



**John Wright
Town Clerk**

Lyme Regis Town Council

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Notice is given of a meeting of the **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 15 December 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
10.12.21

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. 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

2. Dorset Council Matters

To receive updates from the Dorset Council ward member

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. 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.

6. Dispensations

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

7. To confirm the accuracy of the minutes of the Full Council meeting held on 27 October 2021 (attached)

8. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 23 November 2021 (attached)

9. Matters arising from the minutes of the Full Council meeting held on 27 October 2021 and the extraordinary Full Council meeting held on 23 November 2021

There are no matters arising.

10. Update Report

There are no updates.

11. Planning Committee

To receive the minutes of the meetings held on **19 October and 30 November 2021** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

12. Environment Committee

To receive the minutes of the meeting held on **24 November 2021** and consider the recommendations therein.

13. Human Resources Committee

To receive the minutes of the meeting held on **3 November 2021** and consider the recommendations therein.

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **1 December 2021** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **17 November 2021** and consider the recommendations therein.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **10 November 2021** and consider the recommendations therein.

17. Appointments to Council Committees

To allow the council to appoint Cllr Caroline Aldridge to committees

18. Appointments to External Bodies

To allow members to make additional nominations to external bodies

19. Covid and Council Meeting Arrangements

To inform members of the legal requirements applicable to the holding of council meeting, the practices adopted by other councils in west Dorset and to present options for this council to consider

20. Co-option Policy and Procedure

To allow members to approve a co-option policy and procedure

21. Budget and Precept 2022-23

To approve the 2022-23 budget, reserve and precept, and to note the five-year financial plan

22. Arrangements for the Queen's Platinum Jubilee

To allow members to consider summary proposals and estimated costs for the Queen's Platinum Jubilee, and to appoint the BBC Big Band orchestra for the finale event on Sunday 5 June 2022

23. Use of the Jubilee Pavilion

To inform members that Lyme Regis Gig Club has declined the council's offer to use the Jubilee Pavilion and to present an alternative request from Garry Sutherland to use the facility until 31 March 2022

24. Dorset Council Anti-social Behaviour Public Space Protection Order Consultation

To inform members about Dorset Council's Anti-social Behaviour Public Space Protection Order (PSPO) consultation

25. Exempt Business

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 27 OCTOBER 2021

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

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

Officers: A. Mullins (support services manager, J. Wright (town clerk)

Absent: Cllr T. Webb

The Rev. Chris Martin sent his apologies and the mayor, Cllr B. Larcombe read out the town prayer.

21/71/C Public Forum

L. Noel

As chairman of Turn Lyme Green (TLG), L. Noel referred to a discussion which took place at the last Environment Committee meeting about water quality in the River Lim and the recommendation on this agenda for the council to make a small contribution to a project TLG had in mind. She said concerns about water quality were first raised by the Dorset Council (DC) ward member Cllr Daryl Turner who noticed pollution by Woodmead bridge. As a result, she said the Environment Agency (EA) and South West Water (SWW) had put up warning signs, which were temporary at first and had now become permanent. She said this was worrying because it implied the water quality was going to be permanently downgraded. L. Noel said TLG was worried about pollution coming down the river and onto the beach where people bathed. She said TLG felt it would be a good idea to consider a monitoring project to complement the one already being done by SWW. She said they had asked SWW and the EA to comment on the water quality but they didn't say anything helpful, so felt they needed to find out more information. L. Noel said Vicki Elcoate, a member of TLG, was also looking into the Citizen Science project run by the Westcountry Rivers Trust. She said the idea was to buy six testing kits to allow TLG to test two sites for a year, which would cost £150, of which the Environment Committee was recommending the council paid £75. She said she felt it was a real opportunity for the town council to show its support for issues around river pollution and the use of the river by residents and tourists. L. Noel said it wasn't good for the image of the town and would put people off if there was a suggestion there was pollution coming down the river. She said people had been commenting in particular this year about pollution at Back Beach. She said she understood Cllr Turner had had confirmation from SWW that the pollution had been resolved but they hadn't said what the pollution was or what they had done to fix it, so TLG was not confident it had really been sorted. L. Noel produced a briefing note written by TLG about the issue and left copies for members. She said the objectives of monitoring water quality were: to produce data that could be

used to target work and identify degrading water bodies; to spot pollution events which could be dealt with as quickly as possible; to educate and engage people with the river and its water catchment; and to secure safe access to bathing water. She said she thought it was a good idea for the council to support the local community and improve water quality for animals and humans.

M. Dixon

As chairman of Lyme Regis Gig Club, M. Dixon spoke in relation to agenda item 19, Application to use the Jubilee Pavilion. He spoke about a project called Sea the Benefits to move the club into a whole new arena. He said the club had established itself over 15 years as a successful sea rowing club with 170 members and a thriving junior section. He said sea rowing was water dependent so the club wanted to take the sport forward and offer indoor rowing to local people, as it could be done all-year-round and would be accessible to a greater number of people. M. Dixon said the club had been joined by Gary Sutherland as a fitness coach and they had been thinking for some time about how they could get more people involved and indoor rowing seemed a natural step. He said the club also had the idea of creating a sea sports centre to offer advice, guidance and ways for people to keep fit. He said he was aware the Jubilee Pavilion had been standing empty for some time while the council was considering its future use, so he had made contact to ask if the gig club could use it while the council was making plans. M. Dixon said he had had discussions with the town clerk and worked up an idea that the club used the Jubilee Pavilion for three months to put rowing machines and screens in. However, he later felt three months wasn't long enough to develop the project in the way they would like because although it would allow them to offer indoor rowing to the existing membership, they would also like to engage with young people. M. Dixon said they wanted to create a centre for young people to get involved with rowing on the seafront as a shop window. He said there was a lack of provision in the town with the Woodroffe School gym closed and no local authority owned leisure centre, so they were looking to plug the gap by providing a low-cost, pay-as-you-go, effective fitness programme. He said it could be opened up to other sporting organisations, such as the football club and cricket club, whose members wanted to keep fit during the off-season. M. Dixon said they wanted the council to consider allowing the gig club to use the Jubilee Pavilion for two years, rent-free, with a three-month break clause, with the club paying for the building's running costs. He said this would enable them to build a sea sports centre and if at the end of the two years the council wanted to use the building for something else, they would have a working model they could take to another place in the town as a going concern.

G. Sutherland

G. Sutherland also spoke in relation to agenda item 19, Application to use the Jubilee Pavilion. He said during his career he had done a lot of sport, one of which was indoor rowing which he had been successful in for 22 years. He said he had competed at national, European and world championships and had been fortunate to coach individuals and teams and take them to championships. He said when he moved to the area, he decided he should learn to row on the water but quickly realised he would perhaps be better serving the community in a better way. He said there was a great opportunity to replicate in Lyme Regis what he had done with the Foreign Office, the Army and the Ministry of Defence. G. Sutherland said he firmly believed he could turn

Lyme Regis into the rowing Mecca with the council's help. He said he had taught people who had never rowed, coached them and persuaded them they could do it, took them to championships and they were now national champions. He said the temple was built and all those people he managed to convert to rowing had never been on the water. He said he believed he could do this in Lyme Regis and he particularly wanted to engage the youth of the town and surrounding areas, and he was looking for the council's support on this.

C. Humphreys (read out by the chairman)

C. Humphreys said she had been reading with great interest about the Green Dog Walkers Scheme that was adopted by the town council but never implemented. She said it had proved to be an excellent way to prevent and reduce the dog waste that was occasionally found in many other towns so it appeared to be a win-win situation. She asked why it had not actually been implemented in Lyme, when the council has gone as far as issuing a Public Space Protection Order (PSPO) against dogs using the main beaches due to, she assumed, the waste and damage it had witnessed and recorded. C. Humphreys said surely working with local and visiting dog owners and families to implement this scheme would be a win-win and remove the need for the PSPO, which she had also read was driving people away from Lyme Regis, which in these economic times was not helpful to local businesses or environmentally friendly. She said it was interesting to notice Lyme Regis was full of signs advising of rules against dogs running freely on open spaces, however there were none, or very little, notices or effort made against littering, which was a huge problem through the town and continued to be, with no obvious rules made to prevent or reduce it. C. Humphreys asked how people could work together with the council to achieve both dogs being able to run freely on all beaches and reducing the amount of waste and litter throughout the town.

D. Conibere (read out by the chairman)

D. Conibere asked with regards to the winter dog restrictions PSPO, what could the dogs owners do to work with the council to get the restrictions of dogs on leads changed back to dogs off leads during the cold wet winter months to keep dog owning residents and visitors of all ages, family groups and abilities safe from the hazards of the alternative beaches and help bring trade back to the local businesses. She said there was now daily photo and video evidence from 1 January 2021 that showed the proactive dog owners who cared for their dogs, undertook daily litter picks and were anti fouling were no longer able to use the only safe and accessible Lyme Regis sandy beach due to the on-lead restrictions which went against the animal welfare act. D. Conibere said this had meant the dog community had disbanded, with dog owners forced to face dangerous beaches with huge rocks, uneven ground, graffiti, broken glass partly buried in the sand and unattended bonfires on the remote Monmouth Beach or tidal beaches with slippery rocks and steep access steps, or driven away to neighbouring beach towns.

21/72/C Dorset Council Matters

Cllr D. Turner sent his apologies and circulated a report prior to the meeting.

The support services manager summarised the report as follows:

- DC had agreed its members may be appointed to parish and town councils to ensure they were quorate.
- Cllr D. Turner was meeting with highways to discuss traffic concerns in Broad Street, particularly the lower half. The investigation into the recent road fatality had been awaited before this could move forward.
- DC was continuing with virtual meetings until equipment to support hybrid meetings was in place as members were not satisfied County Hall was a suitable venue due to poor ventilation in committee rooms. Cllr D. Turner said he had also asked about the policy for allowing those not vaccinated to attend.
- Covid-19 cases were rising in Dorset, with a case rate of 515 per 100,000 in the DC area and 408 in the Bournemouth, Christchurch and Poole area. The number of people in hospital in Dorset with Covid-19 had increased by over a third in the past week to 53.
- DC had launched a consultation on the future of the library service.
- The former council offices at South Walks House would be used temporarily as rapid access clinics to tackle NHS waiting lists. The clinic would operate out of the ground floor for the next six months, opening in a few weeks.
- The foul water discharge issues into the River Lim appeared to have been resolved but it would be helpful if SWW could confirm they had found and fixed the problem.

21/73/C Questions from Councillors

Cllr R. Doney

Cllr R. Doney asked if the mayor's announcements could be reinstated on the Full Council agenda so members could have a handle on what the mayor was doing and saying on the council's behalf. He said it would be useful if something could be put together to go in the briefing note.

The mayor, Cllr B. Larcombe confirmed he would do this for future agendas and suggested all members let each other know what they were doing in their councillor roles.

Cllr B. Bawden

Cllr B. Bawden asked why, given the LymeForward director had been blocked by DC as an unreasonable complainant, she was still allowed to come to town council meetings and repeat the allegations the monitoring officer had deemed to be completely false and without any evidence to support an investigation. She said not only was the LymeForward director allowed to keep repeating the allegations against her, but other members were doing the same, even though both complaints had been completely lacking in evidence.

Cllr R. Smith

Cllr R. Smith asked if there was any change to the position to hold face-to-face meetings with Covid-19 cases rising and DC also not holding physical meetings.

The mayor, Cllr B. Larcombe said the legislation which allowed the council to meet virtually had expired. He said DC had held virtual meetings irrespective of this.

The town clerk confirmed the council was following the legislation but if there was any change in the guidance or members felt nervous about attending meetings, the situation could be reviewed. He said the council could move to a hybrid situation or revert to virtual meetings but it would be in contravention of the legislation and could be subject to challenge. The town clerk added that if there was a public announcement that affected meetings, the council would respond immediately.

21/74/C Apologies for Absence

Cllr D. Ruffle – unwell
Cllr S. Williams – unwell

21/75/C Disclosable Pecuniary Interests

Cllr B. Bawden declared an interest in minute 21/67/C – Lyme Arts Community Trust Grant Agreement as she worked for the Marine Theatre occasionally.

21/76/C Dispensations

There were none.

21/77/C To confirm the accuracy of the minutes of the Full Council meeting held on 8 September 2021

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, the minutes of the Full Council meeting held on 8 September 2021 were **ADOPTED**.

21/78/C Matters arising from the minutes of the Full Council meeting held on 28 July 2021

Members noted the report.

21/79/C Update Report

There were no updates.

21/80/C Planning Committee

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the decisions made under the chairman's delegated powers following the cancellation of the meeting scheduled to take place on 7 September 2021.

21/81/C Environment Committee

Proposed by Cllr B. Bawden and seconded by Cllr R. Smith, it was **RESOLVED** to receive the minutes of the Environment Committee held on 6 October 2021 and adopt the recommendations, as follows:

21/22/ENV – Environment Information for the Town Council Website

RESOLVED: to use option 3 to add an environment tab to the town council website and to change the wording on the tab to Environment and not Environmental.

21/23/ENV – Food Waste to Living Soil Project

RESOLVED: that the operations manager speaks to Cliff Powley to enquire if Strawberry Fields was a suitable site for the Food Waste to Living Soil Project and if so, approach Grovlay to get more explicit and costed details, to understand the visual impact and ask them to commence the fundraising.

21/24/ENV – Water Quality on the River Lym

RESOLVED: that the council writes to South West Water to express its concerns about water quality in the River Lym.

RESOLVED: to match fund the cost of water quality monitoring packs up to £75.

21/82/C Human Resources Committee

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 15 September 2021 and adopt the recommendations, as follows:

21/26/HR – Homeworking

RESOLVED: to approve the homeworking policy, with the addition of a three-month termination clause for either party and an annual review of any homeworking arrangement.

RESOLVED: to approve a homeworking request from Mark Green, deputy town clerk, to work from home on up to two days per week.

21/83/C Strategy and Finance Committee

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 13 October 2021 and adopt the recommendations, as follows:

21/25/SF – Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Cllr C. Reynolds said she didn't attend the Strategy and Finance Committee meeting and wanted to comment on the town clerk's statement of internal control, which no members commented on at the meeting. She said his report said the behaviour of some members was adversely affecting members and officers and she believed this was because nothing was ever discussed properly. She said she had suggested members discussed their problems in exempt business but this hadn't been implemented.

Regarding the town clerk's comments about members acting as advocates of outside organisations, Cllr C. Reynolds said she was elected to represent the people of the town, many of whom served on the town's organisations and she would continue to represent people as best she could.

The town clerk said there wasn't any debate on his statement of internal control at the committee meeting but he felt the report was understood and everyone understood what the issues were.

RESOLVED: to approve the risk management policy and the 2021-22 annual risk assessment.

RESOLVED: to approve the 2021-22 risk register.

21/26/SF – Budget Performance, 1 April – 31 August 2021

RESOLVED: to formally approve the following projects to be carried out and to aim to pay off the loan from Dorset Council by the end of the financial year:

- Guildhall/office c.£100k
- Railings c.£86k (less DC contribution, c.£19k)
- Beach hut replacement c.£32k
- Chipper c.£15k
- EV points c.£14k (less grant contribution, c.£10k)
- Roof glass replacement c.£2.6k
- Other legal costs c.£5k
- CCTV c.£10k (assuming £40k grant towards this)
- Car park machines c.£30k

21/27/SF – Budget and Precept 2022-23 and Five-Year Financial Plan 2022-27

RESOLVED: to approve the 2022-23 base budget and assumptions and to approve the base five-year financial plan and assumption.

21/28/SF – Review of Precept and Charges

Cllr R. Doney asked for clarification that if the minutes of the Strategy and Finance Committee were adopted, whether members would be able to vary charges in the next cycle of meetings.

The town clerk said the first cycle of meetings allowed members to think about charges to allow officers to model up the budget and members would then have a chance in the next cycle to see how the budget looks and make any changes.

RESOLVED: not to increase the precept in 2022/23.

RESOLVED: to hold Cart Road beach hut charges for 2023 as follows but to increase the discount for Gateway Card holders to 50%:

	Daily Rates 2023	Weekly Rates 2023
January– Easter	£4	
Easter Holiday		£55
April– Spring Holiday	£10	
Spring Holiday		£60
June		£55
July (before summer hol)		£80
July (start of summer hol)- August		£140
September	£12	
October	£7	
November- December	£5	
Christmas & New Year		£80 (2-week booking)
Winter Season	£170	
Summer Season	£1,100	
Annual	£1,700	

RESOLVED: to hold alfresco licence charges for 2022-23, as follows:

	Price 2021/22
Covers	£130
Single Chairs	£12

RESOLVED: to hold Bell Cliff advertising charges for 2022-23 at £120 inclusive of VAT.

RESOLVED: to hold charges for 2023-24 for the Marine Parade Shelters for charities, schools and not-for-profit organisations, to hold charges for commercial or private hire of the Langmoor Room, to hold charges for the performance area for a performance, and to increase charges for private and commercial letting of the market and performance areas, as follows:

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

Categories	2023-24
DT7 postcodes	£15
Within a 10-mile radius of the offices	£20
Outside a 10-mile radius of the offices	£25
National charities (per hour)	£20
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Commercial or private hire

Area		2023-24
Langmoor Room	Per room, per hour	£15
Market area	Per day	£250
Performance area/ top of shelters (Commercial)	Per day	£300
Hire of Performance Area for Performance	Per Half	£60
Hire of any section on top of the shelters	Per Day	To be set as part of roof management plan

RESOLVED: to hold amenities' charges for 2022-23 at: adult mini-golf, £4 and putting, £3; child mini-golf, £2 and putting, £1.50; table tennis, £2 per person, and to increase the discount for Gateway Card holders to 50%.

RESOLVED: to increase charges for weddings and civil marriages in 2023-24 to £400 for Mondays to Fridays and £500 for weekends.

RESOLVED: to hold car parking permit charges for 2022-23 as follows:

RESOLVED: to
for 2022-23 as follows:

	2022/23
Residents	£175
Non-residents	£400
Holiday accommodation	£700

increase car parking charges

	2022/23
Cabanya	1.50 per hour
Monmouth Beach	1.50 per hour
Woodmead	1.10 per hour
Woodmead three-day ticket	£30
Woodmead weekly ticket	£60

RESOLVED: to hold the car parking penalty charge for 2022-23 at £60, with a reduced fee of £40 if paid within seven working days.

RESOLVED: to hold the cemetery charges for 2022-23, as follows, with double fees applying to non-parishioners:

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

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£45/£60	£30.00	£20.00	£20.00	£25.00	Not Offered	No Extra Charge

RESOLVED: that the charge for memorial benches for 2022-23 is based on the procurement cost at the time.

RESOLVED: to increase the charge for Monmouth Beach garages for 2022-23 to £1,250.

21/29/SF – Objectives

RESOLVED: that:

- the council's objectives for 2022-23 should focus on asset maintenance and should include: lighting columns renewal, asset management review, replacement cadet hut, replacement amenities' hut, chapel roof repairs, and an enhanced town bus service
- light public consultation is carried out on these objectives before the next Strategy and Finance Committee meeting on 1 December 2021
- it may be necessary to replace a council vehicle in 2022-23 but the approach is to run vehicles into the ground until the market for electric vehicles is more favourable

- a budget of £50,000 is approved to undertake repairs to address water ingress at the Jubilee Pavilion
- a budget of £10,000 is approved to employ a part-time officer to undertake community engagement work
- an additional budget of £12,000 is approved to fund the Queen's Platinum Jubilee celebrations in June 2022, i.e. a total of £20,000
- an investment plan is formulated during 2022 and is subject to comprehensive public engagement before the 2023-24 budget-setting process.

21/31/SF – List of Payments

RESOLVED: to approve the schedule of payments for August and September 2021 for the sums of £184,821.95 and £141,759.96, respectively.

21/84/C Tourism, Community and Publicity Committee

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 29 September 2021 and adopt the recommendations, as follows:

21/21/TCP – LymeForward Grant Agreement

Cllr B. Bawden said she wanted to propose an amendment to the recommendation so as a condition of the grant, the council would like open and transparent access to LymeForward's accounts.

The town clerk said he had always resisted calls to scrutinise organisations' accounts as it was only necessary for the council to carry out the required checks on them. He said when he talked to organisations as part of the grant review process, he asked them questions about their finances but if the council wanted more scrutiny on an organisation, he would only do so if the council instructed him.

The mayor, Cllr B. Larcombe said the council didn't want to micromanage organisations; the point of the grant agreements was to ensure organisations were not putting public money at risk and they delivered what they said they would in their application.

Cllr M. Ellis said there had been no conditions put on other organisations in their grant agreements and doing so would put more onus on the town clerk. She said questions about finances were asked at the grant review meetings already.

It was proposed by Cllr B. Bawden that:

- LymeForward's grant agreement includes an objective to work with the town council to deliver its community engagement strategy
- As a condition of the grant, the council would like open and transparent access to LymeForward's accounts
- If LymeForward's articles of association are changed, the town council reserves the right to review the grant agreement to check it is working to the same objectives
- The town council continues to pay the grant on this basis.

The motion was not seconded so the recommendation was approved as follows:

RESOLVED: that:

- LymeForward's grant agreement includes an objective to work with the town council to deliver its community engagement strategy
- If LymeForward's articles of association are changed, the town council reserves the right to review the grant agreement to check it is working to the same objectives
- The town council continues to pay the grant on this basis.

21/22/TCP – Community Engagement Strategy

RESOLVED: to instruct officers to bring a draft community engagement strategy to the next Tourism, Community and Publicity Committee.

21/23/TCP – Publicity Group

RESOLVED: to appoint Cllrs. B. Bawden and B. Larcombe to the Publicity Group.

21/24/TCP – Seasonal Concessions

RESOLVED: to agree the existing concessions continue and defer discussions concerning new concessions until the next meeting.

21/25/TCP – Visitor information

RESOLVED: to purchase an iPad and secure stand and sign up to the TIC pop up service to provide information leaflets on the local area for visitors.

21/26/TCP – Seagull Control

RESOLVED: not to use a falconer to deter seagulls, but to instruct officers to investigate all options of seagull deterrent including bleep boxes and to make sure children are not affected by any possible deterrent.

21/27/TCP – Jubilee Pavilion Christmas Event

RESOLVED: to approve the use of the Jubilee Pavilion for a Christmas event at no cost, to award a donation of £1,000 for the event, and to allow use of other areas of the shelters if required.

21/85/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 22 September 2021 and adopt the recommendations, as follows:

21/22/TMH – Car Park Ticket Machines

RESOLVED: to instruct officers to obtain quotations for car park ticket machines that can withstand a marine environment, three of which can accept cash and two of which are card only.

21/23/TMH – Lyme Regis CCTV connection to the pan-Dorset CCTV Control Room

RESOLVED: to instruct officers to seek quotes for the proposed CCTV system, to look into options for including the deployable CCTV camera in the gardens within the new system, and to apply for 80% grant funding from the office of the Dorset police and crime commissioner (OPCC).

21/25/TMH – 5b Bridge Street – Impact Protection Request

RESOLVED: to support a request from the owner of 5b Bridge Street to request impact protection to protect the overhanging windows (opposite the Guildhall).

21/26/TMH – Cart Road Day Huts' Condition

RESOLVED: to write to owners of Cart Road beach huts in an unacceptable condition that they must bring their hut up to standard by 1 January 2022 or their licence will be revoked, the council will remove the hut and charge for its removal.

21/30/TMH – Roof Balustrading

Cllr R. Doney asked what would happen regarding the balustrading, following the consultant's report.

The mayor, Cllr B. Larcombe said the consultant's report effectively said it was the appropriate glass and the potential for it to break was something the council had to manage.

Cllr J. Broom said although the balustrading complied with British standards and was the correct glass for the situation, the problem was people breaking the glass on purpose.

The town clerk said the council had a CCTV image of the people who broke the glass recently and the image was with the police.

21/86/C Selection of Deputy Mayor

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, members **RESOLVED** to appoint Cllr J. Broom as the deputy mayor for the remainder of the 2021-22 council year.

21/87/C By-Election

The town clerk said when the report was drafted, it wasn't yet known if there would be the requisite number of requests for a by-election. Since then, he said DC had confirmed it had not received the requisite 10 requests so the town council needed to move to co-option and the report had been drafted to allow for this as a contingency.

The town clerk said he was suggesting the same process as the 2018 co-option, which was similar to an interview process. He suggested a closing date for applications of 15 November 2021 and an extraordinary Full Council meeting on 23 November 2021 to discuss the applications.

Cllr M. Ellis said young people were under-represented on the council and their views needed to be heard in the chamber. Members agreed young people should be encouraged to come forward.

Cllr R. Doney asked if the candidates would be able to see how members voted, as in 2018 the candidates were out of the room when voting took place. He said voting was done in private at the polling stations.

The town clerk said all the guidance about co-option said the process should be as transparent as possible. He was therefore suggesting candidates made a presentation to the meeting, left the room while members considered the presentations, and returned for the vote.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to approve a co-option process as fewer than 10 Lyme Regis residents called for an election.

21/88/C Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2021

The town clerk said the council had been given a clean bill of health from the external auditor and congratulated the finance team for helping the council to achieve this. He said considering where the council was two years ago with its finances, the situation had been turned around and this had been echoed by the external auditor.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to approve and accept the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2021, and to note the actions required at the conclusion of the review have been undertaken.

21/89/C Application to use the Jubilee Pavilion

The town clerk said the council had already said it wanted to look at commercial uses of the Jubilee Pavilion and a significant return could be gained. He said the council had no use of the building, other than a Christmas event, and he fully supported the gig club using it until the end of March. However, he said the council had a plan for the building beyond that date and had also agreed to spend £50,000 to resolve water ingress issues.

Cllr M. Ellis said other organisations used the pavilion and the council was looking at commercial use, so she wouldn't be in favour of granting two years.

Cllr R. Smith asked if the Langmoor or Lister Rooms would be suitable for the gig club.

The town clerk said the council was also looking at alternative uses for the Lister Room.

Cllr C. Reynolds asked how long it would take to resolve the water ingress issues.

The town clerk said the work could be commissioned to start in April 2022 and would take around eight to 10 weeks.

Cllr C. Reynolds suggested that as the pavilion couldn't be used during this time or when the Christmas event was taking place, the council could allow the gig club to use it for one year. She said this would also give the council time to consider its future use.

The mayor, Cllr B. Larcombe said the council had to consider if the Jubilee Pavilion was a money-making asset or something for community benefit. He agreed allowing the gig club to use it for a year would give them chance to see if they could make it work and finding a commercial tenant would take time anyway.

Mr M. Dixon was invited to speak. He said the club was looking to use the Jubilee Pavilion to build a social enterprise that could be re-located elsewhere; they were not looking to use it as a permanent base. He said they had funding in place for rowing machines if the council gave permission to use the pavilion.

Mr M. Dixon said although his original request was for three months, he felt it wouldn't give them long enough to prove the model. He said it would require a lot of capital investment and they wanted to develop an offer for all local people, which would require a longer period.

The town clerk said there may be other organisations in the town who would like an opportunity to use the pavilion.

Cllr R. Smith asked when a commercial tenant could reasonably take occupancy.

The town clerk said a tenant could be in by June or July 2022.

The mayor, Cllr B. Larcombe asked what organisations who used the Jubilee Pavilion, such as the Regatta and Carnival and RNLI Guild, would do if it was in use.

Mr M. Dixon said the kit could be removed.

Several members felt three months would be preferable as the opportunity to occupy the pavilion for longer should be offered more widely.

The town clerk reminded members there was also a commitment to carry out a comprehensive review of the shelters.

Cllr C. Reynolds said the council had no idea if any other organisations would be interested in using it and allowing the gig club to use it for a year would show the council could engage with the community and perhaps generate interest from other organisations to use it.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to allow Lyme Regis Gig Club to use the Jubilee Pavilion for three months until 31 March 2022, excluding the period when it will be used for a Christmas event.

The meeting closed at 8.48pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON TUESDAY 23
NOVEMBER 2021

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

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

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

21/90/C Public Forum

There was no-one in the public forum who wished to speak

21/91/C Apologies for Absence

Cllr T. Webb – prior commitment
Cllr S. Williams – unwell

21/92/C Disclosable Pecuniary Interests

There were none.

21/93/C Dispensations

There were none.

21/94/C Co-option to the Council

The mayor thanked all applicants for the interest they had shown in being co-opted to the council. He invited each, in alphabetical surname order, to make a presentation of up to five minutes in support of their application.

Each applicant present at the meeting then made a statement in support of their written application. In the case of Owen Lovell, the deputy town clerk explained that he was unable to attend the meeting in person but read out an additional emailed statement received from him.

The mayor then explained the remainder of the intended decision-making process and invited each candidate to wait in the mayor's parlour whilst the council reduced the number of candidates to two. At that point, a final vote would be taken with all present.

21/95/C Co-option to the Council

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

21/96/C Exempt Business

a) Co-option to the Council

The town clerk explained the suggested selection process and the reasons for it, particularly the need for impartiality and fairness, both in fact and perception. Although there were no legal 'rules' which dealt specifically with the process for co-option to a local council, there were various 'good practice' guides, all of which suggested the process of elimination outlined in his report. In addition, the council's own Standing Orders (8.a) dealt with voting on appointments in a situation where there were more candidates than available places. This also prescribed the same process as he was now suggesting.

With regards to the method of voting, he explained this could be either by simple show of hands, by recorded vote or by signed ballot; that was a matter for the council to determine.

Members debated the method for dealing with co-option and concluded the elimination process outlined in the report should be followed.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, member **RESOLVED** that the voting at this stage of the process should be by signed ballot.

Members debated the respective merits of each candidate at length. There was a unanimous view that the quality of all candidates was extremely high, and both the town and council were fortunate to have such a wealth of experienced and committed individuals wanting to provide their support.

Members then proceeded to vote on each candidate by signed ballot. The result was that the following two candidates proceed to the final vote with all other candidates eliminated:

Caroline Aldridge
Stephen Miller

The press, public and candidates were then invited back into the chamber for the final vote between these two candidates.

21/97/C Co-option to the Council

The mayor explained that all but two candidates had been eliminated as a result of the voting which had taken place. He thanked everyone for their applications, which were of universally high quality. He hoped that any unsuccessful applicants would consider re-applying if and when the opportunity arose in the future.

A vote would now take place between the two highest polling candidates, Caroline Aldridge and Stephen Miller.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to vote by signed ballot.

A signed ballot then took place, the result of which was:

Caroline Aldridge – 8 votes
Stephen Miller – 3 votes

Proposed by Cllr B. Larcombe and seconded by Cllr Cllr J. Broom, members **RESOLVED** that Caroline Aldridge be co-opted to Lyme Regis town council.

There was some discussion about the need to set out a clear policy on a procedure for co-option in future, but this was not voted on.

