



**John Wright
Town Clerk**

Lyme Regis Town Council

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Dear councillor,

Notice is given of a meeting of the **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 5 April 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
31.03.23

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 (attached)

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interests relating to any item on the agenda, they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

6. Dispensations

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

7. To confirm the accuracy of the minutes of the Full Council meeting held on 15 February 2023 (attached)

8. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 29 March 2023 (attached)

9. Matters arising from the minutes of the Full Council meeting held on 15 February 2023 and the extraordinary Full Council meeting on 29 March 2023

To inform members of matters arising from the minutes of the Full Council meeting held on 15 February 2023 and the extraordinary Full Council meeting held on 29 March 2023 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

10. Update Report

There are no updates

11. Mayor's Announcements

12. Planning Committee

To receive the minutes of the meetings held on **7 and 21 February, 7 and 21 March 2023**, and to note the committee's comments made on planning applications under the power delegated by Full Council.

13. Environment Committee

To receive the minutes of the meeting held on **15 March 2023** and consider the recommendations therein.

14. Human Resources Committee

To receive the minutes of the meeting held on **22 February 2023** and consider the recommendations therein.

15. Strategy and Finance Committee

To receive the minutes of the meeting held on **22 March 2023** and consider the recommendations therein.

16. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **8 March 2023** and consider the recommendations therein.

17. Town Management and Highways Committee

To receive the minutes of the meeting held on **1 March 2023** and consider the recommendations therein.

18. Selection of Mayor-Elect and Deputy Mayor-Elect

To allow members to select a mayor-elect and deputy mayor-elect for the 2023-24 council year

19. Calendar of Meetings

To allow members to approve the calendar of meetings for 2023-24 council year

20. Exempt Business

Dorset Councillor report – Lyme Regis Full Council 5 April 2023

Council Tax 2023-2024

[Dorset Council's budget](#) and council tax charge notices for 2023-2024 have just been delivered, showing Dorset Council has protected frontline services but is charging less council tax than the government allowed.

84% of Dorset Council's funding comes from council tax with 14.4% from business rates and only 0.2% from the government revenue support grant but members felt it was important to recognise the Cost Of Living crisis and limit the burden on council tax payers as far as possible.

Council Tax on Second and Empty/Unoccupied Properties

The Levelling Up and Regeneration Bill (LURB) will not pass through Parliament before the end of March, which means the proposal to levy a 100% surcharge on second homes and empty/unoccupied properties due to be debated at Full Council on 30 March, cannot now be enacted in time for the 2024-2025 council tax bills.

Developments on Dorset Council's Climate and Ecological Strategy

The [Dorset Council Natural Environment, Climate and Ecology Strategy for 2023-2025](#) and a [Planning for Climate Change Sustainability Checklist and Listed Buildings Guidance](#) were approved by Cabinet on 28 March.

Dorset Council has made rapid progress in embedding nature recovery and climate action at the heart of decision-making and is rolling out advice and guidance to town and parish councils and communities.

Check the [Dorset Association of Parish and Town Council](#) (DAPTC)'s events and briefings for updates and training opportunities.

I have invited Dorset Council's Sustainability team to share plans and listen to our residents' ideas and hopes for the future, particularly to tackle our transport, traffic and accessibility challenges, as shown in the [2030 Vision 'Community Conversation'](#).

National legislative changes

Active Travel England (ATE) will be a statutory consultee on major planning developments of over 150 houses and from June 2023, local authorities will be required to consult on ATE's standards advice pack.

Active Travel and the Hierarchy of Users is one part of wide ranging government changes, including:

- [Levelling Up & Regeneration Bill](#), including Planning Reform – [RTPI guidance](#)
- [Gear Change](#) – A Bold Vision for Cycling and Walking
- [Decarbonising Transport](#) – A Better, Greener Britain
- [Manual for Streets](#) – Technical guidance
- [National Model Design Code](#)

[Biodiversity Net Gain](#) comes into effect for developments in Nov 2023 and small sites in April 2024.

LRTC's Planning Committee will see presentations at the meeting on 18 April and I've asked Dorset Council officers to provide briefing information.

Dorset Council News pamphlet – Spring 2023

The A4 pamphlet-magazine was delivered with various invitations to 'have your say', sign up for free support e.g. LiveWell Dorset, borrow an i-pad for up to 6 weeks or report problems or concerns. Please encourage residents to use these services.

Community and Culture Fund

Local community and cultural organisations across the county have been awarded just over £120K in financial support from Dorset Council in recent months to assist with their work in local communities – [press notice 16 March 2023](#)

Round 5 of the Community & Culture project Fund will open for applications on 7 May.

Dorset Council secures government funding to insulate homes

Dorset Council, BCP Council and Public Health Dorset have been awarded £4.3m by central government to upgrade homes and off-grid households with energy efficiency measures – [link to press release](#).

The central government press release can be found at [18-billion-awarded](#).

The funding to improve energy efficiency and insulation will be delivered by [Healthy Homes Dorset](#) which can also be accessed through [LEAP, the Local Energy Advice Partnership](#).

Community Energy Champions update

The Lyme Area Community Energy Champions have been busy undertaking home visits with the thermal imaging cameras to help identify cold or damp spots, while offering tips for energy efficiency or signposting to professional advice and grants.

The [Centre for Sustainable Energy](#) will deliver a training workshop on **Friday 5th May** at 10am, funded from [2030 Vision](#) project 'Together for our Planet' Lottery grant.

We aim to recruit more volunteer champions through the energy efficiency workshop then plan to run another six workshop course in September to train more Energy Champs ready for the colder months, when the thermal imaging is most effective.

We are also developing a solar pv project as part of the [2030 Vision](#) community engagement in the transition to Net Zero to reduce the costs of installing panels.

Book a home visit or join the team by contacting Philip May on 07740 974304 or energychampslyme@gmail.com

Speedwatch update

[Speedwatch](#) volunteer training by the Dorset RoadSafe team is arranged for **Friday 21 April** at 9.30am at the bottom of Queen's Walk. The Lyme group plans to start monitoring speeds in different locations from late April to gather the evidence needed before speeding or road safety measures can be considered.

National initiatives

The [Carbon Literacy](#) Toolkit for Parish, Town and Community Councils was launched on Monday 20 March, with a panel interview with those of us involved in the development and the piloting. Details at localauthorities@carbonliteracy.com

The government's **Net Zero Forum** will be co-chaired by NALC and the LGA. The NALC representative has asked the Climate Emergency Network of councillors to feedback positive case studies and any barriers or challenges to Net Zero actions.

Dorset Council Cabinet Forward Plan

- Housing for Local People
- Integrated Care System
- Youth Justice Service Inspection

16 May

- Financial Review

13 July

- Community Safety Plan

25 July

- Library Strategy
- Adult Social Care

Dorset Councillor 'Surgeries'

The Community Café at the Hub, Church Street

Every fortnight on Thursdays from 10am to 12pm, Thursday 13 April, 27 April, 11 May.

Charmouth Community Library

From 2pm to 4pm on Monday 3 April, Monday 24 April and Monday 22 May.

Contact

Contact me on 01305 216511 or cllrbelinda.bawden@dorsetcouncil.gov.uk if there are [Dorset Council](#) matters you'd like to discuss, you'd like to volunteer on energy, environmental or net zero projects or learn more about being a councillor.

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 15 FEBRUARY 2023

Present

Chairman: The Deputy Mayor, Cllr C. Reynolds

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr R. Doney, Cllr B. Larcombe, Cllr P. May, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

Absent: Cllr T. Webb

The deputy mayor, Cllr C. Reynolds read the town prayer.

As there were a large number of people in the public forum related to agenda item 19, Receipt of a Petition, the town clerk explained the process. He said the council would receive the petition and members would listen to the representations in the public forum but the matter would not be re-opened for discussion at this meeting. He said the council's decision would stand for six months, unless at least six members signed a rescission motion outside the meeting, asking for the matter to be re-visited. If this happened, he would arrange an extraordinary meeting in conjunction with the mayor to allow members to debate the issue again.

22/94/C Public Forum

S. Cope

S. Cope said he was speaking on behalf of Mark Hix and his team at the Oyster and Fish House, asking the town council to reconsider its decision on the decking. He said a petition was set up to gain support from the community in favour of keeping the decking and in light of the number of supporters exceeding 8,800, they hoped the council would be willing to think again about its decision. He said a large majority of those in the public gallery were there to see if the council was willing to change its mind. He said hospitality businesses had had a tough time in the last few years, with Covid 19 having a monumental impact and now in a time of uncertainty due to the economic climate, which might mean less visitors to Lyme Regis this year. He said when people tightened their purse strings, one of the things people cut back on was holidays and trips to the seaside. S. Cope said this was a tourist area and he encouraged the council as the voice of the community to make decisions that continued to attract tourists to the town, for so many reasons, but this helped with job security for a large part of the town. He said the petition was set up around a week ago and within the first 24 hours had received over 3,000 signatures, which was around the population of Lyme Regis, and it now stood at 8,800,

showing overwhelming support for the decking. He said they had received numerous emails from people talking about their trips to Lyme Regis, a lot of the time just to visit Mark Hix's restaurant but they went on to stay in local bed and breakfasts and hotels, spend money on the high street and seafront and went to other pubs and restaurants, but the purpose of their visit was to go to the Oyster and Fish House. S. Cope said he acknowledged some liked the decking and others didn't and believed the council's concerns were that it recognised the unique importance of the gardens to the enjoyment of the town and its duty to protect them from commercial development. He said the deck area was approximately 60m², which made up around 0.2% of the total area of Langmoor and Lister Gardens. He presented members with a plan and said the area lined in red was the decking, which wasn't used by the public before and didn't lend itself to any other purpose. He said it wasn't a particularly significant area of the gardens but it was a significant area to the restaurant. S. Cope said the benefits of keeping the decking were that 8,800 people would be happy, five staff would retain their jobs, local fishermen and food and drink suppliers would be able to continue their businesses and Lyme Regis and Dorset Council car parks would continue to thrive. He estimated in the last 15 years of the Oyster and Fish House, over 390,000 had dined there and assuming 300,000 of them parked for two hours, this would have generated £900,000 for the councils. He said they were looking to the council to reconsider its decision as landlord of the piece of land and as a collective voice for the people of Lyme Regis. S. Cope said they hoped initially an agreement could be made to permit Mark Hix to use the land and maintain the decking or at least have an extension of time. He said terms of the lease and planning permission would of course have to follow but the council's support would be the first step.

N. Dewar Gibb

N. Dewar Gibb said he was grateful for the work the councillors sought to do to develop, improve and protect the amenities around Lyme Regis. He said his family moved to the area in 2016 and West Bullen, the property where they lived on Hardown Hill, had two highly rated rental properties. He said the Oyster and Fish House occupied a special place in the local area and beyond and in the hearts of its customers. He said the restaurant was rightly well known for the quality of what it served, as well as its hospitality, and along with Mark Hix, had always been a draw. N. Dewar Gibb said he was aware of the circumstances of how the decking came into being and he was also aware of some of the reasons why the council may now be reneging on its commitments. He said if the Oyster and Fish House's trading was compromised by the removal of the decking, this may result in exactly the effect the council was seeking to avoid – the loss of an institution and the loss of amenity. He said the restaurant was part of the local area and community and a draw for locals and those coming to visit. He said his family recommended the restaurant to all their guests and numerous happy guests had dined there and come back delighted to have seen and spoken to Mark. N. Dewar Gibb said he loved Mark Hix and his restaurant and he was happy to support the Oyster and Fish House and the decking. He said the restaurant boosted the local economy and community in financial terms and provided jobs and opportunities and it was also a fabulous calling card for the area. He said the contribution the business made was even greater when the support given to the RNLI was also taken into account as well as other community events such as Fish Rocks. He said social environments and amenity were very important and increasingly essential and he believed the restaurant was a very

important element of that in Lyme Regis. N. Dewar Gibb said he trusted the council would look favourably on the appeal to allow the decking to remain and celebrate the esteemed establishment and allow it to continue to prosper.

R. King

R. King said the Lyme Regis Fishermen's and Boatmen's Association had had its annual general meeting the previous week and in a rare occurrence, it passed a resolution to support Mark Hix's proposal to retain the decking at his restaurant. He said the reason for this was the long-standing and continued support Mark Hix and his restaurant gave to fishermen and boatmen in respect of the tourist industry in the town. He said on a personal basis, it should be incumbent on councillors to promote wherever possible businesses in these difficult times.

C. Repton

C. Repton said if the council was concerned about public land being taken over for private use, the area under the new decking was just a small patch of grass on a slope between the restaurant and the crazy golf, which apparently was not used before and it may be unlikely to be used again, because if it was restored to its former glory, the public couldn't do anything with it. She said the smart new decking blended tastefully into the surrounding landscape and the neutral colour tarpaulin enhanced the Lister Gardens; if anything, it encouraged more people to use the gardens and surrounding area. C. Repton said the council feared allowing a permanent structure would set a precedent but it had the power to enforce future entrepreneurs to abide by its rules so there should be no fear of this. She said due to the current cost of living crisis, although Covid might be over, the restaurant now relied on the extra income from the decking in the crucial summer months. She said destroying it would jeopardise the restaurant's future, leading to the loss of jobs and loss of income for the town. She said Mark Hix supported the local fishing industry, as well as tourism, the two biggest industries of the town. C. Repton said Mark Hix raised thousands of pounds for local charities, for example £12,000 for the RNLI at the last event, and he organised many events that attracted thousands of visitors to the town every year. She said he would be paying £14,500 annual rent to the council for the decking, in addition to what he paid for the restaurant. She said he was a very good employer of young people and her daughter worked at the restaurant for a few weeks last summer, when she was given a very good work experience. She said they were all given professional training in patron skills and teamwork and they all appreciated the working environment, which was why the staff felt so passionate about the restaurant, as did the customers. C. Repton said Mark Hix was a top celebrity chef and he put Lyme Regis on the culinary map, with diners coming from afar, using local accommodation and amenities in the town. She said most residents were proud of the Oyster and Fish House, a wonderful restaurant with a great ambience, it wasn't pretentious, and it reflected Dorset and the Jurassic Coast's unique character, serving seasonal and locally-sourced ingredients. She said she would like it to remain that way.

S. Taylor

S. Taylor said he had come from Reading to be at the meeting so it wasn't just local people that valued Mark Hix's contribution. He said he agreed with the points already raised by others but also wanted to raise points in relation to the decision-making process, having looked at the minutes of the extraordinary Full Council meeting when the decision was made. He understood the council had instructed the town clerk to obtain valuations for the land and there appeared to be some disagreement about whether the council was amenable to the proposal and whether that was put across to Mark Hix, which was obviously all subject to agreeing a reasonable price. He said he struggled to understand why the council would be willing to negotiate or spend public money on obtaining valuations if it was not at least amenable in the first place. He said this seemed a slightly odd decision, which seemed to have been taken with zero regard to the valuation or negotiation. S. Taylor said in the minutes of the last meeting, Cllr B. Larcombe referred to a restrictive covenant on Lister Gardens and said the courts tended to look at what was reasonable in the absence of a hard definition and he felt it was reasonable to conclude Langmoor and Lister Gardens were two parts of the same gardens. He said Cllr Larcombe said in people's minds, the gardens were a continuation from one side to the other and he believed would be seen as a whole. S. Taylor said this needed addressing because it was fundamentally flawed legal principle and there wasn't a court in the land that would read a restrictive covenant as applying to an adjacent property, whether or not there was a definitive boundary between the two. He said if this was any basis for making decisions, it needed to be looked at. He said Cllr P. May said the Covid policy came to an end in March 2023 and this may have been Mark Hix's policy, but he understood the 2022 amendment to the Act extended the period from 30 September 2022 to 30 September 2023, so surely there was scope to extend the policy to 30 September 2023. He said this would allow Mark Hix to enjoy the summer months, which was the most profitable period to use the decking and it would benefit Mark Hix to be able to honour his summer bookings. He said to bring this to an early end before the best period in the summer season seemed unnecessary. S. Taylor said Cllr P. May also said he concurred with the Lyme Regis Society that commercial use of the gardens would set a dangerous precedent and they should be protected by the council from commercial development in perpetuity. He said his understanding was the land was owned by the council and was originally compulsory purchased in the 1970s and in the title register the land was subject to four commercial leases, one of which was Mark Hix's balcony on his restaurant. He said clearly the precedent Cllr P. May was concerned about had already been set so if the land was still owned by the council, it was within its control whether to grant a lease and this was the protection the council had. S. Taylor said there was no danger in this respect of a big commercial entity wanting to set up on open space as the council would decide the merits on each individual case. He said it seemed the process and reasoning criteria in a legal respect had been at best flawed and at worst a fundamental failure.

L. Whittle

L. Whittle said she echoed what everyone else had already said and wished to expand on the issue of commercialisation of public areas. She said this wasn't a commercial conglomerate or big business that wanted to build a business park, it was a local

restaurateur who already had a restaurant there and was already an active member of the community. She said he had already installed the deck, he had a licence on a very small parcel of land and that land was unusable and probably would be in future. She said there was a hedge completely enclosing the land and she couldn't imagine it could be used for anything else, whereas the deck could be used for public benefit and as somewhere for people to sit. L. Whittle said the Visit Dorset website stated the open space was home to crazy golf and table tennis with ample seating for those that wanted to enjoy the view and relax, and part of the selling point of Lyme Regis was the ability to relax and enjoy the view. She said far from taking away from the experience, the decking enhanced the area and accentuated that purpose. She said it was completely at odds with the council's argument that the decking would be detrimental to the open space. L. Whittle said the fact Mark Hix would be paying a rent to the council meant it would be getting money for a piece of land that not only was it not using, but it would then have to maintain for people to not use. She said this seemed non-sensical and she hoped the council would reconsider its decision.

C. Firth

C. Firth said she moved to Lyme Regis last year and spent much of the summer working in another restaurant in the town. She said the number of people she turned away because there wasn't enough space in the town to serve customers was excessive. She said every night there were people who wanted to eat in Lyme Regis but they couldn't find anywhere so taking away something where there was space to serve customers didn't seem to make sense.

O. Holmes

O. Holmes said she wanted members to think about how the issue of the decking came across to people in the community. She said she went to school locally, moved away but came back and was now living at home, working for a local restaurant and a local vineyard. She said they were all run by people who had taken risks and decided to come back to their home town and bring something back to it. She said for a town, village or city to develop there needed to be a growth mindset and the council needed to show that to people who wanted to come here to start a business and wanted to be entrepreneurial. O. Holmes said it was vital for the town to succeed and go further and to support all the other businesses in the area. As a young person, she said she personally didn't feel supported if she wanted to start a business because of the council's reaction to something that seemed beneficial to the town. She said it needed to come across that the council had considered it and not just said no because of an Act from the 1970s. She said the council should consider if there was a way around it, maybe there was another space that could be used and be progressive and push things forward.

S. Shuker

S. Shuker said the issue at hand was that the Hix decking was allowed to be erected during Covid as an effort by the government to support businesses who were heavily affected by Covid, but the council now believed the decking was redundant and it had no purpose in the gardens. He said this argument had no legs to stand on as businesses

nationwide were struggling with rapid rises in costs and falling sales as the public's expendable income was shrinking rapidly. He said the need to support local businesses and the jobs they offered was more desperate than ever. S. Shuker said the decking covered an area that was not used before, where hedges blocked views of the coast and offered no shade, compared to now where people could enjoy the view from the decking, thus being integrated into the gardens around it, where they could enjoy the views of the coast of Lyme Regis over food and drink under sun covers. He said without the decking, the restaurant would lose 30% of its income. He said as he and many others had only seen Mark Hix support Lyme Regis, the tearing down of the decking felt like an emotional outburst of individuals who had a dislike towards Mark, rather than the logical action of government. S. Shuker said the current decision was a glaring oversight by the council and the precedent it was putting in place was that a business that trained and offered jobs during an economic crisis and required improved space around it was less valuable than a piece of grass. He said young people needed jobs, opportunities and experience and the restaurant provided this but this knee-capping of the restaurant's profits and tearing down of the decking was another example of government swinging a hammer rather than laying down a stone.

A. Gore

A. Gore said this council, together with all councils, was governed by its terms of reference. He said the terms of reference for the Tourism, Community and Publicity Committee said it would take active steps to develop the town and people's perception of it, which included the development and management of 11 criteria. He said all 11 criteria, with the exception of twinning with another town, were satisfied in the case of the decking. He said he could find no reference in the minutes affected by this requirement that any consideration had been given to these purposes, yet it required active steps to develop the town and people's perception of it. A. Gore said the promotion of one of the best restaurants in the region, never mind the town and area, undoubtedly attracted tourism, as did the attendance and publicity given by well-known figures in the food and hospitality industry who had been there and appreciated its achievements. He said the maintenance and success of the business in this location supported the economy and business initiatives forced on us by Covid and the attraction of the venue contributed to the marketing and publicity of the town, its reputation and its business activity. A. Gore said Mark Hix had long been and remained a big promoter of fine food in the community, catered for by local suppliers from land and sea but always served by enthusiastic local staff who he trained and supported in an area where youth employment prospects were bleak, done so more widely than in a seasonal way. He said there had been no other consultation with the local community or organisations, other than the publicising of agendas for meetings. He said Mark Hix had promoted food events in the town that before Covid struck, brought tourists and added to the draw of the town. A. Gore said all these contributions promoted and publicised the town, promoted economic activity including employment and local businesses, enhanced the perception, reputation and standing of the town, but appeared to have been ignored by the Full Council, the terms of whose resolution effectively elevated to policy, wrongly, the so-called unique importance of the town gardens to the enjoyment of the town and the perceived duty to protect them from commercial development, none of which were adopted policies of the council.

C. Barez-Brown (read out by an officer)

C. Barez-Brown thanked the council for its tireless efforts in helping make Lyme Regis the outstanding place to live that it was, he was grateful for what councillors did and understood it was a difficult job to balance all interests. He said having a singular focus of what was best for Lyme Regis must always be at the heart of all decisions and he therefore encouraged members to reconsider the decision to remove the Oyster and Fish House decking. He said the extra space made Lyme Regis better, the extra tables meant more people could be served and more people meant more income into the town, income that was quite hard to calculate because its impact was far reaching. C. Barez-Brown said the council made more money from the ground rent and the parking, which was significant and hard to replace, but the knock-on impact of more happy tourists and more happy diners was much greater than that. He said all local businesses benefitted. He said he brought in executives from all around the world and for the last 13 years, Mark Hix had fed them so beautifully that many of them had returned to the town as a result. He said he couldn't do what he did without the support of the local hotels, B&Bs, taxi companies and restaurants and because of their brilliance, they had brought millions in spend and many returning happy and wealthy tourists. C. Barez-Brown said both of his children's first jobs were working at the restaurant; his eldest was transgender and suffered from extreme OCD and PTSD and nobody else would give her a job. He said her condition meant she couldn't even touch dirty plates, which wasn't particularly useful in a restaurant, but Mark created a job for her where she could thrive. He said because of Mark Hix's commitment to the community and especially training up the younger generation, his daughter was now moving to London and working in a members' club. He said this positive outcome would not exist if it wasn't for the generosity and kindness of Mark Hix. C. Barez-Brown said the equation was simple; more tables, more jobs for more young people, and more people being attracted to the town. He said in this time, every scarce resource should be conserved and the idea of tearing down a deck that costs a huge amount to remove but even more to build in the first place was wasteful beyond belief. He said this would all be just to get back a small patch of grass that was never used and did nothing to enhance the beauty of Lister Gardens. He implored members to reconsider and said if Lyme Regis was going to be everything it could be, the likes of Mark Hix needed to be encouraged because they raised everyone up and in many ways put the town on the map.

J. Markham (read out by an officer)

J. Markham said she would like her support to be noted for Mark Hix's restaurant and that she lived in north Yorkshire and travelled to Lyme Regis just for Mark Hix. She said it was a complete travesty the council was demanding the removal of a small area of decking which was over an unused piece of grass, just to reinstate the area to how it was in 1912. She said the world had moved and the council needed to move with it. She said Mark and his restaurant was the reason they came every year to Lyme and without it they would not return, as he was the town's biggest asset and should be treated as such. J. Markham said Mark Hix loved Lyme, as did they, and it would be shortsighted in the very least to lose his business from Lyme and the revenue it brought to the town.

E. Robertson (read out by an officer)

E. Robertson said Mark Hix's restaurant brought in considerable custom and employment to the resort and in turn a considerable income to the town and the council's coffers. He said the area of land in questions was in an area of beauty of the gardens, but he asked what was the gain in having it back and whether there was an actual loss of its use to the public. He believed there was no loss to the public and said the land had not been used for the past 50 years. E. Robertson asked why it was now so special and what its significance was as it was a small piece of land at only 6m x 12m, set between two parallel hedges around six feet high, one side bounding onto the table tennis area and the other onto the footpath. He said you wouldn't even notice it unless you were told it was there, amenity wise it had little or no use, aesthetically it was just hedges, leading nowhere, and was therefore a dead piece of land with no use. He said money could be spent on it but it was more likely to be left derelict, as was the case previously, and there would be a cost to maintain it. E. Robertson said it could create a potential bonus as he understood the rent would be upwards of £14,500 per annum and if a five-year lease period was set up, this could raise over £70,000 for environmental and green projects without affecting other budgets. He asked members against the proposal to carefully reconsider their position and said their vote would have a substantial effect on Lyme Regis in three ways if planning and a lease were granted: it brought in wealthy spending visitors to the resort, it provided all-year-round additional employment, which in a town that suffered from seasonal employment issues was an added bonus, and it brought in a substantial income to the town's budget, which could be used on beneficial projects for the town with no loss of amenity.

D. Bowstead

D. Bowstead spoke in relation to increases in the hire charges for the Marine Parade Shelters. He said after being informed of the rent increase for 2023-24, they met with the town clerk who explained the decision had been made based on the influx of bookings for the shelters during the pandemic and that the daily rental costs were deemed to be too cheap. He said this spike in bookings was seriously inflated by the fact that all events, shows, festivals and many markets were cancelled, alongside which, there was no foreign travel, staycations became the norm and this hugely boosted footfall to tourist destinations. D. Bowstead said 2023 was a very different story; there was currently an unprecedented cost of living crisis, where many businesses were failing due to vast increases in energy, fuel, interest rates, industrial action, etc. He said commercial traders in the shelters were the only entity to be facing rent increases from the council and they questioned the dramatic increase. He said in January 2022, they were informed by the council all traders in the shelters would need to submit business proposals for approval. He said they submitted a proposal and as part of this process, met with the member of staff who was responsible for shelters' bookings at the time. He said the member of staff explained this would not only be for 2022-23, but ongoing, there would be no changes to the terms and conditions and upon acceptance, traders would be treated as concessions. D. Bowstead said once approved, due to the year-on-year rising cost of frames and mounts, they chose to take out a sizeable business loan, storage unit and lease a van for three years. He said they paid £10,320 for all booked dates in 2022 and having already paid over £30,000 in shelters' bookings to the council, it was of great relief to believe they

had a consistent way forward with bookings and fees. He said they invested heavily in materials so they could fix their prices for customers. However, he said they were not aware that three months prior to this, it had already been decided to increase the shelters' prices for the 2023-24 season from £150 to £250 per day, making future trading at Lyme Regis impossible. D. Bowstead said although their business meant everything to them, their influence at Lyme Regis was not purely commercial. He said all the photography was original, showcasing Lyme Regis and the Jurassic Coast. He said this naturally made them an unofficial tourist information point, helping people, through their photography, with their holiday plans, local information and logistics, something they took great pleasure in. He said people visited their gallery for many different reasons and they had an infinite number of stories they could share based on people's memories relating to the places they displayed in their photography. He said because Lyme Regis was seen as a quintessential seaside destination, they felt traders not only enhanced the promenade, they supported it and he appealed to the council not to remove that positive influence, but to embrace it. D. Bowstead said if this unfair and unaffordable rent increase was to be implemented, they and so many others believed it would serve as another penalty to tourists and locals. He said not only would this decision remove yet another attraction from the promenade, the harsh reality is it would also signal the end of their business. He implored the council to reconsider its decision.

L. Pritchard

L. Pritchard also spoke in relation to hire charges in the Marine Parade Shelters and said she had concerns for her business, Mad Woman From the Hills. She said the council's proposed 66% increase was unaffordable, unfair and unsustainable for her small business and related more to festival prices as opposed to day trading. She said her business provided her sole income and the council's decision equated to whether she could continue trading or not. She said she found this very unsettling for her future and this year was set to be hard enough anyway. L. Pritchard said she had been in business for 10 years and last year decided to develop her own exclusive range of homewares based on her trading in Lyme Regis, with artwork commissioned from a local artist. She said she made a huge financial commitment in her products and to Lyme Regis. She said after four years of trading on Marine Parade, it was obvious the traders were an added attraction and a good boost for tourism. Being represented by the National Market Traders Federation, she asked the following questions: how a figure of £250 was reached; what it was based on; what profit would be earned from it; where the revenue from commercial traders would be spent; what the cost to the council was per day to allow a commercial trader in the shelters; and where the council proposed to regain the funds that traders had previously paid. L. Pritchard said she believed two of the traders, herself included, had jointly paid around £40-50,000 over the last four years, which was not an insignificant amount of revenue. She said the council had the perfect platform to allow small businesses to trade and flourish at a fair and reasonable cost in what would otherwise be a blank and uninspiring seating area. She respectfully asked the council to rescind its decision and liaise with the National Market Traders Federation, who could provide the council with free-of-charge guidance to assist in a compromise for all parties. L. Pritchard said regretfully, without a change in decision, the council was pricing the traders out and businesses would probably close. She said currently she would not be

making any future bookings until a reasonable solution could be agreed and she hoped this would be the case.

P. Chapman (read out by L. Pritchard)

P. Chapman also spoke in relation to hire charges in the Marine Parade Shelters. He said for the last two years he had been fortunate enough to trade alongside Curb Culture Clothing in the shelters selling a large range of handmade wooden craft. He said as a full-time market trader, the rent charged at the time was the highest daily rate he paid but being quite local and appreciating the quality of the facilities provided, he always enjoyed his work at Lyme Regis. He said it was therefore of concern that he had been informed of the proposed price increase for this year. P. Chapman said with the significant increase in the price of stock and associated costs, he would be left in the unfortunate position of being unable to trade in Lyme Regis this year. He said as a full-time market trader for over 25 years, he was confident the council would find the same concerns from other traders. He asked the council to reconsider its current policy relating to payment and look to a more affordable price, perhaps with an even larger reduction if the council still expected full payment to be made in advance. P. Chapman said he had spoken to the National Market Traders Federation, which he was a member of, and was seeking their advice. He said while he fully understood councils were expected to maximise all income streams, it would be a great shame to be unable to carry on trading at Lyme Regis. He said when the weather was fine it was a pleasant place to work and he felt all the traders last year provided a professional and high quality service that was appreciated by visitors. He hoped everyone could come to a suitable compromise so he and his fellow traders could continue to enjoy trading in Lyme Regis.

J. Rose (read out by an officer)

J. Rose also spoke in relation to hire charges in the Marine Parade Shelters. She said she visited Lyme Regis recently to buy two photographs from Jurassic Coast Photography and her daughter who was visiting also bought one. She said they were framed to their choosing, on site within half an hour. She said it was a fantastic service and the traders were lovely people. She said they were so impressed and asked when they would be back. She said they had seen them there before and had decided to buy a couple of their photos for their new house, and had gone back to do purely that, then stayed on in Lyme and had a lovely day. J. Rose said they were dismayed to learn Jurassic Coast Photography might have to end their connection with Lyme because the council was charging them so much for the pitch and they could no longer afford to exhibit their photos. She said this was short-sighted and things like this greatly enhanced the place and brought people in. She said it was a wonderful attraction and asked why the council would do such a ridiculous thing. She said she was incensed at the small mindedness of the council's decision. J. Rose said the council, like most other councils, needed to see the bigger picture, otherwise they would cause the demise of towns and small businesses who could no longer afford the rates. She said empty brought in no revenue and felt these kinds of enterprises needed support from councils and then the councils would also reap the benefits.

C.Firth

C. Firth also spoke in relation to hire charges in the Marine Parade Shelters. She said it seemed a lot of the issues were similar to the issues with the Oyster and Fish House and by increasing the rent so much, the council was prohibiting small businesses from being able to use the town and trade. She said she had her own business and a lot of market rents were unaffordable and as a resident she would like to be able to go to the seafront and sell to local people. She said if the rent was increased so much, it would only be established businesses that had a huge sum of money and were already profitable that would be able to afford it. C. Firth said the council was prohibiting small businesses and younger people who may want to try something from giving it a go. She said it would be short-sighted to stop that from happening.

J. Scowen

J. Scowen said he was in the process of moving back to Lyme Regis, he had business interests in the town and had lived here for seven years, he was formerly on the council, was a former deputy mayor and would be standing for election to the council. He asked if the council had any plans or ideas as to how members could work together in a more harmonious way so they were perceived by the electorate in a higher regard than at present. He said Dorset Council recorded its meetings and posted them on You Tube and asked if the town council, for the sake of unity and good behaviour, would consider doing the same. J. Scowen asked if the council was planning to do anything with the 10-acre Strawberry Field site that it had a long lease on. He said it was discussed when he was previously on the council and he was a strong advocate of its potential then and now. He said this extremely valuable land asset should be put to good use for the benefit of local people and wider community benefits, such as local employment and education, especially for young people. He said this project would also serve to unite the council and the community in a common green and wholesome venture and would put no further strain on the town itself.

Cllr P. May left the meeting at 8pm.

Cllr P. May returned to the meeting at 8.01pm.

Cllr B. Larcombe left the meeting at 8.01pm.

Cllr B. Larcombe returned to the meeting at 8.03pm.

22/95/C Dorset Council Matters

Cllr B. Bawden gave the following updates:

- Dorset Council (DC) had set its budget – 84% of its income would come from council tax, 14% from business rates, 1.3% from specific grants from the government, and 2% from the revenue support grant from the government. DC had chosen not to impose the full increase in council tax as the government had given leeway to charge 3%, but DC agreed to increase it by 2%, recognising the

cost of living pressures people had been under. She said the Liberal Democrats proposed an amendment of £500k to be included in the budget to help people in the most need, but the majority party said they had a £2m proposal, which had not yet been agreed or included in the pre-budget discussions.

- The proposal for council tax premiums on second homes and empty homes was to be discussed by the Cabinet on 28 February 2023 and the next Full Council meeting had been brought forward into March so if the proposal was agreed and the government's Levelling Up and Regeneration Bill was agreed, any premiums could start in 2024.
- The national planning policy consultation was still open.
- The follow-up to the corporate peer review would be taken to the next Cabinet meeting.
- There was a new one customer account and digital innovation proposal so everyone using DC services would have one account and all their information in one place.
- There was a policy on the electric vehicle charging infrastructure programme.
- Harbour dredging would take place between 6 and 24 March 2023, weather permitting.

22/96/C Questions from Councillors

Cllr R. Smith

Cllr R. Smith asked if there was a process if members wanted to re-visit the charges for the Marine Parade Shelters.

The town clerk suggested a report was taken to the next cycle of meetings to allow members to consider this.

22/97/C Apologies for Absence

Cllr M. Ellis – personal commitment

22/98/C Disclosable Pecuniary Interests

There were none.

22/99/C Dispensations

There were none.

22/100/C To confirm the accuracy of the minutes of the Full Council meeting held on 14 December 2022

Cllr B. Larcombe said the reason for his absence at the meeting was 'family commitments' and asked that this be included in the minutes.

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, the minutes of the Full Council meeting held on 14 December 2022, with the above amendment, were **ADOPTED**.

22/101/C To confirm the accuracy of the minutes of the Full Council meeting held on 25 January 2023

Proposed by Cllr P. May and seconded by Cllr D. Ruffle, the minutes of the extraordinary Full Council meeting held on 25 January 2023 were **ADOPTED**.

22/102/C Matters arising from the minutes of the Full Council meeting held on 14 December 2022 and the extraordinary Full Council meeting on 25 January 2023

Cllr D. Sarson asked if Uplyme Parish Council had responded to the invitation to have a page in the town council's newsletter.

The support services manager said Uplyme Parish Council had agreed at its February meeting to be included in the newsletter and this would be progressed by officers.

22/103/C Update Report

Options Appraisal Office Accommodation

Cllr C. Aldridge asked if members could have a more specific timetable as to when this would be discussed.

The town clerk said officers were waiting for one more piece of valuation advice and they were optimistic members would be able to discuss this matter in the next cycle of meetings, most likely to be at the Strategy and Finance Committee meeting on 22 March 2023.

22/104/C Mayor's Announcements

Cllr R. Doney noted there had been a chairmen's meeting on 9 January 2023 and asked if there was any intention of giving other members a note of what had been discussed at that meeting.

The town clerk said it had been agreed there would be a short briefing note of what had been discussed at the meetings. He said he had done this for the meeting on 9 January 2023 and would double check this had been circulated to members.

22/105/C Update from PC Kirsti Frecknall

The town clerk said PC Kirsti Frecknall had not been able to attend the meeting due to an operational issue taking priority.

22/106/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Planning Committee held on 10 and 24 January 2023.

22/107/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 25 January 2023 and adopt the recommendations, as follows:

22/45/ENV – Bathing Water Quality Meeting 1

RESOLVED: to note the minutes of the initial bathing water quality meeting, the actions from the meeting and the date of the next meeting, and to agree to move the water quality noticeboard from the harbour to the sandy beach entrance.

22/46/ENV – Big Hedge

RESOLVED: to approve funding of up to £1,512 to the Dorset Climate Action Network for the Great Big Dorset Hedge project, subject to clarification of the mileage element of the request.

22/47/ENV – Use of the Town Council Logo

RESOLVED: to support the Lyme Area Community Energy Champions by allowing the use of the town council logo on their literature.

22/108/C Human Resources Committee

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 4 January 2023 and adopt the recommendations, as follows:

22/53/HR – Health and Safety – Annual Audit and Annual Policy Review

RESOLVED: to note the 2022 health and safety audit and renew the health and safety policy unchanged.

22/54/HR – Pension Access

RESOLVED: to adopt a policy position where requests from an employee to carry on working and access their pension pot are considered against criteria that creates no negative impact on the organisation through cost or resourcing and employees that request an employment gap of one working day have their accrued benefits maintained.

22/55/HR –The Town Clerk’s Objectives 2023-24

RESOLVED: to approve the town clerk’s objectives for 2023-24.

22/57/HR – The Pay Review and the Enforcement Officers’ Remuneration

RESOLVED: to approve anti-social hours payments to postholders 207 and 208, to be paid in addition to their normal spinal column point, and that pay protection is not introduced.

22/58/HR – Administrative and Community Engagement Assistant, Six-Month Probation Review

RESOLVED: to approve the administrative and community engagement assistant’s (post holder 109) continued employment with the council, effective from 7 December 2022.

22/109/C Strategy and Finance Committee

Proposed by Cllr R. Doney and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 1 February 2023 and adopt the recommendations, as follows:

22/52/SF – Equality and Diversity Policy

RESOLVED: to approve the revised equality and diversity policy.

22/56/SF – Consideration by Dorset Council of Council Tax Premiums on Second Homes and Empty Properties

RESOLVED: to advise Dorset Council that the town council would like to opportunity to properly comment on the consideration of council tax premiums on second homes and empty properties but more information was required about the definition of second homes, how it would benefit Lyme Regis and whether the money raised would come back to the locality, but to support the empty homes policy.

22/57/SF – Investments and Cash Holdings

RESOLVED: that the council continues its approach to investments along the lines the town clerk has outlined and that a further report is taken to the Full Council meeting on 15 February 2023.

22/58/SF – List of Payments

RESOLVED: to approve the attached schedule of payments November 2022 for the sum of £376,666.20 and £129,377.99, respectively.

22/110/C Tourism, Community and Publicity Committee

Proposed by Cllr C. Reynolds and seconded by Cllr D. Ruffle, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 18 January 2023 and adopt the recommendations, as follows:

22/64/TCP – Pop-Up Street Food Market

RESOLVED: to support the proposal from Unique Boutique Events to set up a pop-up street market in Theatre Square between May and August 2023.

22/65/TCP – Beach Hut Booking System

RESOLVED: to defer consideration of how to administer the beach hut booking system for 2023 onwards until a decision has been made on office accommodation.

22/66/TCP – Uplyme Gateway Shoppers Card

RESOLVED: to produce a new shoppers' only Gateway Card for Uplyme residents which they can collect from the office by showing proof of residency in a DT7 postcode.

22/67/TCP – Seafront WiFi

RESOLVED: to note the current situation with the seafront WiFi and leave the existing arrangements in place until the availability and timing of a full fibre option can be established, and instruct officers to continue to monitor the line speeds and levels of public usage with a view to making a firm decision about whether to continue to provide free-to-use public WiFi on the seafront and on what basis as soon as the information about the full fibre option is available.

22/70/TCP – Seafront and Beach Concessions

Cllr R. Doney said he wanted to propose the council did not award the children's games and activities concession to United Beach Missions (UBM) due to lack of space on the beach during the busy times but his biggest concern was about what was being said and done on the beach. He said the idea of one organisation representing one faith and giving its own world view was unacceptable as this was a multi-faith society. He said this was a contradiction to Lyme Regis being considered the birthplace of palaeontology and the home of Mary Anning.

However, members felt UBM were open about what they were offering and parents could make a choice about whether their children joined in with the activities. It was also noted any other group that wanted to put a counter view across could also apply for the concession and an approach had been made by another group, which then chose not to apply.

RESOLVED: to award the deckchair concession for 2023 to Gemma Manders for the amount offered.

RESOLVED: to award the trampolines (or similar) concession for 2023-25 to Henry Herbert for the amount offered.

RESOLVED: to award the children's games and activities concession for 2023-25 to United Beach Missions for the amount offered.

22/111/C Town Management and Highways Committee

Proposed by Cllr C. Aldridge and seconded by Cllr R. Smith, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 11 January 2023 and adopt the recommendations, as follows:

22/58/TMH – Car Park Permits' Administration

RESOLVED: to allow residents' concessionary car parking permit renewal every two years and to keep this under review.

22/59/TMH – Parking Issues

RESOLVED: to instruct officers to request Dorset Council Highways commences the traffic regulation process to consider road markings on sections of Sidmouth Road, Springhill Gardens and Roman Road to control parking, to include the bus stop bay by the Clappentail/Lyme Road roundabout.

22/60/TMH – Drainage Issues at SWiM

RESOLVED: to note the ongoing drainage issues at SWiM and approve making a financial contribution of 25% (up to a maximum of £10k) towards the tenant's cost of repairing and improving the current drains and associated works.

22/62/TMH – RNLI Lifeguard Service

RESOLVED: to continue with the existing contract for the RNLI lifeguard service.

22/63/TMH – Procurement of Electrical and Plumbing Services

RESOLVED: to select Topsparks Ltd as the council's preferred supplier for electrical and plumbing services but to also open invitations to other suppliers with a view to reviewing the position in six months.

22/64/TMH – Advertising Boards

RESOLVED: not to pursue the prosecution of a business refusing to move an advertising board, and to remove boards from any businesses which do not comply with the A board policy and to keep them for as long as is reasonably possible.

22/65/TMH – Trailer Park, Accreted Land and ‘Harbourmaster’s Store’

RESOLVED: to phase the increased rent to Dorset Council for the trailer park and accreted land over two years.

RESOLVED: to refuse the request from the harbourmaster to extend the notice period to vacate the store at Monmouth Beach from 31 January 2023 to 31 July 2023.

22/112/C Receipt of a Petition

The town clerk said the council had formerly received the petition but it was not on the agenda for debate; if there was a recission motion supported by six members, the matter would come back to the council for debate.

Cllr B. Larcombe asked if there was an indefinite time period for a recission motion to be put forward.

The town clerk said there was a deadline by which the decking had to be removed and if there was no recission and no extension to the deadline, he would take action. He said he would allow a reasonable time of two to three weeks before he took any action.

Cllr B. Larcombe said there were other actions to pursue in relation to the Oyster and Fish House and he asked if this work would continue.

The town clerk said the valuation for the balcony and car parking space would be pursued separately.

Cllr R. Smith asked whether the council could convey to the public the logic and reasons behind its decision to ask for the decking to be removed. He said the council didn't seem to have conveyed its rationale.

The town clerk said the council's decision was clear and members spent a lot of time discussing the matter at the extraordinary meeting on 25 January 2023 and forming a resolution based on the rationale. He said it wasn't advisable for the council to try and re-frame its decision.

22/113/C Appointments to External Bodies

Members agreed it wasn't necessary to appoint representatives to the Dorset Association of Parish and Town Councils (DAPTC) or the Lyme Regis Harbour Consultative Group as there was already an additional member appointed, nor to the St Michael's Business Centre Management group as an officer also attended these meetings. It was agreed re-appointments would be made at the annual meeting of the council in May.

22/114/C Internal Audit Report, Visit two 2022-23

Members wished to congratulate officers on a good audit report with minimal recommendations.

Cllr B. Larcombe noted there was a trend with parking issues being raised in recent audits.

The town clerk said officers had admitted there had been some teething problems during the transfer of parking machines from one company to another and there was now a more complex back office system, which the finance manager and operations manager needed to get to grips with.

Proposed by Cllr D. Sarson and seconded by Cllr P. May, members **RESOLVED** to note the internal auditor's report and approve the management responses.

22/115/C Investments and Cash Holdings

The town clerk said since writing the report, the Bank of England interest rate had increased by 0.5%, which meant the offers from the high street banks outlined in the report for a one-year fix on £100,000 would have changed slightly. He suggested part of the council's instruction to officers should be to re-visit these rates.

The town clerk said officers made enquiries of the top three ethically rated banks and the Charity Bank offered rates slightly lower than Natwest. However, he said the holdings in the Charity Bank were not as robust as the bigger banks such as NatWest so it would present some risk and he didn't have the full information on the bank. His advice would be to get the best rates available, with a low-risk strategy by using high street banks, to break the money up and put the majority with NatWest because that would give the council flexibility to move the money around if interest rates varied.

The town clerk suggested members could delegate this to himself and the finance manager and they could bring a report to each Strategy and Finance Committee meeting, as they did anyway, outlining the activities. He said this could also mean having multiple chunks with one bank which could then be moved around. He suggested £800k was on a one-year fix with NatWest, and a lesser amount was also invested with NatWest on a six-month fix so this money could be called on if the council had a cash flow issue.

Cllr B. Larcombe said some other councils used Unity Bank, which provided good rates, and suggested officers looked into this. He said he agreed with the approach outlined by the town clerk and asked if £85,000 was the limit of the council's protection in terms of liabilities.

It was proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe to take the following approach to the council's investments:

- Invest £800,000 with NatWest on a one-year fix, broken down into sums of £200,000
- Invest two separate sums of £100,000 with NatWest on six-month fixes
- To undertake a structured six-month review in investments but any intervening material events should be brought to members' attention

- Officers re-visit the interest rates already quoted to obtain confirmed rates before investing

The town clerk confirmed £85,000 was the limit of the council's protection, so investing with NatWest would mean the council was only protected up to that amount. He said the other option was to invest smaller amounts in lots of banks and take a hit on the interest rates. However, he said NatWest was reliable, the money would be reasonably well protected, it had a good rating and a strong balance sheet. He said his advice would be to go with the best interest rate as the difference could be significant.

Cllr P. May said as an ethical bank would be covered by the Financial Services Compensation Scheme (FSCS), he asked if officers could consider investing up to £85,000 with such a bank, which would reduce the council's risk rather than increase it. He added that the Charity Bank had a better return than Lloyds Bank.

The town clerk agreed it would make sense to do this if the council was breaking down the sums and suggested it could look at investing more with the Charity Bank as he would rather do it in £100,000 chunks.

Cllr R. Doney asked if the council would be able to access its money immediately if it paid a penalty.

The town clerk confirmed this was the case.

Cllr R. Smith said with inflation at 5%, it was a negative interest rate and asked if there was any spending that could be brought forward while it was cheaper to do so.

The town clerk said when members had the discussions around budget-setting, it was one of the reasons £675,000 was allocated to projects on the built environment because it was recognised the value of the council's money was going down. He said when the council had its budget discussions again in September, it would discuss releasing more cash.

Cllr D. Sarson took a friendly amendment to his earlier motion, with the agreement of the seconder, Cllr B. Larcombe.

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members **RESOLVED** to take the following approach to the council's investments:

- Invest £600,000 with NatWest on a one-year fix, broken down into sums of at least £100,000
- Invest £100,000 with the Charity Bank on a one-year fix
- Invest two separate sums of £100,000 with NatWest on six-month fixes
- To undertake a structured six-month review in investments but any intervening material events should be brought to members' attention
- Officers re-visit the interest rates already quoted to obtain confirmed rates before investing

Harbour Dredging and Beach Replenishment – Request from Dorset Council for Contribution Towards Costs

The town clerk said DC had a responsibility for beach re-profiling as part of the sea defence works. He pointed out DC was a £350million organisation, this council was a £1.2million organisation, and DC had a funding gap of £45,000 related to these works.

The town clerk said there had been some difficult exchanges with DC related to money and he outlined some examples of this. He said DC didn't seem to be prepared to meet the town council half way on any of these issues and it was a considerably bigger organisation putting pressure on a relatively small one.

The deputy mayor, Cllr C. Reynolds said the depositing of the dredged material on the beach was of benefit to DC because it would otherwise have to take it away at a cost. She said she was also concerned about the material that was deposited as it was oily.

Cllr R. Smith suggested the council could agree a long-term amount it could contribute and knew it could sustain and budget for, rather than these ad hoc requests for contributions from DC. He said he would support the request for £5,000 for a water quality survey and suggested this be considered separately.

Cllr B. Bawden felt the council should be conciliatory and although £45,000 may be too much, it should offer something.

Cllr B. Larcombe said he would be interested to know why there had been such a substantial increase in the total cost of dredging at Lyme Regis and whether this reflected increases at West Bay and Weymouth.

Cllr R. Doney said if the council agreed to a contribution it would set a dangerous precedent and the bigger authorities would keep leaning on smaller councils if they had a financial problem.

Cllr B. Bawden said the increase in costs was due to contractor costs being much higher than expected and the same increases applied to other harbours, although she didn't know if DC was asking for the same level of contribution from other councils.

The town clerk said the council could also commission a water quality test itself and share the results with DC.

Proposed by Cllr R. Doney and seconded by Cllr R. Smith, members **RESOLVED** to refuse the request from Dorset Council for a financial contribution towards the cost of harbour dredging and beach replenishment in 2023 and 2024.

Proposed by Cllr R. Smith and seconded by Cllr B. Larcombe, members **RESOLVED** to undertake water quality testing during the harbour dredging and beach replenishment work, up to a value of £5,000.

22/117/C Extension Request for the Removal of Outside Seating

Cllr B. Larcombe said as no date had been specified to extend the deadline for the removal of the outside seating at the Oyster and Fish House, he felt members could only vote in principle.

The town clerk said he had asked for a date for the extension but this had not been provided. He said the owner wanted to gauge how business went through the summer but committed not to use the decking after March 2023.

Cllr R. Smith was concerned if the council didn't have a definite date of 31 March 2023 for the removal of the decking, the matter would drift. He said if an extension was given, the land wouldn't be able to be used by the council because the decking would still be in situ.

The town clerk said he felt the request was not unreasonable as the business would be going into the more lucrative period. Even though he hadn't been able to get a firm date, he said the council needed to consider the request in principle.

Cllr B. Larcombe said if the council extended the deadline to an indefinite period, this could cause other businesses with al fresco licences to ask for extensions.

Cllr C. Reynolds asked for a recorded vote on the following motion:

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, members **RESOLVED** to request that the decking at the Oyster and Fish House is removed by 31 March 2023.

Voted for: Cllr G. Turner, Cllr B. Bawden, Cllr P. May, Cllr B. Larcombe, Cllr C. Aldridge, Cllr D. Sarson

Voted against: Cllr C. Reynolds, Cllr D. Ruffle, Cllr G. Stammers

Abstentions: Cllr R. Smith, Cllr R. Doney

The meeting closed at 9.39pm.

LYME REGIS TOWN COUNCIL

**MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON
WEDNESDAY 29 MARCH 2023**

Present

Chairman: The Mayor, Cllr M. Ellis

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

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

22/118/C Public Forum

J. Yelland – 1st Lym Valley Scouts

J. Yelland said it was great to be back after another outstanding year for the 1st Lym Valley Scouts. They had started a second scout group due to soaring demand, they had been to Paris to help extend young people's horizons and see the world, and they continued to deliver experiences which helped shape young people's lives for the better. He said he was here to talk about the scout's watersports provision as they had a long history of getting young people out on the water, whether that be rafting in Lyme Regis, taking young people overseas to experience watersports in other countries, or teaming up with local organisations to expand opportunities for young people to make use of Lyme's best asset, the sea. J. Yelland said while progress had been made by many organisations locally to widen participation in watersports in recent years, sadly there was much more to do to make it accessible for all young people. He said there remained barriers for entry, with the cost of learning being one of the biggest. He said as there were no paddle sports clubs in Lyme Regis, young people had to turn to businesses to learn to paddleboard, which could cost £30 per hour per person for tuition on how to use a paddleboard safely and well. J. Yelland said these numbers therefore told the scouts what they needed to do. He said they were asking for the council's support in purchasing mega paddleboards and associated equipment. He said these paddleboards were like normal ones only larger and they could accommodate eight young people at a time and an adult giving tuition. He said this gave them the ability to get multiple young people out on the water safely in a way that was fun and offered them a chance to learn something. J. Yelland said they had received support from the Scout Association who were helping leaders become paddleboard instructors and they had also received funding from Candles on the Cobb and Regatta and Carnival, as they recognised the value of these activities to young people. He said they hoped to be out on the water this summer to teach skills for life and give even more young people the chance to take part in the activity.

E. Holt – Lyme Regis Town Band

E. Holt said last year with the council's grant the town band organised a workshop with 50 external players coming to the Lyme Regis area from 10 brass bands in four counties, as well as three members of the Bournemouth Symphony Orchestra. He said this year they were holding the workshop in a bigger venue because they outgrew the venue within year one, they were getting nationally recognised professional tutors and they were hoping to extend the number of places available. E. Holt said the band had looked at their costs from last year and managed to secure a free venue, reducing their costs considerably, but the tutors came at a higher cost. He said the band applied for £1,000 last year but only spent £500 so they were applying for £500 again this year to support the workshop, to make it bigger and better and get more locals from Lyme Regis to go to the free concert they would be putting on at the end.

M. Dixon – Lyme Regis Gig Club

M. Dixon said Lyme Regis Gig Club was a charity set up in 2007 to enable people to participate in the healthy sport of sea rowing in pilot gigs and sea skiffs, with a membership of over 100 and a junior section. He said they were keen to enable more people to participate in the sport and this was driving their plans to commission the building of a new Cornish pilot gig in June. He said the club had been doing their own fundraising, including jumble sales, they had been supported by the Regatta and Carnival Committee and other organisations, and it would be terrific if the town council would also be willing to support the project. M. Dixon said they had three Cornish pilot gigs, with the last one being built in 2012, and currently two of them were in the Isles of Scilly waiting for the World Pilot Gig Championships to represent Lyme Regis. He said outside Cornwall, he would like to think the club was one of the better competitive teams and recently the first race of the season at Saltash saw the men's A team come 19th out of 50 teams. He said the new wooden gig would be built by the Boat Building Academy so it would be there for everyone to see while it was being built, it would be used for racing and would give greater capacity to bring in more young people. He said the club was working with Woodroffe School, Colyton Grammar School and Axe Valley Academy to run indoor rowing programmes.

O. Brazier-Pethick – Powder Monkeys Explorer Sea Scout Unit

O. Brazier-Pethick said the unit was happy to welcome members last year to one of their meetings and they knew members particularly enjoyed the challenge of putting up one of the tents the council had funded. He said the unit continued to grow faster than they could have imagined, now with nearly 30 Explorer Sea Scouts, which was amazing given the unit only started three years ago. He said they had had an amazing year, including going to Paris with the 1st Lym Valley Scouts, going to Cirencester and beating 380 teams from the UK to win strategy, they had supported Candles on the Cobb, sold cakes at Belmont open days and much more. O. Brazier-Pethick said as much as the unit was about being on the water, they did a lot on dry land. He said nothing quite matched the experience of spending time with friends camping out under the stars, a very special moment which sadly they missed out on during the pandemic. He said the nights away experience would help them develop skills for life, help them grow and get the most out

of Explorers. He said having more tents would allow them to do more; given how quickly the unit had grown, they still needed to borrow tents from the 1st Lym Valley Scouts. He said as they continued to develop, this could cause major issues when both groups wanted to camp at the same time. O. Brazier-Pethick said having more of their own tents meant they could go on their own adventures not constrained by what others were doing. He said this year the unit leader got her nights away permit, which meant they wouldn't have to borrow leaders from other groups to go on trips. He said the tents they would like were more specialist than an average family tent and were expedition tents used in the toughest conditions. He said they were robust, which meant they would last so it was a solid investment for the unit and not something to be thrown away, something that sat well with them given the focus on sustainability. O. Brazier-Pethick said the tents would help them achieve top awards, build life skills and help them make memories for the future. He said they believed it was the right thing to ask for money for.

P. Rex (Town Mill Trust)

P. Rex thanked the council for ring-fencing funding for community grants as organisations were under budgetary pressures, so it was good for local organisations to have the opportunity to apply. She said they ran a complex site at the Town Mill and managed a delicate heritage building. She said they were supported small local businesses as a landlord, many of whom provided artisan craftsmanship, they supported arts in the community, and supported the production of green power through a hydro plant. She said they were reviewing what they did and felt there was a need for greater engagement with the local community, something which had potentially dropped away over recent years but had now been highlighted as a priority. P. Rex said they had the opportunity to do this with an under-utilised space, which wasn't fit-for-purpose but could be a tremendous asset with some modifications. She said Lyme Regis Development Trust ran a monthly meeting which was designed to address social isolation and this group was oversubscribed with a waiting list. She said they would love to be able to work collaboratively by providing a space for that service. She said if there were any opportunities to work collaboratively, they would be keen to reignite those connections. P. Rex said they wanted to provide some basic kitchen facilities and make the Bakehouse studio a good community space.

S. Williams (Lyme Regis Boat Building Academy)

S. Williams said since becoming a charity in 2020, the Boat Building Academy had very much broadened its remit in the wider community of Dorset, particularly with the council, Dorset Community Fund and the Local Enterprise Partnership. He said in order to broaden its student cohort, it was looking to bring in more disadvantaged young people and they had launched a major campaign nationally, applying to charitable trusts across the country to try and get the funds to do this. He said linked to this was their proposal to run taster days for students from Woodroffe School, where the academy director went earlier this year to talk to the students, and 25 of them expressed an interest in having a day at the Boat Building Academy. S. Williams said they were working with the school to establish dates for this, which would extend into the next academic year. He said they would need several taster days to accommodate everyone and the students would have some presentations, a tour of the workshop, they would get a real feel for what went on

in the boat building and furniture making courses and have a go in the workshop with the wood and other materials to develop a project in just one afternoon. S. Williams said they had some separate funding to run one-week starter courses, so if any students who came out of the taster day were keen and committed they could develop further and some could get a bursary to do either the 40-week boat building course or the 12-week furniture making course. He said it was important to note the students didn't have to be skilled wood workers to start with, that was what the tutoring was about. S. Williams said they were asking for the town council's support to take the taster days forward, not just for a few months but extending forward. He said they believed it was a very positive initiative to engage with local young people, particularly those who wouldn't normally be able to afford to do these courses, to be able to benefit in the longer term and potentially have a life-changing and successful career in the boat building, furniture making or restoration industries.

K. Vernon – Axminster and Lyme Cancer Support

K. Vernon thanked the council for its ongoing support, especially the mayor, as well as the wider community. She said they had been running for five years and had had some tremendous support. She said in the NHS there had been figures of cancer diagnoses going up and sadly they were seeing the impact of that in the local community; they had over 100 new clients in the last nine months, which was huge for such a small area. She said they offered clients a mix of talk, touch and activity, so this would be counselling, hands on therapy and creative or physical activities. K. Vernon said it was up to the clients what they wanted to do and how much or little they wanted to do, at no cost to them. She said their number one request was for counselling so they were asking the council for £900 to cover the cost of a professional counsellor for four people in Lyme Regis. She said each of the clients would get six sessions with a professional, insured therapist from the community so the funding would go full circle.

R. Waspe (Lyme Regis Sea School)

R. Waspe said the sea school was a Royal Yachting Association accredited organisation to teach children and adults through an accredited system where they gained certificates from levels one to four in sailing, open to all the local schools and the community. He said the organisation was run by volunteers, with four trustees, and their aim was to get people out on the water, teaching them skills they probably wouldn't otherwise learn if they were using the water without any training. R. Waspe said they were running sessions for 10 weeks in the summer and weekends and evening sessions. He said last year they were pleased to welcome some members to one evening session to watch the boats go out, which the council had helped fund. He said this year they were requesting funding to replace 20-year-old boats with reasonably new boats to maintain the standard of teaching and maintain their safety for the children. He said they were holding an open day on 5 April 2023 when it would be £5 to sail. R. Waspe said they were working with Woodroffe School and the Axe Valley Academy to give them a taster, as well as running a community week which the Powder Monkeys and 1st Lym valley Scouts would be attending. He said they were also doing more work with the gig club to integrate with the community. He said they also offered bursaries if it was unaffordable to some families.

G. Barr – Turn Lyme Green/Plastic Free Lyme

G. Barr said they were asking for a grant of £500 out of anticipated expenditure of £2,000 and said the council had been very generous in the past and paid for the survey on the River Lim. He said the grant would allow them to provide an extended subscription to MailChimp to email the 500 addresses who received their newsletter on a monthly basis and regular newsflashes. He said it would also help to modernise and improve the website, which was over 12 years old. G. Barr said the money would be for community outreach to reach residents and visitors with news about the environment in and around Lyme Regis. He said as in previous years, they intended to be represented at all the community events in Lyme Regis and Uplyme.

C. Reynolds – Lyme Regis Community Support

C. Reynolds said the group was still helping people in the town but had started off at the beginning of Covid doing shopping, collecting prescriptions, signposting and lots of other jobs. She said they wanted to continue helping people and needed more volunteers for a badly needed car service to take people to hospital and other appointments. She said they would have liked to have asked for £1,000 but they would have to match fund this amount and simply didn't know how much it would cost. C. Reynolds said it could be well over £2,000 because it would take a lot of time and effort to get something like this running. She hoped if they needed further help in the future, with the council's new community engagement plan, it would look favourably on them at a later date. She said people had real issues getting to places like Dorchester and Poole. She said they were looking for volunteers to help run the service and asked anyone interested to get in touch with her.

P. Magrane – Lyme Crime Literary Festival

P. Magrane said the aim of the event was to bring literary crime novel writers to the town and some of the figures behind the stories. He said it was launched in 2020 and like so many other cultural events it took place online but with a full programme of events. He said they finally hosted a full Lyme Regis festival in 2022 with a great roster of authors. He said the next festival would be in June 2023 and they were asking for support from the council for one talk by an Old Bailey judge who would be talking about why people committed murder and shining a light on the psychology and the legal profession. P. Magrane said it would be of huge interest to any young person who was thinking of working in the legal profession or crime prevention.

M. Ellis – Curtain up Theatre Company

M. Ellis said the organisation had been raising funds through cake stalls and bingos to buy a backstage curtain for shows to enhance the audience's outlook on the stage.

22/119/C Apologies for Absence

Cllr C. Aldridge – holiday

Cllr R. Smith – work commitments

Cllr T. Webb – illness

22/120/C Disclosable Pecuniary Interests

Cllr R. Doney declared a non-pecuniary interest in Lyme Regis Community Support as he was chairman of the organisation.

Cllr D. Sarson declared a non-pecuniary interest in Lyme Regis Bowling Club as he was a member of the club.

Cllr C. Reynolds declared a non-pecuniary interest in Lyme Regis Community Support as she was the lead co-ordinator of the organisation.

Cllr P. May declared a non-pecuniary interest in the Town Mill Trust as he was a trustee.

Cllr B. Bawden declared a non-pecuniary interest in Turn Lyme Green/Plastic Free Lyme as she was a member of the organisation.

Cllr M. Ellis declared a non-pecuniary interest in Lyme Regis Community Support as she was a co-ordinator in the organisation and in the Curtain Up Theatre Company as she was the stage manager.

22/121/C Dispensations

There were none.

22/122/C Allocation of Community Grants 2023-24

As the total amount requested was less than the amount of funding available, members discussed how the applications should be considered. It was agreed each application should be considered and voted on separately to demonstrate due diligence.

1st Lym Valley Scouts

Proposed by Cllr D. Sarson and seconded by Cllr B. Bawden, members **RESOLVED** to award a 2023-24 community grant of £499 to the 1st Lym Valley Scouts.

Axminster and Lyme Cancer Support

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** to award a 2023-24 community grant of £900 to the Axminster and Lyme Cancer Support.

Curtain up Theatre Company

Proposed by Cllr G. Stammers and seconded by Cllr C. Reynolds, members **RESOLVED** to award a 2023-24 community grant of £499 to Curtain Up Theatre Company.

Lyme Crime Literary Festival

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2023-24 community grant of £416 to Lyme Crime Literary Festival.

Lyme Heartbeat

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to award a 2023-24 community grant of £500 to Lyme Heartbeat.

Lyme Regis Boat Building Academy

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members **RESOLVED** to award a 2023-24 community grant of £1,000 to Lyme Regis Boat Building Academy.

Lyme Regis Bowling Club

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2023-24 community grant of £500 to Lyme Regis Bowling Club.

Lyme Regis Community Support

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2023-24 community grant of £500 to Lyme Regis Community Support.

Lyme Regis Gig Club

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, members **RESOLVED** to award a 2023-24 community grant of £1,000 to Lyme Regis Gig Club.

Lyme Regis Pantomime Society

Proposed by Cllr G. Stammers and seconded by Cllr C. Reynolds, members **RESOLVED** to award a 2023-24 community grant of £800 to Lyme Regis Pantomime Society.

Lyme Regis Sea School

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** to award a 2023-24 community grant of £1,000 to Lyme Regis Sea School.

Lyme Regis Town Band

Proposed by Cllr G. Turner and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2023-24 community grant of £500 to Lyme Regis Town Band.

Lyme Regis Youth Football

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2023-24 community grant of £509.48 to Lyme Regis Youth Football.

Powder Monkeys Explorer Sea Scout Unit

Proposed by Cllr D. Ruffle and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2023-24 community grant of £499 to Powder Monkeys Explorer Sea Scout Unit.

The Parish of the Most Holy Trinity

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2023-24 community grant of £500 to The Parish of the Most Holy Trinity.

Town Mill Trust

Proposed by Cllr G. Stammers and seconded by Cllr B. Bawden, members **RESOLVED** to award a 2023-24 community grant of £1,000 to the Town Mill Trust.

Turn Lyme Green/Plastic Free Lyme

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members **RESOLVED** to award a 2023-24 community grant of £500 to Turn Lyme Green/Plastic Free Lyme.

Uplyme and Lyme Regis Cricket Club

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members **RESOLVED** to award a 2023-24 community grant of £1,000 to Uplyme and Lyme Regis Cricket Club.

Uplyme Preschool

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2023-24 community grant of £500 to Uplyme Preschool.

The meeting closed at 8.04pm.

Committee: Full Council

Date: 5 April 2023

Title: Matters arising from the minutes of the Full Council meeting held on 15 February 2023 and the extraordinary Full Council meeting on 29 March 2023

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting held on 15 February 2023 and the extraordinary Full Council meeting held on 29 March 2023 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

22/115/C – Investments and Cash Holdings

Applications have been made with Natwest and the Charity Bank to make investments in line with the council's resolution.

22/116/C – Harbour Dredging and Beach Replenishment – Request from Dorset Council for Contribution Towards Costs

Dorset Council was notified of the council's decision not to make a financial contribution towards the cost of harbour dredging in 2023 and 2024.

The town council offered to undertake water quality testing during the harbour dredging and beach replenishment work, up to a value of £5,000. However, Dorset Council said it would carry out testing of the dredged material as this would take place regardless. The operations manager requested additional testing for hydrocarbons and Dorset Council agreed to do this at its own cost.

Dorset Council did not carry out water testing as it didn't feel it was necessary. Water quality testing was carried out last year as part of the Environment Agency's normal bathing water testing, as the dredging was carried out in June 2022, and the tests did not show any spikes in bacterial pollution.

The River Lim Action Group this year carried out its own water testing during the dredging and didn't find any spikes in bacterial pollution.

22/117/C – Extension Request for the Removal of Outside Seating

The decking at the Oyster and Fish House was removed by 31 March 2023 as requested.

John Wright
Town clerk
March 2023

**Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 5 April 2023**

- 24 February Deputy mayor, Cllr Cheryl Reynolds and deputy mayor's consort attended a candlelit vigil to mark the first anniversary of the war in Ukraine.
- 10 March Attended with the deputy mayor the Hive Company Seaweed night where there was great food and an interesting talk using bio-degradable products.
- 18 March Cut the ribbon at the opening of the Blueberry store in Broad Street with the deputy mayor.
- 22 March Attended with consort the Act of Remembrance for the Lyme Bay canoeing disaster at St Michael's garden of remembrance.
- Chaired a Strategy and Finance meeting in the Guildhall.

My thanks to the deputy mayor and consort for attending events on my behalf.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 7 FEBRUARY 2023**

Present:

Chairman: Cllr G Turner

Members: Cllr C. Aldridge, Cllr B. Bawden, Cllr B. Larcombe, Cllr P. May,
Cllr D. Sarson

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

22/100/P Public Forum

Richard Betts of Somer Fields, Lyme Regis explained that he was present to speak in opposition to application P/HOU/2023/00103

The chairman invited Mr Betts and the additional 4 members of the public who objected to the application to speak immediately prior to consideration of this application and a further letter submitted by a resident of Somer Fields who raised 6 objections concerning P/HOU/2023/00103. The applicant would then speak in support of the application.

There were no other members of the public present at the meeting who wished to speak about any other matters on the agenda.

22/101/P Apologies for Absence

There were none.

22/102/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, the minutes of the meeting held on 24 January 2023 were **ADOPTED** without amendment.

22/103/P Disclosable Pecuniary Interests

There were none.

22/104/P Dispensations

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

22/105/P Matters arising from the minutes of the Planning Committee on 24 January 2023

There were none.

22/106/P Update Report

There were none.

22/107/P Planning Applications

Planning applications were considered in accordance with the details circulated and Cllr G. Turner invited those objecting to application P/HOU/2023/00103 to speak first.

Richard Betts explained that the proposed access was on Somer Fields and not on Somers Road, so a completely different road from the property, which he objected to and said that Somers Field suffered from the same issues due to the road incline and winter weather as Somers Road. Also, this road was used as a turning circle for the No. 71 local bus and increasingly used as parking for teachers and students at The Woodroffe School, making it an ever more dangerous road for vehicular access. He also questioned whether this access would be feasible due to the retaining wall (that he shared) that stretched down the hill and which required regular inspection from The Highways department. He argued that a structure that could deal with significant slopes in two directions would require such heavy engineering that it would have an enormous structural, visual and environmental impact. He considered this a needless and unnecessary development when there was already adequate parking via the current driveway to Edzell. He asked why this project would be considered environmentally, ecologically, and visually acceptable when the current driveway and parking area was more than adequate for the size of the existing property.

Peter Stamps of Somer Fields said he echoed the comments made by Richard Betts and said that the existing driveway and access was adequate and was no steeper than Somer Fields and there was plenty of scope to increase parking space on the current driveway. He also said that the town bus and other vehicles frequently reversed in Somer Fields and, combined with increased parking connected with Woodroffe school, any additional access would just add to an already dangerous situation. He didn't understand why this additional access was necessary.

Mrs Jaqueline Coppard of Somer Fields then spoke and said the current driveway was more than adequate for any large residence, providing parking for numerous vehicles, and the applicant now wanted a parking platform on a road that he did not reside in. The proposed access from the platform down a flight of outside steps would be very dangerous when frosty and also the applicant did not own the land he wished to build on. The grassy area in Somer Fields was used communally and walked on every day and was also maintained by the residents who wished to extend the planting for the benefit of the community. The road was also used for off road parking for residents and The Woodroffe School and as an area of natural beauty, there was a responsibility to protect it. She also felt the street scene would be adversely affected by this out of scale car park.

Cllr B. Larcombe asked who owned the area and whose permission she had sought in planting and using the area. Mrs Coppard said they didn't need permission if it was communally used, she didn't want to say who owned it, but would be happy to talk in private.

Leo Markham of Somers Road then spoke in support of his application. He said the residents who were objecting were doing gardening and using an area which they admitted was not their land. He said the current driveway was built in the 1970's, was steep and his 86-year-old disabled mother who lived with them found it increasingly difficult to get into any vehicle, let alone an emergency vehicle, as the access was too narrow. The current access was only through the back door, and as it was an upside-down house, he had to walk through the bedrooms and upstairs to gain access to the main living area of the house. He said that other properties on Somers Field had off road parking and he just wanted the same vehicular access across the path/driveway as his neighbours and was not requesting any additional development.

Raymond Coppard of Somer Fields then said that the applicant wanted additional access to give him the opportunity to develop and add another house in the future and the application was just a smoke screen to allow this development.

Leo Markham commented that this was all conjecture and incorrect.

Anne Stamps of Somer Fields then asked why the applicant wouldn't use the money to develop and widen the existing driveway and asked why two driveways were needed, as it didn't make sense.

Mark Green then read out a letter from Mr Lovell of Somer Fields who objected to the application for various reasons, including that the proposed driveway might cause damage to the retaining wall, have an adverse effect on adjacent properties and on the road itself. Also, the proposed new drive opened onto a very steep hill and nothing would be gained by the change. It would also reduce access for service vehicles and parking for Woodroffe staff and students.

Cllr B. Larcombe said that as with all planning applications, the council's role was to look at the merit of the planning application and judge it against material considerations. It was not the council's role to discuss and judge the wisdom or choices of the application or the intent. The council, which was only a consultee, couldn't be an arbitrator on ownership matters and he said it was up to Dorset Council Highways and the Planning or Building Control Officers to comment on safety, ground stability and parking issues, as part of the consideration process.

He said it was not for the Councillors to judge how many drives an owner had and what people did with their property within their boundary was up to them, unless it required planning permission. Neither was it the Council's role to speculate about the applicant's possible future plans, it could only judge the application currently before it. As the proposed parking structure was below the existing road level, he felt there would be no negative impact on the street scene. He also commented that houses further down

Somers Field had a similar facility of access and hard standing which established a local precedent.

He emphasised the committee could only be concerned with material considerations and given there were already similar accesses in Somers Field and the one now proposed was below road level, and therefore had less visible impact, he personally did not have a problem with the application.

Members discussed the application at some length and were generally of the view that it could be supported.

- 1) **P/HOU/2023/00103** (Received 19 January 2023)
HOUSEHOLDER PLANNING PERMISSION
Creation of new vehicular access and parking area - Edzell, Somers Road, Lyme Regis, DT7 3EX

*The town council recommends **approval** of the application because its appearance is in keeping with neighbouring properties, it does not involve material harm to the Conservation Area or heritage assets and has minimal adverse impact on the residential amenity of neighbouring properties.*
- 2) **P/RES/2022/08025** (Received 23 January 2023)
RESERVED MATTERS APPLICATION
Erection of a detached dwelling (reserved matters application to determine access, landscaping, layout, scale & appearance following the grant of outline planning permission number WD/D/19/002837) - Land adjacent to Seathrift, off Greenway, Lyme Regis

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties and surrounding area, it is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties and provides additional residential accommodation with minimal net impact.*
- 3) **P/LBC/2022/07888** (Received 24 January 2023)
LISTED BUILDING CONSENT
Replacement of Fascia and guttering - High Cliff House, Sidmouth Road, Lyme Regis

*The town council recommends **approval** of the application because it does not involve material harm to the Conservation Area or heritage assets and has no adverse impact on the integrity or appearance of the listed building or residential amenity of neighbouring properties.*
- 4) **P/FUL/2023/00401** (Received 25 January 2023)
Install a CCTV camera to Lyme Regis Baptist Church - Lyme Regis Baptist Church, Silver Street, Lyme Regis, DT7 3NY

*The town council recommends **approval** of the application because it is a necessary extension of the town's CCTV facilities, has no adverse impact on the residential amenity*

of neighbouring properties and does not involve material harm to the Conservation Area or heritage assets.

- 5) **P/LBC/2023/00402** (Received 25 January 2023)
Install a CCTV camera to Lyme Regis Baptist Church - Lyme Regis Baptist Church, Silver Street, Lyme Regis, DT7 3NY

*The town council recommends **approval** of the application because it is a necessary extension of the town's CCTV facilities, has no adverse impact on the residential amenity of neighbouring properties and does not involve material harm to the Conservation Area or heritage assets.*

- 6) **P/HOU/2023/00124** (Received 25 January 2023)
HOUSEHOLDER PLANNING PERMISSION
Erect single-storey side extension - The Coach 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 material harm to the Conservation Area or heritage assets and has no adverse impact on the residential amenity of neighbouring properties.*

- 7) **P/HOU/2022/07940** (Received 30 January 2023)
Erect single storey rear extension to lower ground floor and replacement garden room and terrace at ground floor level. Replacement windows and doors and external renovations - 1 Overton Close, Timber Hill, Lyme Regis, DT7 3HQ

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

22/108/P Amended/Additional Plans

- 1) **P/NMA/2023/00277** (Received 19 January 2023)
NON MATERIAL AMENDMENT APPLICATION
Non material amendment - proposing 7 minor alterations. The changes propose a new access arrangement and a number of minor alterations to elevations - to planning permission P/FUL/2021/04531 (Change of use from multiple dwellings to a single family home. Erect replacement single storey front and side extensions including new garage and new conservatory extension to the side rear) – Glenholme, Flat 1 Cobb Road, Lyme Regis, DT7 3JR

2) **P/NMA/2023/00382** (Received 23 January 2023)

NON MATERIAL AMENDMENT APPLICATION

Non Material Amendment - Amendment to layout, updated garage and adjustments to windows to planning permission P/FUL/2021/04357. Demolition of existing bungalow and replacement with contemporary dwelling - Orchard End, Highcliff Road, Lyme Regis, DT7 3EW

NOTED

22/109/P Withdrawn Applications

There were none.

22/110/P Planning Decisions

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

22/111/P Planning Correspondence

There was none.

22/112/P Exempt Business

There was none.

The meeting closed at 8.27 pm.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 21 FEBRUARY 2023**

Present:

Chairman: Cllr G Turner

Members: Cllr C. Aldridge, Cllr B. Bawden, Cllr B. Larcombe,
Cllr P. May

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

22/113/P Public Forum

Tony Pudler of Pound Street, Lyme Regis explained that he was present to speak in opposition to application P/FUL/2023/00666.

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

There were no other members of the public present at the meeting who wished to speak about any other matters on the agenda.

22/114/P Apologies for Absence

David Sarsons – prior commitment

22/115/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, the minutes of the meeting held on 7 February 2023 were **ADOPTED** without amendment.

22/116/P Disclosable Pecuniary Interests

There were none.

22/117/P Dispensations

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

22/118/P Matters arising from the minutes of the Planning Committee on 7 February 2023

There were none.

22/119/P Update Report

There were none.

22/120/P Planning Applications

Planning applications were considered in accordance with the details circulated.

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe it was **resolved** that application P/FUL/2023/00666 be considered first to avoid Mr Pudler being unnecessarily detained.

Cllr G. Turner invited Mr Pudler to speak.

Mr Pudler said Abbeyfield House was a valuable and unique asset to the town which has served the community for 50 years and should continue to do so, and not be turned into a private home. He said it had been designed as a residential centre for groups, with 12 rooms, grounds, parking, and links with the Baptist Church and should remain as a residential centre, meeting point and asset to the community. Assets such as Abbeyfield's shouldn't be lost, as once it's gone, it's gone and there was also no other facility like it in the area.

Cllr B. Larcombe advised Mr Pudler that the town council were only a consultee in the process and not the planning authority. In considering the application, members were not able to dictate what the owner chose to do with their property, so questioned what he was asking the members to do regarding this application.

Mr Pudler said he wanted the committee to recommend refusal on the grounds that it was a facility that was not designed as and should not be used as a private residence. It should, instead, be used as a facility to benefit young people and the local community.

Cllr B. Larcombe asked the deputy town clerk whether, given the historic use of Abbeyfield House was that of a single private residence, would it now be possible to justify an objection to it resuming that use on the grounds of loss of a local amenity or facility?

The deputy town clerk said there might be an argument that it's previous use as a residential nursing home had generated local employment opportunities and given there were policies against the loss of local employment opportunities then this could probably be cited as a reason for recommending refusal. He explained that there were lists of 'community assets' but this was more about property and asset management than planning, and he doubted whether this would carry weight in planning terms.

In response to questions from members, the deputy town clerk advised that regulations about change of use and what did and what did not require planning permission were extremely complicated and had changed several times in recent years. He was reluctant to offer detailed advice without further research.

Cllr B. Larcombe said the application should be considered on planning merits, but felt it was legitimate to comment on the loss of a valuable community asset and local

employment opportunities. However, the fact that this amenity had been shut and sold could suggest the council was advocating an unsustainable proposition.

Members continued to discuss the application at some length. They were generally of the view that the property, in its current configuration and site layout, offered the potential for both a multi-occupational residential and/or community/educational use and for local employment opportunities and that the application to change its use to a single residential dwelling should be resisted.

2) P/FULL/2023/00666 (Received 9 February 2023)

FULL PLANNING PERMISSION

Change of use from C2 residential nursing home to C3 dwelling house. No material changes to the exterior of interior of the building – Abbeyfield House, Silver Street, Lyme Regis, DT7 3HS

*The town council recommends **refusal** of the application because the change of use would involve the loss of an existing local employment opportunity and the loss of a significant community asset with the potential for a multi-occupational residential and/or community/educational use.*

3) P/FULL/2023/00647 (Received 7 February 2023)

FULL PLANNING PERMISSION

New detached dwelling house on land to the r/o Lewesdon House – Lewesdon, Silver Street, Lyme Regis, DT7 3HT

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

22/121/P Amended/Additional Plans

1) P/NMA/2023/00659 (Received 7 February 2023)

NON-MATERIAL AMENDMENT APPLICATION

Non-material amendment - reduce width of dormers to planning permission number P/HOU/2022/02503 (Erection of single storey extensions and formation of dormers in roof) 10 Highcliff Road, Lyme Regis, DT7 3EW

NOTED.

22/122/P Withdrawn Applications

1) P/HOU/2022/04194 (Decision date 25 January 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

- 2) **P/LBC/2022/04195** (Decision date 25 January 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
- 3) **P/FUL/2022/07114** (Decision date 2 February 2023)
FULL PLANNING PERMISSION
Refurbishment and modifications to existing ground floor flat including demolition of rear corridor link and utility room and replacement with new, replacement of ground floor sash windows and re-rendering of ground floor portion of front façade - 21 Marine Parade, Lyme Regis, DT7 3JF
- 4) **P/LBC/2022/07794** (Decision date 2 February 2023)
LISTED BUILDING CONSENT
Refurbishment and modifications to existing ground floor flat including demolition of rear corridor link and utility room and replacement with new, replacement of ground floor sash windows and re-rendering of ground floor portion of front façade - 21 Marine Parade, Lyme Regis, DT7 3JF

NOTED.

22/123/P Planning Decisions

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

22/124/P Planning Correspondence

Cllr B. Larcombe requested that members were updated on the East Devon local plan. The deputy town clerk said it had been difficult to submit comments due to the consultation document not allowing for much written response. Therefore, he had emailed the Forward Planning Manager to provide him with more detailed comments.

22/125/P Exempt Business

There was none.

The meeting closed at 7.52pm.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 7 MARCH 2023**

Present:

Chairman: Cllr G Turner

Members: Cllr C. Aldridge, Cllr B. Bawden, Cllr B. Larcombe, Cllr P. May, Cllr D. Sarson

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

22/126/P Public Forum

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

22/127/P Apologies for Absence

There were none.

22/128/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, the minutes of the meeting held on 21 February 2023 were **ADOPTED**.

22/129/P Disclosable Pecuniary Interests

Cllr P. May declared a non-pecuniary interest in planning applications P/FUL/2023/00766, P/FUL/2023/00767 and P/ADV/2023/01041 as he was a Town Mill trustee.

Cllr G. Turner declared an interest in planning application P/VOC/2023/00551.

22/130/P Dispensations

There were none.

22/131/P Matters arising from the minutes of the Planning Committee on 21 February 2023

There were none.

22/132/P Update Report

There were none.

1) **P/FUL/2023/00766** (Received 17 February 2023)**FULL PLANNING PERMISSION**

Alterations include:- Replace wooden gates with metal railings. Replace closed gate and install access stairs. Replace railings with hooped railings. Install canopy over Malthouse doors. Replace and enlarge main entrance with glass door. Install serving hatch. Replace archway to car park - The Town Mill, Mill Lane, Lyme Regis DT7 3PU

Cllr B. Larcombe asked the deputy town clerk, as there were so many elements of this application, if there was one aspect that wasn't liked would it be necessary to reject the whole application?

The deputy town clerk confirmed the application needed to be treated as a whole and any recommendation needed to be on that basis.

Cllr P. May spoke on behalf of the Town Mill and explained they were suffering from the mill not being maintained to the standard that the trustees would like it to be and would expect for an amenity of this quality in the town. They currently didn't have the finance to carry out the works being set out in the planning application, but they would be going to various funding bodies to get that money, particularly lottery funding.

Estimated costs were approximately £100K, but to apply for grant funding, planning permission had to be in place, hence the application. The trustees felt they had to apply for multiple elements, even though some components of the application might not be undertaken if they were unable to access sufficient funding.

Cllr B. Larcombe said he personally felt there were no component parts that would give the council scope to refuse the application. Taking the more significant elements, he had no issue with the serving hatch or the railings which were a vast improvement in both appearance and safety. However, he would hope the canopy (which was shown in a light colour) would be rendered the same pale blue colour as other features at the mill. He personally didn't like the proposed entrance archway at the top of the steps from Broad Street car park and felt it wasn't in keeping with the proposition for the wider area.

Other members were supportive of the proposed changes and felt the application as submitted was acceptable.

*The town council recommends **approval** of the application because the appearance of the property and surrounding area will be enhanced, public safety and access will be improved and the 'legibility' of this important visitor attraction will be enhanced. In addition, it is in keeping with neighbouring properties, it does not involve material harm to the Conservation Area or heritage assets and has no adverse impact on the integrity of the property or amenity of neighbouring properties.*

Cllr P. May abstained from voting due to his non-pecuniary interests.

2) **P/LBC/2023/00767** (Received 17 February 2023)

LISTED BUILDING CONSENT

Alterations include:- Replace wooden gates with metal railings. Replace closed gate and install access stairs. Replace railings with hooped railings. Install canopy over Malthouse doors. Replace and enlarge main entrance with glass door. Install serving hatch. Replace archway to car park - The Town Mill, Mill Lane, Lyme Regis DT7 3PU

*The town council recommends **approval** of the application because the appearance of the property and surrounding area will be enhanced, public safety and access will be improved and the 'legibility' of this important visitor attraction will be enhanced. In addition, it is in keeping with neighbouring properties, it does not involve material harm to the Conservation Area or heritage assets and has no adverse impact on the integrity of the property or amenity of neighbouring properties.*

Cllr P. May abstained from voting due to his non-pecuniary interests.

3) **P/VOC/2023/00551** (Received 21 February 2023)

VARIATION OF CONDITION

Change of use from multiple dwellings to a single family home. Erect replacement single storey front and side extensions including new garage and new conservatory extension to the side rear (with variation of conditions 2, 6, 8, 10, 15, 16 & 20 of planning permission P/FUL/2021/04531 - Glenholme, Cobb Road, Lyme Regis, DT7 3JR

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

Cllr G. Turner abstained from voting due to his pecuniary interests.

4) **P/FUL/2022/07515** (Received 23 February 2023)

FULL PLANNING PERMISSION

Construction of replacement amenities hut (mini golf) - Mini Golf and Table tennis Kiosk, Woodland Walk, Lyme Regis, DT7 3JQ

Members agreed to comment on the town council application. Cllr C. Aldridge was concerned that part of the special 'bee' hedge and 'Judas tree' currently situated in the area would have to be removed.

The deputy town clerk confirmed that part of the hedge would be removed for access, but this was standard box/privet hedging.

Cllr B. Larcombe believed the proposed appearance of the hut was not detrimental to the surrounding area or public amenity.

Cllr C. Aldridge and Cllr B. Bawden agreed they did not want to lose the special 'Judas' tree and would object to the application unless it was retained. There was some

confusion regarding the exact location of the tree and concern about whether it would be affected or not.

The deputy town clerk advised that members had until 24 March 2023 to submit comments, which was after the next planning committee meeting. As there were perfectly legitimate concerns about the tree, there was time to ask those questions and get clarification on the issues raised in time to bring the application back for comment at the next meeting.

Proposed by Cllr C. Aldridge and seconded by Cllr B. Bawden members **RESOLVED** to defer any comments about this application until the next planning meeting to establish information about the status of the tree.

5) **P/LBC/2023/00989** (Received 23 February 2023)

LISTED BUILDING CONSENT

Replacement windows to match existing - 9 Monmouth Street, