



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 26 October 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
21.10.22

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 27 July 2022 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 27 July 2022

To inform members of matters arising from the minutes Full Council meeting held on 27 July 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. Mayor's Announcements

11. Planning Committee

To receive the minutes of the meetings held on **26 July, 23 August 2022**, to note the planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on **13 September 2022**, and to receive minutes of the extraordinary meeting held on **4 October 2022** 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 **5 October 2022** and consider the recommendations therein.

13. Human Resources Committee

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

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **12 October 2022** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **28 September 2022** and consider the recommendations therein.

16. Town Management and Highways Committee

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

17. Flu Vaccinations

To allow members to consider offering flu vaccinations to employees

18. Lister Room Marketing

To authorise the town clerk, in consultation with the members of the Lister Room member panel, which includes the chairman of Council, to consider, select and appoint a tenant for the permanent occupation of the Lister Room

19. Use and Rent of Trailer Park and Accreted Land at Monmouth Beach

To allow members to consider any proposals from Dorset Council for the use and rent of town council-owned land at the trailer park and Monmouth Beach

20. List of Payments

To inform members of the payments made in the month of September 2022

21. Exempt Business

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 27 JULY 2022

Present

Chairman: The Mayor, Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr J. Broom, Cllr B. Larcombe MBE, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

A prayer was given by the Rev Chris Martin.

22/16/C Public Forum

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

22/17/C Dorset Council Matters

Cllr B. Bawden gave the following updates:

- Dorset Council's (DC) Cabinet had met the previous day and discussed the quarter one financial management report. The 2021-22 financial year ended with a small overspend, which brought the council into a relatively confident planning position but the risk remained high due to external events and uncertainty internationally. The projected overspend at the end of quarter one was £6.57million. Although inflation had reached 9.1%, the rate was lower at the time of writing the financial management report; it was therefore decided at the Cabinet meeting not to revise the figures in light of increased inflation but to take a careful look at the end of quarter two. The forecast overspend was mainly in the place directorate because although there was an increased number of special needs children and increased adult social care, these services were covered by government grants.
- The Local Plan update had been moved to 2026 and DC was optimistic it could be a pioneer under the new government planning method.

Cllr C. Reynolds arrived at 7.05pm.

- The new footpath between Lyme Regis and Charmouth had new signage, although the path had been open for some time.
- Free swimming was available for under 16s in Dorset, including at Bridport, and there were a wide range of activities which were free for eligible families.

- New Public Space Protection Orders (PSPO) had taken effect recently. The anti-social behaviour order affecting Lyme Regis covered consumption of alcohol, feeding of gulls and anti-social behaviour within the controlled zone. Another PSPO was taking effect and would cover lighting of fires, but it didn't concern Lyme Regis.
- The community governance review was discussed at the Audit and Governance Committee recently. There were no changes proposed for the Lyme Regis and Charmouth ward but major changes were proposed for Bridport and some of the surrounding parishes to be included into a larger Bridport Town Council. The Weymouth area proposals were deferred for further discussion.
- Cllr B. Bawden had attended the members' briefing on the library strategy consultation. The main findings of the first stage of the public consultation had been published and there were over 7,500 submissions, including school workshops and focused interviews. An abridged strategy with an embedded survey would go out to focused consultation over the summer, and a public consultation of the Let's Talk Libraries phase two would go out between autumn and winter. Community-run libraries were part of the strategy and key to the service provision.
- The Dorset year of culture was in 2023.
- A refresh of the Dorset Plan was taking place to simplify it and change some of the priorities.
- A Dorset Household Support Grant was being administered for DC by the Citizens' Advice Bureau.
- Cllr B. Bawden was meeting with John Sellgren, the executive director of place, on 29 July 2022 for a walk around Lyme Regis and Charmouth.
- Cllr B. Bawden had been doing a monthly surgery in Charmouth Library and a weekly surgery at the Community Café in the Hub on Thursdays, but this would move to monthly surgeries in September.
- DC's communications team had pointed out DC as an organisation was politically neutral so they would also like to hear from people who were opposed to what DC was doing.

22/18/C Questions from Councillors

There were none.

22/19/C Apologies for Absence

Cllr R. Doney – personal commitment
Cllr D. Sarson – unwell
Cllr T. Webb – personal commitment

22/20/C Disclosable Pecuniary Interests

There were none.

22/21/C Dispensations

There were none.

22/22/C To confirm the accuracy of the minutes of the Annual Meeting held on 25 May and 1 June 2022

Proposed by Cllr G. Turner and seconded by Cllr R. Smith, the minutes of the Annual Meeting held on 25 May and 1 June 2022 were **ADOPTED**.

22/23/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 20 June 2022

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, the minutes of the extraordinary Full Council meeting held on 20 June 2022 were **ADOPTED**.

22/24/C Matters arising from the minutes of the Annual Meeting held on 25 May and 1 June 2022 and the extraordinary Full Council meeting on 20 June 2022

Appointments to External Bodies 2022-23

Cllr G. Stammers said she and Cllr R. Smith were the representatives for Plastic-Free Lyme Regis and as it was part of the same organisation as Turn Lyme Green, she had suggested they were the representatives for the whole organisation.

Members noted this change.

Support for Ukrainian Refugees

The town clerk said since the meeting, Uplyme Parish Council had agreed a contribution of £250.

22/25/C Update Report

Members noted the report.

22/26/C Mayor's Announcements

The mayor, Cllr M. Ellis reminded members of the bowls evening on 24 August 2022 and that RSVPs were needed as soon as possible.

The mayor, Cllr M. Ellis said her chosen charities for the year were Lyme Regis Pantomime Society and Axminster and Lyme Cancer Support. She said she would be joining the pantomime society on their fundraising stall on the seafront on 18 August 2022 and on 1 September 2022 she would have a stall of her own. She also had a Christmas bingo booked for 9 December 2022.

22/27/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Planning Committee held on 3 May, 31 May and 28 June 2022.

22/28/C Environment Committee

Proposed by Cllr R. Smith and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the Environment Committee held on 6 July 2022 and adopt the recommendations, as follows:

22/09/ENV – Carbon Literate Organisation Accreditation

RESOLVED: that the Human Resources Committee considers ways of integrating Carbon Literacy into the performance management and assessment systems of the organisation.

RESOLVED: to approve the proposal to seek Carbon Literacy organisational accreditation at Silver level.

22/29/C Human Resources Committee

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

22/11/HR – Appointment of Members to the Health and Safety Committee

RESOLVED: to appoint Cllrs D. Sarson, G. Stammers and J. Broom to the Health and Safety Committee.

22/12/HR – Review of Employee Handbook – Part 3

RESOLVED: to approve the proposed amendments to the employee handbook related to maternity/adoption/paternity support leave; shared parental leave; adoption leave; parental leave; and parental bereavement leave.

22/14/HR – Pay Review

Cllr B. Larcombe said he would like to see more clarity in the recommendation as he felt members should be aware of the scope of the exercise before commissioning South West Councils, or they may be presented with something they didn't know enough about or the consequences of. He asked if it was a full job evaluation or a pay review; if it was the former, it was important there was a scoping document that outlined the extent of the evaluation, the method and commitment.

Cllr G. Stammers said the committee had agreed to a full job evaluation and the town clerk was discussing the details with South West Councils.

The town clerk said the committee had asked him to start discussions with South West Councils straight away, which he had done. He said it was agreed they wouldn't be asked to provide recommendations, but comments and observations instead.

Cllr B. Larcombe asked if the evaluation was across the whole council structure or specific posts, and how it would make comparisons with other organisations. He said the evaluation may have consequences and the council would have no choice but to acknowledge its findings. He said there may also be a requirement to consult with employees who were trade union members.

The town clerk said South West Councils had been asked to draw comparisons, particularly in the local government sector. He said South West Councils would only make comments and observations and any decision on pay would be taken by the Human Resources Committee and then the Full Council.

Cllr B. Larcombe asked which members would see the scoping document before the review was undertaken.

The town clerk said in line with the discussions at the Human Resources Committee, he had been having discussions with the chairman and vice-chairman of that committee and unless he was instructed otherwise, this was how he would continue to operate.

Cllr B. Larcombe asked if the review would be cost neutral to the council, if it would be an additional burden on the wage bill, or if it would be something the council would grow its wage bill to accommodate or not.

The mayor, Cllr M. Ellis said this would not be known until the review was completed.

Cllr B. Larcombe said it was possible to determine at the outset that any findings must be cost neutral.

The town clerk said this restriction had not been placed on the brief. He said members wanted to know if the council paid its staff fairly and did not want recommendations that would bind the council in any way.

RESOLVED: to commission a full independent review of employees' pay by South West Councils.

22/15/HR – Ex Gratia Payment

RESOLVED: to make a £100 ex gratia payment to the lengthsman for early morning work for the Platinum Jubilee celebrations

22/16/HR – Request for Unreduced Early Pension Payment

RESOLVED: to approve the request from a former employee for early payment of an unreduced pension.

Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 13 July 2022 and adopt the recommendations, as follows:

Cllr P. May asked if there was a date set for the members' away day.

The town clerk said three consultants had been approached and a favoured consultant had been agreed. He said the away day was expected to take place in September or October but the date was being finalised.

22/09/SF – Gipsy and Traveller Encampments

RESOLVED: to approve the Gipsy and Traveller Encampments' policy and procedure.

22/10/SF – Motions for Dorset Association of Parish and Town Councils Annual General Meeting

ORIGINAL MOTION: to put forward the following motions for Dorset Association of Parish and Town Councils' Annual General Meeting which takes place on Saturday 19 November 2022:

- to pursue better reconciliation between the views of the building regulations and conservation teams on planning matters
- to pursue an alternative to physical meetings that satisfies the regulations so councils could continue to transact its business remotely
- a motion regarding housing policy and rural exception sites, the wording for which will be presented by Cllr C. Reynolds to the Full Council meeting on 27 July 2022.

Cllr C. Reynolds said she had not yet formulated the wording related to rural exception sites and it was agreed the town clerk would work with her to do this. The wording would then be circulated through the members' briefing and comments invited.

RESOLVED: to put forward the following motions for Dorset Association of Parish and Town Councils' Annual General Meeting which takes place on Saturday 19 November 2022:

- to pursue better reconciliation between the views of the building regulations and conservation teams on planning matters.
- to pursue an alternative to physical meetings that satisfies the regulations so councils could continue to transact its business remotely
- a motion regarding housing policy and rural exception sites, the wording for which will be formulated by Cllr C. Reynolds and the town clerk and circulated through the members' briefing for comment.

22/11/SF – Objectives and Projects 2023-2025

RESOLVED: to hold an informal member-only meeting to discuss objectives and projects.

22/12/SF – Outside Seating

RESOLVED: to reinstate outside seating charges at the previous level when the temporary pavement licence provision ends on 30 September 2022 and to charge businesses for six months from 1 October 2022 to 31 March 2023.

22/31/C Tourism, Community and Publicity Committee

Proposed by Cllr C. Reynolds and seconded by Cllr R. Smith, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 29 June 2022 and adopt the recommendations, as follows:

22/07/TCP – Seagull Control

RESOLVED: to agree a budget of £350 to fly a drone during the summer to deter seagulls.

22/10/TCP – Seafront WiFi

RESOLVED: to bring a report to the first meeting of the Tourism, Community and Publicity Committee of 2023 to allow members to consider the way forward for the seafront WiFi.

22/12/TCP – Seafront and Beach Concessions

RESOLVED: to award the concession for a fitness and exercise concession to Rosie Jackson for 2022-2024, to be backdated to March 2022, and to confirm the days of operation so it doesn't operate on the same days as the existing fitness and exercise concession.

22/13/TCP – Sculpture Trail Insurance

RESOLVED: to continue with the current insurance arrangements for the sculpture trail but to instruct officers to take a report to the next meeting of the Tourism, Community and Publicity Committee about the future of the trail.

22/32/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 22 June 2022 and adopt the recommendations, as follows:

Cllr B. Larcombe asked if members would see the plans for the proposed new amenities hut.

Cllr J. Broom said members would see the plans and he would chase them up.

Cllr B. Bawden asked if there was any update regarding the child who was injured at the bowls club.

The town clerk said it was an insurance matter and therefore it was not appropriate to talk about it in public session.

22/09/TMH – Review of the CCTV Policy

RESOLVED: Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve CCTV Policy unchanged.

22/10/TMH – Civil Enforcement Officer Training

RESOLVED: to request that Dorset Council trains the town council enforcement team to civil enforcement officer level.

22/11/TMH – Kitchen Garden

RESOLVED: to confirm the kitchen garden has improved enough to remain a part of the Langmoor and Lister Gardens.

22/12/TMH – Hedgecutter/Flail Mower

RESOLVED: to approve the purchase of a hedgecutter/flail mower at the revised cost of £14,000 + VAT, to be purchased from the reserve.

22/15/TMH – Kawasaki Mule 4x4 replacement

RESOLVED: to purchase an ex-demo Hi-Sun Vector at £19,800+VAT as a replacement for the Kawasaki mule.

22/16/TMH – Advertising Boards

RESOLVED: that under the Road Traffic Act Section 149, to apply to a magistrate for a removal and disposal order of an advertising board owned by a business refusing to remove it.

22/33/C Terms of Reference and Scheme of Delegation

Cllr B. Bawden said references to West Dorset District Council needed to be amended to Dorset Council.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members **RESOLVED** to approve the terms of reference and scheme of delegation and to replace all references to West Dorset District Council with Dorset Council.

22/34/C Visit Lyme Regis Membership Review

Cllr B. Larcombe said Lyme Regis was an important visitor destination in Dorset and it was important it continued to get the exposure it was having. He said it represented extremely good value for money.

Cllr C. Reynolds said things were very difficult for local businesses at the moment with the cost of living crisis and energy prices so they were taking a careful look at how much they spent on advertising.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** to approve the charging structure for the Visit Lyme Regis website as follows:

- The reintroduction of free but basic website page listings, which could be re-marketed on the basis that the tourism industry has seen a very difficult and erratic early season period and that the council is aware of the national insights about this
- Running alongside the free options there is an opportunity for an enhanced business website page listing, enabling a priority listing which would be ranked in website display above other businesses, and have more features like additional photos, reviews, etc, and enable them to be included in the highlighted, high-use areas of the website.

22/35/C Request for access through Langmoor Gardens to facilitate works to 19a Broad Street

Cllr G. Turner said the owners of 19a Broad Street had made a step from the gardens to get over the wall into the property.

The mayor, Cllr M. Ellis said this issue was not up for discussion at this meeting but it needed to be looked at separately by officers.

Cllr J. Broom said he supported the request but felt there should be restrictions on the times deliveries could be made.

The mayor, Cllr M. Ellis said if agreed, there needed to be a date by which the work had to be finished and if it overran, there was a financial penalty for each week.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members **RESOLVED** to approve the request for access through Langmoor Gardens to facilitate works to 19a Broad Street on the following conditions:

- That access be not permitted until after the end of the busy school holiday period, i.e., not before 4 September 2022
- That no parking of contractors' vehicles be permitted within the gardens
- That access be permitted solely for the delivery of materials to 19a Broad Street and for the duration of the works only
- That agreement of any further detailed terms and conditions be delegated to the town clerk in consultation with the chairman of the Town Management and Highways Committee
- That deliveries can only be made between set times, to be agreed
- That a start and end date is agreed and financial penalties are imposed, at a level to be agreed, for every week the work overruns.

Cllr B. Bawden left the meeting at 7.51pm.

22/36/C List of Payments

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the schedule of payments May and June 2022 for the sums of £217,361.08 and £132,519.58, respectively.

Cllr B. Bawden returned to the meeting at 7.53pm.

22/37/C Future Use of Strawberry Fields and Consultancy Brief

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

22/38/C Lease Renewal for Trailer Park, use of Accreted Land at Monmouth Beach and the 'Harbourmaster's Store'

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

22/39/C Exempt Business

a) Future Use of Strawberry Fields and Consultancy Brief

The deputy town clerk outlined the proposed brief to the consultant to help determine future uses for Strawberry Fields. He said the scope of the brief would need to be tightly drawn in order to be deliverable and within the agreed budget of £10,000.

The deputy town clerk said the council needed to be realistic about the size of the site, what it may be able to contain and what may be commercially deliverable. He said various uses had been suggested for the land that would require external funding, but the funding environment was more challenging than it had ever been. It was therefore important the council focused on something it could realistically achieve.

Cllr B. Larcombe said he would like to see the land used as a park and ride to ensure the long-term viability of the service and alongside this a transport hub, so coaches and lorries would decant at the site to a smaller service so they wouldn't block up the town.

Cllr B. Bawden said she didn't want the possibility of a learning centre to be excluded at this stage, which could also subsidise a community sports facility. She said there were people looking for homes for substantial fossil collections which could be part of an environmental and earth science centre run by Lyme Regis Museum and Charmouth Heritage Coast Centre, with input from local universities and environmental groups.

