

Members agreed the system would have paid for itself within a couple of years and would make reconciliation easier for office staff.

Members discussed which system to use and agreed the 'Square' system would be best as it also included an iPad, which would also be covered under the same system.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the purchase of an electronic point of sale for the amenities' hut using the 'Square' system.

## **20/46/TMH Storage Container at the Amenities' Area**

Members agreed storage was required in this location in the gardens so the gardeners had their equipment nearby. The operations manager said this area was preferred over the Langmoor Room because it was at the bottom of the gardens and would also introduce manual handling issues due to the steps to the room.

Members discussed the kind of container which should be purchased; some members felt a cheaper option would be better as storage could be incorporated into the new amenities' hut, while other members felt a more permanent option would be better.

Cllr M. Ellis asked how much a new amenities' hut would cost and whether the storage container could then be used elsewhere if storage was provided in the hut.

Cllr R. Smith asked what the timescales were for replacing the hut as he didn't feel the council should be spending a lot of money on a storage container if the hut was going to be replaced next year.

The deputy town clerk said it would need to be replaced sooner rather than later as the condition of the existing hut had been discussed for the last five years. He said if members were considering incorporating storage within the replacement hut, in the short term it may be worth putting up with the aesthetics of a shipping container which would be much cheaper and could be sold or re-used afterwards.

*Cllr B. Bawden left the meeting at 8.22pm.*

Cllr B. Larcombe said the amenities hut wouldn't have to be as big if it didn't incorporate storage for this equipment. He said the area suggested for the storage container was ideal as it was unused and surrounded by hedging. He also felt petrol shouldn't be kept in the same place staff were working in.

The operations manager clarified there was a separate bunded petrol store outside the amenities' hut. He also confirmed staff would still be able to park behind the hut if a storage container was put there.

Cllr J. Broom felt a shipping container should be purchased so a proper solution incorporating a replacement amenities' hut could be found.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to pursue a permanent storage hut behind the amenities' hut, which doesn't necessarily feature in any future amenities' hut.

Members also discussed whether the outside staff should continue using the Langmoor Room. The operations manager said it wasn't booked out very often and it could continue to be used as a rest area.

Cllr M. Ellis said she would agree to its use while Covid restrictions were in place, but not in the longer term.

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to allow the external works' team to use the Langmoor Room until 21 June 2021.

#### **20/47/TMH Weldmar Hospice Memory Jars**

Cllr D. Sarson said it was a lovely idea but he was concerned about vandalism as they would be lining the pathway in the gardens at a busy time of year.

Cllr M. Ellis was also concerned about people accidentally knocking over the candles with pushchairs etc and the danger of glass then being left on the ground. She suggested it was located somewhere else as she didn't feel the gardens were the right place.

Members agreed a more discreet location would be preferable and suggestions included along the pathway of the memorial walk or hanging in trees. The deputy town clerk suggested the putting green as it was discreet and overlooked.

Cllr M. Ellis said more information was needed from Weldmar about how it would be managed and she also suggested speaking to Sherborne and Weymouth councils as they had already agreed to the memorial.

It was agreed the operations manager would obtain more information and bring a further report to the committee.

#### **20/48/TMH Dorset Council Parking Order Application**

Cllr B. Larcombe asked if it would compromise any future ideas the council may have for the land if the order was applied.

The deputy town clerk said it would be designated as a parking place but that didn't mean it couldn't be used for other things. He didn't think it would prejudice anything the council may subsequently want to agree with DC but it was a slightly unusual situation.

The deputy town clerk emphasised the order was intended to achieve better control and management of the harbour area, not about creating public car parking or income for DC. He said if the council wanted to talk to DC about land swaps and rationalising land and boundaries, the council may want to make it clear permission for the parking order would only be given on a temporary basis until those discussions take place.

Several members felt uneasy about DC being able to have control over the town council's land in this way and the possibility of it inhibiting what the council may wish to do with it.

It was proposed by Cllr J. Broom and seconded by Cllr G. Turner to inform DC the council was not in favour of Dorset Council's harbour master applying for a parking order that includes land adjacent to the RNLI building which is owned by the town council and leased to Dorset Council.

The operations manager said if the parking order was introduced, there was the potential to include Monmouth Beach and Cabanya car parks in the order. This would mean they were no longer covered by the Road Traffic Act 1984 but instead by the Traffic Management Act 2004, which meant parking would be a civil offence rather than a

criminal offence. He said civil offences were easier to deal with in terms of recovering money from people who did not pay fines.

The deputy town clerk felt there wasn't enough information for members to make a decision and he suggested deferring the issue to another meeting. He said if there were time pressures to respond, it could be taken to the next Strategy and Finance Committee or Full Council meeting.

On that basis, Cllr J. Broom withdrew his proposal with the agreement of the seconder, Cllr G. Turner.

## **20/49/TMH Park and Ride 2021**

The deputy town clerk said First Group had been led to believe that unless there were any unexpected changes, if social distancing was removed from 21 June 2021, a 121-capacity bus would revert to full capacity. However, this didn't address the issue of whether people would be willing to get on a full bus.

The deputy town clerk said if the service ran for the school summer holiday and the week before at the current reduced capacity, it would cost the council in excess of £30k. On the other hand, with all social distancing removed and if people were willing to use busy public transport, the service could make a surplus, which the council would share equally with First.

