



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 18 May 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
12.05.22

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.
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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 6 April 2022 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 6 April 2022

To inform members of matters arising from the minutes of the Full Council meeting on 6 April 2022 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

9. Update Report

There are no updates.

10. Planning Committee

To receive the minutes of the meetings held on **5 April 2022** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

11. Environment Committee

To receive the minutes of the meeting held on **4 May 2022** and consider the recommendations therein.

12. Human Resources Committee

The meeting scheduled to take place on 13 April 2022 did not take place.

13. Strategy and Finance Committee

To receive the minutes of the meeting held on **11 May 2022** and consider the recommendations therein.

14. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **27 April 2022** and consider the recommendations therein.

15. Town Management and Highways Committee

To receive the minutes of the meeting held on **20 April 2022** and consider the recommendations therein.

16. Information Policy

To undertake the annual Information Policy review

17. Honouring the Service of Derek Hallett, Sergeant of Mace

To honour over 20 years' service to Lyme Regis Town Council by Derek Hallett, sergeant of mace

18. Exempt Business

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 6 APRIL 2022

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, Cllr T. Webb

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

The mayor, Cllr B. Larcombe read out the town prayer.

21/146/C Public Forum

K. Gollop

K. Gollop said he was speaking on behalf of the Lyme people who read the council's regular newsletter in the local free newspaper and said they truly appreciated it and they read and discussed it. He said the council believed a quarterly newsletter would be preferred instead of the newspaper column and he asked where the council got that information from and whether it had done any consultation. He said it would cost more to produce a quarterly newsletter and relying on volunteers to deliver it was unreliable. K. Gollop said at the moment, the council didn't have a very good reputation, with lots of arguments, it couldn't get any members to join and was finding it difficult to recruit staff, so it needed all the publicity it could get and a regular newspaper column could do this. He said the council had control over what it put in the column, publicised all the good things it did, and could have profiles on councillors and staff. He said most of the residents knew nothing of the workings of the council and even less about its members and a regular newspaper column could do this on a regular and updated basis, whereas a quarterly newsletter was easily forgotten due to the length of time between issues. K. Gollop said the column cost nothing compared to the council income, it was equivalent to a few car parking spaces and this council was one of the richest parish councils in England. He said the recommendation to replace the column with a newsletter came from a committee where half of the members were absent and the vote was on a 3/2 basis. He asked the council to continue with the newspaper column to show it was an open and informative body, not a secretive society governed by a few.

J. Edmonds

J. Edmonds said she lived in a property on North Avenue, leased from Magna Housing Association. She said she was sad to say Lyme Regis had a serious problem with neighbourhood antisocial behaviour (ASB) and it was destroying lives. She said she had been a victim of ASB since July 2020 and it became so bad, she felt sick going to and from her home. She heard every noise, door slam, she had terrible things said to her, culminating in an event which was currently being investigated by the police. J. Edmonds

said Magna was ignoring reports of ASB from herself and others and while they said they took it very seriously in their published policies and procedures, they did not follow them and had in fact apologised to her for not following them. She said it had got so bad she had been forced to leave her home, another resident in the same block had moved out to stay with friends because of constant noise, intimidation and harassment and despite seeing evidence of the ill-health he had suffered as a result, Magna had done nothing to help him. J. Edmonds said she recently put out a Facebook post asking for people's experiences of how Magna had dealt with ASB and the response was horrifying. She said people had told her housing officers had accused people of being over-sensitive and questioned why people would be upset at being caused offensive names, that dealing with Magna was like dealing with a brick wall, they didn't reply to emails but if they did, it was at 4.30pm on a Friday. She said Magna had said if they were to kick people out, they would only have to re-house them anyway so it was a pointless exercise. She said Magna had told people not to record others as it was a grey area. J. Edmonds said when complaints had been made to Magna about drug use by their tenants, they had taken no action and refused to come out and speak to residents. She said they would prefer to move the victims rather than the perpetrators so innocent people had been made to leave their homes to get away from drug addicts, criminals and harassers. She said the flats were not fit-for-purpose and she could hear her neighbours in very personal terms. She said several people were suffering from depression and anxiety as a result. J. Edmonds said she had asked the MP Chris Loder to get involved and he was trying to set up a meeting with Magna but his emails were also going unanswered. She said the residents needed the town council's support and influence in tackling Magna in getting them to fulfil their responsibility to protect residents. She said she had been contacted by 15 households by one Facebook post. She said ASB was destroying lives in Lyme Regis and she asked the council for support.

The mayor, Cllr B. Larcombe said he was sorry J. Edmonds had had to bring this kind of report to the council and it was aware of ASB in other parts of the town. He said the council had raised this with the Police and Crime Commissioner, who said this was one of his principal areas of focus, so the council could continue to have that dialogue with him. However, he said the issues raised by J. Edmonds were principally between Dorset Council and Magna but it was worrying so the town council would look into it and see what it could do.

S. Davies (read out by an officer)

S. Davies spoke in relation to agenda item 18, Unit 1A Rental Proposal. She said prior to April 2021, she referred to minute number 19/59/TMH when it was agreed to renew the lease of Unit 1A for a seven-year period and it was noted the use by other organisations was low, several members felt it was not advertised well enough and should be improved. She said LymeForward rented the suite of rooms from 1 April 2021 and subsequently asked to review the rental agreement on 18 January and 4 February 2022. S. Davies said on 11 March 2022, they were advised by the deputy town clerk that Lyme Regis Development Trust's (LRDT) board of trustees had not agreed to an extension and had set the final date at 31 May 2022 for LymeForward to vacate the unit, essentially giving them two months to find other accommodation. She said LRDT's board of trustees ran a company with a value of over £1million and LRDT received £50,000 in grant funding over five years from the council. She said a report to the Charity Commission said LRDT served to promote general charitable purposes for the benefit of the community of Lyme Regis and surrounding areas. S Davies said LymeForward needed to know the reasons given by

LRDT to evict them within such a short timeframe and why it had taken such a protracted period to come to this decision. She said it appeared Unit 1A was considered a community resource, the town council fronted the lease, but LRDT had all the say who occupied Unit 1A. She asked what safeguards were in place to manage any serious conflicts of interest in terms of disadvantaging organisations that sought to rent out the premises. S. Davies said the foodbank had never been in more demand; it was dedicated to improving the lives of residents in-and-around Lyme Regis by providing emergency support in times of need. She said there were no other suitable facilities available to them at this short notice and their eviction would have a detrimental impact on the wellbeing of families and children who used the foodbank. She said they were asking for a six-month grace period at the very least, bearing in mind the way in which the matter had been handled by the council and LRDT over the past year.

The mayor, Cllr B. Larcombe said some of these questions would be better directed to LRDT by LymeForward.

The town clerk said the council was not the freeholder of Unit 1A, LRDT was, and it was LRDT's decision who occupied it. He said LRDT had stated its reasons for LymeForward to vacate the unit and if LymeForward wanted to have a dialogue, it needed to be with LRDT. He added that since the Strategy and Finance Committee meeting, LRDT had extended the time in which LymeForward had to vacate the unit to 31 July 2022.

21/145/C Dorset Council Matters

There was no report as there was no Dorset Council ward member in office.

21/146/C Questions from Councillors

Cllr R. Smith

Cllr R. Smith asked if the council could do anything to facilitate more hybrid or virtual meetings as he had had to miss a meeting recently due to a Covid test and there was a lot more concern as cases were rising, which could mean members were excluded from democratic decisions.

The town clerk said through the various local government associations, the council had lobbied the government about changing the position on virtual meetings but the government had said it couldn't find Parliamentary time to change the legislation. He said some councils, including one in Dorset, had continued to hold virtual meetings but they were now coming under challenge as it didn't comply with the legislation.