The deputy town clerk said he sensed everyone would agree a long-term park and ride facility was important but he didn't think Strawberry Fields was big enough to accommodate a park and ride along with another use as it was roughly the same size as the current park and ride site in Charmouth Road. He also felt a park and ride and a sport and leisure facility were not compatible on the same site.

The deputy town clerk suggested now was an appropriate time to have a conversation with the owner of the Charmouth Road park and ride site about his willingness for a long-term commitment to park and ride on the site.

Cllr R. Smith suggested the conversation needed to take place with the owner of the Charmouth Road site before any decisions could be made about Strawberry Fields; if the council knew it could secure a long-term park and ride at Charmouth Road, it could then look at other uses for Strawberry Fields.

The town clerk suggested a timescale of six months was given for officers to have this discussion and also explore other possible park and ride sites so that the issue didn't drift. He said if there was anything officers needed to consult with members on in the meantime, they could talk to the chairmen of the Strategy and Finance and Town Management and Highways Committees.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members **RESOLVED** to defer discussions on future uses of Strawberry Fields until after there has been a discussion with the owner of the existing park and ride site about his willingness to enter into a long-term agreement for the use of the field, and to set a timescale of six months for officers to have these discussions as well as exploring other possible park and ride sites.

b) Lease Renewal for Trailer Park, use of Accreted Land at Monmouth Beach and the 'Harbourmaster's Store'

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to:

- Reiterate their support for a working harbour
- Note the position of Natural England with regard to the use of the Site of Special Scientific Interest (SSSI) and authorise officers to submit an application for consent to regularise the use of the land for boat storage and other existing uses
- Agree that the trailer park lease be renewed for a period of 10 years and at a commercial rent which reflects its existing use, including the mobile sauna, rather than potential alternative uses
- Agree that the extent of the accreted land which Natural England is willing to grant consent for be also let to Dorset Council at a commercial rent which reflects its

existing use for boat storage and based, pro-rata, on the rent agreed for the trailer park, rather than potential alternative uses

- Note that notice has been served on Dorset Council requiring their vacation of the 'Harbourmaster's Store' by 31 January 2023 and the latest advised position with the progress by Dorset Council to provide a replacement building on their land for use by the harbourmaster
- Note the position on both compensation and dilapidations with regard to the 'Harbourmaster's Store' and agree, in principle to offset one against the other.

The meeting closed at 8.32pm.

DRAFT

Committee: Full Council

Date: 26 October 2022

Title: Matters arising from the minutes of the Full Council meeting held on 27 July 2022

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 15 December 2021 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

Recommendation

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

Report

22/33/C – Terms of Reference and Scheme of Delegation

The updated document was emailed to members on 2 August 2022 and published on the website.

22/35/C – Request for access through Langmoor Gardens to facilitate works to 19a Broad Street

Start and end dates for the work have yet to be confirmed. Officers are chasing the architect for an update.

22/37/C – Future Use of Strawberry Fields and Consultancy Brief

The deputy town clerk is meeting with the landowner of Charmouth Road park and ride site on 24 October 2022 to discuss his willingness to enter into a long-term agreement for the use of the field. A verbal update will be given at the meeting.

22/38/C – Lease Renewal for Trailer Park, use of Accreted Land at Monmouth Beach and the ‘Harbourmaster’s Store’

The decision of this council has been communicated to Dorset Council and a response to the proposals is awaited. A meeting with Dorset Council and Natural England was scheduled to take place on site on 17 October 2022 but was unable to take place and has been re-scheduled for 7 November 2022.

John Wright
Town clerk
October 2022

**Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 26 October 2022**

- 24 July Attended the RNLI bathtub race and presented the winners' cup.
- Lifeboat Week Fun Run with consort, started the run and presented the prizes. The illuminated boats on the beach front was cancelled due to rough seas.
- 25 July Attended the Axminster and Lyme Regis Cancer Support family day at Uplyme Village Hall.
- 28 July Watched as part of the RNLI week the Red Devils display with consort and took the salute from the Red Devils team on the beach.
- 29 July With consort started the RNLI duck race along the River Lym and presented the prizes.
- 2 August Attended the staff briefing at the Guildhall.
- 3 August Attended with consort the launching of the boats at the Boat Building Academy and gave a speech of congratulations to the class of October 2021
- 4 August Attended with consort the firework display which was organized by the RNLI and Regatta & Carnival.
- 10 August Took part in the Regatta & Carnival wheelbarrow race with my daughter Kelsey who stepped in at the last minute due to the consort being on call for the fire service.
- 12 August The deputy mayor and consort attended the Wareham Civic Day and enjoyed visiting St Martin's on the Walls Church.
- I would like to thank them both for attending this on my behalf*
- 18 August With the Pantomime Society, held a stall on the seafront to raise money for my mayor's charity. I raised £455.22.
- 20 August With the consort attended the Lyme Regis Football Club for the naming of their new grandstand.
- 24 August With the Lyme Regis Bowls Club, hosted a social evening of bowls and a supper with the consort, deputy mayor and consort, along with members of the council and staff. A very enjoyable evening was had by all.
- 28 August With consort attended the Candles on the Cobb evening and lit the first candle.

1 September	Held a fundraising stall on the sea front to raise money for my mayor's charities. £450.72 was raised.
3 September	Attended the lifeboat crew's summer party and presented the crew and team with their Jubilee medals.
9 September	Signed book of condolence for Her Majesty the Queen in the Guildhall with deputy mayor. Attended a meeting to discuss the protocol regarding the Queen's passing. Met with Hilary Smith to arrange for ribbon for badge of office and shrouds for the maces to be made ready for the period of mourning and the town's proclamation.
10 September	With the consort, attended St Michael's Parish Church for the Treorchy Male Voice Choir in aid of Cancer Research.
11 September	Stood on the steps of the Guildhall with consort, deputy mayor and consort and read the proclamation.
12 September	Presented Lyme Regis fire crew with their Jubilee medals.
14 September	Opened the Guildhall in the evening, along with the deputy mayor, to enable people to sign the book of condolence outside of normal working hours.
15 September	Attended the St Michael's Parish Church memorial service to the Queen with consort and deputy mayor along with fellow councillors and staff.
18 September	Attended with consort, deputy mayor and consort, the Rotary Club's Reflections of the Queen with the lighting of the candles on the Marine Parade and held the national minute's silence.
21 September	Visited Pinhay House to give the residents the opportunity to sign the book of condolence.
22 September	With deputy mayor, visited Fairfield House care home to give the residents the opportunity to sign the book of condolence. With deputy mayor, visited Lyme Regis Nursing Home to give the residents the opportunity to sign the book of condolence.
23 September	With deputy mayor, visited Shire House Care Home to give the residents the opportunity to sign the book of condolence.
28 September	Attended with consort the Civic Day at Bridport and enjoyed presentations from local groups related to the mayor's charities and a visit to Bridport Primary School and the skate and ride.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 26 JULY 2022**

Present:

Chairman: Cllr G Turner

Members: Cllr C. Aldridge, Cllr J. Broom, Cllr B. Larcombe MBE

Officers: M. Green (deputy town clerk), G. Rood (administrative assistant)

22/14/P Public Forum

R. Scully (architect) 23 Forge Fields, Swindon SN5 3WS said he was present to speak in support of application P/FUL/2022/03753.

T. Morris (11 Millgreen Court), A. Turner (Hillside) and R. Green (2 Millgreen Court) were also present to speak in objection of this application.

S. Culliford (12 Coombe Street) and P. Coe and his wife (14 Coombe Street) were present to speak in support of application P/FUL/2022/04403 subject to some concerns over its implementation.

The chairman invited them all to speak immediately prior to consideration of these applications.

22/15/P Apologies for Absence

Cllr B. Bawden – ward meeting
Cllr C. Reynolds – appointment

22/16/P Minutes

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, the minutes of the meeting held on 28 June 2022 were **ADOPTED**.

22/17/P Disclosable Pecuniary Interests

Cllr G. Turner declared he would not comment or vote on planning application P/FUL/2022/03753 as he had previously undertaken work for the owner. Cllr B. Larcombe would lead the discussion on this application.

22/18/P Dispensations

There were none.

22/19/P Matters arising from the minutes of the meeting held on 28 June 2022

There were none.

22/20/P Update Report

There were none.

22/21/P Planning Applications

1) P/FUL/2022/03753 (Received 28 June 2022)

FULL PLANNING PERMISSION

Demolish garage, annex, WC, shed and removal of boundary wall. Erect 2No. dwellings with associated landscaping and create new access to highway including new dropped kerb – 10 Millgreen Court, Lyme Regis, DT7 3PJ

R. Scully spoke in support of the application and went through the various site plans/visuals he had produced for the proposed dwellings. He said he had taken great care with the proposals to design buildings that responded to the many complex issues of the proposed site and referred to the properties as having a very similar footprint to other properties in the area.

In response to questions from members, he stated that pre-application advice had been sought in respect of the initial design and it was as a result of this advice that the number of dwellings had been reduced from four to three. No further advice had been sought about the amended (current) design and layout.

T. Morris spoke against the application and referred to the fact that Lyme Regis would lose the integrity of the conservation area as it would affect the view, light and character of the walk into Lyme Regis. He said it would increase parking requirements and increase traffic and noise and one proposed building would be right up to the edge of his property and would affect the light into the upstairs bedrooms.

A. Turner also spoke against the application and referred to the construction of the high stone wall and removal of the garage which could cause a structural collapse of the retaining wall, affecting the ground stability of the area. He also believed the proposed structure would prevent light on the eastern side until 12pm.

R. Green also spoke against the application due to the heritage impact and the need to preserve the medieval thoroughfare, citing clauses 2022 and 202 of the National Planning Policy Framework. He referred to the heritage report, which showed significant impact and harm and said he saw no overriding public benefit to justify its approval.

Cllr J. Broom proposed refusal of the application as the proposed dwellings were an overdevelopment of the site and not in keeping with the character or scale of development in the existing conservation area.

*Members recommended that the application be **refused** as they found this to be an over development of the site which was not in keeping with the character or scale of existing developments in the Conservation Area. Also due to the loss of residential amenity for the neighbouring properties, particularly No. 11 Millgreen Court.*

- 2) **P/FUL/2022/04403** (Received 19 July 2022) **FULL**
PLANNING PERMISSION Demolish
existing dwelling and rebuild replacement dwelling on the same footprint – 11
Coombe Street, Lyme Regis, DT7 3PR

P. Coe spoke in support of this application but expressed concern that demolishing the cottage may also bring the adjoining wall down as the roof beam ridge cuts into neighbouring properties. He also wanted assurance the access would still be maintained for a particular neighbour.

S. Culliford also spoke in support of the application as the property was currently semi-derelict with material damage and damp which was affecting the back wall of her property.

She spoke in support of a party wall agreement as she also had concerns regarding potential damage to adjoining properties during the demolition of the existing building and construction of the new dwelling.

Both P. Coe and S. Culliford also spoke on behalf of neighbours who were unable to attend who objected to the large gable end window as it overlooked their garden area.

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

- 3) **P/LBC/2022/04439** (Received 19 July 2022)
LISTED BUILDING CONSENT
Demolish existing dwelling and rebuild replacement dwelling on the same footprint – 11 Coombe Street, Lyme Regis, DT7 3PR

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

- 4) **P/HOU/2022/03818** (Received 23 June 2022)
HOUSEHOLDER PLANNING PERMISSION
Remove conservatory and replace with single storey extension – Jordan Lodge, Mill Green, Lyme Regis, DT7 3AQ

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

- 5) **P/VOC/2022/04087** (Received 1 July 2022)
VARIATION OF CONSENT
Erection of a free-standing greenhouse (Removal of condition 4 of planning approval P/VOC/2022/02171) Surface – Haye House, Haye Lane, Lyme Regis, DT7 3NQ

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

- 6) **P/HOU/2022/04122** (Received 4 July 2022)
HOUSEHOLDER PLANNING PERMISSION
Erection of single storey garden room on roof terrace – 6 Church Cliff, Lyme Regis, DT7 3BZ

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

- 7) **P/LBC/2022/04082** (Received 5 July 2022)
LISTED BUILDING CONSENT
Internal alterations to facilitate the Installation of a lift to link 2nd and 3rd floors - 1 High Cliff House, Sidmouth Road, Lyme Regis, DT7 3EQ

*Members recommended that the application be **approved** because there were no material planning reasons to warrant its refusal and it would support and improve access and mobility for the current or future owners.*

- 8) **P/ADV/2022/04163** (Received 6 July 2022)
ADVERTISING PLANNING CONSENT
Display 1no. non-illuminated fascia sign and 1no. non-illuminated projecting/hanging sign - Trespass logo - 26 Broad Street, Lyme Regis, DT7 3QE

*Members recommended that the application be **approved** because there were no material planning reasons to warrant its refusal and it would have no bigger impact than the previous signage.*

- 9) **P/LBC/2022/04169** (Received 6 July 2022)
LISTED BUILDING CONSENT Installation of new signage - 26 Broad Street, Lyme Regis, DT7 3QE

*Members recommended that the application be **approved** because there were no material planning reasons to warrant its refusal and it would have no bigger impact than the previous signage.*

- 10) **P/FUL/2022/04307** (Received 13 July 2022)
FULL PLANNING PERMISSION

Remove existing balcony and replace with steel and glass balustrade – The Lookout, 1B Ozone Terrace, Lyme Regis, DT7 3JY

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

11) P/HOU/2022/04297 (Received 13 July 2022)

HOUSEHOLDER PLANNING PERMISSION

Erect rear single storey extension and install rooflight - 60 Fairfield Park, Lyme Regis, DT7 3DS

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

22/22/P

Amended/Additional Plans

1) P/NMA/2022/04419 (Received 18 July 2022)

NON MATERIAL AMENDMENT APPLICATION

Amendment to planning application P/HOU/2021/01561 –

1. Increase in size North East facing window (W2).
2. Install 4no. rooflights.
3. Flat rooflight added over ensuite bathroom.
4. Juliet balcony widened to allow space for cleaning – Mazzards, Clappentail Lane, Lyme Regis, DT7 3LZ

22/23/P

Withdrawn Applications

1) P/FUL/2022/009123 (Decision Date 1 July 2022)

FULL PLANNING PERMISSION

Land and Building Rear of 11-12 Coombe Street, Lyme Regis, DT7 3PR

2) P/HOU/2022/04080 (Received 5 July 2022)

HOUSEHOLDER PLANNING PERMISSION

Installation of a lift to link 2nd and 3rd floors – 1 High Cliff house, Sidmouth Road, Lyme Regis, DT7 3EQ

NOTED

22/24/P

Planning Decisions

Members noted details of planning decisions received from Dorset Council.

22/25/P

Correspondence from Dorset Council regarding planning related matters.

There was none.

The meeting closed at 8.48pm.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 23 AUGUST 2022**

Present:

Chairman: Cllr G Turner

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

Officers: M. Green (deputy town clerk)

22/26/P Public Forum

There were no members of the public present who wished to speak in relation to the business of this meeting.

22/27/P Apologies for Absence

Cllr B. Bawden – personal commitment

22/28/P Minutes

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, the minutes of the meeting held on 26 July 2022 were **ADOPTED** without amendment.

22/29/P Disclosable Pecuniary Interests

Cllr J. Broom declared an interest in planning application P/FUL/2022/04267.

22/30/P Dispensations

There were none granted in relation to the business of this meeting.

22/31/P Matters arising from the minutes of the meeting held on 26 July 2022

There were none.

22/32/P Update Report(s)

There were none.

22/33/P Wording of Planning Recommendations

The deputy town clerk explained the reasons for the suggested change to the standard wording previously used for applications which the council was supportive of. Using wording that was more bespoke to each individual application and which allowed Dorset Council to

avoid the unnecessary use of its 'delegated authority' process, seemed a sensible change and one which would avoid additional work for planning officers and potential delay for local applicants.

Members were supportive of a change to an expanded and more tailored form of words which could be agreed on a case by case and application by application basis.

It was **recommended** by Cllr B. Larcombe and seconded by Cllr J. Broom that in future, including for this meeting, the town council use a more tailored response to Dorset Council for applications which it was supportive of.

22/34/P Planning Applications

1) P/HOU/2022/04267 (Received 21 July 2022) HOUSEHOLDER PLANNING PERMISSION

Formation of a parking bay to front, relocation of retaining wall and revert rear gravelled area back to garden space - Albany, Charmouth Road, Lyme Regis, DT7 3DP.

*The town council recommends **approval** of the application because it is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.'*

2) P/HOU/2022/04537 (Received 25 July 2022) HOUSEHOLDER PLANNING PERMISSION

Erect side extension to create a self-contained annexe – Levens, Blue Waters Drive, Lyme Regis, DT7 3EU.