The deputy town clerk said First's view was that given the current emergency legislation, it would be possible to leave making a decision until the end of May for the service to run from July.

Cllr B. Larcombe said there were record numbers of people in Lyme Regis last summer with no park and ride operating and it seemed to work reasonably well. He felt it was too risky to run the service.

Cllr S. Williams suggested opening the gate to the park and ride during the summer holidays and letting people park for free and walk to and from town.

The deputy town clerk said this wasn't a no-cost option as there would still be the land rental fee to pay. He said from the data in previous years, it was known people arrive and leave in a narrow period and while people might be happy to walk into town, there were limited options to get them back to the park and ride site in a short time period and in large numbers.

Cllr C. Reynolds asked if officers felt the less the field was used for park and ride, the more inclined the owner would be to use it for something else.

The deputy town clerk said it was a reasonable assumption for the landowners to consider the best future use of the land.

The deputy town clerk reminded members that, Covid issues aside, it should be a bumper year for park and ride as DC had quadrupled the parking rates at Holmbush and Charmouth Road car parks, which would make park and ride more attractive.

Proposed by Cllr R. Smith and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to defer consideration of whether to run a reduced-period park and ride service for summer 2021 until the end of May 2021.

#### **20/50/TMH Request for Taxi Ranks**

Members agreed one or more taxi ranks was a good idea with the number of taxis now operating in the town.

Cllr B. Larcombe asked how many taxis it would accommodate and how it would affect access.

The deputy town clerk said the precise number of vehicles and the location of the ranks would be a matter for DC; all the town council was being asked was whether it supported the principle of taxi ranks in the general locations suggested.

Cllr C. Reynolds asked how a taxi rank for more than one vehicle would fit at Cobb Gate and at the Cobb, who would get priority on those spaces, and whether a taxi could sit there all day.

The deputy town clerk said he didn't know of any town where the number of spaces was equal to the number of vehicles and as DC was both the highway and licensing authority, it would work out all the details in consultation with the various operators. He said if the council agreed in principle, there would be extensive consultation before anything could be implemented.

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to support a request from a local taxi operator for the provision of two taxi ranks in Lyme Regis and communicate the council's support to Dorset Council.

#### **20/51/TMH Charmouth Road Allotments**

The deputy town clerk said the final report had now been received and in the locations tested, the levels of lead were not found to be a particular problem. Although testing had not taken place within the allotment site, the reasonable assumption was that the levels were likely to be the same. He said the report also made reference to naturally occurring contamination and those that came with use of fertilisers and other materials.

The deputy town clerk said the report made the general recommendation that all vegetables were cleaned of mud and peeled before human consumption, but it was felt there was no reason to be concerned about the use of the land as an allotment.

Cllr B. Larcombe said the findings were what the council hoped for and expected and thanked DC for their input.

Cllr D. Sarson said as the council's representative on the Allotments Association, he had shared the report with the secretary.

#### **20/52/TMH Complaints and Incidents Summary**

Cllr M. Ellis asked if DC was sending its dog wardens to Lyme Regis as the town should be getting as much of their time as other towns.

The operations manager said they were in Lyme from time-to-time but not as often as hoped, partly because the town council had two enforcement officers who were authorised by DC to do the job.

Cllr B. Larcombe was pleased to see anti-social behaviour incidents in the gardens being reported as it helped to build up a picture of the size of the problem.

Cllr D. Sarson asked if incidents in the gardens and at Monmouth Beach were reported to the police by the council.

The operations manager said the police were involved in some of the issues anyway but the council's list of complaints wasn't regularly reported to them.

Cllr B. Larcombe said every person who had made a complaint to the council about anti-social behaviour had been told to report it to the police.

## **20/53/TMH The Provision of a Third RNLI Lifeguard**

Proposed by Cllr B. Larcombe 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 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.

## **20/54/TMH Exempt Business**

### **a) The Provision of a Third RNLI Lifeguard**

Cllr B. Larcombe questioned the need for a third lifeguard as Lyme Regis beach was one of the safest on the south coast and there was a RNLI lifeboat station within yards of the lifeguard hut.

Cllr G. Turner agreed and said the coastguards and lifeboat were on call 24/7.

Cllr R. Smith said with lots of people likely to be having holidays at home, the risk of something happening had increased, and visitors were perhaps not used to swimming in cold water.

Cllr B. Larcombe asked if the RNLI would take away the third lifeguard if the council didn't fund it. He said if that was the case, the RNLI was obviously content with the raised risk it would be undertaking.

The operations manager said there were many incidents of lost children and if there were three lifeguards, they were able to look after the children and find the parents. If there were only two lifeguards, the council's staff were pulled away from their primary duties to deal with lost children.

Cllr M. Ellis suggested the Government funding for seaside resorts was used to pay for a third lifeguard.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to meet the cost of a third RNLI lifeguard during the summer seasons if the Government funding for seaside resorts was obtained via Dorset Council.

*The meeting closed at 9.53pm.*

DRAFT

**Committee:** Full Council

**Date:** 25 May 2021

**Title:** Calendar of Meetings

**Purpose**

To allow members to approve the calendar of meetings for the first cycle of the 2021-22 council year

**Recommendation**

Members approve the calendar of meetings for the first cycle of the 2021-22 council year.

**Background**

1. Standing order 5.j.xxi requires the council to ‘determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council’.
2. At the Full Council meeting on 22 April 2021, members considered a report on the establishment of a committee to consider environmental issues. It was agreed an Environment Committee would be established but further review of the committee structure was required.
3. It was therefore resolved ‘to schedule one seven-week cycle at the beginning of the 2021-22 council year, to include the Environment Committee, to allow time to discuss the committee structure’.

**Report**

4. The proposed calendar of meetings for the first cycle of meetings in the 2021-22 council year is:

Wednesday 26 May 2021	Annual meeting
Tuesday 8 June 2021	Planning Committee
Wednesday 9 June 2021	Human Resources
Wednesday 16 June 2021	Town Management and Highways Committee
Wednesday 23 June 2021	Extraordinary Full Council
Wednesday 30 June 2021	Tourism, Community and Publicity Committee
Tuesday 6 July 2021	Planning Committee
Wednesday 7 July 2021	Environment Committee
Wednesday 14 July 2021	Strategy and Finance Committee
Wednesday 28 July 2021	Full Council
Tuesday 3 August 2021	Planning Committee

5. An extraordinary Full Council meeting has been scheduled in the middle of the cycle on 23 June 2021 to allow members to discuss the committee structure and to sign off the Annual Governance and Accountability Return.
6. This calendar of meetings takes us up to the summer recess, so any new committee structure could begin in September 2021 after the break.

Adrienne Mullins  
 Support services manager  
 May 2021

**Committee:** Full Council

**Date:** 25 May 2021

**Title:** Financial Regulations

**Purpose of Report**

To allow members to consider the council's revised financial regulations

**Recommendation**

Members consider and approve the proposed financial regulations, appendix 17A

**Background**

1. The council's financial regulations were last reviewed on 1 May 2019.

**Report**

2. The financial regulations govern the conduct of the financial management of the council.
3. The council's standing orders requires, under 5.j. x, annual 'review and adoption of appropriate standing orders and financial regulations'.
4. The National Association of Local Councils (NALC) produced a revised model of its financial regulations in 2019.
5. Officers have reviewed NALC's model financial regulations and produced a new set of financial regulations that incorporate revisions in legislation and good practice, **appendix 17A**.

John Wright  
Town clerk  
May 2021

**Committee:** Full Council

**Date:** 25 May 2021

**Title:** Standing Orders

**Purpose**

To allow members to consider and approve proposed changes to the council's standing orders

**Recommendation**

Members approve the proposed standing orders

**Background**

1. The standing orders detail how the council organises its affairs and functions. It covers procedures during meetings, financial matters not covered in the council's financial regulations, delegation to council officers and other matters. Sections of the standing orders are mandatory.
2. The council's existing standing orders requires, under 5.j. x, annual 'review and adoption of appropriate standing orders and financial regulations': standing orders were last reviewed and adopted by the Full Council during the 2018-19 council year on 19 September 2018.
3. The review during the 2019-20 year did not take place due to Covid-19.

**Report**

4. The council's standing orders are based on a model produced in 2018 by the National Association of Local Councils (NALC) but with additions and amendments to reflect this council's custom and practice and policy decisions.
5. NALC published a revised model in 2020, although very few changes were made.
6. The key changes centre around the procurement thresholds to reflect changes since Brexit; these changes are reflected in standing orders 18d and j.
7. The proposed standing orders are at **appendix 18A**.

Adrienne Mullins  
Support services manager  
May 2021

**Committee:** Full Council

**Date:** 25 May 2021

**Title:** Information Policy

**Purpose of Report**

To allow members to consider the council's Information Policy

**Recommendation**

Members consider and approve the council's Information Policy, appendix 19A

**Background**

1. Standing order 5.j. identifies the business that shall be transacted during the course of the council year, either by the Full Council or following consideration and recommendation from the relevant committee: the requirement for 'Establishing or reviewing the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998' is detailed paragraph 5.j.xviii of the council's standing orders.
2. The information policy, **appendix 19A**, was considered by the Strategy and Finance Committee on 10 July 2019 and approved by resolution of the Full Council on 24 July 2019.
3. The latest version of the policy has been amended to strengthen General Data Protection Regulation (GDPR) compliance.

John Wright  
Town clerk  
May 2021

**Committee:** Full Council

**Date:** 25 May 2021

**Title:** External Audit Report

**Purpose of Report**

To allow members to consider the external auditors report and certificate

**Recommendation**

Members approve the external auditor's report and certificate for 2019-20

**Background**

1. The town council approved the 2019-20 Annual Governance and Accountability Return (AGAR) on 24 June 2020 and submitted it to the external auditor, PKF Littlejohn.
2. An elector identified an error in section 9 of the AGAR and notified the town council. The council notified the external auditor of this error on 10 July 2020 and supplied them with an explanation and a revised figure<sup>1</sup>.
3. The council was subsequently challenged by an elector and, because of this challenge, the external auditor issued the council with an interim letter, only, on 27 November 2020. The letter acknowledged the completion but not the certification of the audit.
4. As a result of the challenge, on 28 January 2021 the external auditor asked the council five questions based on assertions made by the complainant, **appendix 20A**<sup>2</sup>. The town clerk replied on 4 March 2021, **appendix 20B**.
5. On 5 May 2021, the external auditor issued the town council with a completed certificate and the amended AGAR, **appendix 20C**.
6. The report states:

‘On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.’
7. Other matters not affecting not affecting the external auditor's opinion were drawn to the council's attention:
  - ‘In the completion of the Annual Internal Audit Report and their detailed report, the internal auditor has drawn attention to significant weaknesses in relation income collection and bank reconciliations. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

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<sup>1</sup> Section 9 of the AGAR is ‘The fixed assets plus long term investments and assets’. The original amount submitted was £7,970,240; the revised amount £7,898,735. The error was caused by the double counting of an asset.