The mayor, Cllr B. Larcombe said the legislation surrounding council meetings was in the 1972 Local Government Act, long before IT facilities, and if the government did find parliamentary time, it would take some time to enact any changes. He said any legislation would also have to define in real terms how virtual or hybrid meetings would work.

The town clerk added that officers could join meetings virtually because they didn't vote but members had to be present in order to vote.

Cllr J. Broom confirmed the National Association of Local Councils was pursuing this issue.

21/147/C Apologies for Absence

None, but it was noted Cllr C. Aldridge was expected to arrive late.

21/148/C Disclosable Pecuniary Interests

There were none.

21/149/C Dispensations

There were none.

21/150/C To confirm the accuracy of the minutes of the Full Council meeting held on 16 February 2022

Proposed by Cllr D. Sarson and seconded by Cllr J. Broom, the minutes of the Full Council meeting held on 16 February 2022 were **ADOPTED**.

21/151/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 30 March 2022

Proposed by Cllr G. Stammers and seconded by Cllr D. Ruffle, the minutes of the extraordinary Full Council meeting held on 30 March 2022 were **ADOPTED**.

21/152/C Matters arising from the minutes of the Full Council meeting held on 16 February 2022 and the extraordinary Full Council meeting on 30 March 2022

Members noted the report.

21/153/C Update Report

There were no updates.

21/154/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 8 March 2022.

21/155/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 16 March 2022 and adopt the recommendations, as follows:

21/59/ENV – Lyme 2030 Vision Community Conversation update and presentation

RESOLVED: that Cllrs R. Smith and B. Bawden work with the town clerk to produce a project plan for the Lyme 2030 Vision - Community Conversation, to comply with the council's standing orders and financial regulations, and to report back directly to the Full Council on 6 April 2022.

21/156/C Human Resources Committee

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 23 February 2022 and adopt the recommendations, as follows:

21/67/HR – Deputy Town Clerk, Spinal Column Point Progression

RESOLVED: to approve the deputy town clerk's progression to spinal column point 36 on 1 April 2022.

21/68/HR – Support Services Manager, Spinal Column Point Progression

RESOLVED: to approve the support services manager's progression to spinal column point 26 on 1 April 2022.

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the extraordinary Human Resources Committee held on 15 March 2022 and adopt the recommendations, as follows:

21/77/HR – Staffing and Recruitment

RESOLVED: to approve changes to the staffing structure to replace the current senior administrative assistant post with two part-time posts at three days a week, to incorporate community engagement work and a re-focus on more IT-based skills, based on the amended job descriptions and person specifications.

21/157/C Strategy and Finance Committee

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 23 March 2022 and adopt the recommendations, as follows:

21/72/SF – The Annual Review of the Communications/PR Policy and Procedure

RESOLVED: to approve the amended Communications/PR Policy and Procedure, including changes to section 7 if a recommendation from the Tourism, Community and Publicity Committee relating to the production of a quarterly newsletter is approved by the Full Council.

21/73/SF – Internal Audit Report, Visit Two 2021-22

RESOLVED: to note the internal auditor's report for visit two of 2021-22 and approve the management responses.

21/74/SF – Community Governance Review

RESOLVED: to note the changes to Dorset Council's community governance review process and the public response to the first phase of the consultation process; support

Dorset Council's draft recommendations relating to Lyme Regis Town Council; and instruct the town clerk to complete the online survey accordingly.

21/75/SF – Budget Performance, 1 April – 28 February 2022 and year-end forecast

RESOLVED: to note the performance against budget from 1 April to 28 February 2022 and of the forecast year-end position at 31 March 2022.

21/76/SF – Support for Ukraine

RESOLVED: to give a donation of £2,500 to the British Red Cross for Ukraine, and to show solidarity by approving the following:

- flying the Ukrainian flag
- lighting up buildings in blue and yellow
- holding vigils or moments of silence including at council meetings
- passing motions and statements of support and solidarity
- making council and community buildings available for donation of items
- signposting information on charities and aid agencies.

21/77/SF – Use of the Jubilee Pavilion

RESOLVED: to allow Garry Sutherland to extend the indoor rowing club's use of the Jubilee Pavilion on a month-by-month basis until work is carried out on the building to resolve water ingress issues and to delegate agreement of any ongoing extensions to the town clerk.

21/80/SF – List of Payments

RESOLVED: to approve the schedule of payments for January and February 2022 for the sums of £107,329.53 and £164,606.13, respectively.

21/82/SF – Unit 1A Rental Proposal

RESOLVED: that the council would be willing to extend LymeForward's occupation of Unit 1A until 30 September 2022 under the existing arrangements and that Cllr C. Reynolds is delegated to negotiate with the trustees of Lyme Regis Development Trust to agree the extension.

21/158/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 2 March 2022 and adopt the recommendations, as follows:

21/70/TCP – Quarterly Newsletter

ORIGINAL MOTION: to produce a quarterly newsletter to be delivered to every home instead of the monthly newspaper column; to nominate Cllr D. Ruffle and Cllr C. Reynolds, plus one other member to be identified at the Full Council meeting, to sit on a working group to help develop both the newsletter and co-ordinate its delivery; and to agree to provide items of interest to the working group which may be included in the newsletter.

Cllr B. Bawden said she endorsed everything K. Gollop said in the public forum and didn't think it was acceptable that only three people had voted on such a key decision.

Cllr C. Reynolds said the information was incorrect; it was not voted by three people, it was a unanimous decision by those present.

Cllr B. Bawden felt the column should continue in Lyme Online but said she didn't disagree with having a quarterly newsletter in addition to this. She said the column was an opportunity to present all the good things the council was doing, lots of people read it and the newspaper was delivered to homes. She added it was important to support the local newspaper as a lot of towns didn't have an independent newspaper.

It was proposed by Cllr B. Bawden to continue with the monthly column in Lyme Online.

This motion was not seconded.

Cllr C. Reynolds said the newspaper was no longer delivered to homes. She said the newsletter needed further investigation, including how much it would cost and what kind of information would go in it, which was what the committee agreed to do.

The support services manager said it would be difficult to manage the workload of both a monthly newspaper column and a quarterly newsletter, especially as she was not receiving the support from members which had previously been promised.

Cllr M. Ellis said the council had just agreed to employ two new members of staff to help with community engagement so they could help with the column and newsletter. She said she had been approached by residents who didn't realise the council's newspaper column was written by the council and questioning why they didn't receive a newsletter, but if members felt both were needed, that was the way the council should go.

The mayor, Cllr B. Larcombe agreed a newsletter and column could be run in tandem and they could also be published digitally online. He said if people didn't realise it was the council's column, perhaps there could be a banner on the page to state this. He added that a quarterly newsletter was a bit slow in publicising the reactive stories the council wanted to promote.

The support services manager said press releases could continue to be issued to promote news stories in between editions of the column or the newsletter.

Cllr C. Reynolds said one of the main problems with the column was members were asked to provide the support services manager with items to include but this wasn't happening.

The mayor, Cllr B. Larcombe said if there was a newsletter, members would still be expected to contribute, so it wasn't about the vehicle, it was about the contribution.

Cllr B. Bawden said she had contributed ideas for the column.

Cllr T. Webb said not everyone had a computer and would be able to access an online version of the newsletter or column. She suggested F. Evans from Lyme Online could be asked to give her opinion.

F. Evans said there was already a banner on the page to state it was the council's column and the newspaper was distributed to some households.