Cllrs Broom and Reynolds both supported the scale of the proposed extension, its stated purpose and its environmental aspirations, but both felt that these could be achieved equally well with a design and using materials more in keeping with the existing and neighbouring dwellings. For those reasons, they felt the application should not be supported in its current form.

Other members felt that the application as submitted was acceptable and could be supported.

Cllr J. Broom requested a recorded vote on the application.

*The town council recommends **approval** of the application because it is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*

Members voted 3F and 2A the above recommendation.

For: Cllr G. Turner, Cllr B. Larcombe and Cllr C. Aldridge

Against: Cllr J. Broom and Cllr C. Reynolds

- 3) **P/HOU/2022/04637** (Received 28 July 2022)
HOUSEHOLDER PLANNING PERMISSION
Demolish garage and terrace above. Construct steel balcony – 6A Coombe Street, Lyme Regis DT7 3PY.

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan, does not involve harm to the Conservation Area or heritage assets and has no adverse impact on the residential amenity of neighbouring properties.*

- 4) **P/LBC/2022/04638** (Received 28 July 2022)
LISTED BUILDING CONSENT
Demolish garage and terrace above. Construct steel balcony. Form openings and inserting a door and window in ground floor rear elevation, take down wall between kitchen and dining room and erecting partitions to form new shower rooms and first and second floor levels – 6A Coombe Street, Lyme Regis DT7 3PY.

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan, does not involve harm to the Conservation Area or heritage assets and has no adverse impact on the residential amenity of neighbouring properties.*

- 5) **P/HOU/2022/04555** (Received 29 July 2022)
HOUSEHOLDER PLANNING PERMISSION
Erect first floor extension to garage for use as an annex – 38 Woodberry Down Way, Lyme Regis, DT7 3QT.

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*

- 6) **P/FUL/2022/04682** (Received 1 August 2022)
FULL PLANNING PERMISSION
Change of use and alterations to create an independent dwelling – Land and Building Rear of 11-12 Coombe Street, Lyme Regis.

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan, does not involve harm to the Conservation Area or heritage assets and has no adverse impact on the residential amenity of neighbouring properties.*

- 7) **P/HOU/2022/03818** (Received 4 August 2022)
HOUSEHOLDER PLANNING PERMISSION
Remove conservatory and replace with single storey extension, and clad dwelling in timber (natural finish) – Jordan Lodge, Mill Green, Lyme Regis, DT7 3AQ.

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*

8) P/LBC/2022/04195 (Received 5 August 2022)

LISTED BUILDING CONSENT

External alterations to form single storey extension to provide kitchen, utility and cloakroom accommodation, to replace pair of 1950's extensions and minor internal alterations to the house – Haye House, Haye Lane, Lyme Regis, DT7 3NQ.

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan, does not involve harm to the Conservation Area or heritage assets and has no adverse impact on the residential amenity of neighbouring properties.*

9) P/HOU/2022/04194 (Received 5 August 2022)

HOUSEHOLDER PLANNING PERMISSION

Form single storey extension within the courtyard between the main house and the outbuilding (Demolish existing extensions) – Haye House, Haye Lane, Lyme Regis, DT7 3NQ.

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, does not involve harm to the Conservation Area or heritage assets and has no adverse impact on the residential amenity of neighbouring properties.*

10) P/FUL/2022/04748 (Received 10 August 2022)

FULL PLANNING PERMISSION

Demolish existing conservatory, erect rear single storey flat roof extension – Pitt House, Broad Street, Lyme Regis, DT7 3QF.

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*

11) P/LBC/2022/04901 (Received 10 August 2022)

LISTED BUILDING CONSENT

Remove existing render to front elevation and re-render with hydraulic lime – 49 Church Street, Lyme Regis, DT7 3DA.

*The town council recommends **approval** of the application it is in accordance with the approved development plan and does not involve harm to the Conservation Area or heritage assets.*

22/35/P Amended/Additional Plans

- 1) **P/NMA/2022/04620** (Received 9 August 2022)
NON MATERIAL AMENDMENT APPLICATION

Non material amendment to planning permission 1/W/92/000607 (Erect 72 houses and construct estate roads) – Alterations to approved plans as amended by WD/D/16/000030 – Land Adjacent Colway Lane, Queens Walk, Lyme Regis, DT7 3HP.

NOTED

22/36/P Withdrawn Applications

- 1) **P/HOU2022/02655** (Decision Date 1 Aug 2022)
HOUSEHOLD PLANNING PERMISSION

Erect Single storey first floor extension – Grey Walls, Pound Street, Lyme Regis DT7 3JA

NOTED

22/37/P Planning Decisions

Members **NOTED** details of planning decisions received from Dorset Council.

22/38/P Correspondence from Dorset Council regarding planning related matters.

There was none.

The meeting closed at 7.54pm.

**Lyme Regis Town Council
Planning Committee – 13 September 2022
Planning Applications Received**

Member Recommendations

- 1) **P/HOU/2022/04972** (Received 12 August 2022)
HOUSEHOLDER PLANNING PERMISSION
Removal of existing conservatory and erection of single storey extensions and raised decking and install 4 roof lights – Mazzards, Clappentail Lane, Lyme Regis, DT7 3LZ.

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*
- 2) **P/HOU/2022/05031** (Received 15 August 2022)
HOUSEHOLDER PLANNING PERMISSION
Erect first floor extension to side and erect single-storey rear extension – Windyridge, Avenue Road, Lyme Regis, DT7 3AF.

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*
- 3) **P/HOU/2022/02539** (Received 16 August 2022)
HOUSEHOLDER PLANNING PERMISSION
Erect single storey front extension, open porch at front and single storey rear extension – 19 Anning Road, Lyme Regis, DT7 3DZ.

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*
- 4) **P/HOU/2022/05105** (Received 18 August 2022)
HOUSEHOLDER PLANNING PERMISSION
Erect two storey extension – Outlook, View Road, Lyme Regis, DT7 3AA.

*The town council recommends **refusal** of the application because the proposed extension would result in an unacceptably adverse impact on the residential amenity of neighbouring properties.*
- 5) **P/HOU/2022/03779** (Received 18 August 2022)
HOUSEHOLDER PLANNING PERMISSION
Removal and partial replacement of the verandah and removal of C20 addition to porch - Colway House, Uplyme Road, Lyme Regis, DT7 3LS.

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*

6) **P/HOU/2022/04539** (Received 19 2022)

HOUSEHOLDER PLANNING PERMISSION

Demolish garage and erect garage. Erect single storey and two storey extensions and widen gated entrance – Lamorna, Uplyme Road, Lyme Regis, DT7 3LP.

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*

7) **P/HOU/2022/05334** (Received 31 August 2022)

HOUSEHOLDER PLANNING PERMISSION

Demolish Conservatory and Porch. Erect new Boot Room and new Porch. Extend existing first floor balcony – 1 Highcliff Road, Lyme Regis, DT7 3EW.

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE EXTRAORDINARY MEETING HELD ON TUESDAY 4 OCTOBER 2022**

Present:

Chairman: Cllr G Turner

Members: Cllr C. Aldridge, Cllr B. Bawden, Cllr C. Reynolds

Officers: M. Green (deputy town clerk), G. Rood (administrative assistant)

22/39/P

Public Forum

H. Britton (40 Sherborne Lane, Lyme Regis DT7 3NY) was present to speak in objection of application P/FUL/2022/05539.

She spoke on behalf of The Lyme Regis Society (LRS) in objection to this application. In line with Government policy during Covid restrictions LRTC agreed temporary pavement licenses on the highway. LRS supported this approach, however, they were concerned to hear that LRTC were discussing formalising the temporary wooden structure erected at The Oyster & Fish House Restaurant in Langmoor gardens. By considering commercially leasing this land it would set a dangerous precedent in leasing and selling off parts of Langmoor Gardens for commercial benefit and would conflict with the covenants and intentions of the original conveyance to the council in 1913. She explained the LRS strongly objected to the proposal that land in Langmoor gardens is leased to Hix's Restaurant. The commercial exploitation of the town's asset was unacceptable and should be refused. The Society believed that the gardens should be protected in perpetuity from any action that would damage the integrity of the public open space, so the application should be refused, and the wooden structure removed.

S. Cope (Design Consultant), was present to speak in support of application P/FUL/2022/05539.

He explained he was the architect and agent for The Oyster & Fish House and spoke in support of the application. He advised that the wooden decking/outside seating area had originally been built during the Covid pandemic to ensure the business could continue to operate with social distancing measures in place. This had been planned and agreed with LRTC and had received a lot of positive feedback from locals and visitors alike. It had increased the need for employment in the business and was visually attractive, offering some of the best views of the coast. He appreciated that there had been some concern from the Lyme Regis Society, fearing setting a precedent for encouraging further development of the gardens, however, he believed the decking couldn't be classified as a building, more of a temporary structure and the area where it was situated was redundant space between two high hedgerows and an area to which the public had previously not had access. Also, it adjoined the restaurant and was close to the mini golf hut, so was the natural place for it.

He believed it didn't have any detrimental effect on the area and didn't obstruct views or encroach on the gardens. He also spoke on behalf of Jo Harris from Coastal Marks (Communications/Events Manager) as she was unable to attend. She commented that the response to the outside seating area had been incredibly positive, had enhanced the area and used space that was previously unused and the was a natural extension of the restaurant space. It didn't obstruct views or affect access, and they would also pay a rent to LRTC for leasing the space which could then be used to continue enhancing and preserving the area for locals and businesses alike.

The business brought visitors into the town so there was also an economic benefit, and it was sympathetic to the garden aesthetics. If the application were not permitted, removal of the decking would result in a loss of revenue for the business, town and other local businesses, would also increase unemployment and could jeopardise the future of the restaurant.

T. Whittaker (Glenholme, Flat 5, Cobb Road), was present to speak in support of his application P/FUL/2022/03364.

He explained the design of the boat house would be a wooden structure with 2 x low roofs made from corrugated iron rather than a large apex roof to ensure it was in keeping with the adjacent garages and local area.

He hoped the committee would feel able to support the application.

22/40/P Apologies for Absence

Apologies for absence were received from:

Cllr J. Broom – illness
Cllr B. Larcombe – COVID

22/41/P Disclosable Pecuniary Interests

There were none.

22/42/P Dispensations

There were none granted in relation to the business of this meeting.

22/43/P Planning Applications

1) **P/FUL/2022/05539** (Received 15 September 2022)

FULL PLANNING PERMISSION

Retention of outside deck area for the restaurant – The Oyster & Fish House, Cobb Road, Lyme Regis, DT7 3JP

Cllr Reynolds strongly suggested the Lyme Regis Town Council (LRTC) make no comment on this application because it also owned the land, and the decision should be left to Dorset Council as planning authority. She noted correspondence from LRTC on the planning portal which indicated the council was 'amenable' to the applicant's plans to make the structure permanent, and she felt offering any comment on the planning application could put the council at legal risk.

The deputy town clerk emphasised that landowner and planning issues should be separated when considering the application. He also stated that making 'no comment' was within town council's gift, should members support that approach.

Cllr Bawden advised that Dorset Council did want to hear comments from the town council on this application. She went on to say that LRTC had originally given permission for the temporary use of the land for the outdoor seating under the alfresco dining provisions issued by the Government to support the hospitality industry during Covid. This policy was for tables/chairs which could be packed away overnight. However, The Oyster & Fish House had built a permanent structure which, in her view, they were never given permission for by LRTC, and they were now applying retrospectively for planning permission.

This application was the first time the council has seen any detailed plans and the earlier request has been solely for the temporary use of the land only. On this basis, she felt it was appropriate to offer comments about the application.

Cllr Aldridge believed the structure impacted on the view, towered over the table tennis tables below and she also had concerns over the detrimental impact on the gardens due to noise because their license allowed them to be open until 10pm on weekdays and 11pm at weekends.

She expressed concerns about the accuracy of some documents and statements accompanying the application and questioned whether the email from the town clerk to the applicant indicating the council may be 'amenable' to making the structure permanent subject to appropriate terms either truly reflected members' views or impacted on the consideration of the application.

The deputy town clerk cautioned members to focus only on the material planning considerations of the application.

After lengthy discussion about both the history of the issue and the merits of the application, Cllr Bawden proposed the town council recommended the refusal of the application because it represented an ingress into a public amenity open space that should be kept free of commercial development for the enjoyment of local residents, was out of keeping for the area and made permanent a structure and use which had only been agreed by the town council as a temporary COVID-related business support measure.

Cllr Reynolds requested a recorded vote.

*The town council recommends **refusal** of the application because it represents an ingress into a public amenity open space that should be kept free of commercial development for the enjoyment of local residents, is out of keeping for that area and makes permanent a structure and use which was only agreed by the town council as a temporary COVID-related business support measure.*

Members voted 3 for and 1 abstention in respect of the above recommendation.

For: Cllr C. Aldridge, Cllr B. Bawden, Cllr G. Turner

Abstained: Cllr C. Reynolds

2) P/FUL/2022/05612 (Received 14 September 2022)
FULL PLANNING PERMISSION

Demolish existing garage and replace with garden cabin for use as a holiday let – Meadway, Charmouth Road, Lyme Regis, DT7 3DP

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*

3) P/HOU/2022/03364 (Received 22 September 2022)
HOUSEHOLDER PLANNING PERMISSION

Erection of boat house and storage – Glenholme, Flat 1, Cobb Road, Lyme Regis, DT7 3JR

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*

4) P/FUL/2022/04307 (Received 27 September 2022)
FULL PLANNING PERMISSION

Changes to existing balcony, to replace existing trellis with steel and glass balustrade, and alter parapet wall heights – The Lookout, 1B Ozone Terrace, Lyme Regis, DT7 3JY

*The town council recommends **approval** of the application because it is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties*

- 5) **P/PABA/2022/05927** (Received 28 September 2022)
PRIOR APPROVAL – BUILDING FOR AGRICULTURAL/FORESTRY USE
Erect agricultural building for the storage of agricultural machinery and fodder – LAND AT
LYME HILL, CHARMOUTH

*The town council recommends **approval** of the application because it is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*

The meeting closed at 6.42pm.

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 5 OCTOBER 2022

Present

Chairman: Cllr R. Smith

Members: Cllr B. Bawden, Cllr P. May, Cllr D. Sarson

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

Absent: Cllr G. Turner

Guests: V. Elcoate (River Lym Monitoring Group), J. Flory (Environment Agency), Jacqui Besley (Round Britain eRib), Harry Besley (Round Britain eRib)

22/12/ENV Public Forum

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

22/13/ENV Apologies

Cllr J. Broom – illness

Cllr B. Larcombe – illness

Cllr D. Ruffle – holiday

Cllr G. Stammers – holiday

22/14/ENV Minutes

Cllr B. Bawden requested an amendment to minute number 22/09/ENV as Cllr G. Stammers had commented that the gardeners would benefit from carbon literacy training due to the biodiversity element; however, the training dealt with the carbon crisis, not biodiversity. It was agreed 'due to the biodiversity element' would be removed from the minutes.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, the minutes of the meeting held on 6 July 2022, with the above amendment, were **ADOPTED**.

22/15/ENV Disclosable Pecuniary Interests

There were none.

22/16/ENV Dispensations

There were none.

22/17/ENV Matters arising from the previous meeting held on 6 July 2022

Carbon literate organisation accreditation

Cllr D. Sarson clarified that the Human Resources Committee hadn't yet considered ways of integrating Carbon Literacy into the performance management and assessment systems of the organisation.

The operations manager said it wasn't clear what was required of the council to meet the silver level of accreditation for the organisation in this respect so he had contacted the Carbon Literacy organisation to get more of a steer as to what it wanted, so that more guidance could be given to the Human Resources Committee.

River Lym project monitoring

Cllr P. May asked if a response had been received to the council's letter to Chris Loder MP regarding water quality on the River Lym.

The operations manager said a response had been received and the MP said he was championing the issue on the council's behalf. He said he would forward the response to members.

Climate change director

Cllr R. Smith asked how Dorset Council's (DC) new climate director was getting on and when the council might be able to meet him.

Cllr B. Bawden said he was in post but was still physically based in Cornwall. Given he had come from Cornwall Council, DC was adopting a similar approach and using the decision wheel used at Cornwall Council. She said this was very promising as DC would be integrating the climate and ecological emergency plan much more with the local plan and every decision had to take into consideration the climate and ecological impact.

22/18/ENV Update Report

Investment in Nature

Cllr D. Sarson suggested the River Lym monitoring group might want to consider applying for a grant.

Cllr R. Smith agreed there might be some local businesses and groups that would want to apply. He asked the operations manager to obtain more information about how they would apply.

Litter Free Sustainable Awards

Cllr R. Smith asked whether the council could get its leaseholders involved with the award.

The operations manager said they could be invited to get involved.