<sup>2</sup> The external auditor did not assess the complainant's assertions as eligible objections but dealt with them as information brought to their attention during the course of the review.

- The AGAR was not accurately completed before submission for review and had to be amended for an error in the Box 9 figure.
- We received challenge correspondence in relation to the 2019/20 AGAR which we considered before completing our work. The Council will receive an invoice in relation to this additional work.'

8. The report and certificate have been posted on the council's website and notice board.
9. PFK Littlejohn has invoiced the council for £1,065 plus VAT for the cost of the work resulting from the challenge.

John Wright  
Town clerk  
May 2021

Dear Mr Wright

Thank you for that confirmation. We have written to xx today explaining our approach (since the issues raised cannot be considered as eligible objections).

We will be considering the 5 issues that he has raised with us as ‘information brought to our attention during the course of our review’ as part of our work on the limited assurance review of the AGAR and we will report to the Council on any issues arising from this additional work; any reporting must be published by the Council and so will be in the public domain for him to peruse.

We will not be required to report directly to him, which will save time and money (the fees for additional work as a result of challenge correspondence are set by [SAAA – see table 2](#)).

The information that he has brought to our attention consists of the following assertions that he has made in connection with the 2019/20 AGAR:

1. The fixed asset register is both incorrect in value and not fit for purpose.
2. Lists of payments have not properly disclosed to members or the electorate.
3. Staff have potentially been overpaid by one day.
4. Water recharge invoices have not been raised for two, potentially three, years.
5. There is a risk that all input VAT has not been reclaimed and the amount may be material.

In order for us to consider this information, we would be grateful if you could provide us with the Council’s formal response to these assertions and the following supporting documentation for the year 2019/20:

- A copy of the asset register as at 31/3/20 and a reconciliation to the Box 9 figure if the 2 totals do not agree
- A copy of the Council’s fixed asset valuation policy (and the minutes of approval of the policy if this has been amended since the Practitioners’ Guide was updated to allow differing valuation methods)
- Links to the payments information required to be published by the [Local Government Transparency Code 2015](#)
- Links to the payments listing approved in the minutes at each meeting
- Copies of (or links to) the agenda papers including the payments listings
- Documentation supporting the Council’s response to the assertion that staff have been overpaid
- Copies of water recharge invoices in relation to 2019/20
- Supporting documentation in respect of the quarterly VAT reclaims
- Copies of any detailed internal audit reports in respect of 2019/20

Thank you for your assistance with this matter. Please contact us if you have any queries. Please note that we must follow the guidance prescribed by the NAO in [AGN04](#) when considering challenge correspondence.

Kind regards

**SBA Team**

For and on behalf of PKF Littlejohn LLP

T +44 (0) 20 7516 2200

[sba@pkf-l.com](mailto:sba@pkf-l.com)

Dear SBA Team

Thank you for your email, in response to the assertions raised:

### **Fixed Asset register and reconciliation**

When the AGAR was submitted at end-June 2020, section 9, 'Total fixed assets plus long term investments and assets', detailed an amount of £7,970,240.

This figure was incorrect; xx identified this error and notified the council's finance manager, Mark Russell.

On 10 July 2020, the council's finance manager emailed PFK Littlejohn and informed the SBA team of this error and re-stated the amount for box 9 at £7,898,735.

In his email to the SBA team, Mark Russell explained there was a duplication error in row 14. By way of explanation, in 2018-19 Marine Parade toilets underwent a major refurbishment increasing its value from £14,996 at 31 March 2018 to £86,501 at 31 March 2019. The increase in value, £71,505, is detailed in the 2018-19 additions column. Unfortunately, the original calculation for the 2019-20 AGAR duplicated this sum in the additions column for 2019-20, creating an incorrect asset value of £ £158,006.

The amount, £71,505, accounts for the variation between the original AGAR submission and the re-stated amount. The email from Mark Russell to SBA is attached. The email includes a copy of the fixed asset register.

### **Fixed asset policy**

Attached is a copy of the council's fixed asset policy.