The meeting closed at 8.00pm.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 19 OCTOBER 2021**

Present:

Chairman: Cllr G Turner

Members: Cllr J. Broom, Cllr B. Larcombe MBE, and Cllr C. Reynolds

Officers: M. Green (deputy town clerk)

21/14/P Election of Chairman and Vice-Chairman

It was proposed by Cllr J. Broom and seconded by Cllr C. Reynolds that Cllr G. Turner be chairman of the Planning Committee.

There being no other nominations, Cllr G. Turner was duly **ELECTED** as chairman.

It was proposed by Cllr G. Turner and seconded by Cllr J. Broom that Cllr B. Larcombe be vice-chairman of the Planning Committee.

There being no other nominations, Cllr B. Larcombe was duly **ELECTED** as vice-chairman.

21/15/P Terms of Reference

Proposed by Cllr C. Reynolds and seconded by Cllr J. Broom, the terms of reference for the Planning Committee were **RECEIVED**.

21/16/P Public Forum

Mr A Turner, applicant in respect of P/HOU/2021/03379 (Hillside, Hill Road), thanked the committee for its work, explained and spoke in support of the proposal and referred to the letter of support from a neighbouring property.

21/17/P Apologies for Absence

Apologies for absence were received from:

Cllr B. Bawden (prior commitment)

Cllr M. Ellis (work commitment)

Cllr S. Williams (personal reasons)

21/18/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 6 July 2021 were **ADOPTED** without amendment.

21/19/P Disclosable Pecuniary Interests

Cllr G. Turner declared a pecuniary interest in application P/FUL/2021/02275 (The Leas, View Road) because he was undertaking work for the applicants.

21/20/P Dispensations

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

21/21/P Matters arising from the minutes of the meeting held on 11 May 2021

There were no matters arising.

21/22/P Update Report

There were no updates.

21/23/P Planning Applications

Planning applications were considered in accordance with the details circulated.

It was proposed by Cllr. B Larcombe, seconded by Cllr C. Reynolds and **agreed** by all members present, that application P/HOU/2021/03379 (Hillside, Hill Road) be considered first to avoid unnecessarily detaining the applicant.

- 1) **P/HOU/2021/03379** (Received 27 September 2021)
HOUSEHOLDER PLANNING PERMISSION
Carnbrae Developments Ltd – Proposed Extension, Adjustments to Dormers and New Outbuilding – Hillside, Hill Road, Lyme Regis, DT7 3PG

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

- 2) **P/FUL/2021/02013** (Received 6 September 2021)
FULL PLANNING APPLICATION
Robinson Associates Construction Services Ltd – Erection of new access platform and replace existing window with door opening – 2 Riseholme, Avenue Road, Lyme Regis,DT7 3AE

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

- 3) **P/LBC/2021/02034** (Received 27 August 2021)
LISTED BUILDING CONSENT
Bramston – Replacement windows to rear elevation – 14 Pound Street, Lyme Regis, DT7 3HZ
- Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 4) **P/FUL/2021/02103** (Received 6 September 2021)
FULL PLANNING APPLICATION
LRTC – Siting of 6.no additional beach huts including an accessible beach hut – Beach Huts Cart Road, Marine Parade, Lyme Regis, DT7 3JH
- Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 5) **P/HOU/2021/02162** (Received 31 August 2021)
HOUSEHOLDER PLANNING PERMISSION
Bronk – Replacement Green House – Upper Cobb House, Sidmouth Road, Lyme Regis, DT7 3ES
- Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 6) **P/HOU/2021/02226** (Received 3 September 2021)
HOUSEHOLDER PLANNING PERMISSION
Walshe – Single Storey rear extension – 7 Sherborne Lane, Lyme Regis, DT7 3NY
- Members recommended that the application be refused because the design of the proposed extension is out of keeping with and unsympathetic to the existing listed building*
- 7) **P/FUL/2021/02261** (Received 15 September 2021)
FULL PLANNING APPLICATION
Matthews – Demolish existing dwelling and erect 1no. replacement dwelling – 11 Coombe Street, Lyme Regis, DT7 3PR
- Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 8) **P/COU/2021/02272** (Received 7 September 2021)
CHANGE OF USE
Wiscombe – Change of use from office/live space (B1) to 1 no. dwelling (C3) – Russell House, Unit 2, Lyme Close, Lyme Regis, DT7 3DE
- Members recommended that the application be refused because, contrary to policy ECON3 in the adopted West Dorset, Weymouth and Portland Local Plan, it involves the loss of employment space without any supporting information to evidence any attempt to market the space for employment use and/or the lack of demand for that space.*

Cllr G. Turner left the room at 7.40 p.m.

- 9) **P/FUL/2021/02275** (Received 7 September 2021)
FULL PLANNING PERMISSION
Harris & Tyrell – Erect single storey garden room – The Leas, View Road, Lyme Regis, DT7 3AA

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

Cllr G. Turner returned to the room at 7.42 p.m.

- 10) **P/LBC/2021/02376** (Received 1 September 2021)
LISTED BUILDING CONSENT
O'Connor – Replace five existing rear windows with new single glazed windows – 5B Bridge Street, Lyme Regis, DT7 3QA

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

- 11) **P/FUL/2021/03027** (Received 20 September 2021)
FULL PLANNING PERMISSION
Hollway – Change of use of land to site 1.no shepherds hut – Greenhill House Somers Road, Lyme Regis, DT7 3EX

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

- 12) **P/FUL/2021/03099** (Received 22 September 2021)
FULL PLANNING PERMISSION
Ford – Demolition of existing dwelling and erect 1 no. replacement dwelling – Cliff Edge, East Cliff, Lyme Regis, DT7 3DH

Members recommended that the application be refused because the design of the proposed replacement dwelling is out of keeping with the general character of the area.

- 13) **P/HOU/2021/03164** (Received 20 September 2021)
HOUSEHOLDER PLANNING PERMISSION
Baillie – Erect first floor extension to front and rear – 10 Highcliff Road, Lyme Regis, DT7 3EW

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

- 14) **P/COU/2021/03366** (Received 24 September 2021)
CHANGE OF USE
Williamson & Roddy – Change of use of bed & breakfast guest house (Use Class C1) to single dwellinghouse (Use Class C3)

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

- 15) **P/VOC/2021/03367** (Received 24 September 2021)
CHANGE OF USE

Bernhardt – Change of use from B1 to D2 to allow the building to be used as a fitness centre (without compliance to condition 4 of planning approval WD/D/14/002435 – restriction on business hours)

Members recommended that the application be refused because the change of operating hours to 24/7 would adversely affect the residential amenity of nearby properties.

(NOTE: the town council may be more sympathetic to an amended/alternative application which sought to extend the existing operating hours to 7.00 a.m. - 10.00 p.m. 7 days per week)

- 16) **P/HOU/2021/03553** (Received 27 September 2021)
HOUSEHOLDER PLANNING PERMISSION

Cobb – Loft Conversion with Front and Rear Dormers – 25 Lym Close, Lyme Regis, DT7 3DE

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

- 17) **P/FUL/2021/03606** (Received 1 October 2021)
FULL APPLICATION

Dowthait – Division of existing dwelling into 7 no. units; Removal of chimney breasts; Reinstatement of front elevation basement windows; Erection of terraces and erection of dwelling – Victoria House, Uplyme Road, Lyme Regis, DT7 3LP

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

- 18) **P/LBC/2021/03661** (Received 30 September 2021)
LISTED BUILDING CONSENT

Patrick – Internal alterations – removing and moving three partition walls, three doorways and formation of one new doorway – Colway House, Uplyme Road, Lyme Regis, DT7 3LS

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

- 19) **P/PABA2/2021/03696** (Received 29 September 2021)
PRIOR APPLICATION

Wellman – Erection of agricultural storage building – Park and Ride site, Charmouth road, Lyme Regis

This is not a planning application, but a request for a legal determination of the Council as to whether or not Prior Approval is required for the proposal – Your comments can be passed forward.

Members raised no concerns about the proposed development.

21/24/P Amended/Additional Plans

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

21/25/P Withdrawn Applications

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

21/26/P Planning Decisions

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

21/27/P Correspondence from Dorset Council regarding planning related matters.

There was no correspondence to be considered at this meeting.

The meeting closed at 8.09pm.

DRAFT

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 30 NOVEMBER 2021**

Present:

Chairman: Cllr G Turner

Members: Cllr B. Bawden, Cllr J. Broom and Cllr B. Larcombe MBE

Officers: M. Green (deputy town clerk)

21/28/P Public Forum

Mr Webb, applicant for application P/FUL/2021/04357, spoke in support of his application. He explained that the existing property was a 'tired' and dated bungalow and the intention was to replace it with a modern, family house which would be very sustainable and extremely efficient, incorporating such things as the highest levels of insulation, a ground source heat pump, photo voltaic panels and a green sloping roof to minimise visual impact and encourage biodiversity.

The design and layout took on board comments made having obtained pre-application advice following a refused application in 2018. Compared with the earlier application, the scale and mass had been reduced and the overall height reduced; with the highest point and average heights of the proposed house now only 113cms and 77cms respectively above the ridge height of the existing bungalow.

The proposed house was further away from any neighbouring boundary than the current bungalow and the northern elevation incorporated only 3 small windows to minimise any overlooking in that direction.

He had consulted immediate neighbours and he acknowledged there were some objections, but felt that the proposal followed the advice given by planners and he had taken all reasonable steps to minimise any impact. In response to questions, he confirmed that the properties to the north in Upper Westhill Road were approximately 30m away and at a raised level.

21/29/P Apologies for Absence

Apologies for absence were received from:

Cllr M. Ellis (work commitment)

Cllr C Reynolds (COVID concerns)

Cllr S. Williams (personal reasons)

21/30/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 19 October 2021 were **ADOPTED** without amendment.

21/31/P Disclosable Pecuniary Interests

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

21/32/P Dispensations

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

21/33/P Matters arising from the minutes of the meeting held on 11 May 2021

There were no matters arising.

21/34/P Update Report

There were no updates.

21/35/P Planning Applications

Planning applications were considered in accordance with the details circulated.

It was proposed by Cllr. B Larcombe, seconded by Cllr G. Turner and **agreed** by all members present, that application P/FUL/2021/04357 (Orchard End Highcliff Road) be considered first to avoid unnecessarily detaining the applicant.

- 1) **P/Ful/2021/04357** (Received 29 October 2021)
FULL PLANNING PERMISSION

Webb – Demolition of existing bungalow and replacement with contemporary dwelling Orchard End Highcliff Road Lyme Regis Lyme Regis DT7 3EW

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

- 2) **P/HOU/2021/04885** (Received 19 November 2021)
HOUSEHOLDER PLANNING PERMISSION
J Dean – Construction of balcony – 19A Broad Street, Lyme Regis, DT7 3QE

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

- 3) **P/LBC/2021/04149** (Received 18 November 2021)
LISTED BUILDING CONSENT
Melotte – Roof Repairs - Replace damaged roof slates, ridge tiles and cedar shingles, fitting of breathable underfelt, strengthening of rafters and installation of internal loft insulation – 35 Sherborne Lane, Lyme Regis, DT7 3NY

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

- 4) **P/HOU/2021/03812** (Received 17 November 2021)
HOUSEHOLDER PLANNING PERMISSION
Fear – Erect balcony and install new door – 4 Ozone Terrace, Lyme Regis, DT7 3JY

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

- 5) **P/LBC/2021/04594** (Received 15 November 2021)
LISTED BUILDING CONSENT
Sainsbury- Regularisation of works to master bedroom comprising infill of one door and creation of new opening- 6 High Cliff House Sidmouth Road Lyme Regis DT7 3EQ

*Members recommended that the application be **refused** because the submitted plans and information did not provide sufficient information to enable proper consideration of the impact of the already undertaken works on the fabric and character of the listed building.*

- 6) **P/LBC/2021/04291** (Received 15 November 2021)
LISTED BUILDING CONSENT
Gravili - Internal and external alterations to facilitate the conversion of the building to restaurant and 2no. units of accommodation - 7 Church Street Lyme Regis Dorset DT7 3BS

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

- 7) **P/FUL/2021/04289** (Received 15 November 2021) **FULL**
PLANNING APPLICATION
Gravili - Conversion from ground floor restaurant and 1no. unit of accommodation to ground floor restaurant and 2no. units of accommodation on the first and second floors- 7 Church Street Lyme Regis Dorset DT7 3BS

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

8) **P/FUL/2021/04531** (Received 9 November 2021)

FULL PLANNING APPLICATION

Morton- Change of use from multiple dwellings to a single-family home. Erect replacement single storey front and side extensions including new garage and new conservatory extension to the side rear - Glenholme Cobb Road Lyme Regis DT7 3JR

*Members recommended that the application be **approved** subject to the comments of the planning officer being incorporated into the proposal because, on this basis, there were no material planning considerations that would warrant its refusal.*

9) **P/LBC/2021/03515** (Received 3 November 2021)

LISTED BUILDING CONSENT

Hibbs – Re-render front of property. – 35 Broad Street Lyme Regis DT7 3QF

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

10) **P/FUL/2021/04433** (Received 3 November 2021)

FULL PLANNING PERMISSION

Colway Gate Ltd- Erect 2.no dwellings and associated landscaping and infrastructure, Demolish existing dwelling and garage – Colway Gate Colway Lane Lyme Regis DT7

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

11) **P/LBC/2021/04290** (Received 1 November 2021)

LISTED BUILDING CONSENT

Pudner– Internal and external works to include removal of blown render to north and west elevations, replacement patio and guttering, installation of a new boiler and flue and the facing of a concrete block wall at the west side of the property and repair/replace gate – The Lawn Pound Street Lyme Regis DT7 3HZ

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

12) **P/HOU/2021/01913** (Received 30 October 2021)

HOUSEHOLDER PLANNING PERMISSION

Marshall – Two storey rear extension, roof extension and 3 front dormers – 4 Woodmead Road Lyme Regis DT7 3AB

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

- 13) **P/LBC/2021/03958** (Received 24 November 2021)
Listed Building Consent/ Notification Public
South West Water – Install an external 4G antenna to the outside wall -Gun Cliff SPS Bridge
Street Lyme Regis

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

21/36/P Amended/Additional Plans

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

21/37/P Withdrawn Applications

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

21/38/P Planning Decisions

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

21/39/P Correspondence from Dorset Council regarding planning related matters.

The deputy town clerk referred to correspondence received from Dorset Council relating to the current position with the Dorset Local Plan. He undertook to circulate the correspondence with the next member briefing.

The meeting closed at 7.55pm.

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 24 NOVEMBER 2021

Present

Chairman: Cllr B. Bawden

Members: Cllr J. Broom, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith and Cllr G. Stammers,

Officers: M. Adamson-Drage (operations manager), K. Weekley (administrative assistant)

Guests: D. Picksley, senior coastal advisor (Environment Agency)

21/26/ENV

Public Forum

J. Breeze

J. Breeze from Turn Lyme Green (TLG) updated the committee on initiatives TLG was working on. This included Boomerang Bags, which she said had had a good uptake around town and were now in guesthouses and libraries, along with businesses in Broad street. She said more bags were being made. She said the second initiative was 'Going Green Is Good For Business' and TLG was working with approximately 70 businesses in the area and talking to them about energy costs, reducing transport and plastic use. J. Breeze talked about a litter pick which had recently taken place and thanked the council for its help in disposing the rubbish. She said TLG was hoping to run more litter picks in and around Lyme Regis in the new year. She thanked the Regatta and Carnival fund and the council for the funding of eight test kits for the monitoring of the River Lim, which would arrive in December. She said an outing of 13 volunteers took place in early-November to identify monitoring sites and to carry out an initial survey. She said data has been uploaded to the West Country Rivers data system which would be a monthly test to be reviewed after six months. J Breeze said South West Water were working with them and would be releasing a report in the new year.

21/27/ENV

Apologies

Cllr C. Reynolds – illness

Cllr T. Webb

Cllr S. Williams – illness

21/28/ENV Minutes

Cllr B. Bawden said changes should be made to the paragraph Our Future Town in the update report. The word 'council' should be 'Lyme Regis Development Trust' and in the same paragraph on the final line it should read as follows: 'the council could just go ahead'. The words 'and do it itself' should be removed.

Also K. Ellis needed to be removed from the agenda as she was no longer a councillor.

Proposed by Cllr J. Broom and seconded by Cllr B. Bawden the minutes of the meeting held on 6 October 2021, with the above amendments, were **ADOPTED**.

21/29/ENV Disclosable Pecuniary Interests

There were none.

21/30/ENV Dispensations

There were none.

21/31/ENV Matters arising from the previous meeting held on 6 October 2021

Queen's Green Canopy

Cllr B. Larcombe asked if a response had been received from Magna Housing regarding the potential planting of trees near the Polish Airforce Memorial.

The operations manager said there was nothing yet, but he was aware of the time constraints and would contact them again.

Our Future Town – RCA Project

Cllr B. Bawden updated members on Our Future Town and said a grant application had been submitted to the National Lottery for 'together for our planet'; this was to kickstart community engagement for community climate action.

Cllr B. Bawden talked about the environment information for the town council website and said this would be populated in January.

Food Waste to Living Soil Project

The operations manager said he had looked into the Strawberry Field site for this project but it had been deemed unsuitable.

Cllr R. Smith said Emma Greenward of Grovlav had found a more suitable place and would contact local businesses soon.

Water Quality on the River Lim

The operations manager said the pipe which had caused the initial problem had now been removed. He had written to South West Water for an update as he understood there were other problems.

Agenda item 8 was brought forward on the agenda.

21/32/ENV Environment Agency – Coastal Flooding

Dave Picksley, senior coastal advisor for the Environment Agency gave a presentation on the potential coastal flooding due to climate change.

Mr Picksley showed clear evidence that climate change and the warmer temperatures along with the increase of wind and rainfall, was changing the Dorset coast. He said it was predicted that wetter winters and hotter drier temperatures in the summers would lead to an increase of one metre in sea levels over the next 100 years.

Mr Picksley showed a video of the changes of what had happened in the past and what would become of the coast if predictions were correct. As part of the presentation, Mr Picksley showed a shoreline management plan and talked about a national strategy, which is available from the government website. He said the policy would be to hold the line for Monmouth Beach for the short term, which would be about 20 years.

21/33/ENV Update Report

Additional Committee Members (non-voting)

Cllr B. Bawden talked about additional committee members from the community and said this was discussed at a recent Turn Lyme Green meeting. She said many people had other commitments, but they were hopeful there would be future uptake.

Co-Cars Electric Hire Car Scheme

Cllr B. Bawden updated members on the new electric charging points.

Members discussed the different types of charging around the UK and the possibility of a specified time to spend in the spaces, agreed that this would need to be addressed at a later time.

Lyme Regis Development Trust – Community Energy Champions

Cllr B. Bawden said Bridport Town Council were going to train people about sustainable energy so they could spread the word throughout the community. She said she had asked Bridport Town council for five places on this course for people from Lyme Regis and that was being considered.

21/34/ENV Lyme Regis Town Council Achieving Carbon Literate Organisation Status

Members talked about the training that had taken place recently and the forms that needed completing if the town council was going to work towards a silver accreditation as an organisation. It was reported two half-day workshops were booked for January.

Cllr G. Stammers suggested a talk about the forms beforehand to avoid any confusion as she said they were quite confusing.

Proposed by Cllr B. Bawden and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the town council working towards Carbon Literacy accreditation as an organisation.

Cllr B. Larcombe left the meeting at 8:47pm.

Cllr B. Larcombe returned to the meeting at 8:49pm.

21/35/ENV UN Conference of Parties 26, Glasgow – Update

Cllr R. Smith had attended the conference and showed a video presentation about climate change and the finance needed to be committed to reduce climate change.

Members discussed the global emissions during the lockdown and how the pandemic only changed emissions by 3%.

Cllr R. Smith talked about droughts and famines around the world and heat waves which would be too hot to live and work in. He said global warming needed to be reduced.

Cllr B. Larcombe said companies would only switch away from fossil fuels if it was financially attractive.

Members discussed the implications of climate change.

The meeting closed at 9.15pm.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 3 NOVEMBER 2021

Present

Chairman: Cllr G. Stammers

Members: Cllr D. Sarson, Cllr G. Turner

Officers: A. Mullins (support services manager), J. Wright (town clerk)

21/28/HR Public Forum

There were no members of public present.

21/29/HR Apologies

Cllr J. Broom – holiday
Cllr M. Ellis – work commitments
Cllr B. Larcombe – personal commitments
Cllr C. Reynolds – medical appointment
Cllr S. Williams – illness

21/30/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 15 September 2021

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, the minutes of the meeting held on 15 September 2021 were **ADOPTED**.

21/31/HR Disclosable Pecuniary Interests

There were none.

21/32/HR Dispensations

There were none.

21/33/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 15 September 2021

Members' allowances

The town clerk said he had been asked to give evidence to the Dorset Parish Independent Remuneration Panel, following the council's response to the survey which outlined why the council felt the allowance was too low because of the size of its budget and the complexity of its business.

The town clerk said after the panel had heard evidence from himself and others, he understood it would then issue a timetable for informing town and parish councils of its decision.

21/34/HR Update Report

There were no updates.

21/35/HR Minutes of the Health and Safety Committee meeting on 9 September 2021

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, the minutes of the Health and Safety Committee meeting held on 9 September 2021 were **RECEIVED**.

21/35/HR Health and Safety Audit 2021

The town clerk said the compliance score of 87 was very good in audit terms and the council would struggle to improve on this in future. He said there were no areas of major non-compliance identified.

Cllr G. Stammers said she sat on the Health and Safety Committee and the operations manager did a very comprehensive job in complying with the requirements and reporting them to the committee. She felt he had done a good job in raising the score from 33% in 2017 and the council should be pleased with the progress.

21/36/HR Review of Employee Handbook

The town clerk said the first part of the handbook had been reviewed for members' approval and officers were proposing at least two more sessions to review the remainder. He said the amendments were based on changes in legislation and general updates, and in some cases, officers felt it didn't read properly and required updating.

The support services manager said reviewing the handbook had been a useful exercise to refresh her understanding of the council's human resources policies so if issues did arise, she was already familiar with the processes.

Cllr G. Stammers said it would be helpful if members had a copy of the handbook and it was agreed it would be circulated by email when the review was complete.

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed changes to the employee handbook up to page 47.

21/37/HR Christmas and New Year Working Arrangements

The town clerk said the approach to this period had always been to try and give every employee some time off but to also ensure busy times, such as New Year's Day, were well covered. He said there were usually employees who were willing to work and earn overtime.

The town clerk said employees were entitled to two statutory days but when they were taken was up to the employer, and discretionary days did not have to be given but were usually granted by the council at this period.

The town clerk said last year the council made a decision to award the discretionary days to the enforcement officers, but there was an issue of equality as they had not been given to any other employees who were required to work during the Christmas and New Year period, i.e. the cleansing operative and seafront attendant.

Members were concerned that a precedent had been set and it would be difficult to move away from this.

Cllr G. Stammers asked if their contracts stated they were entitled to discretionary days.

The support services manager said it was not included in any contracts as it was in the council's gift whether to give them and how many days to grant.

The town clerk said the enforcement officer's remuneration took into account any hours worked at evenings and weekends, and this included the Christmas and New Year break. However, he said it had become custom and practice to give an additional payment for working during this period, which also created an equality issue.

The town clerk suggested the members could agree to award the discretionary days to enforcement officers this year, but officers could bring the calculations of how they are paid to members next year to help them make a decision.

However, the support services manager said this would set a precedent for two years, which would be even more difficult to move away from.

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to apply 1.5 days' discretionary leave over the Christmas and New Year period, so the council's services will cease at 12noon on Friday 24 December 2021 and re-commence at 9am on Tuesday 4 January 2022; to apply discretionary leave from 12noon to 5pm on Friday 24 December and on Wednesday 29 December; and to apply statutory days on Thursday 30 December and Friday 31 December 2021.

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to extend the 1.5 discretionary days to the enforcement officers.

21/38/HR Finance Manager Recruitment

Cllr G. Stammers said three applications were received for the post; one was late and the recruitment panel felt other two applicants were not qualified enough for interview.

The town clerk said despite widely advertising the post, the three applications had come as a result of approaches to a recruitment agency. He said the post could be re-advertised, but on the basis there were no applications the first time round, he doubted there would be any next time. He said officers could also do more work with recruitment agencies but there was no guarantee it would produce suitable candidates and the council would have to pay a fee.

The town clerk said the third option was to have discussions with the assistant finance manager, who was competent and could perform the functions required of a finance manager. He said the postholder didn't apply for the post because she could currently only work 30 hours and the finance manager role was full-time, although her situation was likely to change in a year or so and she could work more hours.

The town clerk said the council would work with the employee on a programme to develop certain areas, although he didn't feel there were significant areas of weakness. He felt it would be easier to recruit a finance assistant to replace her than to recruit a finance manager.

Cllr G. Stammers said the assistant finance manager had made a significant impact on the finance team and if she was willing, it would be a good idea to develop her skills.

The town clerk suggested if this was taken forward, an interview of sorts could be carried out with the assistant finance manager to assess her competencies and then form a development plan. He suggested the appointment to finance manager was permanent to give the team stability.

Cllr G. Turner asked if there were any training courses the council could pay for.

The town clerk said she was already doing an accountancy course but there may be other short courses to help her develop in specific areas.

In terms of recruiting for a finance assistant, the town clerk there could be a wide pay scale to allow for developing from a finance assistant to an assistant finance manager.

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to permanently appoint the assistant finance manager to the post of finance manager on the basis of 30 hours a week; to offer additional training to develop the employee in specific areas; and to appoint a new finance assistant.

21/39/HR 2021-22 Pay Award and Industrial Action Ballot

The town clerk said officers wouldn't normally provide committee reports at this level but the unions and employers had got to a stage where they couldn't agree and there was the possibility of industrial action. He said there were four council employees in the union and if industrial action was taken, it would be manageable.

The town clerk said the information had been provided so members were aware of the situation if questioned.

21/40/HR Member Training and Development

The town clerk said officers were keen to offer follow-on training from the induction training members were given; this would involve more in-depth sessions on certain parts of the business, such as car parks or the cemetery, and officers could develop this if members were interested.

Members agreed they would be interested in further training about specific areas of business.

The town clerk said he would look at putting this together and also suggested some of the frontline staff could deliver the training.

The support services manager said if there was any training members would like that wasn't already offered by external organisations, it could be requested from an external organisation who would look to host it on council premises.

Cllr G. Stammers said she would be interested in health and safety training. She said any training that helped members make decisions was useful.

The town clerk said officers could provide some proposals at the next meeting about what training could be organised.

The meeting closed at 7.47pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 1 DECEMBER 2021

Present

Chairman: Cllr M. Ellis

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

Officers: M. Green (deputy town clerk), A. Mullins (support services manager), M. Russell (finance manager), P. Williams (operations supervisor)

21/34/SF Public Forum

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

21/35/SF Apologies for Absence

Cllr C. Reynolds – not attending due to Covid-19
Cllr D. Ruffle – illness
Cllr R. Smith – work commitments
Cllr T. Webb – illness
Cllr S. Williams – illness

21/36/SF Minutes

Proposed by Cllr G. Stammers and seconded by Cllr R. Doney, the minutes of the meeting held on 13 October 2021 were **ADOPTED**.

21/37/SF Disclosable Pecuniary Interests

There were none.

21/38/SF Dispensations

There were none.

21/39/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 13 October 2021

Members noted the report.

21/40/SF Update Report

There were none.

21/41/SF Internal Audit Report, Visit One 2021-22

The deputy town clerk said this was a good report with very few items reported. He said the one issue which did concern officers was cash collection, which had originally been a high recommendation but had been downgraded to a medium following discussion with the auditor.

The deputy town clerk said it was an issue with the cash collection company G4S collecting from the car park machines on a timely basis, which had still not been resolved. He said some of the larger security vehicles required a HGV licence and given the national shortage of HGV drivers, this had affected G4S's ability to provide a service.

Cllr B. Larcombe asked if recommendation 7.1 regarding the net pay agreeing to the final pay report was a pensions or National Insurance issue.

The deputy town clerk said it was a one-off issue that related to his pension contribution in-year.

The finance manager said a very small adjustment was made and 20p wasn't picked up and although officers argued that it was an insignificant amount, the auditor said the amount was irrelevant. However, he said the final salary was reconciled and adjustments were not often required.

Regarding recommendation 3.1 and the signing of council minutes, Cllr M. Ellis said it was down to the chairmen to sign them at the end of meetings.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's report following visit one of 2021-22 and approve the management responses.

21/42/SF Governance

Cllr R. Doney said he felt the council needed to be clear about what it wanted to achieve, to have clear objectives, themes and values, and now was a good opportunity to do this coming off the back of Covid-19 as a lot had changed in the way everyone worked.

Cllr R. Doney said he was suggesting a session for members in January to consider a strategic approach, where someone external who didn't know the council facilitated the meeting. He felt it would be good for members to consider what the council's headline objectives should be for the next two to three years.

Cllr B. Larcombe said the idea of looking at themes and values and coming up with several adjectives to describe an organisation was a dated approach and he felt the council should be judged on the things it did and the way it did them, rather than what it said. He agreed the council needed to have clear objectives but they were already

costed and voted on by this committee, so he wasn't sure if an away day with a facilitator was needed to discuss it further.

Cllr B. Bawden said she wasn't keen on the idea of another away day as several members had paid no attention to what had been agreed at the last one.

Cllr B. Larcombe said if better behaviour came off the back of the away day, he would be happy to take part.

Cllr G. Stammers said when members first joined the council with established councillors, it took a long time to find your way through the objectives and strategies so she felt it would be helpful to get some clarification and was therefore not opposed to an away day.

Cllr R. Doney said the intention of the away day was not about addressing behaviour as such, it was about determining the council's key objectives. He clarified that although later in the agenda the council was discussing 'objectives', he saw those as tasks which the officers would carry out; the objectives he wanted the council to determine were the high level aims of the organisation.

Cllr B. Bawden said at the first away day there was an item about values and purpose but because it was at the end of the day, it was never really discussed, so some members already had an idea of what they wanted to achieve but didn't articulate it clearly. She said she was reluctant to have another away day unless everyone signed up to a collective agreement.

Cllr B. Larcombe said this should not send a signal that the council was in crisis or that it had come as an emergency measure; it should be regarded as a normal review of where the council was.

Cllr R. Doney agreed and said it was an opportunity presenting itself to the council on the back of Covid-19 and how the council could take advantage for the good of the town.

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold an away day with a facilitator to support the event to help the council develop its strategic approach.

21/43/SF Bad Debts

Members noted the report.

21/44/SF Broad Feed Chipper

Cllr G. Stammers said she appreciated the need for a bigger chipper as she had been approached by residents at Garmans Field concerned about the burning of foliage by the council at Strawberry Field.

The deputy town clerk said although officers appreciated the council's aims to replace vehicles with electric models, the currently available electric model didn't shred so the gardeners would still need to burn material at Strawberry Field. He said the officer view was a fossil fuel powered machine would be better, which could both chip and shred.

Cllr M. Ellis said if there was no electric model on the market that was suitable, the council had no alternative but to buy a diesel-powered machine, which would also save the council money in manpower.

Members asked about the potential lifespan of the preferred diesel machine.

The operations supervisor said it would last indefinitely with annual servicing.

Cllr G. Turner asked how much it would cost to charge an electric chipper.

The operations supervisor said it would take seven hours to charge and the battery would need to be replaced, probably after around two years. He said the preferred diesel machine had low emissions and had an idle mode so it was one of the greener models on the market.

Cllr J. Broom asked why the original cost estimate for the equipment had now increased by at least £10,000.

The operations supervisor said he had priced for a tow-along, top-fed chipper but later felt it wouldn't be the right machine for the council's needs.

Cllr B. Larcombe said if the council was investing in this equipment, it could be hired out to neighbouring councils and he suggested officers spoke to them about this possibility.

Proposed by Cllr G. Turner and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to approve purchasing an Eliet Mega Prof broad feed chipper and shredder at a cost of £24,845.24 +VAT, therefore approving the additional expenditure over the approved budget of £15,000.

21/45/SF Budget and Precept 2022-23 and Five-Year Financial Plan 2022-27

The finance manager said he had now modelled in all the figures following decisions made during the last round of meetings; this had produced an income of £1.7million in 2022-23, expenditure of £1.3million, and a reserve of £388,000. Looking at the five-year financial plan, he said business rates of £50,000 for the car parks were factored in, taking the reserve down by that amount in the following four years.

Cllr B. Larcombe asked what assumption the budget made about the precept and about the discounts for residents on beach huts.

The finance manager said the budget assumed no change on the precept, as per the decision made at the last meeting.

The finance manager said based on the decision made at the last meeting to introduce a 50% residents' discount on beach hut bookings, he had done some rough calculations on how this would have affected the bookings made for 2022. On beach hut booking day, bookings from Gateway Card holders totalled £38,000, representing a £3,800 loss at the current 10% discount; if the 50% discount was applied, this would be a loss of £19,500, a difference of £15,200 including VAT or £12,500 net. The finance manager said this was

based only on the booking day and officers estimated this figure could be doubled to take into account the whole year.

Cllr B. Bawden said it felt like it was a nice idea to offer residents a 50% discount on beach huts but it was too much of a financial hit. She said if there was a choice between a 50% discount and not offering the Gateway Card to Uplyme and Charmouth residents, she would rather reduce the discount to 20%, for example, and extend the scheme to Uplyme and Charmouth.

Cllr M. Ellis said the intention of offering the 50% discount was to help Lyme Regis residents who paid a precept and gave up their town for most of the year.

Cllr B. Larcombe said keeping the precept static for many years and giving money to local groups in grants was already giving something back to the residents. He said the 50% discount on beach huts could also be claimed by residents who owned holiday lets, which were then used by visitors and that wasn't in the spirit of the gesture.

Cllr R. Doney said setting the precept to zero seemed like a visible way of rewarding residents for what they had had to suffer for the last few years. He said it was wrong for the council to accumulate a reserve of £300,000 over the next few years just because it could, and any loss of income could be ameliorated by putting up car parking charges by 2p an hour at Monmouth Beach and 1p an hour at Woodmead.

The deputy town clerk said Lyme Regis charged the second lowest precept within the Dorset Council area at £78 per year for a Band D property, which had been held for 11 out of the last 12 years. Because there had been an increase in the number of properties in Lyme Regis, it meant Band D properties had actually paid less each year.

The deputy town clerk said some would argue that the precept was to fill the gap between income and projected expenditure and that if a council made a surplus, there was no need to charge a precept; however, he said there was no legislation to prevent this and this council was in an unusual position of projecting a surplus each year. He added the council could afford to not charge a precept but he would urge caution as one of the organisation's identified objectives was an asset management plan, which would highlight the need for significant investment in its assets.

The deputy town clerk said a local authority should be accountable to its local electorate, including financially, and if the link of accountability between the local community and the council was broken, this wasn't good for democracy. However, he said it would only be for one year so it may mitigate this issue.

Cllr B. Larcombe said he didn't think this was the right time or climate for making gestures or running a slimmer budget, as the size of the climate and environment bill was still unknown and inflation was rising.

Cllr B. Bawden said she agreed the council should give back to residents but she felt it was more important for residents to give back to the town and those who could afford to pay towards local services should. She said it would cause more confusion and annoyance when the council tried to re-introduce the precept next year. She added that

she was in support of a 50% discount on the other council services, i.e. amenities and weddings.

Cllr R. Doney said he was disappointed he had still not heard how the council could reward residents in a tangible way and he raised shoppers' permits, which were discussed at the last meeting but not formally agreed. Having gone electronic for all other permits, he said he had an idea how the shoppers' permits could work and would be willing to meet with council staff to discuss it further.

Cllr M. Ellis said the council needed to look at some other way of giving back to residents as there was a feeling the council was doing everything for tourists and wasn't giving enough to them.

Members discussed the idea of a free community bus as it was felt the whole community could benefit from this, as well as other service extensions to the town bus as it currently only went to certain roads in the town.

The deputy town clerk said there had been various discussions about the town bus, including a Saturday service, extending the route, or a free service. He said the operator was open to discussing all options but extending the route was the lowest cost and introducing a Saturday service was the highest cost. He said the additional £13,000 identified in the 2022-23 budget was to make it a free service.

Cllr B. Bawden said when passing their climate and environmental emergencies, Bridport, Weymouth and Dorchester Town Councils had each dedicated £100,000 to their climate action plans and she asked the council to consider doing the same, a lot of which would be of benefit to residents. She said it would be £100,000 for the remaining term of the council and would enable the council to help the town and its residents reach net zero.

Cllr B. Larcombe asked if the 2022-23 budget included a contingency for park and ride as he was aware the landowner of the Charmouth Road site might want to make alternative use of the land in future.

The deputy town clerk said a report would be coming to members in the first cycle of meetings in 2022 as there was an option to change from pay to ride to pay to park and with the charges increasing in DC car parks, this would encourage more people to use the park and ride. He said this was cost neutral if the park and ride stayed on the current site and the 2022-23 budget assumed this was the case.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the discount for weddings and amenities to 50% for Gateway Card holders but to hold the discount for beach huts at 10%.

Cllr R. Doney said the shoppers' permits would allow residents to have two hours to park at any time of the day, at any time of the year and they would be available to those with a residents' concessionary permit. He said he would like an opportunity to check with the office and enforcement officers that the scheme would work and report back to the Full Council.

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce shoppers' parking permits for residents.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to commit £75,000 over the remaining life of the council, i.e. £25,000 per year, to carry out a climate action plan.

Cllr D. Sarson asked if the £40,000 grant had been confirmed towards the cost of the CCTV. The deputy town clerk said it had not yet been confirmed.

Cllr D. Sarson asked if the cost of dealing with water ingress at the Jubilee Pavilion was an actual or estimated cost.

The deputy town clerk said it wasn't fully understood what was causing the problem so they were not proper costings but he felt £50,000 was a more than adequate budget.

Cllr D. Sarson asked why outside works expenditure was so significantly overspent at £76,000.

The finance manager said one of the biggest overspends was the extra toilet cleaning in the summer, as well as the storage container in the gardens.

The deputy town clerk said officers may need to re-visit some of the nominal codes used in the accounting system because there were some items which didn't fit into those categories; for example, legal fees were within office administration.

The deputy town clerk said one thing to come out of the last Town Management and Highways Committee meeting was a suggestion that one way of controlling uses of the seafront roof was to look at picnic benches and planters but there was currently no budget for it. He said if members wanted to pursue this, it would need to be included in the budget now.

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** not to include a budget for picnic benches and planters in the 2022-23 budget.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2022-23 base budget and assumptions

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the base five-year financial plan and assumptions.

21/46/SF Investments and Cash Holdings

Members noted the report.

21/47/SF List of Payments

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to note the report and approve the schedule of payments October 2021 for the sum of £133,348.59.

21/48/SF Debtors' Report

Proposed by Cllr M. Ellis and seconded by Cllr B. Bawden, 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.

21/49/SF Exempt Business

a) Debtors' Report

Officers reported that the chalet owner with the biggest debt had started to make payments within recent days and the other large debt related to the chalet park would be resolved this week.

The deputy town clerk said officers were working with DC on issues of waste collection and properties that were business rated, of which there were 14 across the entire site. He said although the requirements for registering a chalet or caravan with DC for business rates was different to the lease or licence with the town council, officers now had better information about those that were business rated.

The deputy town clerk said although chalet and caravan owners who were business rated were required to pay a 15% premium to the council, only around five did and this information would now allow officers to follow it up.

Cllr G. Stammers asked if owners were regularly reminded that they should be paying the premium.

The deputy town clerk said there had been so many problems with people signing leases and not paying debts that officers had put all their efforts into resolving those issues but officers would start actively pursuing it.

The meeting closed at 9.07pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 17 NOVEMBER 2021

Present

Chairman: Cllr C. Reynolds

Members: Cllr B. Bawden, Cllr R. Smith, Cllr B. Larcombe, Cllr D. Sarson, Cllr G. Turner, Cllr M. Ellis

Officers: J. Wright (town clerk), A. Mullins (support services manager), K. Weekley (administrative assistant)

21/29/TCP Election of Vice-Chairman

It was proposed by Cllr B. Bawden and seconded by Cllr M. Ellis members that Cllr R. Smith is vice-Chairman of the Tourism, Community and Publicity Committee.

There being no other nominations, Cllr R. Smith was duly **ELECTED**.

21/30/TCP Public Forum

C. Salter

C. Salter, a member of the Secular Society, spoke in relation to agenda item 10, Seafront and Beach Concessions. He said he was asking the council to grant him some quality space on the sand beach this summer at the same time as United Beach Missions. He said his intention was to teach children the theory of evolution dressed as Charles Darwin, with the help of someone else dressed as Mary Anning and using fossils. C Salter said he was make sure any helpers were vetted to interact with children and they would have public liability insurance to safeguard children while in their care. He said to the best of his knowledge United Beach Missions had been coming to Lyme Regis for 50 years and he thought it was time there was a change.

21/31/TCP Apologies

Cllr D. Ruffle – holiday
Cllr S. Williams – illness
Cllr J. Broom – holiday
Cllr G Stammers – holiday
Cllr T Webb – illness

21/32/TCP Minutes

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, the minutes of the meeting held on 29 September 2021, were **ADOPTED**.

21/33/TCP Disclosable Pecuniary Interests

There were none.

21/34/TCP Dispensations

There were none.

21/35/TCP Matters arising from the minutes of the previous meeting held on 29 September 2021

LymeForward grant agreement

Cllr B. Larcombe asked if the grant agreement had been signed

The town clerk said the officers had not yet sent the grant agreement to LymeForward but aimed to do this within the next week.

Seagull deterrents

Cllr D. Sarson asked if seagull deterrents had been looked into.

Cllr C. Reynolds said she had spoken to the operations manager who was currently looking into many different options and would bring a report to the next meeting.

21/36/TCP Update Report

Members noted the report.

21/37/TCP Community Engagement Strategy

Cllr B. Larcombe felt some of the wording on the proposed strategy could imply the council was not currently engaging and he wouldn't want people to think the council wasn't being a socially responsible organisation.

The town clerk said he felt everyone realised the council needed to do more community engagement and it had an obligation to do that, but with it came a degree of social responsibility and accountability.

Cllr B Bawden suggested 'socially responsible' was changed to 'socially responsive' and there was general agreement for this.

Several members felt the council wasn't engaging enough with the community and although the council had representatives on many organisations, there were many more

that didn't have representatives and many people who were isolated and were not members of any groups.

Cllr B. Larcombe suggestion 'to develop a greater community understanding of what the council does' was amended to 'to provide a raised awareness of what the town council does and what the unitary authority does' as people needed to understand the respective responsibilities of the two organisations.

Cllr C. Reynolds agreed and said it would be helpful to have a leaflet so the public could see which council did what. She added the council needed to understand the public as much as the public needed to understand the council.

The town clerk said this was the town council's community engagement strategy so it was about the town council and what it wanted to do. He said the council did a lot in terms of talking to the community but it didn't have a clear structure and a plan for doing it within.

Members felt the council should not only tell people what it does but also listen to the community, hear the community and take action on what it hears.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner members agreed to **RECOMMEND TO FULL COUNCIL** to approve the community engagement strategy, but to amend 'socially responsible' to 'socially responsive' and amend 'to develop a greater community understanding of what the council does' to 'to provide a raised awareness of what the town council does and what the unitary authority does'.

21/38/TCP Seafront and Beach Concessions

Cllr C. Reynolds said that the council needed a policy for concessions to make it easier on the officers to know how many concessions should be allowed and how often to advertise them.

Cllr B. Larcombe suggested a policy which considered concessions on a case-by-case basis.

Cllr M. Ellis said two concessions doing the same thing should not be in the same place at the same time but agreed that a policy would be very good with more delegation to the officers.

Members talked about the size of the beach and decided that it was not big enough for two concessions of the same type.

The support services manager pointed out that due to concession renewals in January it would be better to look at the request from Mr Salter now and look at the details of the policy later.

Cllr D. Sarson asked Mr Salter if what he would be teaching conflicted with the teachings of the United Beach Mission.

Mr Salter said United Beach Mission had been coming to Lyme Regis for 50 years and times had changed to an age of science where there was room for other opinions.

The support services manager confirmed that the United Beach Mission held a three-year concession on the beach until the end of summer 2022. She said if another similar concession would want to be on the beach at same time, it would be easier to establish terms of when and where the concessions could be if they were discussed at the same time.

Mr Salter said he would be willing to withdraw his current application and submit it again when the United Beach Mission applied to renew their concession.

Members agreed officers should put together a policy for concessions to be brought to a future meeting, with a copy to go Mr Salter.

Members discussed the introduction of new fitness and exercise concession.

Cllr M. Ellis suggested other venues such as the pebble beach, the roof, or the putting green to be utilised for this purpose.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the introduction of new fitness and exercise concession.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce a policy on how operators each concession will be granted and how often they will be advertised.

21/39/TCP Green Dog Walkers Scheme

Cllr C. Reynolds said she felt the people who would sign up to the Green Dog Walkers scheme were not the problem and it was the irresponsible dog walkers who were not sign up that were causing problems.

Cllr B. Larcombe said he had concerns with the letter written by Claire Humphreys, as included in the report, which suggested the removal or the reduction of the Public Space Protection Order (PSPO) in Lyme Regis and would not want to support it. Cllr B. Larcombe felt all dog walkers should be Green Dog Walkers without the need for a scheme.

Cllrs M. Ellis said it was down to the individual dog walker to make the pledge and not for the council to spend money on. She said she would rather see that money go on more enforcement.

Cllr B. Bawden said for the council to support the scheme would encourage others to be more responsible.

The support services manager said the council had already supported the scheme and advertised it on social media, but no funding had been allocated to it.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis members agreed to **RECOMMEND TO FULL COUNCIL** not to extend the council's involvement in the Green Dog Walkers Scheme.

21/40/TCP Gateway card

Cllr C. Reynolds said she felt the council should continue with the Gateway cards for DT7 postcodes only.

Cllr M. Ellis explained that when this was talked about during the recent Strategy and Finance Committee meeting, the idea was that it was not a discount card for people with a DT7 postcode which included Uplyme but Lyme Regis residents only as they pay the precept here.

Cllr M. Ellis suggested a re-launch of the Gateway card.

As the council had previously made a decision to extend the scheme to Uplyme and Charmouth, members discussed whether they still wanted this to apply. It was generally felt the scheme should only be for Lyme Regis residents.

The support services manager said even though it wasn't advertised, there were about 10 people in Uplyme that had a Gateway Card and there was no way of getting them back.

Cllr M. Ellis suggested issuing a new card which were for Lyme Regis residents only.

The support services manager explained how the beach hut booking system would need to have new numbers to recognise the new cards.

Cllr B. Larcombe said the new cards should have a term life on them.

Members discussed the option of rather than putting an expiry date on the card, it should just have a year of issue which could be extended at a later date.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner members agreed to **RECOMMEND TO FULL COUNCIL** to introduce new Gateway Cards with the same design as the existing cards but with the year of issue as 2022 and new card numbers on them, to be issued only to Lyme Regis residents.

21/41/TCP Eat Festival

Cllr B. Larcombe asked if the council could charge a fee that included all council costs. He said he wanted to make sure local businesses were happy and were not going to lose money because of the festival.

The support services manager said these points would be picked up at the meeting with the event organiser, which would be attended by the chairman of the Town Management and Highways Committee and the Tourism, Community and Publicity Committee.

Some members felt these events were good for the town, most people enjoyed them, and they brought people into the town which helped local businesses.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request to hold the Eat Festival on 7 May 2022.

21/42/TCP Dorset Council Libraries Consultation

Cllr C. Reynolds suggested the committee delegated two people to do the consultation on behalf of the council.

Cllr B. Larcombe agreed but said individuals should contribute as well. He said libraries should continue to provide factual and fictional books along with modern media services, and that the opening times needed regulating.

Members agreed libraries provided a good service within the community including audio books, e-books, and children's books.

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner members agreed to **RECOMMEND TO FULL COUNCIL** that Cllr B. Larcombe and Cllr B. Bawden complete Dorset Council libraries' consultation the consultation on behalf of the council.

21/43/TCP Managing Consultation Exercises

Members noted the report.

21/44/TCP Video for Tourism Website

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, 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.

Members discussed the quote from Max Redwood to create a video for the homepage of the new tourism website and felt that it was reasonable on cost and previous footage by Max Redwood had been good.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers members agreed to **RECOMMEND TO FULL COUNCIL** to approve the quote from Max Redwood to create a video for the homepage of the new tourism website

The meeting ended at 8.43pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 NOVEMBER 2021

Present

Chairman: Cllr M. Ellis

Members: Cllr B. Bawden, Cllr B. Larcombe, Cllr D. Ruffle, Cllr G. Stammers, Cllr G. Turner

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

21/32/HR

Public Forum

P Thompson

P. Thompson spoke in relation to agenda item 10, Request for Access across Woodmead Car Park to carry out works in the rear garden of Overjordan, Mill Green, Lyme Regis. He said he was the landscape designer helping to design and co-ordinate the project on behalf of the owners of Overjordan. He explained the details of the proposed project and the access it would require across Woodmead car park for two to three weeks in January, which would be the quietest time of year and therefore would cause the least disruption.

R. Finch

R. Finch spoke in relation to agenda item 8, Parking, specifically in relation to Springhill Gardens. He referred to a letter he wrote to Dorset Council (DC) in June asking for help with the parking situation. He said since double yellow lines had been installed in Anning Road and South Avenue, it seemed to have made an improvement there but had caused increasing problems in Springhill Gardens, with around six to eight people working in Lyme Regis parking there between 8am and 5pm and around 15 tourists between 10.30am and 7pm. He said most days in the summer there were around 25 cars parking there, circling around the close making it difficult and upsetting for residents, most of whom were over 75. R. Finch said it was also making it difficult for visits from carers, food deliveries, gardeners and waste vehicles. He said cars parked opposite the junction also made it impossible for emergency vehicles to drive through, while cars parking at the corner of the entrance to Springhill Gardens made it impossible to see vehicles coming from Roman Road. He said DC should realise if people parked in the car parks at £5 per day, it would make £20,000 over 200 days, which was about the average they parked for. He said a lot of people who parked at Springhill Gardens were staying at bed and breakfasts but they didn't have parking so they were told to park there. He said people visiting the beach didn't bring anything into Lyme Regis and went home afterwards. R. Finch said when collecting their cars, one family had had a picnic in one of the gardens,

while another family had thrown the contents of a potty over another garden. He said the traffic going around the close added around 400% to the wear of the road. He said the Highway Code stated there should be no parking within 10 metres either side of the junction and he had told the parking attendant and police but no action was ever taken. He said when vehicles were parking on corners, residents had to be very careful when they came out because they couldn't see either way and one day there would be an accident. R. Finch asked if DC Highways could go to Springhill Gardens to talk to the residents with a view to introducing residents' parking.

R. Crabbe

R. Crabbe spoke on the same agenda item and said he had written to the DC ward member some time ago about the problem. He said he had written to say the residents of Springhill Gardens were requesting assistance in introducing parking restrictions in the street. He said with one exception, all residents were senior citizens and were experiencing increasing problems with visitors parking there. He said visitor cars were blocking driveways or parking opposite them, making resident access difficult. R. Crabbe said visitor cars had been responsible for dropping litter in the road and on one occasion visitors had had a picnic on someone's lawn. He said residents had evidence of bed and breakfast establishments telling guests to park in Springhill Gardens. He said the problem had been worsening each year and now restrictions had been introduced on Roman Road, the situation in Springhill Gardens had deteriorated further, to the point where they needed to find a way of bringing in residents' only parking restrictions. R. Crabbe said he was aware of DC's budgetary limitations but this would do much to increase the quality of life for the residents.

D. Nott (read out by an officer)

D. Nott spoke on the same agenda item. He said he wished to raise his concerns about parking in Springhill Gardens and Roman Road from the end of Springhill Gardens to the junction with Windsor Terrace on safety grounds. He said residents of Springhill Gardens generally had sufficient parking in the form of driveways, however in the absence of any parking restrictions, the roads were increasingly being used by people using the beach and the town. He said he was concerned about daily parking of cars on and around the corner of Springhill Gardens and Roman Road, where the road was steep and narrow and visibility was severely restricted by parked cars and a hazard to vehicles and pedestrians turning into or crossing the entrance to Springhill Gardens. D. Nott said he was also concerned about non-resident parking further up Springhill Gardens, which narrowed the road and obstructed visibility for vehicles driving both up and down as they negotiated the two sharp bends in the road. He said he was concerned that at busy times of the year, particularly during summer holidays or during popular events, cars parked along both sides of Springhill Gardens, limiting access for residents and making it difficult for larger vehicles such as deliveries and refuse collections, as well as emergency vehicles should they be required. He said a high proportion of the residents were elderly. D. Nott asked the council when considering long-term solutions to the wider issue of vehicular access and parking in Lyme Regis to take these matters into account. He said he, along with other concerned residents, would be pleased on the type and extent of restrictions that may be implemented. Meanwhile, he said he urged the council to introduce some form of parking restrictions at the bottom end of Springhill Gardens to

prevent the dangerous and sometimes careless parking that happened there on a daily basis.

R. Hudson

R. Hudson spoke on the same agenda item. She said she was speaking with regards to the vastly increased amount of parking in Springhill Gardens. She said until recently, a small number of visitors parked there, but this had increased enormously and had coincided with a large increase in the cost of parking in the large car parks and the introduction of residents or one-hour parking in South Avenue. She said the parking restrictions in South Avenue had pushed the parking problem around the corner into Springhill Gardens. R. Hudson said she fully acknowledged Springhill Gardens was a public road and as such, anyone was entitled to park there, but the sheer volume of the parking was causing problems. She said cars had been parking across driveways, and at the entrance to Springhill Gardens, which made it difficult to pull out into Roman Road as it was difficult to see oncoming traffic and she believed it was illegal. She said people were parking on the turning circle and double parking, making it very difficult to drive through to their house. R. Hudson said too many people wanted to come to Lyme Regis and unless there was a restriction on parking in residential roads, visitors would seek out and clog up those roads. She said she felt all residential roads should have restrictions, so once all car parks were full, there was no available parking, and residents could have permits to give to visitors. R. Hudson said although the town council may not agree and may feel the needs of visitors should be considered, it was important to take into account the needs of residents.

21/33/TMH Apologies

Cllr J. Broom – holiday
Cllr C. Reynolds – personal commitments
Cllr R. Smith – attending Cop-26 conference
Cllr S. Williams – illness

21/34/TMH Minutes

Cllr D. Sarson said he was not included in the list of attendees.

Cllr B. Larcombe said the council needed to seriously look at a canopy or some form of cover to protect against anything which may fall from the seafront roof and it was agreed this would be a future agenda item.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, with the above amendment, the minutes of the previous meeting held on 22 September 2021 were **ADOPTED**.

21/35/TMH Disclosable Pecuniary Interests

There were none.

21/36/TMH Dispensations

There were none.

21/37/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 22 September 2021

Roof balustrading

Cllr B. Larcombe asking if there was any update on the damage to the glass panels and whether the police had done anything to apprehend those responsible. He said there needed to be a clear message that this kind of mindless vandalism would not be tolerated.

The operations manager said the police were informed and the CCTV was supplied but he was not party to the police investigation.

The deputy town clerk said the panels were likely to be replaced later this month because the lead-in time was quite long.

21/38/TMH Update Report

Guildhall works

Cllr B. Larcombe wanted to formally thank the contractor for doing a brilliant job so far on the Guildhall maintenance and repair, which had been done to the time and cost estimate, and also the operations manager and deputy town clerk for overseeing the work. He asked that the original oak door received some attention.

The deputy town clerk said he recently met with the architect and contractor for the works to the oriel window and although they would minimise the amount of dust going into the chamber, they would prefer if the council used an alternative venue for meetings. He said the Pine Hall at the Baptist Church had been provisionally booked for this purpose.

Office works

The deputy town clerk said the contractors had looked at the works required in more detail, specifically to the window in the meeting room, the tile hanging underneath it and the structure that supported it. He said there was real concern they may not be able to do all the work during the road closure because it was more extensive than originally envisaged. He added that conversations were ongoing and they would do everything they could to resolve it.

Cllr G. Stammers asked if it was deemed unsafe, whether remedial works were required and when the contractors expected to be able to carry out the works.

The deputy town clerk said the window was not unsafe and the sash windows were secure. He said the windows probably shouldn't be opened but the extent of the work was likely require the entire replacement of the window.

Cllr M. Ellis asked if the work could be done without closing the road.

The deputy town clerk said some of it could be but scaffolding would be required.

Cllr B. Larcombe asked if there were any other road closures scheduled when the works could be timed to take place.

The deputy town clerk said a number of other property owners in Church and Bridge Streets had expressed a wish to put up scaffolding during the January and February closure and were refused because of the nature of the works being carried out by DC so he believed there would be considerable pressure for a further closure.

New Harbourmaster's Store for Dorset Council

The deputy town clerk said the town council would be serving notice on DC to vacate the store and the expiry would be 31 March 2023. However, he said the store should be available to the council well before that date.

Water leaks at Monmouth Beach

Cllr B. Larcombe asked what the chalet leases said about water leaks.

The deputy town clerk said it was the council's responsibility to deal with water leaks as none of the services were adopted. He said South West Water was not interested in adopting the services.

21/39/TMH Parking

Members were informed the DC officer who was expected to be at this meeting was unable to attend as he was ill.

Cllr D. Sarson said the residents of Springhill Gardens were suffering and something had to be done about it. He said he was also aware of issues in Anning Road as people with permits were unable to park outside their houses or anywhere near as DC were issuing permits to holiday companies. He said a letter from Paul Hutton, DC's parking services manager, said local councillors and the DC councillor should canvas local residents to determine if there was enough support for a review of parking permits for holiday companies.

Cllr B. Larcombe said he had previously raised concerns from residents of Springhill Gardens and he would welcome the input of DC. He said he felt the council owed its support first to residents and should support them in any request to DC. He said there was also an issue with parking at the roundabout near Clappentail Lane, where the bus stop could be delineated without a parking order being required.

Cllr G. Stammers said it was illegal to park on a junction so it required proper enforcement to move people on or issue fines as people would continue to park there while they got away with it.

Cllr B. Bawden said there needed to be a more holistic view of the whole issue of parking in Lyme Regis, not just the places mentioned and the council needed to ask DC for a proper review. She said Sidmouth Road was very dangerous and pedestrians were in danger walking down there.

Cllr M. Ellis said the first thing to do would be to get someone from DC highways to Lyme Regis for a walkabout around the town.

The deputy town clerk said officers did suggest to DC a comprehensive review last year but it didn't seem to have made any progress so the council needed to find some way of engaging with them.

Cllr B. Larcombe said there was also an issue with large delivery lorries coming into the town at any time of the day and some towns had set hours when deliveries could be made.

Cllr M. Ellis said there were set delivery times but they were not being adhered to.

It was agreed officers would request a DC highways officer attends the next meeting of this committee and also meets separately with the residents of Springhill Gardens.

21/40/TMH Emergency Planning Procedure Review

Cllr M. Ellis said the telephone numbers for the Woodmead Halls were incorrect.

Cllr B. Larcombe said the following amendments were required: the Highways Agency was now known as National Highways; the foodbank location needed to be changed from The Hub to Unit 1A, St Michael's Business Centre; LymeForward should be mentioned; and fire, GPs and police should be included.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Emergency Planning Procedure, with the following amendments: amend the telephone numbers for the Woodmead Halls; amend the Highways Agency to National Highways; change the foodbank location from The Hub to Unit 1A, St Michael's Business Centre; reference LymeForward; and reference fire, GPs and police.

21/41/TMH Request for Access across Woodmead Car Park to carry out works in the rear garden of Overjordan, Mill Green, Lyme Regis

The deputy town clerk said the council was not under any obligation to agree to the request but it wouldn't be possible for the owners to do the work through any other route. He said the owners were investing a significant amount of money to fundamentally retain the council's land, an obligation that normally stood with the owner of the higher land, i.e. the council.

The deputy town clerk said if members were happy with the request in principle, he would suggest the detailed terms should be delegated to the town clerk in consultation with the chairman and vice-chairman of this committee. He also suggested if the council agreed to the access, it should be absolutely without prejudice to the future use of the

council's land; the future potential development of the land could not be constrained in any way that disadvantaged the council.

Cllr M. Ellis said if there was any damage to the car park during the works, the applicant would need to put it right, and also wash down the car park regularly.

The deputy town clerk said this was the kind of detail that could be agreed upon later. He said in terms of damage to the main car park, there would be a banksman to see lorries in and out.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to agree in principle to a request for access across Woodmead car park to facilitate works in the rear garden of Overjordan, Mill Green, Lyme Regis; to delegate authority to deal with the detailed response to this matter to the town clerk in consultation with the chairman and vice-chairman of the Town Management and Highways Committee, together with the council's legal and technical advisors; that this agreement is without prejudice to the determination of any future requests for access in this area and the council reserves its right absolutely to use its own land in the future in a way which may preclude future access for works or maintenance to either Overjordan or any other neighbouring property; and agreement from this council is entirely without prejudice to the need for the applicant to obtain either planning permission or building regulations approval.

21/42/TMH Roof Management Plan

Cllr M. Ellis said the extra money was spent on the roof so that events could be held but she wouldn't like to see vehicles on there. If there were gazebos on the roof, she felt they should be towards the back so they could be tied down to the points installed for that purpose.

Members generally agreed they would not want to see vehicles or trailers on the roof.

Cllr B. Larcombe said he wouldn't want to see the following on the roof: skateboards, ball games, music concerts, trailer, marquees, or gazebos unless they were at the back of the roof. He said it was a roof first and an open space second and there were safety issues the council shouldn't ignore, not to mention aesthetic issues of the area and some events and activities being too intrusive and inappropriate for the area.

Cllr G. Stammers said she would like to see the roof used for managed events that were safely controlled. She said there were gazebo tie-down points and if they were used appropriately, events should be allowed.

Cllr B. Bawden it would be a shame to waste the money spent on the roof not to use it for the benefit of residents as an open and inclusive area to have affordable or free events, providing safety considerations were fully satisfied.

Cllr D. Ruffle said as long as it was used wisely and managed well, he couldn't see why the roof couldn't be used for events.

Cllr G. Turner asked what sort of guarantee there was on the roof and the kinds of activities that could take place on it.

The deputy town clerk said the material and roof were structurally sufficiently sound to take the weight and turning movement of vehicles. Sharp, penetrating objects presented a much greater risk, such as a marquee using ground pegs. He said most uses would be acceptable and would not invalidate the warranty but it would require proper management, such as putting boarding under high load points to 'spread' the load.

Members discussed skateboarding on the roof and there was discussions around picnic benches and planters being installed to deter skateboarders. Cllr M. Ellis said she would like the council to speak to DC about the possibility of introducing byelaws more widely in the town to ban skateboarding in other areas.

Cllr B. Larcombe said he was concerned about objects falling over the edge of the roof onto people beneath and therefore anything that was allowed on the roof needed to be away from the edge. He was also concerned about damage to the surface from sharp objects, chemical spills and heat. He said he also wanted to see businesses being charged a going rate to use the area.

The operations manager said every event was discussed at an event planning meeting, attended by the chairman of this committee and the Tourism, Community and Publicity Committee so these kinds of details could be managed in the way they currently were.

The deputy town clerk said what he was hearing from members was that they didn't want any vehicles or trailers on the roof, other than perhaps vehicles that may be required to deliver equipment related to an event or to carry out maintenance. He said with that exception, all other events that may be requested would go through the normal process, which would involve scrutinising a management plan, showing evidence of insurance, a risk assessment, etc.

The deputy town clerk said some of the issues event organisers would have to address would be different for an event on the roof to an event on the parade, but the range of issues would be similar. For that reason, he questioned whether a roof management plan was necessary, or whether it should just be picked up as part of the wider event management process.

The operations manager said picnic benches and planters would need to be picked up as part of the budget-setting process.

Cllr B. Larcombe asked if it would be possible to investigate if chippings could be put down to deter skateboarding.

The deputy town clerk said he had discussed this with the designer and roofing contractor and although it was possible, putting sharp gravel on the surface was not advisable.

Cllr B. Larcombe suggested rounded gravel instead.

The deputy town clerk said the roofing contractor had advised the council to be aware of issues of liability and health and safety because the surface that was chosen was sufficiently abrasive to provide good grip. He said rounded gravel would significantly increase the likelihood of people slipping or falling.

Cllr M. Ellis said putting gravel on the roof in the past had prevented it being used for some events and she didn't want to deter local groups from using it. She said it was also the only step-free route for wheelchairs and gravel may prevent them from using it.

It was proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson not to introduce a roof management plan but to look to manage what takes place on the roof through the normal event management process, to look to incorporate deterrents for skateboarding and balls games, and no vehicles or trailers are allowed on the roof unless required in connection with essential maintenance or to deliver equipment.

However, several members were concerned about banning ball games as small children may play with a ball in the gardens or on the roof and this would prevent them from doing so.

Cllr B. Larcombe felt there was a risk of a ball going over the edge of the roof and hitting someone below.

The other members felt the risk was no greater than a ball hitting someone if it was being played with on the beach or the parade and that the roof was one of the few flat spaces on the seafront children could go to and enjoy the space.

Cllr D. Sarson withdraw his seconding of the proposal.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** not to introduce a roof management plan but to look to manage what takes place on the roof through the normal event management process, to look to incorporate deterrents for skateboarding, and no vehicles or trailers are allowed on the roof unless required in connection with essential maintenance or to deliver equipment.

21/43/TMH Solar Panels on Chalets and Day Huts

Cllr B. Larcombe said as the chairman, Cllr J. Broom, couldn't attend the meeting, he had asked him to impress on the meeting that he was not in favour of solar panels on chalets or day huts as he felt it was out-of-keeping with the area. He said personally he wasn't in favour of day huts but maybe chalets as he didn't believe the roofs were up to taking panels and it started to invite a different kind of use.

The operations manager reminded members about the paragraph at the beginning of every agenda which asked them to take into consideration the climate emergency declaration in reaching decisions.

The deputy town clerk said the office had received enquiries about solar panels from several chalet owners and one day hut owner. He said day huts currently had no

electricity. He said if the council agreed in principle to the requests, he had no feel for how many owners might chose to install panels.

Cllr B. Bawden asking if they would need planning permission.

The deputy town clerk said they probably wouldn't but the site was in an area of outstanding natural beauty so that might be an issue.

Cllr M. Ellis said she didn't see how the council could justify turning the requests down after declaring a climate emergency. She said the owners would need to check if there were any planning issues first. However, she didn't think day huts should have panels because they didn't have electricity and were not for sleeping in.

Cllr B. Bawden said people needed to move away from fossil fuels and if people were prepared to pay for solar panels to generate renewable energy, the council should be supporting them.

The deputy town clerk said if members were minded to support in principle requests for installation of panels on chalets, requests to replace and change the design of chalets were normally brought to this committee. He said the council could introduce support in principle but individual requests could come to this committee.

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree in principle to allow solar panels to be installed on chalet roofs but individual requests are considered on a case-by-case basis by the Town Management and Highways Committee; and not to allow solar panels to be installed on day hut roofs.

21/44/TMH **Complaints, Incidents and Compliments**

Members noted the report.

The meeting closed at 8.56pm.

Committee: Full Council

Date: 15 December 2021

Title: Appointments to Council Committees

Purpose of Report

To allow the council to appoint Cllr Caroline Aldridge to committees

Recommendation

The council appoints Cllr Caroline Aldridge to the Tourism, Community and Publicity Committee and the Town Management and Highways Committee

Background

1. Councillors have the opportunity each year to serve on all committees. Membership of the Strategy and Finance Committee is mandatory for all members.

Report

2. Cllr Caroline Aldridge has indicated she would like to be appointed to the Tourism, Community and Publicity Committee and the Town Management and Highways Committee.

Adrienne Mullins
Support services manager
December 2021

Committee: Full Council

Date: 15 December 2021

Title: Appointments to External Bodies

Purpose of Report

To allow members to make additional nominations to external bodies

Recommendation

Nominate replacement members to the The Hub Strategic Group, the Regatta and Carnival Committee, and the Lyme Regis branch of the Royal British Legion

Background

1. Nominations to external bodies were made at the annual meeting of the council on 26 May 2021.

Report

2. Kelsey Ellis was nominated as a representative to The Hub Strategic Group, the Regatta and Carnival Committee and the Lyme Regis branch of the Royal British Legion. Following Kelsey's resignation from the council, new council representatives are sought.
3. Kelsey was also a representative for Lyme Regis Charities, Lyme Regis Museum and the Youth Council but as there were two representatives for each of these organisations, there is no need to find a replacement.
4. Appointments will be for the remainder of this council year, i.e. until the beginning of May 2022.

Adrienne Mullins
Support services manager
December 2021

Committee: Full Council

Date: 15 December 2021

Title: Covid and Council Meeting Arrangements

Purpose of Report

To inform members of the legal requirements applicable to the holding of council meeting, the practices adopted by other councils in west Dorset and to present options for this council to consider

Recommendation

Members note the report and instruct the town clerk

Background

1. The issue of Covid security around council meetings has been raised by a member. The issue is brought into sharper focus by increasing Covid infection levels, the emergence of the Omicron variant and the prime minister's announcement 8 December 2021 that the country will move to Plan B. The announcement that England will move to Plan B means:
 - from 10 December 2021, face coverings will be required by law in most indoor settings
 - from 13 December 2021, office workers who can work from home should do so
 - from 15 December 2021, certain venues and events will be required by law to check that all visitors aged 18 years or over are fully vaccinated, have proof of a negative test in the last 48 hours, or have an exemption.

The law

2. The legal requirement to hold physical council meetings is detailed in the Local Government Act 1972 and the Public Bodies (Admission to Meetings) Act 1960.
3. In response to Covid-19, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 was introduced with effect from 4 April 2020. The regulations suspended legislative requirements to hold physical council meetings until 6 May 2021 and allowed councils to hold virtual meetings.
4. Despite representation from national local government bodies, including a high court judicial review launched by the Association of Democratic Services Officers (ADSO), Lawyers in Local Government and Hertfordshire County Council, the government refused to extend emergency legislation to allow virtual meetings beyond the 6 May 2021 deadline.
5. Lyme Regis Town Council returned to physical meetings in May 2021.

Who's doing what locally?

6. The town clerk has reviewed council and committee meeting arrangements at Dorset Council, and Bridport, Dorchester, Sherborne, Swanage and Weymouth town councils.
7. Dorset Council has moved back to virtual meetings. Its decision is based on its large number of members and its ability to source appropriate venues.

8. Bridport Town Council holds physical full council and committee meetings. The number of attendees is restricted to 30 in the council chamber and 12 in its committee room. Council meetings are attended by the town clerk, only. Other officers and members of the public can join meetings virtually.
9. Dorchester Town Council holds physical council and committee meetings. Meetings are currently held at the Dorchester Cricket Club to achieve better levels of social distancing and ventilation.
10. Sherborne Town Council holds physical full council meetings but has moved locations to achieve better levels of social distancing and ventilation.
11. Swanage Town Council holds physical meetings for full council and some of its committees. Other committees have temporarily changed their status to working groups to enable them to meet virtually.
12. Weymouth Town Council holds physical committee meetings, but its full council meetings are normally held virtually. This arrangement is informed by the number of councillors they have, i.e., 29. This arrangement is supported by significant delegation to the town clerk. There are occasions where only the full council can make decisions, e.g., setting the budget and precept, and in such instances a physical meeting is held.

Existing meeting arrangements

13. The council's existing meeting arrangements are informed by a risk assessment undertaken in May 2021, i.e., when the council returned to physical meetings at the Baptist Hall. The risk assessment was based on social distancing, adequate ventilation, hand sanitisation, self-assessment and mask wearing.
14. On 19 July 2021, Step 4 of the Government's Covid-19 road map came into play and reduced these requirements. The introduction of Step 4 of the Covid-19 road map saw the general removal of Covid-19 restrictions and the council's return to the Guildhall for meetings.

The issues and options

15. The council could further strengthen its Covid-19 meeting requirements, e.g., greater, or permanent wearing of face masks.
16. It could also create the option for members of the public and/or officers to attend virtually. This could reduce the number of attendees at meetings but could make meeting administration difficult. It would also involve capital outlay for an arrangement which would be temporary.
17. The Guildhall does not lend itself to social distancing. Some natural ventilation is available but, at times, it is difficult to balance good ventilation with adequate warmth. The council could temporarily relocate its meetings to another venue. Because of works to the Guildhall in January to mid-February 2022, meetings are already temporarily re-located to the Pine Hall at the Baptist Church.
18. The council could re-designate the status of some or all committee meetings to working groups. This would allow them to be held virtually and significantly reduce the number of physical meetings.

19. Full Council meetings could be held virtually with members making 'minded to' decisions. This would require temporary changes to the council's standing orders to increase delegation to the town clerk.

John Wright
Town clerk
December 2021

Committee: Full Council

Date: 15 December 2021

Title: Co-option Policy and Procedure

Purpose of Report

To allow members to approve a co-option policy and procedure

Recommendation

Members approve the co-option policy, appendix 20A and co-option procedure, appendix 20B

Background

1. Unlike an ordinary election or a by-election, the legislation and guidance around co-option is limited.

Report

2. At the extraordinary full council meeting on 23 November 2021 members discussed the need for a co-option policy and procedure.
3. A proposed co-option policy is attached, **appendix 20A** and co-option procedure is attached, **appendix 20B**.

John Wright
Town clerk
December 2021

Policy

Co-option

Purpose

To allow the council to undertake the co-option of a councillor.

Policy and legal context

This policy is applicable if the council does not fill all 14 seats at an ordinary election or if 10 electors fail to call for a by-election following a casual vacancy.

If a casual vacancy occurs within six months of an election, there is no requirement to co-opt a councillor.

The policy seeks to balance openness and sensitivity and give the electorate confidence in the impartiality and objectiveness of the co-option process.

The policy is informed by the Local Government Act 1972¹, Arnold-Baker on Local Council Administration², and a legal topic note from the National Association of Local Councils³.

Supporting procedure

The supporting procedure is attached.

Implementation date: 16 December 2021

Review date: December 2024

John Wright
Town clerk
December 2021

¹ Local Government Act 1972, s 83(4)

² Arnold-Baker on Local Council Administration 9th edition, p 51-52, Voting in council on casual vacancies, 6.15. 'A successful candidate must receive an absolute majority vote of those present and voting. It follows that if there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again; this process must, if necessary, be repeated again until an absolute majority is obtained. This will mostly be a satisfactory procedure, but if several candidates have obtained the same number of least votes and the aggregate of the others is less than a normal quorum (eg 3:2:2:2) it may be wise not to strike off all those with the least number of votes together but, if negotiations for withdrawals fail, to strike them off one by one, in an order determined by vote.'

³ NALC Legal Topic Note (LTN) 8 June 2020. Decisions made by a local council about whether or not to co-opt when vacancies remain unfilled after an ordinary election and who to co-opt when any casual vacancy arises should be transparent. In NALC's view it would be difficult for a local council to argue that there are special reasons which justify excluding the public during a council meeting when it is making decisions about a matter of public interest such as co-option. Decisions about co-option which are made at council meetings when the public have been excluded will not eliminate the need for a council to explain, for example to unsuccessful candidates, the reasons for its decisions. Registration of interests 29.

Procedure

Co-option

1. This procedure must be read in conjunction with the council's co-option policy.
2. Following notification from Dorset Council that there are fewer than 14 candidates for an ordinary election or fewer than 10 electors have called for a by-election following a casual vacancy, the full council will be notified, and the co-option process will start.
3. If a casual vacancy occurs within six months of an election, there is no requirement to co-opt a councillor.
4. Following Full Council notification, a public notice will be issued seeking candidates for co-option. The notice will be published in a local newspaper and posted on the council's website and notice board, and on social media. The public notice will give candidates at least two weeks to submit an application for co-option.
- 5.. Those considering applying for co-option will be given the opportunity to meet with the town clerk.
6. Each candidate's application must be accompanied by a qualifying address, a nominator and seconder, and a 250-word supporting statement.
7. Each candidate must also provide a written declaration to certify they meet the eligibility criteria set out in s79 of the Local Government Act 1972 and are not disqualified under s80 of the 1972 Act.
8. Receipt of applications will be confirmed, and candidates will be given a copy of the co-option policy and procedure to appraise them of the decision-making process.

The decision-making process

9. If there is only one candidate for co-option, the applicant is appointed, automatically.
10. if there is more than one candidate, the co-option appointment must be made by the full council. If appropriate, an extraordinary meeting of the full council can be arranged to consider and approve the co-option of a councillor.
11. Candidates will be invited to meet councillors 45 minutes before the start of the Full Council meeting.
12. At the Full Council meeting, applicants will be given the opportunity to give a five-minute presentation on why they are seeking co-option, and to detail their skills and experience.
13. When the candidates have made their presentations, they will be invited to adjourn to the mayor's parlour.
14. The council will vote on and move into exempt business to allow members to consider the candidates and start the process of voting for their preferred applicant.

15. If there are two candidates, members will consider each application and return to open session to vote on their preferred candidate.

The voting processes

16. If there are three or more candidates, a two-stage voting process will be entered into. At the end of stage one, two candidates will remain.
17. At any time in the process and in line with standing orders, members can request either a signed ballot or a recorded vote.

Stage one

18. Stage one of the process takes place in exempt business. The aim of this stage of the process is to reduce the number of candidates to two.
19. Members cast a single vote for their preferred candidate in one or more rounds of voting. The purpose of each voting round is to eliminate the candidate with the lowest number of votes until two remain.
20. At any stage in the process, if more than one candidate has zero votes, they will all be eliminated.
21. For illustration, if five candidates are being considered and more than one candidate has the lowest number of votes, e.g., in the first round of voting candidate A has 3 votes, candidate B has 3 votes, candidate C has 2 votes, candidate D has 2 votes and candidate E has 2 votes, then candidates A and B will go through to the next round and a further vote will take place between candidates C, D and E to establish who has the lowest number of votes. In this instance up to 12 votes will be divided among three candidates.
22. It is possible that a second vote at this, or any, stage of the elimination process may not produce a candidate for elimination, i.e., two candidates could tie with the lowest number of votes (6:3:3) or the three remaining candidates could receive the same number of votes (4:4:4).
23. In the first instance, the candidate with the highest number of votes would go through to the next stage of the process and a further round of voting would take place between the two remaining candidates. If there was a further tie, (6:6) the mayor would exercise their casting vote in favour of their preferred candidate and the remaining candidate would be eliminated.
24. In the second instance, the mayor would exercise their casting vote in favour of a candidate and a further vote would be held between the remaining two candidates.
25. The process will repeat itself until two candidates are left.

Stage two

26. The council will move back into open session; the candidates will be invited back into the council chamber and they will be informed of the council's decision, i.e., who has been eliminated and the two remaining candidates.
27. A vote is taken on the two remaining candidates and the successful co-option candidate approved by resolution of the council.
28. On request, the town clerk will provide feedback to unsuccessful candidates.

Declaration of acceptance of office

29. The successful candidate will be asked to sign their declaration of acceptance of office.

Implementation date: 16 December 2021

Review date: December 2024

Author: John Wright, town clerk

DRAFT

Committee: Full Council

Date: 15 December 2021

Title: Budget and Precept 2022-23

Purpose of Report

To approve the 2022-23 budget, reserve and precept, and to note the five-year financial plan

Recommendation

- a) Members approve an income budget estimate of £1,783,384 and an expenditure budget estimate of £1,394,394 for 2022-23
- b) Members approve a reserve estimate of £1,033,490 in 2022-23
- c) Members approve the 2022-23 precept at £132,779
- d) Members note the five-year financial plan

Background

- 1. A draft 2022-23 budget and five-year financial plan was considered by the Strategy and Finance Committee on 13 October 2021 and 1 December 2021. Amendments to the draft budget and discretionary charges are detailed in the minutes of those meetings and are factored into the revised budget and five-year financial plan.
- 2. This report is being brought to the Full Council to formally approve the 2022-23 income and expenditure estimates, the level of reserve and the precept, **appendix 21A**. Members are also asked to note the five-year financial plan which runs from 1 April 2022 to 31 March 2027; the five-year plan is also detailed in **appendix 21A**.
- 3. The council's income and expenditure budgets for 2022-23 are £1,783,384 and £1,394,394, respectively; a surplus of £388,990.
- 4. The 2021-22 forecast reserve, £966,000, combined with a 2022-23 budget surplus of £388,990, creates a reserve of £1,033,490 at 31 March 2023.
- 5. Maintenance of 2022-23 income and expenditure levels produces an annual surplus of approximately £343,000 per annum during the life of the five-year financial plan.
- 6. The council's precept is held £132,779, i.e., £64.41 for a council tax band D property.

7. The list of objectives and projects, considered by the Strategy and Finance Committee for 2022-23, are detailed in **appendix 21B**.

Mark Russell
Finance manager
December 2021

APPENDIX 21A

Income	2022-23	2023-24	2024-25	2025-26	2026-27
Precept Total	132,778.80	132,778.80	132,778.80	132,778.80	132,778.80
Car Park Total	867,650.00	867,650.00	867,650.00	867,650.00	867,650.00
Chalet & Caravan Total	363,380.39	363,380.39	363,380.39	363,380.39	363,380.39
Concession Total	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
Alfresco Licenses Total	6,500.00	21,200.00	21,200.00	21,200.00	21,200.00
Commercial Rent Total	246,935.00	246,935.00	246,935.00	246,935.00	246,935.00
Advertising Total	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Amenities Total	104,000.00	104,000.00	104,000.00	104,000.00	104,000.00
Cemetery Total	6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
Licenses Total	12,290.00	12,290.00	12,290.00	12,290.00	12,290.00
Other Total	28,550.00	30,550.00	30,550.00	30,550.00	30,550.00
Interest Total	100.00	100.00	100.00	100.00	100.00
TOTAL	1,783,384.19	1,800,084.19	1,800,084.19	1,800,084.19	1,800,084.19
Expenditure					
Outside Works Total	201,360.00	201,360.00	201,360.00	201,360.00	201,360.00
Roof Works					
Democratic Rep Total	28,200.00	28,200.00	28,200.00	28,200.00	28,200.00
Rents Total	29,250.00	29,250.00	29,250.00	29,250.00	29,250.00
Licensed Land Total	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Office Admin Total	86,586.00	87,686.00	86,586.00	86,586.00	86,586.00
Staffing Total	796,398.00	796,398.00	796,398.00	796,398.00	796,398.00
Marketing Total	18,850.00	18,850.00	18,850.00	18,850.00	18,850.00
Utilities Total	141,850.00	191,850.00	191,850.00	191,850.00	191,850.00
Grants Total	89,400.00	89,400.00	89,400.00	89,400.00	89,400.00
Loans Total	-	-	-	-	-
TOTAL	1,394,394.00	1,445,494.00	1,444,394.00	1,444,394.00	1,444,394.00
Reserve Inc/(Dec)	388,990.19	354,590.19	355,690.19	355,690.19	355,690.19

APPENDIX 21B

Lighting columns renewal	80,000
Asset management review	10,000
Replacement cadet hut	100,000
Amenities' hut replacement	25,000
Mule replacement	15,000 ⁴
Chapel roof repairs	10,000
Enhanced town bus service	13,000
Platinum Jubilee	12,000
Jubilee Pavilion (water ingress)	50,000
Residents' shoppers' permit	5,000
Gateway card relaunch	1,500
	321,500

⁴ There is a business case for replacing this vehicle in 2022-23

Committee: Full Council

Date: 15 December 2021

Title: Arrangements for the Queen's Platinum Jubilee

Purpose of Report

To allow members to consider summary proposals and estimated costs for the Queen's Platinum Jubilee, and to appoint the BBC Big Band orchestra for the finale event on Sunday 5 June 2022

Recommendations

Members note the summary proposal and estimated costs, and approve the appointment of the BBC Big Band orchestra

Background

1. This issue would normally be considered by the Tourism, Community and Publicity Committee; the next meeting of this committee is 19 January 2022. To secure the BBC Big Band orchestra for the finale event of the Queen's Platinum Jubilee on Sunday 5 June 2022, the council needs to confirm the booking immediately.
2. With the agreement of the chairman of the Tourism, Community and Publicity Committee and the mayor, this matter has been brought direct to this meeting.
3. The budget for the Queen's Platinum Jubilee celebrations was originally set at £8,000. As part of the 2022-23 budget discussions, members approved an additional budget of £12,000, i.e., a total of £12,000. A report to approve the 2022-23 budget is elsewhere on this agenda.

Report

4. On 16 November 2021, the Queen's Platinum Jubilee working group⁵ met and considered previous ideas, the Queen's Green Canopy and the events over the extended weekend, i.e., 2-5 June 2022.
5. In summary, the working group concluded on Thursday 2 June 2021 there would be a torchlight procession and the beacon would be lit, and on Sunday 5 June 2021 there would be a community picnic followed by a concert by the BBC Big Band orchestra on the beach. The event would conclude with fireworks.
6. Other events over the extended bank holiday weekend would be organised by Jazz Jurassica.
7. Proposals on the Queen's Green Canopy would be progressed through the council's Environment Committee.
8. The minutes of the working group and detailed arrangements will be presented to the Tourism, Community and Publicity Committee on 19 January 2022, but an early decision is required to secure the appointment of the BBC Big Band orchestra.

⁵ The meeting was attended by Cllr B. Larcombe, Cllr D. Sarson, Alan Vian (town crier), Julie Sheppard (Jazz Jurassica), Gabby Rabbitts (Marine Theatre), Adrienne Mullins (support services manager), Kerry Weekly (administrative assistant) and John Wright (town clerk).

9. The BBC Big Band orchestra has been sourced for the council by Marine Theatre director, Gabby Rabbitts; the appointment has been pencilled in.
10. The BBC Big Band orchestra comprises of 18+ musicians in full black tie playing everything from rat pack, to swing and last night at the proms. The orchestra has a full brass section and vocalists. The orchestra would pay a 75-minute set and would play as the fireworks went off.

The cost

11. The cost is estimated at:	£
BBC Big Band orchestra	10,000
A dry hire 11-meter stage, excluding PA and lights	1,800
PA, lighting rig, sound technician and stage manager	4,800
Fireworks	3,800
Total	20,400

John Wright
Town clerk
December 2021

Committee: Full Council

Date: 15 December 2021

Title: Use of the Jubilee Pavilion

Purpose of Report

To inform members that Lyme Regis Gig Club has declined the council's offer to use the Jubilee Pavilion and to present an alternative request from Garry Sutherland to use the facility until 31 March 2022

Recommendation

Members consider the report and instruct the town clerk

Background

1. On 27 October 2021, the Full Council resolved:

‘to allow Lyme Regis Gig Club to use the Jubilee Pavilion for three months until 31 March 2022, excluding the period when it will be used for a Christmas event.’

Report

2. On 2 December 2021, the town clerk received an email from the gig club's chairman declining the council's offer to use the Jubilee Pavilion, **appendix 23A**.
3. A further email was received from the gig club chairman on 8 December 2021, supporting a proposal from Garry Sutherland to use the Jubilee Pavilion for a, '90 day get fit subscription model for local people,' **appendix 23B**.
4. An email from Garry Sutherland is attached, **appendix 23C**, which further details his proposal.
5. If members support this proposal, the same terms offered to the gig club are proposed:
 - the agreement is up until 31 March 2022
 - a charge of £200 per month would cover costs⁶
 - public liability insurance of £5million is held
 - any arrangement with the Garry Sutherland would be confirmed by an exchange of letters.

John Wright
Town clerk
December 2021

⁶ In 2021-22, the shelters' budget for business rates, electricity, and water & sewerage charges is £12, 440 per annum. The location is divided into five distinct areas: Jubilee Pavilion, Langmoor Room, Lister Room, performance area and market area. Divided equally between each area, the cost of these services is £2,440pa. Divide by 12, £203pm.

Good Afternoon John

The opportunity for the Gig Club to develop and deliver a successful indoor rowing facility in the Jubilee Pavilions for three months was always envisaged as being a challenge.

The Gig Club's Trustees, who are accountable to the Charity Commission have been of the view that the cost benefit equation is hard to justify as we are investing in both the indoor rowing machines and the associated start up and running costs. This is obviously balanced against the opportunity to demonstrate to what extent the investment in Town based, pay as you go, fitness centre will benefit the health and wellbeing of the Club's members and more importantly the broader community. The emergence of and measures to control the impact of Omicron have thrown a spanner in the works and added currently an unquantifiable risk to the success of the project.

Under the current circumstances the Gig Club isn't going to be in a position to take advantage of your offer to run the indoor rowing pilot project in the Jubilee Pavilion from January through to end of March. I'm sorry if this causes any inconvenience but I'd rather the project meets its objectives and I think this may be very difficult to achieve in the short time scale.

I believe the Gig Club indoor rowing project is a viable community oriented initiative that meets a local need for a low cost fitness facility. Would it be possible to arrange to meet you and Brian to explore other opportunities, including possibly the use for a period of the Lister Room?

Heather tells me that you have been isolating while you recover from Covid. I hope you are OK and look forward to catching up.

Please let me know if it would be possible to meet before Christmas

All the best

Marcus

Chair

Lyme Regis Gig Club

Morning John

Garry Sutherland who you met and is the Gig Club's voluntary indoor rowing performance coach is very keen to run the fitness suite at the Jubilee Pavilion for three months as offered by the Town Council.

Garry would take the lead on this and rent the fitness equipment, provide insurance cover, meet service costs and run the facility. The proposition is that Garry would offer a £90 for 90 day get fit subscription model for local people.

Would you and the Town Council be amenable to progressing the Jubilee Pavilion fitness project on this basis?

I hope you are feeling better and look forward to catching up.

Thanks

Marcus
Lyme Regis Gig Club

APPENDIX 23C

Garry Sutherland

09th December 2021

Proposal For An Indoor Rowing Centre In Lyme Regis

I would like the opportunity to trial the subject proposal as a proof of concept.

My long term aim is to establish an Indoor Rowing facility which would offer a low cost way of improving fitness and wellbeing for the benefit of the local community.

Working in partnership with Lyme Regis Gig Club I will use my experience as a Performance Coach and qualified Concept 2 trainer to provide British Rowing approved Go Row Indoor classes.

My proposal is to equip the Jubilee Pavilion with 6-8 rowing machines and offer low cost flexible 30, 60 or 90 day memberships and pay as you row deals.

My objectives also include engaging with young people in partnership with LRDT to provide free health and fitness programmes.

My proposal will be self-funded and the equipment will be rented rather than purchased, which means I can be more flexible.

Garry Sutherland

Committee: Full Council

Date: 15 December 2021

Title: Dorset Council Anti-social Behaviour Public Space Protection Order Consultation

Purpose of Report

To inform members about Dorset Council's Anti-social Behaviour Public Space Protection Order (PSPO) consultation

Recommendation

To delegate two members to respond to Dorset Council's consultation on the anti-social behaviour Public Space Protection Order on behalf of the council on consultation with officers

Background

1. The town clerk, operations manager, Dorset Council's (DC) service manager for licensing and community safety operations and Dorset Police Inspector Darren Stanton have met regularly over the last two years in discussion about alcohol-related anti-social behaviour (ASB) and CCTV for Lyme Regis. From these meetings, the suggestion from the police arose that alcohol-related ASB in Lyme Regis be added to the PSPO. The last PSPO ran from April 2018 to April 2021 but was extended for 12 months while consultation and further work on the new order for 2022-2025 was conducted.

Report

2. The DC ASB PSPO consultation was launched on 19 November 2021 and runs for eight weeks until 13 January 2022. The DC press release can be found here [Have your say on measures to tackle anti-social behaviour - Dorset Council news](#). The draft proposals and link to the survey can be found here [Public Space Protection Orders \(PSPOs\) Consultation - Dorset Council](#).
3. The PSPO also includes the feeding of seagulls.
4. The schedule maps for the ASB order and the prohibition of feeding of seagulls are at **appendix 24A** and **appendix 24B**, respectively.
5. DC officers were appraised by the operations manager of the requirements to add Theatre Square to the seagull schedule by email in January 2021 but unfortunately this has been omitted from the proposed order in the consultation.
6. Members are encouraged to respond to the consultation individually but the council may wish to provide a collective response. If so, it is suggested two members are delegated to provide a response on behalf of the council in consultation with officers.

Matt Adamson-Drage
Operations manager
December 2021