22/19/ENV

Water Quality

V. Elcoate from the River Lym monitoring group was invited to present her report. She said a Freedom of Information request to the Environment Agency (EA) had provided some shocking data on the river; the agency was monitoring water quality between May and September four times a month and it showed high levels of bacterial contamination in both wet and dry weather and the readings were very high all the time. The EA had identified a number of contaminated surface water discharges and were working with South West Water (SWW) to resolve this.

V. Elcoate said the other issue was Front Beach, a designated bathing beach, so it was monitored every week between May and September and there had been two incidents of bacterial contamination; as a result, the EA said the water quality at the beach was at risk of being downgraded from 'good' to 'sufficient'. Because it was a threat to businesses, tourism and the reputation of the town, she suggested the council asked for an urgent meeting with the EA and SWW to discuss this and determine their action plan for sorting it out.

V. Elcoate said they had learned from the EA there were two possible causes for the issues at the beach. One was a sewer running along Marine Parade, as there had been a problem in the past which had caused similar pollution and it might have reoccurred. The other was a possible failure of the outfall pipe on Monmouth Beach as people had reported seeing sewage coming out of the manhole.

With regards to the river, V. Elcoate said there had been a meeting of residents and some groups the previous night and there was support for forming a River Lym action group. She said the meeting discussed the seven-year gap in monitoring, as it was last monitored in 2015 and was monitored again in summer 2022, presumably because there were so many complaints about the water quality and the smell. She said they assumed monitoring stopped in 2015 because Church Cliff Beach was de-designated as a bathing beach, which indicated that having a bathing beach drove resources being put into cleaning up pollution.

V. Elcoate said it would be helpful for the EA's monitoring of the river to continue through the winter so there was more data available. She said they had met SWW and EA to walk the river and look at outfalls and they had taken action to deal with it. There did seem to be a slight improvement but they wouldn't know if it was working unless the monitoring continued.

V. Elcoate said SWW would not be publishing the results of its additional monitoring of Front Beach until next year and under the current circumstances, she suggested the town council could write to SWW to ask for more prompt release of this data.

J. Flory of the Environment Agency was invited to give a presentation on water quality.

J. Flory said sampling took place between May and September each year, with 20 samples taken per season. He said the beach controller was responsible for putting forward to Defra beaches for designation and the EA was then responsible for monitoring the beaches. He explained what the EA sampled and the standards that were given – Excellent, Good, Sufficient or Poor. He explained the classification history for Lyme Regis bathing waters and said it looked like the results for Front Beach would be 'Good' for this year and these results would be confirmed in November. He also explained the process for publicising pollution risk forecasts.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council asks for an urgent meeting with the Environment Agency, South West Water and Dorset Council to discuss how to prevent Front Beach's bathing waters from being at risk of being downgraded from 'Good' to 'Sufficient'.

J. Flory said he could provide contact details for the relevant person at SWW to attend any meeting.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to write to South West Water asking them to release the data on the bathing water investigation carried out on Front Beach between May and September before Christmas.

It was proposed by Cllr P. May to ask the Environment Agency to continue monitoring the River Lym beyond September to determine if solutions put in place by South West Water to improve water quality have been successful.

J. Flory said this request would come to him and it would be considered in relation to the resources the EA had. He said the water quality wasn't part of the decision for Defra in designating a beach; it was about usage, safety and access. He said if the town council was interested in re-designating Church Cliff Beach as a bathing beach or designating another beach, that would give the EA the rationale and he could tie up the funding and sampling time to do that.

Cllr P. May withdrew his earlier motion and proposed an amended motion.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that the council considers furthering the re-designation of Church Cliff Beach as a bathing beach so further monitoring resources of the River Lym can be deployed.

Proposed by Cllr P. May and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to ask the Environment Agency to monitor the River Lym in the winter so it can be determined if the actions South West Water have taken are having any effect on the water quality.

22/20/ENV eRIB Round Britain 2023

The chairman invited J. Besley and H. Besley to give a presentation about the Round Britain eRib challenge. They explained how they were attempting to set two world records in summer 2023 for the fastest circumnavigation of Great Britain by electric boat and H. Besley as the youngest skipper to circumnavigate Great Britain by powerboat.

They set out their missions for the challenge, the challenge objectives and how organisations like the town council could get involved. J. Besley said they would like the support of the council and there were a number of ways it could do this.

Cllr B. Bawden asked what would be involved in getting the charging infrastructure for charging electric boats installed in Lyme Regis and how much this would cost.

J. Besley said to do it permanently and properly it would be part of the infrastructure upgrade to the Cobb. She said once there was three-phase supply at the end of the Cobb, charging infrastructure could be installed there. However, for their challenge, the harbourmaster was going to install a charging pillar outside his office.

Cllr B. Bawden said Western Power Distribution had repeatedly said there wasn't enough of an electricity supply in Lyme Regis and asked how that would affect the challenge.

J. Besley said the supply they needed was already in place at the harbourmaster's office so no further connections were needed.

The operations manager reminded members the substation at Monmouth Beach was also being upgraded by Western Power Distribution so this might help with any future installation of charging infrastructure.

J. Besley said they expected to be in Lyme Regis on 1 June 2023 to do range trials and the challenge would take place in the summer when there was a three to four week still period of weather.

Proposed by Cllr R. Smith and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to approve Gold Level sponsorship at £5,000 for the Round Britain eRib, to be paid from the budget for environmental purposes.

22/21/ENV Hedgehogs R Us Highway Project

Cllr P. May suggested some hedgehog highway surrounds could be offered to Uplyme Parish Council to purchase, as well as Charmouth Parish Council.

Members agreed the surrounds should be given free to Lyme Regis residents.

Proposed by Cllr R. Smith and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to purchase a box of 50 hedgehog surrounds at £150, to sell 10 surrounds at £30 to Charmouth Parish Council, to offer to sell a quantity to Uplyme Parish Council, and to give the surrounds to Lyme Regis residents free-of-charge.

22/22/ENV Mares Tail Treatment

Cllr R. Smith said mares tail was an indigenous plant so it wasn't the case that the gardeners were trying to tackle a non-native plant. He was concerned using glyphosate in this instance was a slippery slope to using it on other plants.

The operations manager said the gardening team felt it was a particularly difficult issue and nothing else would touch it, although they could try some alternatives before considering glyphosate again.

Cllr P. May said there was an alternative that claimed to be able to tackle mares tail and as the council did agree to stop using glyphosate where possible, members shouldn't forget that.

Proposed by Cllr R. Smith and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to trial a non-glyphosate product to treat mares tail and if this fails, to allow limited use of glyphosate.

22/23/ENV School Tree Planting Project

The operations manager said he believed everyone would like to support this project but space for planting trees in Lyme Regis was limited. He said the only possible area he could suggest was Anning Road playing field.

Cllr P. May said the council didn't want to upset residents living nearby so it would have to be done sensitively, although he felt the council should be encouraging schoolchildren in this initiative.

The operations manager said he could come back to the next meeting with more information about where it might be possible to plant trees on the playing field.

Proposed by Cllr D. Sarson and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to ask officers to investigate whether there might be space at Anning Road playing field to plant trees as part of the School Tree Planting Project.

The meeting closed at 8.56pm.

**LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE**

MINUTES OF THE MEETING HELD ON TUESDAY 27 SEPTEMBER 2022

Present

Chairman: Cllr D. Sarson

Members: Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds

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

Absent: Cllr R. Smith

22/18/HR Public Forum

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

22/19/HR Apologies

Cllr J. Broom – unwell
Cllr M. Ellis – work commitments
Cllr G. Stammers – holiday
Cllr G. Turner

22/20/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 15 June 2022

Proposed by Cllr C. Reynolds and seconded by Cllr P. May, the minutes of the meeting held on 15 June 2022 were **ADOPTED**.

22/21/HR Disclosable Pecuniary Interests

There were none.

22/22/HR Dispensations

There were none.

22/23/HR Matters arising from the minutes of the Human Resources Committee meeting held on 15 June 2022

Pay review

Cllr B. Larcombe asked if there was any update on the progress of the pay review. He asked how the review was being done and whether it was a job evaluation or a pay comparison.

The town clerk said the interviews with staff were currently taking place and the aim was a completion date of 21 October 2022. He said it was a pay comparison, but South West Councils was carrying the process and extracting parts of the job evaluation process, using the Greater London Provincial Council scheme. He said South West Councils had been asked to draw comparisons and he had confidentially provided information on comparable salaries from other Dorset councils, and they had also been asked to draw comparisons in terms of relevant parts of the labour market.

Cllr B. Larcombe asked if they would be looking at job titles.

The town clerk said they would be looking at job content.

22/24/HR Update Report

Local government pay 2022-23

The town clerk said the outcome of the Unison ballot had been announced; a third of the membership had voted and two-thirds had voted in favour of accepting the employers offer. Therefore, as far as Unison was concerned, the offer was accepted. However, the two other unions, Unite and GMB were yet to state their positions and the outcomes would not be known until after 21 October 2022.

The town clerk said if accepted, he anticipated any pay increase to be paid to employees in November and it would be backdated to April 2022.

22/25/HR To receive the minutes of the Health and Safety Committee meeting held on 23 June 2022

Cllr D. Sarson asked that the minutes of the meetings were circulated to all members, not just the members of the committee.

Cllr B. Larcombe asked if there was an update on the incident of the child being injured at the bowls club.

Cllr D. Sarson said the Health and Safety Committee had been informed that signage had been installed and that the council's insurance company had confirmed the council was not at risk.

The town clerk said it was not the town council's concern; it was a matter between the bowls club and the claimant.

Cllr B. Larcombe said the cracks in the pathways in the seafront gardens were a concern and asked if this was being dealt with by the Town Management and Highways Committee.

The town clerk said discussions had taken place with the chairman of that committee and there were proposals to rectify the problem. He said it would be included in the budget-setting process and it would be a proposal for expenditure in 2023-24.

Cllr B. Larcombe asked if the cadet hut was still deemed safe.

The town clerk said it had been inspected structurally and by an asbestos surveyor and it was safe. However, it was not intended to be used as a mess facility for employees going forward, just as storage. However, if this position changed, there was £100,000 in the budget for the cadet hut.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, the minutes of the Health and Safety Committee meeting held on 23 June 2022 were **RECEIVED**.

22/25/HR Menopause Policy

Cllr C. Reynolds said the Equality Act 2010 would be an important thing for the council to remember in other considerations.

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed Menopause Policy.

22/26/HR Vexatious Complaints' Policy and Guidance

Cllr B. Larcombe said as someone who had been on the receiving end of this kind of behaviour, he welcomed this policy and guidance and felt members shouldn't underestimate the impact of this.

The town clerk said the introduction of this policy and guidance was staff driven. He said each case needed to be treated on an individual basis and it placed the onus on managers to agree an approach to each case. He said in the past, both members and officers had tended to agree an approach and then breached it immediately so there needed to be a consolidated approach to deal with each matter.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Vexatious Complaints' Policy and Guidance.

22/27/HR Review of Employee Handbook – Part 4

The support services manager confirmed this was the fourth and final part of the handbook, which completed the review.

Cllr B. Larcombe asked if the final copy of the handbook provided to the employees would include an index of the changes made so they could see what had been amended.

The support services manager said the final copy would not include the amendments but the main changes would be communicated to the employees.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed amendments to the staff handbook from page 80 onwards.

22/28/HR Review of Councillor Data and Information 2021-22

Cllr B. Larcombe noted that the attendance figures were against the committees that members sat on but asked if there were figures available to show members' total attendance, so the public could see how many meetings they attended.

The support services manager said the attendance figures took into account if a member was not on a committee as members shouldn't be judged against committees they did not sit on.

Cllr B. Larcombe said he felt this wasn't an accurate reflection of a member's commitment as some members might not sit on any committees and their attendance was 100%, but another member may have a lower attendance percentage but attend more meetings overall. He asked if the information in the report would be published on the council website.

The town clerk said although the council wasn't required to publish the information, it would do so as a matter of good governance and transparency.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to publish on the council website an indication of how members' percentage of attendance at meetings related to the number of committee meetings they attended, in a way that is easiest for officers to achieve.

The town clerk said members needed to be mindful of the audience and volume of the audience and the relative workload when making such decisions.

22/29/HR Finance Manager Six-Month Review

Proposed by Cllr D. Sarson 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 information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

22/16/HR Exempt Business

a) Finance Manager Six-Month Review

Members acknowledged the challenging circumstances the finance manager had worked under since being in post and the way she had stepped up to the role.

The town clerk confirmed that when the finance manager was appointed, she started on the bottom of the salary scale for the post.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the finance manager's progression to spinal column point 26, effective from 1 July 2022

The meeting closed at 7.56pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 OCTOBER 2022

Present

Chairman: Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr R. Doney, Cllr P. May, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Turner

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

22/17/SF Public Forum

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

22/18/SF Apologies for Absence

Cllr J. Broom – illness
Cllr B. Larcombe – illness
Cllr D. Ruffle – holiday
Cllr R. Smith – work commitment
Cllr G. Stammers – holiday
Cllr T. Webb – work commitments

22/19/SF Minutes

Proposed by Cllr D. Sarson and seconded by Cllr R. Doney, the minutes of the meeting held on 13 July 2022 were **ADOPTED**.

22/20/SF Disclosable Pecuniary Interests

Cllr M. Ellis declared a pecuniary interest in any matters related to the Woodmead Halls and she would leave the room if discussed.

22/21/SF Dispensations

There were none.

22/22/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 13 July 2022

Members noted the report.

22/23/SF Update Report

Members noted the report.

22/24/SF Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Cllr M. Ellis said she felt the probability of member relationships as a risk should be reduced from the suggested 4 in the risk register as relationships had been a lot better in the last few months.

Cllr C. Reynolds agreed and felt there had been some good council meetings.

The town clerk said when the risk register was formulated, he tried to take a long-term view of what had happened and as there hadn't been many council meetings due to the summer recess, he felt it would be optimistic to reduce the rating. If the same discussion took place in several months and the situation was the same, he would be happy to reduce the rating, although this was up to members as it was their risk register.

Cllr B. Bawden said she didn't feel the risk rating should be reduced as it was too early to have a view and she felt things hadn't improved.

Cllr C. Aldridge agreed the rating shouldn't be reduced, especially as the members' away day was yet to take place.

Cllr B. Bawden said she felt climate and environmental risks should be included in terms of the long-term risk to the seafront car parks and the caravan and chalet park due to storm damage.

The town clerk said the risk register was focused on the town council, not on events that might happen on a wider scale. He said officers felt it wasn't warranted to include environmental risks on the basis there had been land movement in the past and the chalets were reinstated and one bad storm when the damage and impact was minimal.

Cllr P. May said he agreed the council should start to think about environmental aspects in its risk management, even if it's not on this occasion.

The town clerk agreed a broad discussion was important but this was specifically about the risks the council faced and it wasn't necessary for climate change in general to be included in the register. He said this seemed to be a good discussion for the Environment Committee.

Cllr B. Bawden said climate change could have an impact on the council's main sources of income over the next five years because storms were increasing in intensity and due to rising sea levels. She felt it wasn't a general risk, it was specific to the council's income.

Cllr M. Ellis said this was a financial risk due to income interruption, which was already included in the risk register.

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2022 risk register.

Proposed by Cllr P. May and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the risk management policy and the standard annual risk assessment.

22/25/SF Budget Performance, 1 April – 31 August 2022

The finance manager said the council was forecast to have an end-of-year surplus of £226k, which when added to the reserve at the start of the year, would give an end-of-year reserve of £1.552million.

Cllr D. Sarson asked for clarification on the costs of the office refurbishment as £62k had been spent but the architect had estimated £100-150k.

The town clerk said the total office refurbishment cost would be around £500k but the work had been broken down and some had already been carried out. He said it was planned to replace the first-floor front windows this financial year but a contractor could not be secured because of the time restrictions on the required road closure. The town clerk said further discussions would take place on the office later in the agenda.

Cllr M. Ellis said she was concerned about unbudgeted expenditure, particularly for the tractor and lengthsman's vehicle which had been agreed at the Town Management and Highways Committee. She knew they needed to be replaced but she questioned whether there were cheaper alternatives. She said the plan was to replace one vehicle each year and now there were two unbudgeted vehicles.

The town clerk said although there would always be unbudgeted expenditure, as best as it could, the council should identify expenditure through the budget-setting process because it was poor management to expect to get in-year expenditure agreed on the nod.

Cllr C. Aldridge said she chaired the Town Management and Highways Committee meeting when large amounts of expenditure were committed and in the case of the Ware Cliff access road, it was something that couldn't have been expected. She said the meeting received a schedule of the vehicle fleet, showing their age and expectations for the future so this was part of the effort to plan for the future and ensure all the expenditure didn't come at once.

Cllr P. May said the committee was led to believe the condition of the tractor had deteriorated more quickly than expected and there was a chance it would break down on the beach; with that in mind, the expenditure was unforeseen and had become more urgent.

Cllr R. Doney said he also had concerns about unbudgeted expenditure as it wasn't good management, although he accepted there was always the potential for unexpected things to happen. He asked if any of the assets were due for replacement in the forthcoming year.

The town clerk said officers looked at all the major assets and tried to plan for the forthcoming years and a good example was vehicles. He said the tractor was planned for replacement in 2023-24 but as there was a 12-month lead time, the operations manager had asked the Town Management and Highways Committee to approve the deposit in this financial year. In the case of the lengthsman's vehicle, the council had said it would start to move towards electric vehicles by 2030, so members could have looked at purchasing a second-hand vehicle to get to that point, and then look to replace it with an electric vehicle. However, the committee had decided to purchase a new vehicle.

Cllr C. Aldridge said the committee had decided on a new vehicle as it had to be customised for the council's needs.

The town clerk said a second-hand vehicle could be customised. He suggested further discussions took place at the Full Council meeting when the recommendation was put forward.

22/26/SF

Budget and Precept 2023-24 and Five-Year Financial Plan 2023-28

The finance manager said the 2023-24 budget assumed a surplus of £239k, with some reasonable assumptions built in, including 'default' inflationary increases at 10% and a salary increase at 6%. She said known costs and income increases had also been included.

Cllr C. Reynolds left the meeting at 7.30pm.

Cllr R. Doney said the council was predicted to make a substantial surplus each year and it needed to have a plan about why it was raising that money. He said with the way interest rates were going, having money in the bank in substantial amounts was not a good idea.

The town clerk said officers estimated if the reserve was dropped to £1.2million, and budgeting for a reserve of £100k would leave the council with almost £500k to invest in projects in 2023-24. He said the council increase the amount available to £700k if it decided to reduce the reserve to £1million, which would be in line with its policy position, and leave the £100k surplus in the budget to allow the council to deal with any unforeseen events, provided it didn't get spent on unbudgeted items through the year.

Cllr C. Aldridge said the council needed to think carefully about what it spent as she believed over the next 10 years the country would be in a bad financial situation and visitors would not be spending in the same way. She felt it would be unwise not to have reserves and the council should spend on things that were essential and investments.

The town clerk said this was the reason the council budgeted prudently; car parking income was budgeted at pre-Covid levels, for example. He said the council needed to spend its money on meaningful things that would benefit the community or look for opportunities to get some return on its money. He said he would bring a report on treasury management to this committee early in 2023.

Proposed by Cllr D. Sarson and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2023-24 base budget and assumptions and approve the base five-year financial plan.

22/27/SF Review of Charges

The town clerk said the charges members were being asked to consider generally affected either local people or visitors and he felt the council should be leading by example by not increasing the burden on local people.

Cllr M. Ellis said equally, if holidaymakers didn't come to Lyme Regis this affected local people as the majority of jobs in the town were tourism related and were taken up by local people, so perhaps other charges needed to be protected too.

Precept

Cllr R. Doney said he liked the idea there should be no increase in charges that fell on residents. As such, he suggested charging no precept for 2023-24 but it would be made clear it was temporary.

Cllr G. Turner said charging no precept was appealing but when it was re-introduced, it would be an even bigger shock.

Cllr B. Bawden said she didn't agree with taking the precept away but she didn't think it should be increased. She said the public consultation showed most people were against or unsure if the precept should be removed or reduced, so not increasing it was recognition that people were having difficulties. She said the principle of people paying for their local services was important and it would be difficult to re-introduce the precept if it was removed.

Cllr C. Aldridge said the precept was quite low but perhaps the council could think of that money being used to help people who needed it. She didn't feel removing it would make much difference to a lot of people.

Cllr M. Ellis was in support of temporarily removing the precept as it would be a way of giving something to everyone in the town, although she would only agree to it for one year.

It was proposed by Cllr R. Doney and seconded by Cllr M. Ellis to charge no precept for 2023-24 on a temporary basis and with the presumption it will be reinstated.

This motion was not carried.

Proposed by Cllr B. Bawden and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** not to increase the precept for 2023-24, set at £132,779.

Cart Road beach hut hire

Cllr R. Doney suggested giving a bigger discount to residents.

The support services manager said members had considered this last year but when officers had provided rough calculations of how much income would be lost, members had changed their position.

The town clerk said members were looking at charges for 2024 so any discount would not be immediate. He said while the residents' discount was at only 10%, some misuse of the scheme by non-residents was expected and could be tolerated but any greater discount and it would encourage people to play the system to obtain the discount.

Cllr P. May suggested increasing the charges for the summer months as that would be the time when visitors would use the huts more and to leave the packages at their current rates.

Cllr R. Doney said due to inflation, it was going to cost the council more to service the huts, although the impact on visitors was also unknown. He supported an increase in the charges but felt it should be across the board, rather than restricted to specific times.

Cllr M. Ellis said the charges hadn't been increased for two years so it seemed reasonable to do so now.

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to set Cart Road beach hut charges for 2024 as follows:

	Daily Rates 2023	Weekly Rates 2023
January– Easter	£5	
Easter Holiday		£60
April– Spring Holiday	£12	
Spring Holiday		£65
June		£60
July (before summer hol)		£90
July (start of summer hol)- August		£160
September	£14	
October	£8	
November- December	£6	
Christmas & New Year		£90 (2-week booking)
Winter Season	£185	
Summer Season	£1,200	
Annual	£1,850	

Alfresco licences

The town clerk said the council charged for single chairs, as well as covers, currently at £12 per chair and if members agreed to a licence for the Kiosk, he felt £12 per chair seemed too low because it was of significant benefit to the business. He felt it should be dealt with through a separate process and he would come back to members with a realistic figure.

Members agreed the council should be supporting businesses in any way it could.

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold alfresco licence charges for 2023-24, as follows:

Covers	£130
Single Chairs	£12

Bell Cliff advertising boards

Cllr C. Aldridge noted there was a long waiting list for the boards and therefore any new businesses were at a disadvantage because once a business had their space, they could keep it for as long as they wanted.

The town clerk confirmed this was how it currently worked and advised leaving things as they were.

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to hold Bell Cliff advertising charges for 2023-24 at £120, inclusive of VAT.

Marine Parade Shelters

Cllr R. Doney asked how much income the council received from commercial hirers.

The finance manager said income from commercial traders was £20k per annum but some refunds had been made this year because the traders said the prices were too high.

Cllr M. Ellis said although losing commercial traders would be loss of revenue to the council, visitors may then spend their money in local shops, instead of with the shelters' traders who were coming from out of town.

Cllr C. Aldridge said some local businesses had complained about trading in the shelters because they felt it took away from them, plus feedback from the community consultation was that people wanted to use the area for shelter but couldn't when traders were there. She felt if the council could go without the income, it should think of other ways to use the shelters.

The town clerk said one of the conditions of the funding for the shelters' regeneration was that there was a market area so this would need to be carefully considered.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to hold Marine Parade Shelters charges for 2024-25, 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

Amenities

Cllr C. Aldridge noted the putting green wasn't open and there was no attempt to market it.

The town clerk said the last time it was fully open, revenue was around £600-£800 for the year so it was decided it wasn't worth keeping it open. He said the area could be used for other activities but the council was yet to determine what that could be.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to hold amenities charges for 2023-24, as follows:

adult mini-golf, £4 and putting, £3; child mini-golf, £2 and putting, £1.50; table tennis, £2 per person.

Weddings and civil marriages

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold weddings and civil marriages charges for 2024-25, as follows:

Monday-Friday	£400
Weekends/BHs	£500

Car parking permits

Cllr M. Ellis suggested no increase to residents' permits but to increase the non-residents and holiday accommodation permits. She said the cost of a holiday accommodation permit was equivalent to one week's rental in the accommodation and they benefited from a whole year of their guests using the car park.

Cllr B. Bawden didn't feel the council should be increasing charges for people who worked in the town and would use the non-residents permits.

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to set car parking permit charges for 2023-24, as follows:

Residents	£175
Non-residents	£400
Holiday accommodation	£700

Car parking

Cllr G. Turner said times were difficult for people at the moment so any increase should be moderate.

Cllr M. Ellis said she would rather people stayed longer and spent more in the town. She said increasing charges would have a knock-on effect on residents as more people would look for parking in residential areas.

The town clerk said if car parking charges were not increased, the council would lose 10% of its income value in a year.

Cllr R. Doney said increasing parking charges by 10% would mean the council was standing still and this was the biggest income stream.

Cllr B. Bawden felt the council could afford to put charges up by 10p at the beach car parks because if someone stayed for seven hours, it would currently cost them £10.50, which was only 50p more than Dorset Council (DC) car parks but they were much closer to the beach, which had some value.

Proposed by Cllr D. Sarson and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to increase car parking charges for 2034-24, as follows:

Cabanya	£1.60 per hour
Monmouth Beach	£1.60 per hour
Woodmead	£1.20 per hour
Woodmead three-day ticket	£35
Woodmead weekly ticket	£65

Penalty charge

Proposed by Cllr G. Turner and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the penalty charge for 2023-24 at £60, with a reduced fee of £40 if paid within seven working days.

Cemetery

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold cemetery charges for 2023-24, as follows:

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

Memorial benches

Cllr M. Ellis asked if the cost of purchasing the benches would increase.

The town clerk said the cost of the benches could be tied to the cost of the purchase. He said there wasn't any space for memorial benches but the council had historically traded off the amenity value with the maintenance cost.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that the charge for a memorial bench in 2023-24 should be the same as the purchase cost.

Monmouth Beach garages

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the charge for Monmouth Beach garages for 2023-24 to £1,375.

The meeting adjourned for a break at 8.31pm.

The meeting resumed at 8.36pm.

22/28/SF Objectives and Projects 2023-2025

The town clerk said the main project for discussion was what the council did with its offices. He said it would require c£500k to bring the building up to a proper office standard and even then, it was still a cottage. He said there needed to be a clear steer from the council about whether to stay in the building or move; moving would release £500k that would have otherwise been spent on refurbishing the building and probably a further £500k from the sale of the building.

Several members said they were aware staff didn't like working in the offices and felt they should be listening to this because if they were not content about where they were working, it would affect their quality of work; as such, they felt the council should move its offices.

However, several members felt it would be difficult to find alternative suitable premises in the town.

Cllr R. Doney said he felt the time had come for members to seriously consider this. He said if he was running a business and he had a wasting asset which required a £500k investment to bring it up to standard, he would be considering if that was the right thing for the business. He suggested there needed to be a business plan, on the presumption the council was looking for other premises, and part of that exercise would be determining what else was available. He added that the money saved in moving offices could be invested in things which benefited the community.

Cllr G. Turner felt the building could be greatly improved with £500k investment.

The town clerk said the building was c.140 years old and it currently cost £30-40k to run it. With permitted development, it would increase the value of the site significantly. He said he was looking for an in principle decision from the council to move from the building and further discussions could then take place. He said the offices could potentially move to Unit 1A and use adjacent office space. As the council already owned Unit 1A, so it wouldn't have to pay any rent and the building was already serviced. Operating costs would reduce from £30-40k to £10k per year and the council would have an additional £500k to spend.

Cllr C. Aldridge said she would like to see a business plan with all the options before making any in principle decisions.

The town clerk said he wasn't suggesting members rushed into anything but he was asking for an in principle decision to move out of the offices so there was a real commitment to doing it; otherwise, he felt the issue would keep getting deferred. He urged members to talk to staff about what they thought about working in the building and about health and safety concerns.

Cllr M. Ellis said as the council owned a share of St Michael's Business Centre, she would like to consider negotiating to buy a bigger share of the building as one of the proposals.

Cllr C. Aldridge said any business plan should also include the option of staying and enhancing the current building.

Cllr R. Doney said he couldn't agree that staying in the building was an option as the council had been having these discussions for years and nothing had happened.

Proposed by Cllr R. Doney and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that the council states its intent to leave the current office premises and instruct officers to work up a business plan about how that can be achieved.

Members discussed the nine projects that residents were consulted on and noted the following:

- Determine the future use of Strawberry Fields – get the options appraisal done and then do a separate public consultation on the future use of the land
- Explore the options for a post office service in the town – it was noted the Post Office building had been purchased and the new owners intended to open a Post office within a shop
- Improve the town bus service – a group of members had already been set up to explore the options with Damory
- Install gym equipment in the seafront gardens – the equipment would be better placed in another location, with Anning Road playing field suggested. Officers were asked to find out what the situation was in other places with regards to vandalism. Church Cliff Walk was also suggested, although it was noted this belongs to DC.
- Use the seafront gardens for outdoor entertainment – officers were already talking to the Marine Theatre about events they could help put on in the gardens
- Support a repairs' café or community workshop – partnerships could be formed with The Hub, Boat Building Academy and others. Repairs' cafes elsewhere tended to run monthly or fortnightly and people volunteered their skills to help out
- Introduce covered eating areas – there may be issues with managing these areas as people might sit under them and stay there all day in the shade. Canopies or similar would also spoil the view and change the look of the seafront. It was noted there was no perfect solution to seagulls.

Members agreed not to pursue an annual town event for residents or covered eating areas. Officers were asked to explore options for the gym equipment in another location. The budget for a post office was retained, although it was noted it might not be needed if a buyer had been found.

Members discussed the other ideas which had come from the public.

Cllr M. Ellis said she supported the idea of a children's play area and splash area on the putting green and a basketball court in the bottom corner of Anning Road playing field. She also liked the idea of a volleyball court.

Cllr B. Bawden supported the idea of more Refill stations, monkey bars in the play park, and e-bikes and scooters. She said Seaton, Axminster and Bridport were installing e-bike stations and she felt Lyme Regis should be doing the same in the near future to link up with those other towns.

The town clerk said if it was a private sector initiative it would be driven by the market and demand for the product and that was the time the council would want to engage with it. He said the council shouldn't be subsidising private sector organisations.

Cllr P. May suggested the operations manager could familiarise himself with what was going on in the market with e-bikes and see what was possible.

Cllr B. Bawden felt bins were also an issue and thought they should be made to look more attractive because people wanted to know they were recycling.

From the list of the public's ideas, members agreed to prioritise and pursue the following:

- A multi-use games area to include a basketball court
- Children's play area and splash area in the gardens
- Monkey bars in the play park
- Beach volleyball court
- More Refill stations in the gardens and Anning Road playing field

Members went through the list of suggested projects and operational projects and removed any they felt should not be pursued.

Members discussed the remote-controlled mower, which the Town Management and Highways Committee had recommended be purchased but was yet to be resolved by Full Council.

Cllr P. May said the committee was told it was a health and safety issue but if that wasn't the case, members should re-think.

The town clerk said there had been one incident in the gardens related to mowing with no resulting absence, although there had been other incidents of slipping not related to mowing. He said if there were thorough risk assessments and method statements that determined the way people operated, maybe that would further mitigate the need to have

any other equipment to do the job. He said gardeners were already employed to cut grass and he questioned whether a remote-controlled mower would increase productivity.

Members agreed to remove the following projects:

- Remote controlled mower
- Electronic noticeboard at Bell Cliff
- Greenhouses
- Green bus stops
- Urinals
- Extra Guildhall car parking – this would not be required if the council moved its offices

Members also agreed to increase the budget for family bursaries from £10k to £20k.

The town clerk said £50k had been put in the budget for repairs to the Ware Cliff access road, but officers hoped it could be done for £10k. However, £50k was left in the budget as a precaution.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to build up medium-term programme of projects and objectives for the Strategy and Finance Committee on 30 November 2022, based on the following projects:

- Explore the options for a post office service in the town
- Improve the town bus service
- Use the seafront gardens for outdoor entertainment
- Determine the future of Strawberry Fields
- Support a repairs' café or community workshop
- A multi-use games area to include a basketball court
- Children's play area and splash area in the gardens
- Monkey bars in the play park
- Beach volleyball court
- More Refill stations in the gardens and Anning Road playing field
- Coronation weekend
- Replace car park machines
- Repairs to chapel roof
- Replace tractor
- Refurbish harbourmaster's store and cemetery lodge
- Mobile hoist for disabled wheelchairs
- Tarmac cemetery paths
- Repair woodland bridge in the gardens
- Replace handrails in the gardens
- Repairs to Bell Cliff steps and railings
- Replace west and east store doors
- Replace Langmoor Room door
- Memorial to the Queen
- Employee benefits' package

- Repairs to Ware Cliff road
- Electronic car parking noticeboards
- Enhance the wedding packages
- Vacate the council offices – to be further investigated
- Solar panels on council buildings
- Footpath repairs in the gardens
- Improve CCTV
- Improve 'welcome to Lyme Regis' signs
- Family bursaries – budget increased to £20k

22/29/SF Outside Seating

Cllr D. Sarson said the council should be supporting local businesses and that the temporary outside seating provision should be extended until the end of September 2023.

It was proposed by Cllr D. Sarson to extend the temporary outside seating provision in the Business and Planning Act 2020 (Pavement Licence) (Coronavirus) (Amendment) Regulations 2022 from 30 September 2022 to 30 September 2023.

This motion was not seconded.

Cllr C. Aldridge said the council should start charging the normal rate again as some businesses had done quite well over the last few years and the council had had very little return for that.

Cllr M. Ellis said the council had made a decision to start charging the normal rate again and it should stick to that decision. As a compromise, she said she would support charging the reduced rate until March 2023 and then to return to the normal charging structure.

The town clerk said if it were not for issues with inflation and the cost of living, he would suggest charging the normal rate as businesses had done well over the last year and the council had taken a hit on the income. However, he agreed extending the temporary provision until 31 March 2023 would be a good gesture.

Cllr D. Sarson withdrew his earlier motion and proposed an amended motion.

Proposed by Cllr D. Sarson and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to extend the temporary outside seating provision in the Business and Planning Act 2020 (Pavement Licence) (Coronavirus) (Amendment) Regulations 2022 from 30 September 2022 to 31 March 2023.

22/30/SF Investments and Cash Holdings

The town clerk said he would bring a report to the first meeting of this committee in 2023 about the council's investments and interest rates. He said if the council had a reserve of £1.5million, the council could decide to have higher risk investments on around £500k.

22/31/SF List of Payments

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for July and August 2022 for the sums of £121,715.83 and £199,932.61, respectively.

22/32/SF Debtors Report

Proposed by Cllr M. Ellis and seconded by Cllr P. May, 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.

22/33/SF Exempt Business

a) Debtors' Report

Cllr M. Ellis asked if legal proceedings had begun in relation to unpaid parking permits.

The finance manager said officers were awaiting contact details from Cllr J. Broom to be able to pursue the matter.

Cllr M. Ellis noted there was a debt in relation to Monmouth Beach garages and as they were in such high demand, if people were not paying their rent, they should have their garage taken away.

The financial manager said there had never been an issue with payments for Monmouth Beach garages and her impression was that someone had forgotten to pay their bill.

The meeting closed at 10.12pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 28 SEPTEMBER 2022

Present

Chairman: Cllr C. Reynolds

Members: Cllr C. Aldridge, Cllr M. Ellis, Cllr B. Larcombe, Cllr D. Sarson

Officers: A. Mullins (support services manager), M. Green (town clerk)

Absent: Cllr R. Smith, Cllr G. Turner

Other members: Cllr B. Bawden

Guests: M. Redwood

22/15/TCP Election of Vice-Chairman

There were no nominations for vice-chairman.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members **RESOLVED** to defer election of a vice-chairman to the next meeting.

22/16/TCP Public Forum

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

22/17/TCP Apologies

Cllr J. Broom – illness

Cllr D. Ruffle – holiday

Cllr G. Stammers – holiday

22/18/TCP Minutes

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, the minutes of the meeting held on 29 June 2022 were **ADOPTED**.

22/19/TCP Disclosable Pecuniary Interests

There were none.

22/20/TCP Dispensations

There were none.

22/21/TCP Matters arising from the minutes of the previous meeting held on 29 June 2022

Seafront wifi

The deputy town clerk said a proposal had been received relating to Starlink, which was a much cheaper option than a leased line and it offered considerably faster speeds. He said he would bring the proposal to the next meeting.

22/22/TCP Update Report

Members noted the report.

22/23/TCP Mobile Hoist for Beach Wheelchairs

Cllr C. Reynolds said Ruby Walker, who was due to attend the meeting to speak to members about the need for a mobile hoist, had been unable to attend but had sent some information to be read out.

R. Walker said she felt the beach wheelchairs needed to be advertised better, perhaps on a dedicated Facebook page, and they would be a life-changing piece of equipment for disabled people of all ages. However, she said providing a mobile hoist to enable a person to be safely lifted in and out of a beach wheelchair was essential, as otherwise it was unsafe for the disabled person or the member of council staff helping.

R. Walker said she didn't feel the shelters were the best place for the collection of the wheelchairs as it was undignified and she suggested using the Lister Room, which could possibly incorporate the seafront lift.

R. Walker also put forward the idea of a 'changing places' toilet, which would help with all the issues already raised regarding beach wheelchairs and it would also provide a suitable place to change disabled people, the nearest currently being in Seaton. She recommended going to the changing places website for more information.

Cllr B. Larcombe asked if R. Walker had written to Dorset Council (DC) about a changing places toilet as it owned most of the toilets in the town.

Cllr C. Reynolds said she had advised R. Walker to also contact DC. However, the changing places toilet was not on the agenda for discussion, but this was something she would like the committee to look at in future.

Cllr C. Aldridge asked if the council would need to provide a trained member of staff to help with the hoist.

Cllr C. Reynolds said the people accompanying disabled people would be trained to lift them.

The support services manager said the hoist would be much the same as many disabled people would already have in their homes so their families or carers would already have experience in using them. She said the council would require its staff to be as hands-off as possible because although they were all trained in manual handling, this was a risk to the staff and the person being lifted that should be avoided.

Cllr M. Ellis said there was no point in having the disabled wheelchairs if they couldn't be used by people who needed hoisting so she felt the council should look into purchasing one. She agreed the wheelchairs needed to be advertised better and they needed to be stored in a more prominent place, such as near the disabled beach hut or in one of the council's beach huts.

Cllr B. Larcombe said the council needed to be as clear as possible about what the purchase of a mobile hoist really meant as he felt the council shouldn't underestimate what commitment was involved. He questioned whether the space in the current disabled toilet was inadequate if using a hoist.

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to obtain more information about cost, storage of the hoist, operational requirements, and maintenance of a mobile hoist to improve accessibility to the council's beach wheelchairs.

22/24/TCP Quarterly Newsletter

Cllr D. Sarson said he was not in favour of a quarterly newsletter as it would outdate itself quickly and it would be meaningless to residents. He said he would prefer to continue the newspaper column in Lyme Online every four weeks.

Cllr B. Larcombe agreed and said the newspaper column represented good value for money, it was delivered to some households, it was in the context of other news, and people naturally looked to the newspaper for council updates.

Cllr C. Aldridge agreed and said the printing of the newsletter was not environmentally friendly. However, she noted the newspaper was not delivered to every household and asked if it could be established where it was delivered as some people couldn't view it online.

Cllr M. Ellis said she was in favour of a newsletter as she had been approached by residents who said they didn't realise the column in the newspaper was written by the council and they wanted to know what was going on in the organisation. She said even a six-monthly newsletter would be helpful to let people know who the members were, what the council had been doing and what services the council ran in the town. She added that it could also be available in holiday homes as information for visitors.

Cllr C. Reynolds said she was also in favour of a newsletter and the volunteers for Lyme Regis Community Support said they would be prepared to deliver them to their own street.

She said residents were not aware of which council carried out which services and the newsletter could be used to inform people of this. She agreed even twice a year would be helpful.

Cllr B. Bawden said DC was producing a guide of who provided which services so this might address that particular issue.

Cllr C. Reynolds said Max Redwood said he would help with typesetting and photos for the newsletter.

Proposed by B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree, in principle, to produce a six-monthly newsletter in addition to the monthly newspaper column, and to instruct officers to obtain quotes for the printing of the newsletter and investigate how the newsletter would be distributed.

22/25/TCP Seagull Control

Cllr C. Reynolds invited Max Redwood to speak to his report.

M. Redwood said he learned a lot about seagulls in terms of their patterns and their favourite locations but drones were not the way forward as a way of controlling them. However, drones did move the seagulls around so they could be effective if they needed to be moved away for a short period. He said he noticed fast food boxes attracted the seagulls and suggested stickers could be put inside the boxes to warn people of the dangers. He added that putting flags up along the seafront to deter seagulls might also have some merit.

Cllr B. Larcombe said even if people were conscious of the problem and read the warning signs, they could still have their food stolen by seagulls so he felt none of the solutions would really solve the problem. He said the number of takeaways did seem to make the problem worse and the council needed to consider this every time another takeaway wanted to open on the seafront. He added that the council should encourage indoor seating.

Cllr C. Aldridge said she observed some of the drone flights and while the idea of flags might be interesting to try, there were already quite a lot along the seafront already; any more would change the look of the seafront and she wasn't sure how successful it would be. She agreed the issue was the number of takeaways and she wanted the council to have a stronger policy on working with them to change their packaging. She also felt signs with more aggressive images would help but this needed to be looked at in conjunction with other signs on the seafront to ensure there weren't too many.

Cllr M. Ellis said the council did provide stickers to takeaways in the past to put on their packaging to warn people about feeding seagulls and she agreed it was down to education. She wasn't sure if any more signs would work as people didn't tend to read them.

Cllr B. Bawden agreed stickers on takeaway boxes would be effective and suggested they referred to the £100 fixed penalty notice a person would have to pay if they fed the seagulls as a further deterrent.

Cllr B. Larcombe said the council also needed to ensure it had gull-proof waste bins.

The support services manager said the council had already agreed to buy flap kits for the bins to make them gull-proof and these were being installed on a rolling programme within each year's budget for waste bins.

The deputy town clerk said it would be unlikely the council could put flags on lampposts as most in the town were owned by DC, which had previously refused permission to install CCTV cameras on lampposts.

Cllr C. Reynolds said as there was no chamber of trade or business group in the town, it was difficult to get any of these messages out to businesses or to get them involved in any initiatives.

Members noted there was an issue with the takeaway boxes as seagulls now recognised them and they also filled up the bins quicker which meant they regularly overflowed and seagulls could pull the rubbish out.

Cllr B. Larcombe suggested traders could be encouraged to return to bags and paper packaging and messages about seagulls and disposing of waste properly could be printed on the paper.

It was proposed by Cllr B. Larcombe not to install additional signage on the seafront to warn people of seagull attacks.

This motion was not seconded.

Proposed by Cllr C. Aldridge and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to note the report from Max Redwood regarding the drone flights aimed at deterring seagulls and to change some of the existing seagull signs on the seafront, with half of the existing signs warning people not to feed the seagulls to remain, and half to be replaced with 'beware of the seagull' signs with a more aggressive image.

22/26/TCP Town Bus

Cllr C. Reynolds said although he was not on the committee, Cllr R. Doney wished to be appointed to the panel as he used the town bus.

Cllrs B. Larcombe and M. Ellis said they would also like to sit on the panel.

Cllr B. Bawden asked to be kept in the loop as DC ward member as she might be able to have some input.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs R. Doney, B. Larcombe and M. Ellis to work with the deputy town clerk and service operator to identify and cost preferred options for improving the town bus service.

22/27/TCP Totally Locally's Fiver Fest

Cllr B. Bawden explained what Fiver Fest was and said in previous years, businesses had said they felt part of the community and it brought them together. She said it would now be done once a year in October, having previously also taken place in February, but many businesses in Lyme were not open in February or it just wasn't the right time of year for them. She said Charmouth was joining the initiative this year.

Cllr C. Reynolds said she supported the request to fund the printing of the map as it would demonstrate to local businesses that the council was doing something to support them.

Cllr M. Ellis asked that the council's crest was printed on the map to show it had supported the scheme.

Proposed by Cllr B. Larcombe and seconded by C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request to fund the printing of the Fiver Fest map at a cost of £166 plus VAT.

22/28/TCP Sculpture Trail

The deputy town clerk said he had had further discussions with the Arts Development Company, whose view was that without some financial input from the council, an ongoing sculpture trail in the gardens was unlikely. He said the arts development officer had some ideas about how it could be done differently and more cost-effectively; in Bridport, for example, the sculptures were hired from the sculptors for £500 per year, which reduced if the sculpture was retained for a second year.

The deputy town clerk said the arts development officer also had ideas for further work with Woodroffe School and ideas to provide sculptures on a permanent basis but this would involve some up-front costs. He said he had arranged a further meeting with the arts development officer in early October and he suggested a small number of members could join the meeting to look at various options for retaining some kind of trail.

The deputy town clerk said all the sculptures that currently remained were unfunded and sculptors had not been paid for their presence in the gardens this year. Several had been removed and the rest would inevitably be removed by spring at the latest if agreement wasn't reached to continue the trail.

Cllr C. Aldridge asked if the issue of insuring the sculptures had any bearing on whether it would continue.

The deputy town clerk said the sculptures at Bridport were both hired and insured by the town council. He said if the council was unwilling to insure the sculptures, the artists would

not loan them as they would be taking on the risk of having a sculpture of significant value being on display in a public place.

Cllr C. Reynolds said since working in the community garden, she had been surprised by the number of people who came to see the sculpture trail.

Cllr B. Larcombe said he was in favour of Woodroffe School students exhibiting their works but less enthusiastic about professional sculptors using the gardens as their exhibition space. He asked why the number of sculptures in the gardens had reduced.

The deputy town clerk said the number had reduced because no funding had been agreed; there was limited access to external funding, business sponsors were not coming forward in the same way they were before Covid, and the council had not agreed any funding in the last two years.

Cllr C. Aldridge asked how much the sculptures had cost in the past and the cost of the insurance.

The deputy town clerk said the highest contribution the council had made in one year, excluding insurance, was £5,000 and this was for around 10 sculptures. He said the council didn't pay an additional premium to insure them; the problem came if there was a claim as the council was put on notice several years ago that if it didn't reduce the overall number of claims, there was a risk cover would be withdrawn or the premium would increase significantly. He added that there had been incidents of vandalism to the sculptures which had not been put through insurance to avoid that risk.

Cllr M. Ellis said it would be nice to keep the trail but she would rather see more work from local artists, particularly from Woodroffe School, than professional artists. She was also concerned with the costs and the issue of insurance as the council was paying for the sculptor to repair their own sculpture.

The deputy town clerk said the council could stipulate that it didn't want any more professional artwork and ask the Arts Development Company and professional artists to work with Woodroffe School and the council could pay them for that.

Cllrs B. Larcombe, C. Aldridge and D. Sarson agreed to join the meeting with the deputy town clerk and the Arts Development Company to look at the options for retaining a trail.

Proposed by Cllr C. Aldridge and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs B. Larcombe, C. Aldridge and D. Sarson meet with the deputy town clerk and the Arts Development Company to look at options for retaining a sculpture trail in the gardens.

22/29/TCP Community Engagement

Cllr D. Sarson suggested a councillors' surgery as a way of engaging with the public.

The support services manager said the council had tried this in the past and they had not worked; people didn't tend to attend council events, it was more effective if councillors went out into the community.

22/30/TCP Grant Review, Axe Valley and West Dorset Ring and Ride

Cllr M. Ellis said the organisation was not complying with all the terms of its grant application and grant agreement as it was not publicising that it received funding from the town council.

The support services manager said she would ask that the organisation did this.

22/31/TCP Grant Review, B Sharp

Members noted the report.

22/32/TCP Grant Review, Bridport and District Citizens Advice

Members noted the report.

22/33/TCP Grant Review, The Hub

Cllr M. Ellis said the organisation was not complying with all the terms of its grant application and grant agreement as it was not publicising that it received funding from the town council on its website or social media. She said she was also concerned the youth club was not operating frequently enough as the application said it would run twice a week and the organisation was not carrying out outreach work.

The support services manager confirmed a youth club was being run, which was attended by 25 to 30 young people and the Hub was also running other youth sessions such as arts club and drama club. She said youth detached work was taking place, using funding of £3,800 from Dorset Council, where a targeted youth worker and contextual safeguarding lead was going out and talking to young people.

Cllr M. Ellis said she was also concerned the Hub was not providing the service the council thought it was going to get for the funding and by letting the building out to other clubs and using it for offices, it was not being used by the youth. She felt there was some confusion between whether the funding was going to Lyme Regis Development Trust or the Hub.

The support services manager clarified that the funding was specifically to contribute towards the core running costs of the building, so the Hub was the building itself, which was run by Lyme Regis Development Trust.

Cllr M. Ellis said she was concerned specific questions hadn't been asked at the grant review meeting and all organisations in receipt of grant funding should be closely scrutinised, as another organisation had had its funding withdrawn because the council felt it wasn't meeting the objectives in its grant application.

The support services manager said at the grant review meetings officers asked high level questions about governance, finance, risk, health and safety, safeguarding and any major changes or developments; they didn't micromanage the organisations and go through the grant applications line by line. She also clarified that the other organisation referred to by Cllr M. Ellis did not have a grant agreement in place so it could not be compared to organisations that did have a grant agreement.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that officers have further discussions with the Hub to express members' concerns about how the grant funding is being spent to ensure it is used for youth activities and to ensure it advertises on its website and social media that it receives funding from the town council.

22/34/TCP Grant Review, The Philpot Museum

Members noted the report.

22/35/TCP Managing Consultation Exercises

Members noted the report.

22/36/TCP Gateway Card

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, 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.

22/37/TCP Exempt Business

a) Gateway Card

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the quote from Advantage Digital Print for the printing of the Gateway Card and stickers.

Members discussed if residents should go into the office to collect their Gateway Card or if they should be posted to everyone on the electoral register as they were previously.

The support services manager said there was money left in the budget to post them.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to post the new Gateway Cards to every Lyme Regis resident on the electoral register and all other residents can obtain one from the office with proof of an address in the town of Lyme Regis.

The meeting ended at 9.07pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 4 OCTOBER 2022

Present

Chairman: Cllr C. Aldridge

Members: Cllr B. Bawden, Cllr P. May, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Turner

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

Absent: Cllr T. Webb

Guests: M. Attwood (Dorset Police Community Speed Watch co-ordinator)

22/18/TMH

Public Forum

A. Coleman

A. Coleman spoke in relation to agenda item 8, Speed Watch, specifically related to dangerous speeding and dangerous parking on Sidmouth Road, which although the residents knew was not in the town council's gift, they hoped for its support in these matters. She said the section they were referring to specifically was from Holmbush car park to Clappentail Lane, a dangerous section of the road where there was around 200 metres of no pavement and a dangerous right-hand bend as vehicles went up the road. She said there was a 30mph speed limit but with no pavement and the blind bend, it was still too fast. She said many tourists came down both sides of the road, many with children and prams, and couldn't be seen by cars in either direction. A. Coleman said at night in particular the speeds were well in excess of 30mph, with vehicles racing up the hill at great speed and then braking because of the blind corner, causing a lot of noise for residents. She said there had been two accidents on this stretch of road in the last four years and she had had shopping knocked out of her hand and her elbow knocked on her way up because she had to walk on the left-hand side because of the blind bend. A. Coleman said from Umbrella Cottage upwards there were no restrictions on parking and in summer tourists parked on both sides of the road for long periods of time and overnight. She said this caused problems for traffic flow, particularly when there were lorries and buses, it caused congestion and tailbacks, noise and air pollution for local residents, it meant residents couldn't access their driveways on Sidmouth Road and it was also challenging to get out of Ware Lane onto Sidmouth Road. She said traffic coming in from the west had to pull out to avoid parked cars when they hit the blind corner, making it a very dangerous spot. A Coleman said they had two recommendations, based on some canvassing of Sidmouth Road and Ware Lane residents. The first was a 20mph speed limit on that part of Sidmouth Road, which

wouldn't require much money and would only require some speed indicators and signage. The second was to extend single-yellow lines up Sidmouth Road to Ware Lane on both sides and then from Ware Lane to Clappentail Lane on the north side. A. Coleman said she appreciated the council had many challenging issues with visitors around transport, traffic and pollution but they believed their recommendations would go some way to addressing these and they hoped to get the council's support.

H. Deary

H. Deary spoke in relation to the same agenda item and said there was a problem in the network of lanes that were Haye Lane, Roman Road and Colway Lane, which should be referred to as single track lanes with passing places. She said there was one point in Haye Lane where drivers could get a clear line of sight so they would speed down the lane. She said a 20mph speed limit instead of the national speed limit from the top of the lane by the Black Dog might be a helpful improvement. H. Deary said she couldn't understand why someone leaving the main road where the speed limit was 30mph should suddenly be confronted by a national speed limit lane. She said the sign showing an adult and a child was incongruous with this. She said signage might be able to make people more aware that it was a single-track lane with passing places and remind them of the hazards. H. Deary said she met a man walking along the lane with a bike who had come from Axminster; he was comfortable with riding on the B roads but not on Haye Lane. She said drivers should also be mindful of other users that hazard signs were needed for, such as horse riders, cyclists and elderly people and generally people just needed to be more aware.

J. Deary

J. Deary spoke in relation to the same agenda item and emphasised that Haye Lane was a single lane with some signs indicating a 30mph speed limit, the same speed limit for a two-lane road in places such as Bridport or Weymouth. He said due to speeding, clearly someone was going to be seriously injured. He listed the uses of the lane, including mobility scooters, horses and riders, school children, residents walking, leisure cyclists, dog walkers, motorbikes, delivery vans, trucks, passenger vehicles, ambulances and more recently dumper trucks. J. Deary said the residents wanted some prompt and meaningful response and resolution and mitigation of risk to residents. He said their recommendations were for signage which said 'slow, one vehicle only', speed humps, and priority arrows that signalled to drivers there was a concern. He said drivers needed to be made aware it's becoming a high-risk lane and it was just a matter of time before someone got seriously hurt.

P. Brock

P. Brock spoke on the same agenda item. He said he would be happy to volunteer to monitor vehicle speeds as part of any Speed Watch scheme. He said he wrote to the county council some years ago suggesting the idea of speed humps but the response was that traffic lights couldn't be put in so this didn't go any further. He said he agreed with everything already said about Haye Lane and if something wasn't done, there was going to be a major accident. He said from Haye Close down it was a speed run and regardless of whether signs were put up, people were still doing around 45mph.

22/19/TMH Apologies

Cllr J. Broom – unwell
Cllr M. Ellis – work commitments
Cllr B. Larcombe – unwell
Cllr D. Ruffle – holiday
Cllr G. Stammers – holiday

22/20/TMH Minutes

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, the minutes of the previous meeting held on 22 June 2022 were **ADOPTED**.

22/21/TMH Disclosable Pecuniary Interests

There were none.

22/22/TMH Dispensations

There were none.

22/23/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 22 June 2022

Members noted the report.

22/24/TMH Update Report

Avian Flu

Cllr B. Bawden asked if there was information and advice about avian flu for the public on the council's website.

The support services manager said there wasn't, but this could be implemented.

22/25/TMH Speed Watch

M. Attwood, the Dorset Police Community Speed Watch co-ordinator, was invited to give a presentation about the Speed Watch scheme.

M. Attwood said the scheme was reliant on volunteers, with a minimum of six needed to start a team, who would be given training at the roadside. The best locations to be sited at would be discussed as they had to be in a safe location and not a distraction to drivers and they could operate in 20, 30 and 40mph speed limit areas. Sessions normally lasted for half an hour to an hour, one person was needed to co-ordinate the team and they had to let the Dorset Road Safe team know when they were operating. They were not allowed to operate in bad weather or in darkness.

M. Attwood said there needed to be a minimum of three people at the roadside during each session, using a device which only recorded speed. She explained what happened with those details and the consequences if a driver was caught once, twice or three times. She said the emphasis of the scheme was on education but, when possible, an enforcement officer would join the team with a laser camera which was able to record a vehicle's details and a fine could be issued.

Cllr C. Reynolds said in 2015 she had raised the £300 needed to purchase the equipment for a Community Speed Watch and she had volunteers in place, but they pulled out as they didn't want to be seen to be reporting friends and neighbours for speeding. She said she would be happy to help with the setting up of any scheme, but she doubted the residents would be successful in getting 20mph speed limits introduced as she had tried and failed even outside the primary school.

M. Attwood said she understood Dorset Council (DC) was keen to introduce 20mph speed limits across the county but one of the provisions was that an area had to have Community Speed Watch. She added that the scheme could also produce various statistics and residents could choose to share the data with highways as evidence of there being a problem with speeding.

Cllr B. Bawden said she had been approached by many residents in different parts of the town so she had talked to DC about how to start the process of introducing speed restrictions or 20mph speed limits; she was told the first step was to set up Community Speed Watch groups as no one would do anything until there was evidence. She said she had written to everyone who had signed a petition about speeding to tell them about the scheme and she hoped there were enough people so they could operate outside of their immediate area.

Cllr B. Bawden said DC was considering the issue of 20mph speed limits on a village or town basis on 6 October 2022 at a meeting of the Place and Resources Overview Committee and although town council support was not needed to operate Speed Watch Groups, it would be needed for any subsequent measures. She felt it would be helpful to send a message to DC before the meeting to express the town council's support for 20mph speed limits.

As the camera to be used by the Community Speed Watch team would cost £300, members discussed whether the council could purchase this.

Proposed by Cllr D. Sarson and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to support the Speed Watch initiative and agree to purchase one camera for the volunteer Speed Watch team and to support, in principle, the introduction of 20mph speed limits, where possible, in Lyme Regis and instruct officers to feed back to Dorset Council.

22/26/TMH Renewal of Planning Permission for Chalets, Caravans and Day Huts at Monmouth Beach

Cllr C. Aldridge said it wasn't ideal that the council was reliant on one person who had geotechnical expertise to be able to submit the application and the council needed to give some thought to this in future.

The deputy town clerk said if this was a normal planning application and it wasn't so sensitive in terms of ground stability, there would be a number of people who could do the work, but in this situation, Peter Chapman was the best choice; otherwise, it would be someone out of the area with a long lead time.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Peter Chapman to progress the renewal of the planning permission for chalets, caravans and day huts at Monmouth Beach.

22/27/TMH Lister Room Marketing and Appointment of Member Panel

The deputy town clerk proposed the letting of the commercial units on the seafront be dealt with by a member panel, which considered the proposals received. He said this allowed the council to take into account all factors, including the community benefit, of the applications received, otherwise the tendency was to accept the highest amount offered. He added that although not at the meeting, Cllr M. Ellis had expressed an interest in being on the panel.

Cllr C. Reynolds asked how many proposals had been submitted and how long it would take for the panel to come to a decision.

The deputy town clerk said there were two proposals submitted so far but he was expecting more by the deadline of 14 October 2022. He said he hoped the panel could meet as soon as possible after the deadline so ideally a decision could be made at the Full Council meeting on 26 October 2022.

Cllrs C. Reynolds, D. Sarson and B. Bawden said they would also like to be on the panel.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to note the update on the marketing of the Lister Room and appoint Cllrs C. Reynolds, D. Sarson, B. Bawden and M. Ellis to a panel to consider any proposals received from potential tenants.

22/28/TMH 30 and 41 Ware Cliff Chalets, Request to Construct Extensions plus request to replace 37 Western Beach day hut

The deputy town clerk said 37 Western Beach day hut was a like-for-like replacement and he would stipulate to the owners that it had to be in the same location as the old one as some new huts had been placed further forward to get a better view.

The deputy town clerk said he would be happy to recommend the requests for extensions to 30 and 41 Ware Cliff chalets as they met all the criteria: they could be extended within

the existing site, the extension was in the same materials as existing, and they didn't obstruct the view of any other chalets. This would be subject to any other necessary permissions that might be required, such as planning permission or building regulations.

Cllr C. Aldridge asked if there were any issues with land slippage in any of the areas under discussion.

The deputy town clerk said not especially.

Proposed by Cllr C. Reynolds and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to approve requests from the owners of 30 and 41 Ware Cliff chalets to build extensions in materials to match the existing, subject to also obtaining any other required consents, and a request from the owner of 37 Western Beach day hut to replace it on a like-for-like basis.

22/29/TMH Dorset Council Free Parking Days

Cllr B. Bawden suggested free parking days for the Totally Locally event, although as the event started on 8 October 2022, it was too late for this year. She asked that it be considered for 2023.

Members discussed whether there could be a late-night shopping event before Christmas when there could be a free parking day, but it was noted there could only be one date in December and Carols Round the Christmas Tree had already been suggested.

It was noted the free parking days could ordinarily be spread throughout the year but as it was nearing the end of 2022, the time was limited. It was therefore agreed a report would be brought to this committee in early 2023 to allow members to consider free parking days for the year ahead.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the non-charging dates for Lyme Regis Dorset Council car parks as follows:

- 11 November 2022 – Armistice Day
- 13 November 2022 – Remembrance Sunday
- 26 November 2022 – Christmas lights switch-on
- 3 December 2022 – Small Business Saturday
- 21 December 2022 - Carols Round the Christmas Tree

to apply the same non-charging days to Woodmead Car Park, only, and instruct officers to liaise with Dorset Council Parking Services.

22/30/TMH Amenities Hut Building Drawings

The operations manager said he had spoken to staff about what they would like in the building and the resulting design was larger than the footprint of the current building. He said the through route for vehicles would be maintained and without digging backwards, this was the optimum situation that could be achieved.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the drawings for the proposed new amenities hut and instruct officers to proceed to planning permission and procurement.

22/31/TMH Guildhall Car Park and Flagpole

The operations manager said turning the current mayor's space into a ramp would allow for extra parking on the upper level and entry and exit would be controlled by bollards to prevent unauthorised parking.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce a ramp at the mayor's current parking space to open up the higher level for parking while also installing remote-controlled retractable bollards at the front of Cockmoile Square and install a flagpole by the south side of the Guildhall entrance.

22/32/TMH Policing

The operations manager said he understood there was a meeting on 4 November 2022 between the Dorset police and crime commissioner (PCC) David Sidwick, the town clerk, Cllr B. Bawden and others to discuss policing.

Cllr B. Bawden said she had received a letter from the police related to anti-social behaviour, rather than policing in general, which confirmed they had increased the priority on tackling anti-social behaviour. She said the letter said more patrols were now taking place in the area, the police had agreed this was a priority location for the neighbourhood team and they had developed a plan that the team was working to. She added that she had invited the MP Chris Loder to chair a meeting of the various agencies involved.

Cllr C. Reynolds said the PCC had made various promises when he met with members shortly after being elected and as co-ordinator of Lyme Regis Community Support, she had a meeting with the chief inspector, so she would remind him of the promises made.

It was noted that the report was drafted before the meeting with the PCC had been arranged, so there was no requirement to arrange another one.

22/33/TMH Accessibility and Mobility Review

Cllr B. Bawden said she had received requests from people in the town for accessibility improvements, such as dropped kerbs for mobility scooters. She said for DC to implement such improvements, there needed to be evidence, so the process was to form a volunteer group of people with a range of mobility challenges to make their suggestions for improvement. She said DC would look strategically at which solutions would allow people to have the most access to services and facilities.

22/34/TMH Complaints, Incidents and Compliments

As there had been several complaints about bins not being emptied at the Kiosk, Cllr P. May suggested this was made a priority going forward.

22/35/TMH Access Road to Ware Cliff and Bowling Green Chalets

The deputy town clerk said the area of road had been moving for some time, but it had moved significantly in the last few weeks. He said the council's geotechnical engineer didn't believe there was any significant underlying land movement, he believed it was clay shrinkage, but some of the connections into the sewer chamber may have become detached and there was a risk water was discharging down the bank towards the car park and Boat Building Academy.

The deputy town clerk said the geotechnical engineer's view was that some initial investigations and immediate repairs took place as soon as possible, with possibly more significant work to be done in the spring.

Cllr C. Reynolds was concerned that leaving the work until the spring would have a bigger impact as the chalet site would be busy with residents and vehicles.

The deputy town clerk acknowledged this was a challenge. He said the road was the sole means of access to a large number of properties and the occupancy period started on 1 March 2023, so to avoid disturbance, the best time to carry out any work would be between January and 1 March.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to note the significant recent movement/subsidence in a length of the access road to the Ware Cliff and Bowling Green Chalets and authorise the town clerk, in consultation with the chairman of this committee, to approve and instruct any necessary remedial works as a matter of urgency, and to agree that the cost of any works be met from the operations budget and to note that this may result in an overspend on that budget at year end, the actual cost of the works to be separately identified and reported in due course.

22/36/TMH Proposals by Western Power Distribution to reinforce (upgrade) the supply to the existing sub-station at Monmouth Beach

The deputy town clerk said officers needed time to digest the detailed plans and meet with Western Power Distribution on site to understand exactly what they were planning to do. He said an upgrade to the substation at Monmouth Beach could only be a good thing because the system in that part of the town was at its limit.

Cllr C. Reynolds asked if the work would be paid for by the council or Western Power Distribution.

The deputy town clerk said Western Power Distribution would pay and depending on precisely what they planned to do, they might need formal easement over council land.

Proposed by Cllr D. Sarson and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to authorise the town clerk, in consultation with the chairman of this committee, to comment on and approve proposals by Western Power Distribution to reinforce (upgrade) the supply to the existing sub-station at Monmouth Beach in so far as they may affect town council-owned land or property.

22/37/TMH Fleet Report and Vehicle Purchase

Proposed by Cllr D. Sarson and seconded by Cllr P. May, 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.

22/38/TMH Remote Controlled Mower

Proposed by Cllr D. Sarson and seconded by Cllr P. May, 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.

22/39/TMH Exempt Business

a) Fleet Report and Vehicle Purchase

Cllr G. Turner asked why the council didn't lease vehicles instead of purchasing them.

The operations manager said it wouldn't be possible to lease some of the vehicles the council required; in the case of the lengthsman's vehicle, a small vehicle with a tipping back was required and this wasn't available to lease. However, if a standard vehicle was required in future, the council may want to look at this option.

The operations manager said the second-hand vehicle he had found for the lengthsman had been sold so the only remaining options were the two new vehicles. He said electric utility vehicles were not there yet but in 2028/9, the diesel model could hopefully be replaced with an electric model.

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to purchase a new Isuzu D Max utility 4x4 with after-market tipping rear from Livery Dole in splash white.

Members discussed the proposed replacement of the tractor.

The operations manager said it was coming to the end of its life and employees were worried it would break down on the beach while raking. He said the lead time for a tractor was a year and a deposit would be required on order.

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to purchase a New Holland T5 tractor with loader from Buglers, with the deposit to be paid in 2022-23.

The operations manager said this did not include the galvanising of the wheels but ungalvanised wheels on the current tractor had previously lasted eight years.

b) Remote Controlled Mower

Members agreed it was necessary to purchase a remote-controlled mower in the interests of the health and safety of staff as there had been an incident of an employee slipping on the bank while mowing.

It was noted that the expenditure would come from the 2023-24 budget, but members had yet to decide on projects and objectives for 2023-24, which was scheduled to take place at the Strategy and Finance Committee meeting on 12 October 2022. Members were therefore committing expenditure before being able to consider all proposed projects.

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to purchase a Raymo Torpedo remote-controlled mower from the 2023-24 budget and that this item of expenditure is prioritised as a project within the setting of the 2023-24 budget.

The meeting closed at 9.08pm.

Committee: Full Council

Date: 26 October 2022

Title: Flu Vaccinations

Purpose of Report

To allow members to consider offering flu vaccinations to employees

Recommendation

Members approve offering flu vaccinations to employees

Background

1. Seasonal flu is a viral illness spread by coughs and sneezes. People can catch it all year round but it's more common in winter, which is why it's known as seasonal flu. It's easily spread and can affect a large number of working adults of all ages.
2. The average employee missed 5.8 days of work in 2019¹. According to the Chartered Institute of Personnel and Development, minor illness, including flu, is often the most common cause of short-term absence for the majority of organisations.
3. There may be an increase in flu cases this autumn due to the lack of exposure to the flu virus last winter driven by reduced social interaction.

Report

4. To help protect employees, the council could offer flu vaccinations.
5. Not only would this help reduce flu-related absence, which in turn means lost productivity for the council, it also helps to foster corporate well-being. It demonstrates the council's commitment to employee welfare and benefits such as this are proven to increase employee retention and increase the attractiveness of an organisation to prospective employees.
6. Boots offers a Corporate Flu Jab Service which allows an organisation to manage the whole process online. We would buy the required number of e-vouchers online and personalised e-vouchers would then be sent to employees by email or text. Employees would book their appointment online using the voucher code and receive their vaccination at a participating Boots pharmacy at a time convenient to them.

¹ 2020 had lower levels of flu absence due to social distancing and the wearing of face coverings.

7. When purchasing between 10 and 300 vouchers, each one costs £12 per person. The council has 26 employees so the maximum amount it would cost the council to offer this benefit is £312. There are likely to be employees who are already entitled to have a free flu vaccination and other employees who may not wish to have the vaccination, so this number is likely to reduce.

Adrianne Mullins
Support services manager
October 2022

Committee: Full Council

Date: 26 October 2022

Title: Lister Room Marketing

Purpose of Report

To authorise the town clerk, in consultation with the members of the Lister Room member panel, which includes the chairman of Council, to consider, select and appoint a tenant for the permanent occupation of the Lister Room

Recommendation

Members authorise the town clerk, in consultation with the members of the Lister Room member panel, which includes the chairman of Council, to consider, select and appoint a tenant for the permanent occupation of the Lister Room

Background

1. In line with member instructions, the Lister Room has been marketed to obtain proposals from anyone interested in renting it on a 'permanent' basis.
2. The marketing was undertaken on the council's behalf by Martin Diplock chartered surveyors and the final date for receipt of proposals was 14 October 2022.
3. At the meeting of the Town Management and Highways committee held on 4 October 2022 it was recommended that a small panel of member be appointed to consider any proposals received. The members nominated were Cllrs C. Reynolds, D. Sarson, B. Bawden and M. Ellis.
4. It was hoped the panel could meet in time to make a recommendation to this meeting in order to avoid any selection being delayed for a further full cycle of meetings. Unfortunately, that has not proved possible due to the need to receive further information and clarification about the four proposals received by the deadline.

Report

5. In order to avoid unnecessary delay, it is now suggested members authorise the town clerk, in consultation with the members of the Lister Room panel, which includes the chairman of council, to consider, select and appoint a tenant for the permanent occupation of the Lister Room.
6. This will maximise the time available to any tenant for fitting out and acquiring any necessary licences, consents or permissions during the relatively quiet winter period.

Mark Green
Deputy town clerk
October 2022

Committee: Full Council

Date: 26 October 2022

Title: Use and Rent of Trailer Park and Accreted Land at Monmouth Beach

Purpose of Report

To allow members to consider any proposals from Dorset Council for the use and rent of town council-owned land at the trailer park and Monmouth Beach

Recommendation

Members consider any proposals from Dorset Council for the use and rent of town council-owned land at the trailer park and Monmouth Beach and instruct officers as appropriate

Background

1. Members considered the rent paid by Dorset Council for its use of the town council-owned land at the trailer park and Monmouth Beach (accreted land) at its meeting on 27 July 2022.
2. The recommendations, which included an increase in the rent charged to reflect inflation since the rent was last increased in 1997, were relayed to Dorset Council, who have been considering their position and holding discussions with the affected clubs and users.

Report

3. On the afternoon of 21 October 2022, an approach was received from Dorset Council which may require member consideration and instruction.
4. Further clarification will take place and a verbal update will be provided at the meeting. Depending on the precise nature of any instructions sought, this may require the matter to be discussed in exempt business.

Mark Green
Deputy town clerk
October 2022

Committee: Full Council

Date: 26 October 2022

Title: List of Payments

Purpose of Report

To inform members of the payments made in the month of September 2022

Recommendation

Members note the report and approve the attached schedule of payments for September 2022 for the sum of £98,159.48.

Background

1. Lyme Regis Town Council's Financial Regulations, section 5.2, state:

'A schedule of payments forming part of the agenda for the meeting shall be prepared by the finance officer. Petty cash reimbursement will be reported as a total when re-imbursement takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the council offices. If the schedule is in order it shall be approved by a resolution of the council.'

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the month of September 2022, **appendix 20A**.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie Cox
Finance assistant
October 2022

APPENDIX 20A

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for September 2022</u>			<u>98159.48</u>				
		<u>Total</u>							
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Sep	DC RATES	Rates	Monthly	DD	8105.00	0%	-	8,105.00	Utilities
01-Sep	C POWLEY	Rent for Strawberry Fields	Annually	SO	50.00	0%	-	50.00	Licensed land
07-Sep	CHEQUE DONATION	Ex Mayors Charity	One - off	CHQ	1419.58	0%	-	1,419.58	Democratic Represent
14-Sep	ALLSTAR	Fuel	Monthly	DD	1205.42	20%	200.90	1,004.52	Outside Works
15-Sep	BANKLINE	Bank Charges	Monthly	BLN	53.30	0%	-	53.30	Office Expenses
20-Sep	DWP	Waste Collection	Monthly	DD	2805.94	0%	-	2,805.94	Outside Works
21-Sep	WORLDPAY	Transaction Fees	Monthly	DD	71.41	0%	-	71.41	Office Expenses
22-Sep	WORLDPAY	Transaction Fees	Monthly	DD	24.90	0%	-	24.90	Office Expenses
23-Sep	SALARY	September Salaries	Monthly	EBP	41178.50	0%	-	41,178.50	Staffing
30-Sep	HMRC NDDS	September Tax and NI	Monthly	DD	13575.86	0%	-	13,575.86	Staffing
				Total	<u>68489.91</u>				
LLOYDS BANK									
01-Sep	AAT ORG	Membership	One-off	DEB	155	20%	25.83	129.17	Office Expenses
01-Sep	AAT ORG	Membership	One-off	DEB	110	20%	18.33	91.67	Office Expenses
01-Sep	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
05-Sep	SQUARE	Square Team Fees	Monthly	DEB	20	20%	3.33	16.67	Outside Works
06-Sep	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-Sep	LR XMAS LIGHTS	Term Grant	One-off	FPO	4000	0%	-	4,000.00	Grants
06-Sep	CUSTOMER	Shelters Refund	One-off	FPO	900	0%	-	900.00	Refunds
06-Sep	CUSTOMER	Langmoor Room Refund	One-off	FPO	60	0%	-	60.00	Refunds
06-Sep	JURASSIC COAST PHO	Refund for shelters	One-off	FPO	50	0%	-	50.00	Refunds
06-Sep	CUSTOMER	Refund for beach hut	One-off	FPO	38	0%	-	38.00	Refunds
06-Sep	DR G K TIPPING	Car Parking Refund	One-off	FPO	30	0%	-	30.00	Refunds
07-Sep	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Sep	UNITY 5	Zatpark Usage	Monthly	DD	526.92	20%	87.82	439.10	Utilities
08-Sep	AMAZON PRIME	Subscription	One-off	DEB	0.99	20%	0.17	0.83	Utilities
09-Sep	AMAZON	Outside staff resources	One-off	DEB	77.17	20%	12.86	64.31	Office Expenses
09-Sep	GIFFGAFF	Mobile Bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
12-Sep	SOUTHERN ELEC	Utilities	Monthly	DD	403.72	20%	67.29	336.43	Utilities
12-Sep	SOUTHERN ELEC	Utilities	Monthly	DD	78.66	20%	13.11	65.55	Utilities
12-Sep	BARCLAYCARD	Transaction Fees	Monthly	DD	42.87	0%	-	42.87	Office Expenses
12-Sep	BARCLAYCARD	Transaction Fees	Monthly	DD	17.5	0%	-	17.50	Office Expenses
12-Sep	QUADIENT	Franking machine top-up	One-off	DD	10	0%	-	10.00	Office Expenses
12-Sep	TAKEPAYMENTS	Transaction Fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Sep	TAKEPAYMENTS	Transaction Fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Sep	LIVERY DOLE	Vehicle Maintenance	One-off	DEB	544.8	20%	90.80	454.00	Outside Works
12-Sep	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	0%	-	6.00	Grants
12-Sep	EUROFFICE	Stationary	One-off	FPO	213.56	0%	-	213.56	Grants
12-Sep	KATHY GIGG	Ukrainian Fund	One-off	FPO	41.4	0%	-	41.40	Grants
12-Sep	STAFF	Expenses	One-off	FPO	25.62	0%	-	25.62	Staffing
12-Sep	LOUISE MONBLAT	Grant	One-off	FPO	8.81	0%	-	8.81	Grants
14-Sep	AMAZON	Outside expenses	One-off	DEB	7.98	20%	1.33	6.65	Office Expenses
14-Sep	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Sep	SWW	Utilities	Quarterly	DD	1625.11	20%	270.85	1,354.26	Utilities
15-Sep	AIBMS	Card Collection August	Monthly	DD	1057.65	20%	176.28	881.38	Outside Works
15-Sep	SWW	Utilities	Quarterly	DD	953.11	20%	158.85	794.26	Utilities
15-Sep	SWW	Utilities	Quarterly	DD	465.04	20%	77.51	387.53	Utilities
15-Sep	SWW	Utilities	Quarterly	DD	283.7	20%	47.28	236.42	Utilities
15-Sep	SWW	Utilities	Quarterly	DD	82.03	20%	13.67	68.36	Utilities
15-Sep	SWW	Utilities	Quarterly	DD	75.46	20%	12.58	62.88	Utilities

15-Sep	SWW	Utilities	Quarterly	DD	71.07	20%	11.85	59.23	Utilities
15-Sep	EE	Utilities	Monthly	DD	70.39	20%	11.73	58.66	Utilities
15-Sep	SWW	Utilities	Quarterly	DD	61.97	20%	10.33	51.64	Utilities
15-Sep	SWW	Utilities	Quarterly	DD	59.39	20%	9.90	49.49	Utilities
15-Sep	SWW	Utilities	Quarterly	DD	56.67	20%	9.45	47.23	Utilities
15-Sep	SWW	Utilities	Quarterly	DD	45.49	20%	7.58	37.91	Utilities
15-Sep	SWW	Utilities	Quarterly	DD	9.52	20%	1.59	7.93	Grants
15-Sep	SWW	Utilities	Quarterly	DD	9.52	20%	1.59	7.93	Office Expenses
15-Sep	AMAZON PRIME	Subscription	Monthly	DEB	7.99	20%	1.33	6.66	Office Expenses
16-Sep	SAGE	Subscription	Monthly	DD	305.76	20%	50.96	254.80	Office Expenses
20-Sep	SOUTHERN ELEC	Utilities	Monthly	DD	194.64	20%	32.44	162.20	Utilities
20-Sep	SOUTHERN ELEC	Utilities	Monthly	DD	115.14	20%	19.19	95.95	Utilities
20-Sep	SOUTHERN ELEC	Utilities	Monthly	DD	80.54	20%	13.42	67.12	Utilities
20-Sep	GIFFGAFF	Mobile Bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
20-Sep	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
21-Sep	WORLDPAY	Transaction Fees	Monthly	DD	57.12	0%	-	57.12	Grants
21-Sep	RURAL MARKET TOWN	Councillor Training	One-off	FPO	60	20%	10.00	50.00	Office Expenses
22-Sep	WORLDPAY	Transaction Fees	Monthly	DD	23.94	0%	-	23.94	Grants
22-Sep	DCC PENSION FUND	Staff Pension	Monthly	FPO	9772.1	20%	1,628.68	8,143.42	Outside Works
22-Sep	G C LOKER	Climbing kit	One-off	FPO	140	20%	23.33	116.67	Outside Works
22-Sep	STAFF	Expenses	One-off	FPO	79.05	0%	-	79.05	Staffing
23-Sep	EDF	Utilities	Monthly	DD	245.57	0%	-	245.57	Utilities
23-Sep	EDF	Utilities	Monthly	DD	20.2	0%	-	20.20	Utilities
23-Sep	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Sep	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Sep	LYME REGIS COMMUNITY	Grant payment	One-off	FPO	1147.13	0%	-	1,147.13	Grants
23-Sep	HANNA DRAKONOVA	Ukrainian Fund	One-off	FPO	155.05	0%	-	155.05	Staffing
23-Sep	CATHY WINWARD	Ukrainian Fund	One-off	FPO	100	0%	-	100.00	Grants
26-Sep	SOUTHERN ELEC	Utilities	Monthly	DD	1277.47	20%	212.91	1,064.56	Utilities
26-Sep	SOUTHERN ELEC	Utilities	Monthly	DD	814.28	20%	135.71	678.57	Utilities
26-Sep	IP OFFICE	Transaction Fees	Monthly	DD	459.28	20%	76.55	382.73	Office Expenses
26-Sep	SOUTHERN ELEC	Utilities	Quarterly	DD	199.76	20%	33.29	166.47	Utilities
26-Sep	SOUTHERN ELEC	Utilities	Quarterly	DD	159.16	20%	26.53	132.63	Utilities
26-Sep	SOUTHERN ELEC	Utilities	Quarterly	DD	142.14	20%	23.69	118.45	Utilities
26-Sep	SOUTHERN ELEC	Utilities	Quarterly	DD	118.39	20%	19.73	98.66	Utilities
26-Sep	SOUTHERN ELEC	Utilities	Quarterly	DD	116.17	20%	19.36	96.81	Utilities
26-Sep	SOUTHERN ELEC	Utilities	Quarterly	DD	77.8	20%	12.97	64.83	Utilities
26-Sep	SOUTHERN ELEC	Utilities	Quarterly	DD	62.56	20%	10.43	52.13	Utilities
26-Sep	SOUTHERN ELEC	Utilities	Quarterly	DD	39.78	20%	6.63	33.15	Utilities
26-Sep	SOUTHERN ELEC	Utilities	Quarterly	DD	32.8	20%	5.47	27.33	Utilities
26-Sep	GIFFGAFF	Mobile Bundle	Quarterly	DD	6	0%	-	6.00	Utilities
27-Sep	GIFFGAFF	Mobile Bundle	Quarterly	DD	10	20%	1.67	8.33	Utilities
27-Sep	GIFFGAFF	Mobile Bundle	Quarterly	DD	6	20%	1.00	5.00	Utilities
28-Sep	GIFFGAFF	Mobile Bundle	Quarterly	DD	10	20%	1.67	8.33	Utilities
28-Sep	GIFFGAFF	Mobile Bundle	Quarterly	DD	6	20%	1.00	5.00	Utilities
28-Sep	UNISON	Members Subscription 21/22	Annually	FPO	599.4	0%	-	599.40	Staffing
28-Sep	COUNCILLOR	Mayors allowance	One-off	FPO	500	0%	-	500.00	Staffing
28-Sep	STAFF	Expenses	One-off	FPO	50	0%	-	50.00	Staffing
29-Sep	AMAZON	Office Supplies	One-off	DD	49.09	20%	8.18	40.91	Office Expenses
29-Sep	GIFFGAFF	Mobile Bundle	Monthly	DD	6	20%	1.00	5.00	Utilities
				Total	29619.42				
				Petty Cash	50.15				

[illegible]