### **List of payments**

Below are links to the agendas and minutes where the lists of payments were presented and approved:

#### April 2019

##### Agenda

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/01%20-%20Full%20Council/2019-20%20Agendas/2019-05-29%20Full%20Council%20agenda%20.pdf>

##### Minutes

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/01%20-%20Full%20Council/2019-20%20Minutes/2019-05-29%20Full%20Council%20minutes.pdf>

#### May, June, July, August, September 2019

##### Agenda

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/04%20-%20Strategy%20and%20Finance%20Committee/2019-20%20Agendas/2020-02-05%20Strategy%20and%20Finance%20agenda%20.pdf>

##### Minutes

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/04%20-%20Strategy%20and%20Finance%20Committee/2019-20%20Minutes/2020-02-05%20Strategy%20and%20Finance%20minutes.pdf>

### October, November and December 2019 and January 2020

#### Agenda

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/01%20-%20Full%20Council/2019-20%20Agendas/2020-02-19%20Full%20Council%20agenda.pdf>

#### Minutes

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/01%20-%20Full%20Council/2019-20%20Minutes/2020-02-19%20Full%20Council%20minutes.pdf>

### February and March 2020

#### Agenda

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/01%20-%20Full%20Council/2020-21%20Agendas/2020-07-29%20Extraordinary%20Full%20Council%20agenda.pdf>

#### Minutes

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/01%20-%20Full%20Council/2020-21%20Minutes/2020-07-29%20Extraordinary%20Full%20Council%20agenda.pdf>

### **Staff overpayment**

LRTC use the following calculation to work out the hourly rate: Annual Gross Salary divided by 365 (days in year) multiplied by 7 (days in week) divided by 37 (hours worked). This method is consistent with HMRC, and has been used consistently across at least the last 6 years to work out the hourly rate.

XX has consistently claimed the council overpaid staff by one day in April 2019. In an attempt to draw a line under this, the council asked its internal auditor to review the April 2019 payroll. Please find attached her assessment. This is password protected: LymEApR!!2019.

### **Water charges repayments**

There are some complexities around the water recharging to the chalet park, South West Water have 3 accounts for our chalet park, but these 3 meters feed all chalets and caravans. This is compounded due to a major water leak, and that we don't have accurate readings for all chalets.

Officers have been working on this, and looking at bills received and previous charges, and also allowing for the water leak, we are now in a position to raise the 2019-20 before end of financial year March 2021.

### **VAT returns**

Attached are copies of the quarterly VAT returns for 2019-20.

### **Internal audit report**

Below are links to the agendas and minutes which include copies of the internal audit reports and the corresponding minutes:

Visit one

## Agenda

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/04%20-%20Strategy%20and%20Finance%20Committee/2019-20%20Agendas/2019-12-18%20Strategy%20and%20Finance%20agenda%20.pdf>

## Minutes

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/04%20-%20Strategy%20and%20Finance%20Committee/2019-20%20Minutes/2019-12-18%20Strategy%20and%20Finance%20minutes.pdf>

## Visits two and three

## Agenda

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/04%20-%20Strategy%20and%20Finance%20Committee/2019-20%20Agendas/2020-03-18%20Strategy%20and%20Finance%20agenda.pdf>

## Minutes

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/04%20-%20Strategy%20and%20Finance%20Committee/2019-20%20Agendas/2020-03-18%20Strategy%20and%20Finance%20agenda.pdf>

## Visit four

## Agenda

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/01%20-%20Full%20Council/2020-21%20Agendas/2020-06-24%20Extraordinary%20Full%20Council%20agenda.pdf>

## Minutes

<https://www.lymeregistowncouncil.gov.uk/userfiles/files/Council%20Meetings/01%20-%20Full%20Council/2020-21%20Minutes/2020-06-24%20Extraordinary%20Full%20Council%20minutes.pdf>

John Wright

Town clerk

Lyme Regis Town Council

PKF Littlejohn LLP

Accountants &  
business advisers

## Final External Auditor Report and Certificate 2019/20 in respect of Lyme Regis Town Council DO0098

### Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report 2019/20

On 26 November 2020, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2020. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

- In the completion of the Annual Internal Audit Report and their detailed report, the internal auditor has drawn attention to significant weaknesses in relation income collection and bank reconciliations. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.
- The AGAR was not accurately completed before submission for review and had to be amended for an error in the Box 9 figure.
- We received challenge correspondence in relation to the 2019/20 AGAR which we considered before completing our work. The Council will receive an invoice in relation to this additional work.

### External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*PKF Littlejohn LLP*

PKF Littlejohn LLP

05/05/2021

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PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### Lyme Regis Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2020

and recorded as minute reference:

19/183/C

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

[www.lymeregistowncouncil.gov.uk](http://www.lymeregistowncouncil.gov.uk)

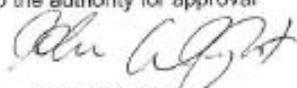
## Section 2 – Accounting Statements 2019/20 for

### Lyme Regis Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	1,419,323	1,435,449	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	120,708	120,708	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,519,082	1,643,856	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	679,924	701,249	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	37,850	37,500	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	905,890	1,234,394	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,435,449	1,226,872	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,390,060	1,228,683	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,791,962	7,970,240 <i>7,970,240</i>	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	248,700	217,500	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 18/06/2020

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2020

as recorded in minute reference:

19/183/C

Signed by Chairman of the meeting where the Accounting Statements were approved



**Committee:** Full Council

**Date:** 25 May 2021

**Title:** Dorset National Park

**Purpose of Report**

To allow members to consider the council's position on proposals for a Dorset National Park

**Recommendation**

Members consider the report and instruct the town clerk

**Background**

1. On 13 July 2016, the Full Council received a report on proposals for the creation of a national park. The report was supported by a presentation by Richard and Sandra Brown from the Dorset and East Devon National Park Team.
2. The Full Council resolved:  

‘to support the further evaluation of the potential benefits of the creation of a National Park for Dorset and East Devon.’
3. On 30 January 2019, the Strategy and Finance Committee received a further presentation from Sandra Brown from the Dorset and East Devon National Park Team.
4. Discussion took place on: the history of the campaign to secure a Dorset National Park; how the planning system would work under a national park authority, including the town council's role; how the national park authority would be funded; how the national park authority members are nominated/elected; how the authority would deal with land slippage and coastal defence works; whether the boundary of the national park would be outside coastal towns or not; and who the authority would be accountable to.
5. At this point in time, the council hadn't formed a policy position on the Dorset and East Devon National Park.
6. Subsequently, on 13 March 2019; the council considered its policy position on the proposed national park and recommended to the Full Council:  

‘to send the following response to the Dorset and East Devon national park team: ‘to avoid any misunderstanding, the council's expressed support so far has only been for further information; this does not indicate any level of support the council has yet to declare. The council wishes to consider the matter further and will respond to the Glover Review by the deadline’.’
7. This recommendation was approved by resolution of the Full Council on 20 March 2019 and the letter was sent on 2 April 2019.
8. To help inform the council's position, a public debate was considered and LymeForward agreed to organise the event on behalf of the council. The event didn't take place, the Glover report was concluded, the proposed national park boundaries changed, and Covid-19 occurred.

**Report**

9. The issue of the national park has been subject to some recent public statements: Chris Loder, our local MP, is against the national park, **appendix 21A**; the Dorset National Park Team, which has promoted the national park, has issued a response to Chris Loder statement, **appendix 21B**.
10. We are now probably at a stage where the town council should formally determine and declare its position.

#### **What do others think?**

11. The government made a commitment to national parks in its 2019 election manifesto. National parks feature in the government's plan for a greener economic future.
12. The local MP, Chris Loder, is against the national park.
13. Dorset Council hasn't determined its policy position but is likely to support a national park.
14. The majority of town and parishes in Dorset appear to be against a national park. This assessment is informed by the town council's Dorset Association of Parish and Town Council (DAPTC) representative, and the mayor and town clerk who have regular discussions with other town councils. The exceptions are coastal and rural parishes to the east of the county who appear to support the proposal.
15. Dorset Commission for the Protection of Rural England support the proposal.
16. The pro-national park group, Dorset National Park Team, are currently urging town and parish councils to join them in local discussions of this matter.
17. The council could further engage with Dorset National Park Team, revisit the proposal for a community debate on a national park or, after consideration, determine its own position.

John Wright  
Town clerk  
May 2021

Dear John

Further to my previous email asking for the Council's view on the Dorset National Park proposals, some Parish Councils have asked me for an insight into my own view and I'm very pleased to be able to share that. I'm opposed to the Dorset National Park for the following reasons:

- House prices in the nearby New Forest National Park are 23% more expensive than in Dorset currently. This is common across all National Parks. I have no wish to increase house prices here in West Dorset any more than they are already, when Dorset house prices are already 20% higher than the England average. It is not difficult to foresee the inevitable increase in house prices should Dorset be classed as a National Park.
- Having lived in West Dorset nearly all my life, I have seen how house price inflation and second home ownership has changed village communities almost beyond recognition. A National Park would deplete communities of local people through a second home boom. Businesses that depend on the local population would struggle and unemployment would increase.
- A National Park would force young people to leave Dorset, seeking better living affordability and work opportunities elsewhere. The full-time employment rate in some of our neighbouring National Parks is 11% below average. National Parks worsen unemployment which has already been exacerbated by the coronavirus pandemic.
- Our planning system in West Dorset is bad enough as it is – I don't want it to be any worse. At least currently, when the planning system isn't working, your local elected councillor can be held responsible. If you're a parish in a National Park area, that won't be the case. Local government must be democratic to ensure it accurately represents the people it serves. Dorset Council has dedicated councillors with deep local knowledge. Given that a National Park Authority is not an elected body, it is an appointed body and is not democratic and therefore not accountable to us. We would therefore have much less influence over planning policy than they do today. Unlike other National Parks that are more sparsely populated, such as Dartmoor and Exmoor, Dorset is a living environment with homes and businesses spread across the whole expanse of land. It is important to the people of Dorset that they maintain democratic control of their local authorities.
- If you are a parish that is just outside the proposed boundary, in my opinion, you are likely to be severely impacted going forward by large housing quotas that will change the spirit of the community. I am concerned that the creation of a National Park would push housing quotas to areas just outside the boundaries of the protected landscape. Providing Dorset's housing supply should be collaborative and sustainable – not about turning half of Dorset into a museum whilst imposing mass development on communities outside of the designated National Park area.
- Prior to being elected MP for West Dorset, I served on the West Dorset District Council. It was slow and bureaucratic. Many years have been spent developing a proposal and implementing a unitary authority in Dorset, to reduce bureaucracy, streamline spending and to deliver better services to local communities. The new unitary Dorset Council has responded dynamically to the coronavirus crisis and this dynamism will be essential to the county's economic recovery in the

wake of the pandemic. Having spent years streamlining the system, I do not believe it sensible to now add an additional bureaucratic body back into the mix, in the form of a National Park Authority.

- My priority is to ensure the sustainability of our village shops, primary schools, village halls, pubs, and parish churches. In order to do this, we will need to ensure a very modest level of development, enabling local people to afford to live in the area where they grew up. Placing Dorset villages under the control of a National Park Authority will, in my opinion, make sensible development so much harder, whilst National Park status concurrently inflates the price of existing housing stock further still and attracts second homeowners. This would hit low-income, local people the hardest and threaten the future of village amenities.

Therefore, I don't support a Dorset National Park. In my opinion, the Dorset National Park proposal would make house prices higher still and make employment more difficult, make it more difficult for local people to live and work here. We've had the most severe economic shock since world war two and I, as your Member of Parliament, cannot support initiatives such as this that will make life more difficult for people who live here.

I hope this summary is helpful as you consider your own position.

Yours sincerely  
Chris

**Chris Loder MP**  
Member of Parliament for West Dorset



### The proposed Dorset National Park: some facts



Some parish and town councillors have asked for the views of the Dorset National Park Team on recent statements by Chris Loder MP. We hope the following are helpful. We have provided several references so statements can be evidenced.

Councillors will know that the Government made a commitment in its election manifesto to create new National Parks for England. The Prime Minister confirmed that commitment in November last year when he launched the Government's Plan for a greener economic future. The Government would surely not have made this commitment if they thought the result would be to "deplete communities of local people", "force young people to leave Dorset", "turn half of Dorset into a museum", "leave parishes outside the National Park severely impacted going forward by large housing quotas" and "threaten the future of village amenities." Rather, the Government sees the benefits of National Parks for their communities, economy and environment, as part of a successful, thriving, greener future.

#### What are the facts?

Dorset's environment is our greatest economic asset<sup>1</sup>. It is why many of us live and work here and why so many visit our area. But it has not been immune to the nature emergency and the loss of green space and wildlife. National Parks bring additional resources and expertise, including government funding. They have the responsibility to:

- Conserve and enhance the environment and cultural heritage;
- Promote enjoyment and understanding of the environment and heritage, and public health and well-being;
- Foster the economic and social well-being of local communities and respond proactively to local housing needs.

In Dorset, a National Park would replace the existing Dorset Area of Outstanding Natural Beauty (AONB) and would work closely in partnership with the Dorset Council, as the AONB now does. A crucial difference is that the National Park would have far higher funding from central government. The AONB Partnership made plain in last year's Report that it lacks the funds fully to do its job in looking after the precious landscape, habitats and heritage in its area. The National Park would bring those funds, without cost to local people and businesses.

The Manager of the Dorset AONB has noted that Dartmoor, for example, with 20% less area than the Dorset AONB has 15 times the level of Government funding. National Parks bring the scale of funding needed, and Dorset deserves and needs such additional support.

#### The Government's view

The Government's 25 Year Environment Plan reflected its manifesto commitment to "*leave the environment in a better condition than we inherited it*". It praised the good work that National Parks do for their communities, economy and environment. Of course, they could always do even more, and Dorset can learn from the experience and achievements of others – especially the South Downs National Park with its working farmed landscape, towns and villages.

<sup>1</sup> "Dorset's Environmental Economy", report for Dorset County Council, Ash Futures

The Government sees creating new National Parks as part of its future economic plans including for opportunities in the “green/blue” economy. The evidence suggests:

- National Parks are home to successful, vibrant businesses including small businesses<sup>2</sup>. They work in partnership with economic stakeholders and communities to plan for and meet their needs for economic and employment spaces. Indeed, National Parks “need to accommodate growth, development and investment in all rural areas at an appropriate scale and form.”<sup>3</sup>
- National Parks promote local products, including food and drink, and could boost the Dorset brand at home and abroad.
- A majority of businesses in National Parks believe that National Park designation has had a positive impact on their business<sup>4</sup>.
- The economies of National Parks are more resilient in economic downturns and their overall unemployment rate has been half the national rate<sup>5</sup>.
- A report by Bournemouth University concluded that National Parks sustain the natural environment and capital of their areas whilst also contributing to local communities, visitor enjoyment and their local economies. It concluded that a Dorset National Park could add many millions of pounds in value to the county's economy in tourism and other sectors.<sup>6</sup>
- Evidence from the South Downs National Park, which like Dorset is a working farmed landscape, shows how it works in partnership with farmers and landowners. A Dorset National Park also would value them as guardians of the countryside and producers of quality foods as well as providers of vital ecosystem services (such as clean water, flood resilience, healthy soils and woodlands which contribute to carbon capture, and access to the countryside for recreation and health.) It would support them in securing new “public benefit” farm funding and in appropriate diversification<sup>7</sup>.

### **What about bureaucracy?**

It is helpful that Chris Loder now seems to accept that a National Park would not add another layer of bureaucracy. A National Park would bring greatly increased resources and expertise and contribute, as a partner, to Dorset Council's aims and work and support local services such as rural buses. There would indeed be no overlap.

### **What about housing pressures on adjacent areas?**

Many people are concerned about possible new housing numbers based on a central algorithm in the draft Dorset Council Local Plan. If there were to be a Dorset National Park, then national planning guidance would enable the Dorset Council and the National Park to sit down together and develop a local approach to assessing Dorset's housing needs **for the whole of the Dorset Council area**. The Dorset National Park Team has also proposed that the Dorset Council and Dorset National Park should develop and deliver a shared Local Plan, through a joint planning team, when the plan which is currently being developed comes to be updated.

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<sup>2</sup> *A Report on the Economic Cost-Benefit Analysis on the Creation of a National Park within Dorset and East Devon* Kyle Dyett, Professor Davide Parrilli and Dr Ishmael Tingbani, Bournemouth University, Jan 2018

<sup>3</sup> Government Circular to National Parks, paragraph 70

<sup>4</sup> *The Economic Benefits of a Dorset National Park*, Cumulus Consulting, November 2018

<https://www.dorsetnationalpark.com/post/economic-benefits>

<sup>5</sup> *A Report on the Economic Cost-Benefit Analysis etc* op cit

<sup>6</sup> *A Report on the Economic Cost-Benefit Analysis etc* op cit

<sup>7</sup> See eg evidence from the South Downs <https://www.dorsetnationalpark.com/post/new-farming-case-studies>

### **What about house prices and help for young families?**

House prices are high in areas of the country that are desirable places to live. National Parks are not alone in being such places. In Dorset, house prices are high both within and outside designated areas like the AONB. National Parks have a duty to be proactive in meeting local housing need, including for truly affordable homes. Currently Dorset has a shortage of appropriate homes (as a report for Dorset CPRE makes clear)<sup>8</sup> to meet the needs of local people – including to keep and attract young families who are vital to the future of communities and the economy. The South Downs National Park includes policies to help meet these needs in its Local Plan.

### **What about local accountability?**

Currently around 25% of the Board of the Dorset AONB are Dorset councillors (Dorset Council, town and parish councillors). With a National Park that would rise to around 75%. Town and parish councillors would for the first time be involved in an effective way in making decisions on planning, including on a shared Local Plan and planning proposals.

### **Would establishing a National Park involve a major reorganisation?**

No. The Dorset Council would remain the lead authority for all rural Dorset responsible for major functions such as social care, education and highways. A National Park would bring additional funding and work in partnership to help councils and communities tackle Dorset's environmental, eco and climate challenges, support planning and other local services, and provide a multi-million pound economic boost to all of Dorset. The benefits make a National Park a compelling investment in Dorset's future prosperity, its communities and environment.

### **The future**

The Government has committed to establish new National Parks. When we see what the Government proposes, we can all work together to ensure that any Dorset National Park has the duty, the imagination, the resources, the staff and the appropriate democratic control to achieve true stewardship of our county's magnificent heritage, to help local people and visitors to enjoy our countryside, towns and villages while addressing tourism pressures, and to fulfil its statutory responsibilities to promote the well-being of Dorset's local communities and economy.

Chris Loder says that our priority should be *"to ensure the sustainability of our village shops, primary schools, village halls, pubs, and parish churches. In order to do this, we will need to ensure a very modest level of development, enabling local people to afford to live in the area where they grew up."* We agree...With a National Park, the level of housing and other development can be determined by Dorset, taking account of local needs. A Dorset National Park would work in partnership with our communities and the Dorset Council for a thriving successful future as envisaged by the Government. It would benefit our communities and economy as well as our environment and help us all to pass on Dorset's outstanding countryside and heritage to future generations.

*The Dorset National Park Team,  
April 2021*

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<sup>8</sup> <https://dorset-cpre.org.uk/news/current-news/item/2250-dorset-housing-needs-evidence-report-june2020>

**Committee:** Full Council

**Date:** 25 May 2021

**Title:** Dorset Council Parking Order Application

### **Purpose of Report**

To allow members to further consider a request from Dorset Council's harbour master to apply for a parking order that includes land adjacent to the RNLI building which is owned by the town council and leased to Dorset Council

### **Recommendation**

Members consider the additional information and instruct the town clerk

### **Background**

1. The request from the harbourmaster is being considered by Full Council because the town council owns land within the parking order application area. The town council has historically leased this land to Dorset Council. The precise extent of the land owned by the town council is currently being assessed by South West Surveys ahead of wider discussions with Dorset Council about its future use.

### **Report**

2. On 14 April 2021, Dorset Council's harbourmaster emailed the town clerk about an application for a parking order to cover areas under his control. The proposed application includes an area of land leased from the town council which is principally used for boat storage.
3. This initial request was considered at the meeting of Town Management and Highways committee on 28 April. Members declined to make a decision on the matter because they wanted further clarification about the purpose of the order and its implications for this council's included land.
4. The harbourmaster has subsequently clarified:  
*'It is as you say to regulate parking better, to stop unauthorised parking on all areas and to charge for the slipway area. We have no intention to allow parking on the beach area. It will help us stop this.'*
5. Members are asked to re-consider if they are prepared to include town council-owned land within the parking order application in light of the above clarification.
6. The officer view is that there is no reason not to support the making of the order. It will not prevent those legitimately entitled to use the land from doing so, but will help to better regulate and manage the harbour area and may well result in any unauthorised and displaced vehicles parking in the town council's adjacent public car park. It will not prejudice any future discussions with Dorset Council about the use of land in that area; the extent and scope of the order can easily be varied at that time. It does not affect the value of the town council's land in the short, medium or long term, but the council might want to consider making it support for the order

conditional on its ability to give reasonable (say 6 months) notice of its intention to withdraw town council owned land from the scope of the order if any circumstances arose in the future which made it sensible to do so.

Mark Green  
Deputy town clerk  
May 2021