It was proposed by Cllr M. Ellis to produce a quarterly newsletter to be delivered to every home instead of the monthly newspaper column; to nominate Cllr D. Ruffle and Cllr C. Reynolds, plus one other member to be identified at the Full Council meeting, to sit on a working group to help develop both the newsletter and co-ordinate its delivery; and to agree to provide items of interest to the working group which may be included in the newsletter, and to also continue producing the monthly newspaper column.

This motion was not seconded.

Cllr G. Stammers said she felt the support services manager needed the help of the two new members of staff in the community engagement roles if she was to potentially produce both a newsletter and a column, but as they were not yet in post, she suggested a decision was deferred until after they were in post.

SUBSTANTIVE MOTION: Proposed by Cllr G. Stammers and seconded by Cllr T. Webb, members **RESOLVED** to defer a decision on the newspaper column and quarterly newsletter until the new community engagement staff are in post.

21/71/TCP – Publicity Group

Cllr B. Bawden said she didn't think the publicity group should be disbanded and she had attended meetings and made herself available when requested.

The town clerk said there was a sense of frustration from officers when trying to arrange meetings and although Cllr B. Bawden generally made herself available for meetings, there was no real contribution from members. He said the support services manager felt everything was falling on her shoulders and she was putting the newspaper column together herself with support from other managers.

The town clerk said for whatever reason, the publicity group wasn't working and the last thing he wanted to see was a commitment to continue with it and it still didn't work.

Cllr M. Ellis asked who was in the publicity group.

The support services manager said Cllrs B. Larcombe and B. Bawden were in the group, along with herself and the town clerk.

Cllr B. Larcombe said the publicity group was affected by Covid but maybe the emphasis shouldn't be on the regularity of the meeting but more on the intended substance of anything that would be included in the column.

Cllr B. Bawden suggested members could be reminded a meeting of the publicity group was going to take place so they could be asked for their contributions.

The town clerk said there was no reason officers couldn't schedule meetings a year ahead as they had done in the past because it would tie in with the column. However, he stressed there were deadlines to work to because it was not fair on the support services manager to put the column together and to have to wait for items to arrive which hold up the production run. He said if there was going to be contribution from members, it had to be active contribution.

It was proposed by Cllr B. Bawden and seconded by Cllr R. Smith to continue with the publicity group.

This motion was not carried.

RESOLVED: to disband the publicity group.

21/72/TCP – Footgolf at Strawberry Field

RESOLVED: to agree a sum of £1,500 per year (plus annual CPI increases) and a three-year licence for the footgolf business at Strawberry Field.

Cllr M. Ellis left the meeting at 7.54pm.

Cllr M. Ellis returned to the meeting at 7.55pm.

21/159/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 2 March 2022 and adopt the recommendations, as follows:

21/66/TMH – Request for Photovoltaic Panels (PV) on Roof of Chalet at 17 Monmouth Beach

RESOLVED: to approve the request to install PV Panels on the roof of a chalet at 17 Monmouth Beach.

21/67/TMH – Public Litter Bins

RESOLVED: to put seagull proof flaps on all town council bins on a rolling basis within the already approved budget for waste bins, focusing on the areas where the problem is worse, and to also ask Dorset Waste Partnership to support the council in tackling the issue by installing seagull-proof bins when they are replaced or when new ones are installed.

21/160/C Selection of Mayor-Elect and Deputy Mayor-Elect

Cllr D. Sarson suggested as Cllr C. Aldridge had not yet arrived at the meeting, this item was deferred until the end of the meeting.

The town clerk said this could lead to an accusation that the council was trying to influence the outcome of an election because someone might vote in a particular way. He said the

item was scheduled on the agenda at this point and his strong advice would be to deal with the item now.

Cllr R. Doney arrived at the meeting at 7.56pm.

The mayor, Cllr B. Larcombe said he wished to make a statement before any vote took place. He thanked members who had given him their support previously and had expressed their support for voting for him for the coming year. He spoke about the last three successful years when some substantial things had been delivered and said he had reflected on the remarkable things that had been done, of which he was proud. He said he had reflected personally on the time he and the mayoress had given to the roles, and also on the unacceptable behaviour which a small number of members had displayed towards himself and other members which he had persistently asked to stop.

The mayor, Cllr B. Larcombe said these were the main reasons he didn't wish to be mayor for the forthcoming year and along with this he gave his resignation, which was driven by the same three principle reasons. He thanked those who had given himself and the mayoress personal support and the support they had given the positive things that had been achieved while overcoming persistent difficulties.

The mayor, Cllr B. Larcombe said it had been an honour and a privilege to be mayor and a councillor and he was sure the council and residents could see the results of the things the council had achieved and the difference it had made. One difference he hoped to still see in the remaining life of this council was a new name on the mayor's board from among the new members elected in 2019.

The mayor, Cllr B. Larcombe said he would then proceed to the election.

Cllr M. Ellis raised a point of order; she asked how the mayor could continue to chair the meeting as he has just resigned.

The mayor, Cllr B. Larcombe said he had given his intention to resign.

The town clerk confirmed a member had to provide a written resignation to him as proper officer. He said if a member intended to resign on a date in the future, he would need to receive the letter on that date, but they could signal their intention to resign on a future date.

The town clerk confirmed one nomination had been received for the office of mayor: Cllr C. Reynolds had nominated Cllr M. Ellis.

Cllr B. Bawden said she was sorry Cllr B. Larcombe had reached the decision to resign and thanked him and the mayoress on behalf of the town for all their hard work. She referred to the election in 2019 and said many new members joined because they wanted to change the dysfunctional behaviour within the council and she believed there were times when members had worked well together. However, she said she had not been attending meetings recently because she had been subjected to personal attacks and as such, she also intended to resign from the council in due course.

The mayor, Cllr B. Larcombe said the council had done remarkably well in the last two years and the corporate plan reflected this good work, despite Covid and the restrictions, and he felt like it was a job done. He said he didn't wish to make this a message about behaviour and negativity, he wanted it to be about the positives.

Cllrs D. Ruffle, R. Smith, G. Turner, G. Stammers and D. Sarson thanked Cllr B. Larcombe for his service.

Referring to comments about member behaviour, the town clerk said there was still some work to do in getting a facilitator in to work with members. He said he was aiming to get through the mayoral elections and election of committee chairmen before making any firm arrangements but he was aware how important it was that this work was done as an organisation.

Cllr B. Larcombe requested a recorded vote on the following motion:

Cllr C. Reynolds nominated Cllr M. Ellis as mayor for the 2022-23 council year, seconded by Cllr T. Webb.

Voted for – Cllr T. Webb, Cllr M. Ellis, Cllr C. Reynolds, Cllr R. Doney, Cllr G. Stammers, Cllr D. Ruffle

Voted against – Cllr J. Broom, Cllr R. Smith, Cllr D. Sarson, Cllr B. Bawden, Cllr G. Turner, Cllr B. Larcombe

Abstentions – None

The mayor, Cllr B. Larcombe used his casting vote and Cllr M. Ellis was duly **ELECTED** as mayor for the 2022-23 council year.

The town clerk said two nominations had been received for the role of deputy mayor: for Cllr C. Reynolds and Cllr J. Broom.

Cllr J. Broom withdrew his nomination.

Cllr B. Larcombe requested a recorded vote on the following motion:

Cllr M. Ellis nominated Cllr C. Reynolds as deputy mayor for the 2022-23 council year, seconded by Cllr T. Webb.

Voted for – Cllr T. Webb, Cllr M. Ellis, Cllr R. Doney, Cllr C. Reynolds, Cllr G. Stammers, Cllr D. Ruffle

Voted against – Cllr B. Bawden, Cllr R. Smith

Abstentions – Cllr J. Broom, Cllr D. Sarson, Cllr G. Turner, Cllr B. Larcombe

There being no other nominations, Cllr C. Reynolds was duly **ELECTED** as deputy mayor for the 2022-23 council year.

Cllr R. Doney left the meeting at 8.17pm.

21/161/C Calendar of Meetings

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the calendar of meetings for the 2022-23 council year.

21/162/C Draft Corporate Plan 2022-27

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members **RESOLVED** to approve the Corporate Plan 2022-27.

21/163/C Data Breach

The town clerk said this was an important issue for the council and it was essential the public had confidence that any sensitive information they sent to the organisation stayed within its realms.

The mayor, Cllr B. Larcombe said this was a data breach concerning staff but the principles applied equally to members and he asked them to be careful about situations they might be drawn into, particularly on social media. He asked members to take on board the messages that were being given in relation to data protection.

Members agreed the situation had been dealt with professionally, the investigation was conducted properly and all the right procedures were followed.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** note the report regarding a data breach and endorse the recommendations made by the Information Commissioner's Office.

21/164/C Lyme 2030 Vision Community Conversation update and project proposal

Cllr B. Bawden said the Community Conversations would include five dates in Lyme Regis and dates to be arranged in Uplyme and Charmouth to listen to and talk to people about what they hoped for in the future and to help prioritise what the community could do to work together. She said there would be distinct phases: April to May would be the listening phase; May to September would be the analysis phase and running alongside this would be a community online platform where people could go onto a map and pin ideas; and September to November would be the project development phase. She added that it was proposed to carry out engagement in schools in the summer term due to exams.

Cllr B. Bawden said it was hoped there would be up to five main issues that would emerge, at which point she was hoping the Royal College of Art (RCA) and Future Town stakeholders would come in to develop some costed projects. She said by the time it reached this phase, it would be the council's budget-setting process so it was possible some of the identified projects could be picked up as town council projects or something the council could work in partnership with Dorset Council (DC) on.

Cllr R. Smith said Lyme Regis Development Trust (LRDT) and volunteers were conducting the 2030 Vision community conversations this year and the Environment Committee was interested in the outcome of the consultation and would like to provide additional funding to ensure its success. He said any funding would be provided in accordance with the council's financial and procurement procedures and would not exceed the £10,000 proposed by the committee.

Cllr R. Smith said the consultation and analysis phases would benefit from funding of up to £2,000 and this would make the events as accessible as possible. He said small project proposals would be put forward to funding providers such as Dorset Local Enterprise Partnership. He said the project creation phase would benefit from funding of up to £8,000.

Cllr M. Ellis said LRDT already had funding to carry out the consultation so she felt it should be allowed to carry out the consultation phase and then come to the council to allow members to consider whether they wanted to be involved once the outcomes of the consultation were known. She was concerned the first consultation event was on Saturday but it had not been publicised very well so it would reach a limited number of people and the venues were not accessible enough. She suggested LRDT went out to the local groups and that they visited the primary as well as secondary school.

Cllr C. Reynolds asked how much funding the council would be giving to the RCA, if it was agreed, and she asked why local designers who understood Lyme Regis couldn't be asked to do this work.

The mayor, Cllr B. Larcombe said the consultation could be informed by local residents but the vehicle for delivering projects might not be local, it might be shaped by someone with the relevant expertise.

Cllr B. Bawden said those helping with the consultations had a lot of experience in working with schools and relating to different age groups so they would be able to relate to them. She said she understood the project had to comply with the council's financial regulations and she was open to seeing if there were any other local people who could get involved. However, she said the town had been fortunate to have the involvement of the world-class designers from the RCA's Intelligent Mobility Design unit through the Future Town study and her concern was that if the council was seen to reject that support now, it would not be possible to go back to them in September to ask them to get involved.

Cllr B. Bawden said she wanted to preserve that relationship and so far the RCA had received no funding from Lyme Regis for the work it had done in the town. She said the council wouldn't have to put any physical money in yet but a commitment would ensure all the stakeholders were available at the project design stage.

The mayor, Cllr B. Larcombe clarified that any projects put forward would not be imposed on the town council.

Cllr C. Reynolds asked how much the RCA would be paid and what they would be paid for.

The town clerk said LRDT had some funding to carry out the first phase of the process and the council should let the trust carry it out, and then the council could choose if it wanted to consider the data and conclusions drawn. He said the RCA would come in at the design stage, if it was commissioned, but it didn't necessarily have to be the RCA.

The town clerk said he wasn't criticising the RCA's design capability but the council was being asked to make a commitment without knowing what the outcome was going to be and how it was going to affect the organisation. He said the consultation was a two-stage process which wasn't going to end until March 2024 and the council had to understand what

people in the town wanted and then consider whether it wanted to financially support anything. He said it felt too early to commit to an academic institution that was driven by its own agenda and the council might want to commission a local firm of architects to develop some proposals, or it might decide to do nothing at all because it was too big for the council as it doesn't control the infrastructure.

The mayor, Cllr B. Larcombe said a lot of projects in the town would not be within the town council's gift and it would have to go through DC.

Cllr B. Bawden said DC was working with the Dorset Climate Action Network on how to carry out community engagement on the zero carbon issue and its own climate and environmental emergency strategy and action plan so there was nothing that would be unexpected. She added that the consultations would also include reaching out through community groups and volunteers had undergone enhanced DBS checks to be able to interview people in their own homes.

Cllr R. Smith said £2,000 would help LRDT in the consultation and analysis phases as they could purchase laptops and tablets to ensure the results were well produced.

Cllr M. Ellis said if LRDT wanted laptops and tablets, they should have requested a grant from the council through the normal grants' process rather than requesting ad hoc funding at another point in the year.

The mayor, Cllr B. Larcombe said he didn't believe it was a normal grant request, it was about the council indicating a level of support for the initiative and a budget allocation that was spent in the best way.

Cllr B. Bawden said the council had already committed £75,000 to climate and environmental action planning in the community as it took a decision that it needed to be more proactive in the community to transition to zero carbon. She said the 2030 Vision process would determine what the capacity was in the community for working together and the aim was to not only identify issues the community was most likely to be able to do something about but also draw people in. She added that she couldn't understand what the council's reluctance was to get involved in this project.

Cllr T. Webb left the meeting at 9.02pm.

The town clerk said committing funding now would mean the council was effectively forward committing resources to a university research project but there were other people who could do this work. He said the council needed to understand what the outcomes of the community conversations were and as LRDT was running the project, if it had a funding shortfall, it should make a formal proposal to the council for extra funding.

The town clerk said it would be hard to justify forward funding of up to £20,000 to the RCA and he believed there should be a phased approach to avoid the council exposing itself to that risk.

Cllr B. Bawden said at every stage, any request for money within the allocation agreed would go back to the Environment Committee for approval. She said without providing any funding for the project, LRDT would have no incentive to share any information with the council.

Cllr M. Ellis said it wasn't the case that the council wasn't supporting the project but the council had processes to follow and it needed to know what it would be getting for its money. She also questioned why only Lyme Regis Town Council was providing funding if the project also involved Uplyme and Charmouth.

Cllr B. Bawden said the RCA was not just an art and design university, it was also central to the government's thinking on the climate and environmental emergency crisis and the town was extremely lucky to have had that relationship, which she believed should be preserved by making a budget allocation available. She added that the money might not even be used, but it demonstrated the council's commitment and support.

Cllr R. Smith suggested that a budget of up to £2,000 was allocated for the consultation and analysis phases of the Lyme 2030 Vision Community Conversation project, and a further budget allocation of £8,000 was made to the project development phase, which may or may not be carried out by the Royal College of Art, in line with the council's financial regulations.

The town clerk advised the council not to make any financial commitment, including any implied commitment, and said any award of work had to be through some form of competition. He said if LRDT had a shortfall to carry out the work, it needed to come to the council with a business case to request more funding.

Cllr M. Ellis was concerned that providing funding to LRDT to carry out the consultation might lead to other organisations requesting funding from the council to carry out consultations.

The mayor, Cllr B. Larcombe said any approach would be taken on its own merit and the council couldn't hold off on progress on a project in case another organisation came along with its own project.

Cllr R. Smith said the final project outcomes would go to funding agencies who would provide money to do the work to bring benefits to the town. He said whoever was chosen to do the work was irrelevant, whether it was the RCA or a local company, because ultimately it would bring work and economic development to the town.

Cllr M. Ellis requested a recorded vote on the following motion:

Proposed by Cllr R. Smith and seconded by Cllr B. Larcombe, members **RESOLVED** to allocate a budget of up to £2,000 for the consultation and analysis phases of the Lyme 2030 Vision Community Conversation project, and a further budget of £8,000 is allocated to the project development phase, which may or may not be carried out by the Royal College of Art, in line with the council's financial regulations.

Voted for – Cllr J. Broom, Cllr R. Smith, Cllr D. Sarson, Cllr G. Stammers, Cllr B. Bawden, Cllr D. Ruffle, Cllr G. Turner, Cllr B. Larcombe

Voted against – None

Abstentions – Cllr M. Ellis, Cllr C. Reynolds

21/165/C Maintenance Operative Position

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to approve approve the advertising of the maintenance operative position.

The meeting closed at 9.32pm.

DRAFT

Committee: Full Council

Date: 18 May 2022

Title: Matters arising from the minutes of the Full Council meeting held on 6 April 2022

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 6 April 2022 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

Recommendation

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

Report

21/46/C – Public Forum

On 14 April 2022, the town clerk sent the chief executive of Magna Housing Association an extract from the minutes of the meeting detailing the complaints made by J. Edmonds in the public forum.

21/161/C – Calendar of Meetings

The calendar has been circulated to members and published on the council website.

21/162/C – Draft Corporate Plan 2022-27

The corporate plan was presented to the Annual Meeting of Electors on 8 April 2022 and published on the council website.

The Planning, Town Management and Highways, and Tourism, Community and Publicity meetings in early-January were held as virtual working groups. Although it was agreed the first physical meeting would be the Full Council meeting on 16 February 2022, it was also agreed the arrangements would be reviewed in line with government guidelines.

As Plan B restrictions came to an end on 20 January 2022, we returned to physical meetings and normal committee meetings on 26 January 2022 with the Environment Committee.

21/165/C – Maintenance Operative Position

Interviews for this position took place on 12 May 2022. A verbal update will be given at the meeting.

John Wright
Town clerk
May 2022

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 5 APRIL 2022**

Present:

Chairman: Cllr G Turner

Members: Cllr J. Broom and Cllr C. Reynolds

Officers: M. Green (deputy town clerk)

21/77/P Public Forum

Mr Klosok explained that he was present, together with his wife and business partner, to speak in support of application P/COU/2021/02272 (Russell House).

The chairman invited him to speak immediately prior to consideration of this application.

21/78/P Apologies for Absence

Apologies for absence were received from:

Cllr B. Bawden (fear of intimidation)

Cllr M. Ellis (work commitments)

Cllr B. Larcombe MBE (mayoral engagement)

21/79/P Minutes

Proposed by Cllr J. Broom and seconded by Cllr G Turner, the minutes of the meeting held on 8 March 2022 were **ADOPTED** without amendment.

21/80/P Disclosable Pecuniary Interests

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

21/81/P Dispensations

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

21/82/P Matters arising from the minutes of the meeting held on 8 March 2022

There were no matters arising.

21/83/P Update Report

There were no updates.

21/84/P Planning Applications

Planning applications were considered in accordance with the details circulated.

Proposed by Cllr C. Reynolds and seconded by Cllr J. Broom it was **resolved** that application P/COU/2021/02272 be considered first to avoid those in the public forum for this item being unnecessarily detained.

- 1) **P/COU/2021/02272-CHANGE OF USE-** (Received 7 September 2021)
Wiscombe – Change of use from office/live space (B1) to 1.no dwelling (C3) – Russell House, Unit 2, Lym Close, Lyme Regis, DT7 3DE.

Mr Klosok spoke in support of the application. He referred to the correspondence which had been circulated to members in advance of the meeting and which set out the history of the building and the owner's attempts to find a good and commercially viable use for it over the years. He also referred to the correspondence from local valuer, Martin Diplock, in which he set out his attempts to find a buyer for the building.

Mr Klosok explained the current and recent uses of the building, which had tended to be low value storage uses, and the current poor condition of the building.

In response to questions from members, he confirmed that he was the prospective purchaser of the building and that his interest was subject to planning permission being granted for its change of use to holiday let accommodation. He emphasised that, in his opinion, this use would have greater local employment and economic benefit than the current use and would provide the necessary investment in the building to safeguard its ongoing use.

Members discussed the application at some length but remained of the view that there was no evidence of any very recent attempts to market or let the building for its currently permitted employment use. They also highlighted the lack of employment and commercial space in the town.

In the circumstances, they felt there was no option other than to maintain their previous objection to the application 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 recent or current attempt to market the space for employment use and/or the lack of market demand for that space.

- 2) **P/HOU/2022/01302-HOUSEHOLDER-** (Received 10 March 2022)
Vallely – Demolish Garage and erect Annexe – 12A Haye close, Lyme Regis, DT7 3NJ.

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

- 3) **P/LBC/2022/01670-LBC-** (Received 15 March 2022)
Sainsbury Repair to 3 parts of the existing roof to include the removal and replacement of various types of slate tiles-High Cliff House, Sidmouth Road, Lyme Regis, DT7 3EQ.

*Members recommended the application be **approved** because there were no listing reasons to warrant its refusal.*

- 4) **P/LBC/2022/01883-LBC-** (Received 30 March 2022)
Walker – Remove existing sand and cement render and re-render with hydraulic lime – 36A Broad Street, Lyme Regis, DT7 3QF.

*Members recommended the application be **approved** because there were no listing reasons to warrant its refusal.*

- 5) **P/HOU/2022/01895-HOUSEHOLDER-** (Received 25 March 2022)
Titheridge – External alterations to existing dwelling including Oak/glass gable end to East Elevation, Rear dormer windows, Flat roof balcony, Front Dormer and balcony and a carport – Cobblers, Greenway, Lyme Regis, DT7 3EY.

*Subject to the application involving the use of no soakaways, members recommended the application be **approved** because there were no other planning reasons to warrant its refusal.*

21/85/P Amended/Additional Plans

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

21/86/P Withdrawn Applications

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

21/87/P Planning Decisions

The planning decisions received from the planning authority were **NOTED**.

21/88/P Correspondence from Dorset Council regarding planning related matters.

The correspondence from Dorset Council was **NOTED**.

The meeting finished at 7.50 p.m.

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 4 MAY 2022

Present

Chairman: Cllr B. Bawden

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

Officers: M. Adamson-Drage (operations manager), A. Mullins (support services manager)

Other members: Cllr G. Turner

Absent: Cllr T. Webb

21/60/ENV Public Forum

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

21/61/ENV Apologies

Cllr C. Reynolds - appointment
A. Bristow (Turn Lyme Green rep)

21/62/ENV Minutes

Cllr B. Bawden said there was a spelling mistake in minute number 21/58/ENV as 'insulation' was spelled incorrectly.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, the minutes of the meeting held on 16 March 2022, with the above amendment, were **ADOPTED**.

21/63/ENV Disclosable Pecuniary Interests

There were none.

21/64/ENV Dispensations

There were none.

21/65/ENV Matters arising from the previous meeting held on 16 March 2022

Lyme 2030 Vision Community Conversation

Cllr B. Bawden said she needed clarification on the discussions between the town clerk and the chief executive of Lyme Regis Development Trust as she had had different reports.

21/66/ENV Update Report

Turn Lyme Green

L. Davis was invited to give an update on Turn Lyme Green (TLG). She said the group had been attending lots of fayres to talk about the environment and about Boomerang Bags, and they had led beach cleans which had been well supported. She said they were doing a lot of work with businesses in the town because most places had Boomerang Bags, many were allowing people to refill their plastic bottles and were trying to get rid of non-biodegradable materials.

L. Davis said TLG had been growing sunflowers to plant at the library and this would take place on Saturday morning, they had a stall at the May Fete, and a talk about wildlife, plant life and farms on 24 May 2022. She said they were pleased to be working alongside this committee to hopefully fulfil some of the things it was aiming for and they would welcome feedback from the council on what it would like people to get out doing.

21/67/ENV River Lim Project Monitoring – April 2022 report

V. Elcoate was invited to give an update on the project. She said the group recently met with Wessex Water to discuss releases in the River Char which had affected the beach in Lyme Regis. She said there was now a River Char monitoring group and Wessex Water was very proactive in engaging with the community and discussing with others their plans; unfortunately, they had not had a similar experience with South West Water. As such, she felt it would be helpful if the town council pressed South West Water too.

V. Elcoate said there was currently a government consultation on the Storm Overflows Discharge Reduction Plan, the deadline for which was 12 May 2022, and she urged the town council to respond. She said there was a good briefing on the Surfers Against Sewage website which would help with any response. She said they were asking for more urgent action and that more money should be spent on it, and rather than it coming out of the public's pocket, it should come from the water companies.

V. Elcoate also spoke about the possible re-designation of Church Beach as a bathing beach, which in 2014 failed to meet the minimum water quality standard and following a government consultation, it was then taken out of the bathing water system in 2015 because it wasn't used very much as a bathing beach. She asked whether the council might consider championing the re-designation of Church Beach as a bathing beach. If there was any prospect of the council supporting this, she said the river monitoring group would work hard to get support from the public and various local groups, such as swimming groups.

Cllr R. Smith suggested that any letter to the West Dorset MP Chris Loder could inform him that the council wanted Church Beach to be redesignated as a bathing beach but to do this, South West Water needed to perform better on sewage discharges in the River Lym.

Cllr B. Larcombe said the idea of any beach area being improved was beneficial. However, no matter what the quality of the water, it wasn't going to attract many people to swim because of the ledges and rocks.

The support services manager gave some background to the de-designation of Church Beach. She said the beach had continually been receiving poor water quality reports and this was generating bad publicity for Lyme Regis as it was being reported nationally, even though the water quality at Front Beach was much better. As a result, the council supported the proposal to de-designate Church Beach as a bathing beach because it would no longer be tested and reported. Although this didn't address the water quality issues, it protected the town's reputation.

The operations manager said if the water quality of the River Lim was improved, it would improve the situation on Church Beach because the river flowed into this beach.

V. Elcoate said the water quality at Church Beach was currently unknown because it was no longer monitored. She said she wasn't sure if there was the appetite for people to use it as a bathing beach but she asked if the town council would keep the door open to the idea while they did some research into this.

Cllr R. Smith said he was sure the council wouldn't want to open the beach for bathing if the water wasn't a sufficient standard, but he would like to see the water at a sufficient standard for this to happen.

Cllr B. Bawden suggested the council wrote to Chris Loder to say the council would like to work towards re-designating Church Beach as a bathing beach, therefore it would like Mr Loder to write to South West Water to help improve water quality on the River Lim to help achieve this.

Proposed by Cllr R. Smith and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the council writes to Chris Loder MP to say the council would like to work towards re-designating Church Beach as a bathing beach, therefore it would like Mr Loder to write to South West Water to put pressure on them to improve water quality on the River Lim to help achieve this.

V. Elcoate said there was also an issue with plastic pollution and packaging in the river. She asked who would normally clear rubbish from the river or whether the group could do this themselves. She also said there was a problem with Himalayan Balsam and Japanese Knotweed in the river, which was causing problems for the local ecosystem, and they would like advice on what could be done about it.

Cllr J. Broom said the riparian owners were responsible for the Himalayan Balsam and Japanese Knotweed and it was very difficult to get them to deal with it.

With regards to the rubbish in the river, the operations manager said as long as the river monitoring group had done a risk assessment, they could get in the river and clear it themselves. He advised them to inform the Environment Agency first.

21/68/ENV Community Energy Champions Progress report

P. May, one of the community energy champions, was invited to give an update. He said the champions were not claiming to be experts and they tried where possible to signpost people to other sources. He said they were focusing at the moment on sharing simple tips that would save energy, ranging from controlling thermostats to preventing moisture and damp building up.

P. May said the five energy champions had met a couple of times as a group and they were continuing to meet with the Bridport champions to get ideas. He said they were creating a questionnaire that they could give to residents and were also intending on purchasing thermal imaging cameras to carry out surveys on properties to find out where the most heat was being lost from. He said they probably needed three cameras and were looking for funding for these.

P. May said the champions had been at the Fossil Festival recently and intended to be at the May Fete. He said the biggest challenge was knowing what grants were available to residents, as national schemes seemed to lapse and change quite quickly. He said any help the town council could give them in getting to that information would be gratefully received.

Members asked questions about insulating homes, eliminating drafts, eliminating moisture, local contractors, and how energy efficiency affected property value.

Cllr D. Sarson asked for more information on the questionnaire the champions intended to give to residents.

P. May said it was intended to use the questionnaire at community engagement events, such as the May Fete because they didn't have the resources to go door-to-door. He said the Bridport energy champions had used Bridport Town Council as their entity but they had decided to do it on an individual basis.

Cllr R. Smith asked if they intended to become a group, remain as individuals or become part of another group.

P. May said at this stage they didn't know but for now, they had decided to remain as individuals, covering Lyme Regis, Uplyme and Charmouth. He said they recognised the cameras were valuable and had decided how they would manage this.

The operations manager said the thermal imaging cameras were £370 including VAT and he asked if the council was minded to purchase one for the community energy champions to use.

P. May said the model referred to by the operations manager was a standalone device so it wouldn't require a mobile phone to operate and it was an entry level device just to get a snapshot of a house. He said they were applying for grants to purchase another one and would also approach Uplyme and Charmouth Parish Councils.

The operations manager clarified that the council would own the camera but the community energy champions would loan it.

Proposed by Cllr R. Smith and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to purchase a thermal imaging camera for £370 from the climate action budget, to be loaned to the community energy champions.

21/69/ENV United Nations Intergovernmental Panel on Climate Change report 2022

The operations manager said there was a lot more movement in the green environment among the nations to tackle the issue of climate change but as yet, the manifestation of major changes in the world's climate were yet to be experienced.

The meeting closed at 8.05pm.

DRAFT

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 MAY 2022

Present

Chairman: Cllr B. Larcombe

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr J. Broom, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers

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

As the chairman and vice-chairman were not present, it was proposed by Cllr D. Sarson and seconded by Cllr J. Broom that Cllr B. Larcombe took the chair for the meeting.

21/85/SF Public Forum

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

21/86/SF Apologies for Absence

Cllr M. Ellis – attending Royal Garden Party
Cllr R. Doney – prior commitment
Cllr C. Reynolds - illness
Cllr R. Smith
Cllr G. Turner – work commitments
Cllr T. Webb – illness

21/87/SF Minutes

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, the minutes of the meeting held on 23 March 2022 were **ADOPTED**.

21/88/SF Disclosable Pecuniary Interests

There were none.

21/89/SF Dispensations

There were none.

21/90/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 23 March 2022

Members noted the report.

21/91/SF Update Report

Members noted the report.

21/92/SF Review of Standing Orders

Cllr D. Sarson asked what the council's position was on members leaving meetings before they were finished, which had happened on a number of occasions, and arriving to vote for a particular item and leaving immediately after. He said there was no mention of how to manage this in either standing orders or the code of conduct.

The town clerk said this wasn't an issue for the standing orders but certainly for the code of conduct, which included requirements about attending meetings. He said members sometimes didn't get the decision they wanted but there should be an obligation on them to stay for the whole meeting.

Cllr B. Larcombe said if all members attended meetings to vote on specific items, the meetings wouldn't function. He said the code of conduct was self-policing and it was up to members to ask themselves if they were acting in the best interests of the people who elected them.

Cllr C. Aldridge asked if there was anything the council could do to help chairmen take a stand if a member behaved inappropriately or prevented proper business being done.

The town clerk said there were no powers at a local level to control member behaviour; as such, it was more of a cultural issue and about individual responsibility rather than finding structural mechanisms to deal with it. He said the council had a voluntary code of conduct, in addition to the normal code of conduct, but very few members had signed up to it. He added that there had only been a few incidents of members walking out of meetings in the time he had been in post, so it was important to put this issue into perspective.

The town clerk said this was an issue for the code of conduct, not the standing orders, and he would be happy to put something on a future agenda if members wished to discuss it further. He said there was also an away day planned for members and he suggested this issue was high on the agenda, but there had to be complete buy-in from members to sign up to it.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed standing orders, including replacing the reference to The Data Protection Act 1998 with the Data Protection Act 2018 and the UK Data Protection Regulation.

21/93/SF Financial Regulations

Cllr B. Bawden said the financial regulations didn't make any reference to the need to recognise climate risk or take into account any green investment decisions.

The town clerk said the financial regulations were about the council's rules and processes, not about the policy.

Referring to paragraph 11.1.1, Cllr J. Broom felt the council couldn't obtain value for money on utilities if it was aiming to use green energy as it was more expensive.

The town clerk clarified that the financial regulations were the rules, regardless of the policy decisions the council had made. He said there were often policy changes but the council couldn't continually amend its rules to fit its policy decisions.

Cllr D. Ruffle arrived at 7.23pm.

Cllr B. Larcombe said every time the council made a policy decision, it could refer to the financial regulations and if it didn't fit, the council could decide it was an exceptional circumstance.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed financial regulations.

21/94/SF

The Annual Review of the Complaints' Policy and Procedure

Cllr J. Broom felt the timescales for the appeal process should be extended from 20 to 30 days for an appeal to be considered, and from 10 to 15 days to inform the complainant of the decision.

The town clerk advised leaving it at 20 and 10 days as it prevented the issue from drifting. It was also pointed out the word 'normally' had been used so this would allow some flexibility.

Cllr J. Broom felt there needed to be timescales given for an investigation to take place when dealing with complaints against employees.

The support services manager said Cllr J. Broom's recent experience in dealing with a complaint against employees was the timescales were too short to carry out an investigation. As such, no timescales had been given to carry out an investigation, as it would largely depend on the number of people involved and being able to arrange meetings and interviews. However, the normal timescales of 10 and 20 days would still apply at the appeal stage.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammer, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended complaints' policy and procedure and note the volume and nature of complaints received since March 2021.

21/95/SF

The Annual Review of the Fixed Asset Register

Cllr B. Larcombe reminded members that the value of each item was the price paid at the time of acquisition, rather than its current value. He said for that reason, it was important to have an indication of how old an asset was because it would give a true sense of how valuable it might be.

The town clerk said he agreed it was meaningless to value assets at their purchase price but these were the accountancy rules that applied to local authorities.

Cllr J. Broom asked if there could be another column in the register to state what the assets were currently worth.

The town clerk said the deputy town clerk was already doing some work on asset valuation because their real value was required for insurance purposes.

Cllr B. Larcombe asked if the value of the tool inventory was high enough given the regularity the equipment was purchased.

The finance manager said only items with a value over £1,000 were recorded so not all the tools would be listed.

Cllr B. Larcombe said the youth shelter was still on the register but it had been removed several years ago.

The finance manager said this was an error and it would be removed from the register.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the fixed asset register, with the removal of the youth shelter.

21/96/SF A35 Trunk Road

Cllr B. Larcombe said the council needed to be aware of what the expectations would be in getting involved in these issues as it was a big scheme. He said the town council had limited opportunity to comment on and influence this issue but it might be worth sending a member to the meeting.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to nominate Cllr J. Broom to attend a meeting with other A35 parishes and communities to discuss common issues regarding the A35 on the invite of Chideock Parish Council's clerk, and to formulate a joint response to National Highways.

21/97/SF List of Payments

Cllr B. Larcombe asked what the current position was with the contract with Glen Cleaning for the servicing of the toilets as the cost was quite high.

The town clerk said Glen Cleaning had been a good contractor which had provided plenty of flexibility; however, he agreed the cost had increased because the number of cleans had been increased due to Covid and this would be scaled back this year, therefore there would be a reduction in costs. He said he was happy to review the contract for the next financial year.

The town clerk said the council could also consider combining the toilet cleaning contract with Dorset Council (DC) but this might tie the council to DC's schedule, which didn't include any extra cleans when they were required and would mean less flexibility.

Cllr D. Sarson asked if payments of £8,000 to South West Water in March were normal as this seemed excessive.

The town clerk said this was normal for the council and included things like the toilets, showers and also the chalet and caravan park, where the council paid for the water and re-charged the residents.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments March and April 2022 for the sums of £490,491.13 and £113,963.77, respectively.

21/98/SF Investments and Cash Holdings

The town clerk said the report broadly reflected the position that had been anticipated at the beginning of the financial year, with a current reserve of £1.3million.

Cllr B. Larcombe said the events of the last few years, including Covid-19 and the major roof resurfacing project, demonstrated the council should not consider reducing its turnover or selling assets to cover a shortfall, as once the assets were sold, the income was lost. He said the council needed to look at strategic financial planning.

The town clerk said it was important the council had enough money in reserves to cover most of the things an organisation like this would experience. He said the council had put together a prudent budget but he advised remaining cautious and getting through this year and the following year, then have a more considered view in terms of where the council wanted to keep or invest its reserve.

Cllr B. Larcombe suggested the council increased its reserve to 75% of income.

The town clerk advised against making that decision at this point; he suggested there needed to be a more considered report to allow members to consider this. He said at the moment, the council was in a relatively strong position and he conservatively estimated the council would have an additional £300k added to the reserve in this financial year.

21/99/SF Debtors' Report

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

21/100/SF Exempt Business

a) Debtors' Report

Members acknowledged the level of debt had decreased significantly and was now at a manageable level.

Cllr B. Larcombe congratulated the finance manager on bringing the debt down over the last year and for handling it sensitively.

The meeting closed at 8.25pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 27 APRIL 2022

Present

Chairman: Cllr C. Reynolds

Members: Cllr C. Aldridge, Cllr J. Broom, Cllr M. Ellis, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers

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

Absent: Cllr G. Turner

Guests: J. Harris (Coastal Marks)

21/77/TCP Public Forum

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

21/78/TCP Apologies

Cllr B. Bawden – fear of intimidation
Cllr B. Larcombe – personal commitments
Cllr D. Ruffle – illness
Cllr T. Webb

21/79/TCP Minutes

Under minute number 21/76/TCP, Cllr R. Smith suggested residents be changed to residence.

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, the minutes of the meeting held on 9 March 2022, with the above amendment, were **ADOPTED**.

21/80/TCP Disclosable Pecuniary Interests

There were none.

21/81/TCP Dispensations

There were none.

21/82/TCP Matters arising from the minutes of the previous meeting held on 9 March 2022

Members noted the report.

21/83/TCP Update Report

Tourism microsite

Cllr R. Smith asked if existing advertisers were provided with information on how well their advert had performed to encourage them to continue advertising.

The support services manager confirmed advertisers received insights and data about how well their advert had done, including how many visits they had on their listing and how many referrals to their website, and this hopefully encouraged businesses to advertise.

Lyme Regis Beer Festival

Cllr R. Smith asked where the festival was being held.

The support services manager said it was being held at the Marine Theatre in partnership with Lyme Regis Brewery.

Cllr R. Smith said there may be an opportunity for Turn Lyme Green to get involved in helping to promote the use of reusable cups at the festival.

21/84/TCP Oyster Festival

The chairman brought this item forward on the agenda and invited J. Harris from Coastal Marks to speak.

J. Harris said they had previously run Food Rocks in September, which wouldn't be taking place this year but they hoped to bring it back in the future. She said in the meantime, they would like to do an oyster celebration in Lyme Regis, which they had previously done in their London restaurant and it had been a huge success. It would be held on 3 September 2022 from 10.30am to 5pm on the external deck of the restaurant, The Oyster and Fish House.

J. Harris said there would be suppliers from the local area, as well as drinks stands from local producers. Tokens would be sold for the oysters, so no money would change hands, which would work from a health and safety perspective. She said the festival aimed to celebrate the oyster and allowed people to enjoy them as they were usually expensive.

J. Harris said they would also like to use the council's pitch and putt area to make it more of an event with masterclasses and talks. She said the weekend of 3 September was also Lyme Regis Folk Weekend, but she had spoken to the organiser who was keen to work with them, so there would be some performers in the pitch and putt area.

Cllr C. Reynolds said the council normally allowed only one event at a time on its land but as the Folk Weekend organisers had agreed the Oyster Festival could take place at the same time, she couldn't see a problem with it.

Cllr M. Ellis said it sounded like a good collaboration between the two events and a good way of using an area that wasn't currently used.

Members agreed it was also a good way of encouraging people to try oysters as many people seemed to be fearful of trying them.

Cllr R. Smith said it was also important to promote aquaculture of the local oyster growers.

Proposed by Cllr G. Stammers and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from Coastal Marks to hold an Oyster Festival on council-owned land adjacent to its Oyster and Fish House on 3 September 2022 and add the event to the council's calendar of events.

J. Harris confirmed Coastal Marks would be happy to give a donation to a charity of the council's choice for allowing them to use the pitch and putt area.

The town clerk said the chosen charity would be for the mayor to decide, which would be Cllr M. Ellis when the event took place. He said use of the pitch and putt area wasn't within the council's pricing structure and the festival was not-for-profit so it seemed sensible that Coastal Marks would privately agree a donation.

21/85/TCP To receive the minutes of the Queen's Platinum Jubilee Working Group meeting held on 5 April 2022

Proposed by Cllr R. Smith and seconded by Cllr D. Sarson, the minutes of the Queen's Platinum Jubilee Working Group meeting held on 5 April 2022 were **RECEIVED**.

21/86/TCP Queen's Platinum Jubilee

Cllr J. Broom said the appendices referred to in the event safety management plan were not attached and it was agreed these would be forwarded to members.

The town clerk said it was intended to do a proper event management review meeting with the chairman of this committee and the Town Management and Highways Committee, as the council did with all major events that took place on its land, so the full plan with appendices would be available for that meeting.

Cllr R. Smith asked who owned the management plan as he had some observations he wanted to make.

The town clerk said it was the town council's plan, but Alan Vian had pulled all the information together. He said Cllr R. Smith could send any observations to him.

Cllr R. Smith asked if it was worth asking the police to be on duty for the event.

The town clerk said discussions about police presence for the events had taken place with the new police inspector and sergeant, as well as the PCSO. He said the police were invited to the operational meeting, which officers held every two weeks, but they didn't attend. However, they had been supplied with a copy of the event safety management plan and officers would be pushing for a police presence.

Cllr M. Ellis asked if the park and ride would be operating late enough to ensure everyone was taken back to their vehicles.

The town clerk said there would be four buses operating for this reason and the buses would not start operating until later in the day so they could then operate later into the night. He said this information would be publicised and could be advertised on the buses.

Cllr J. Broom asked if there were plans to employ a private security company.

The town clerk said there was a volunteer security team in place but officers were also talking to Dorset Council through the summer operational demand group, which had indicated there might be some funding available to bring in extra security for this event and possibly for the summer period. He said he was waiting for confirmation of this.

21/87/TCP Managing Consultation Exercises

Members noted the report.

The meeting ended at 7.30pm.

DRAFT

Committee: Full Council

Date: 18 May 2022

Title: Information Policy

Purpose of Report

To undertake the annual Information Policy review

Recommendation

Members consider the report and approve the revised Information Policy, appendix 16A

Background

1. Standing order 5.j. identifies the business that shall be transacted during the course of the council year, either by the Full Council or following consideration and recommendation from the relevant committee: the requirement for ‘Establishing or reviewing the Council’s procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998¹’ is detailed paragraph 5.j.xviii of the council’s standing orders.
2. The Information Policy, **appendix 16A**, was considered and approved by resolution of the Full Council on 25 May 2021.

Report

3. The latest version of the policy has been amended to describe the relationship between the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) following the United Kingdom’s exit from the European Union. These amendments are detailed in red in paragraph 1.3 of the Information Policy, **appendix 16A**.
4. References to the Data Protection Act 1998 have been removed and replaced, where appropriate.
5. Minor spelling and grammatical errors in the policy have been amended and are not highlighted.

John Wright
Town clerk
May 2022

¹ The Data Protection Act 1998 has been replaced by the Data Protection Act 2018 and the UK Data Protection Regulation which came into force on 1 January 2021. This change was omitted from the draft Standing Orders considered by Strategy and Finance Committee 11 May 2022. A change to the Standing Orders is included in the recommendation accompanying the minutes from the Strategy and Finance Committee to this meeting of the Full Council.

Committee: Full Council

Date: 18 May 2022

Title: Honouring the Service of Derek Hallett, Sergeant of Mace

Purpose of Report

To honour over 20 years' service to Lyme Regis Town Council by Derek Hallett, sergeant of mace

Recommendation

Members honour the service of sergeant of mace, Derek Hallett to Lyme Regis Town Council with the presentation of an inscribed town crest

Background

1. Derek Hallett was appointed as a mace bearer during Ken Dibben's office as mayor of Lyme Regis, 2021-23. Since then, he has served five further mayors.
2. In 2017, following the retirement of Colin Barker, Derek became sergeant of mace.

Report

3. Derek has now resigned from this position, and it is fitting the council recognises his contribution and length of service. A town crest has been prepared with an inscription for presentation to Derek.

Brian Larcombe MBE
Mayor
Lyme Regis Town Council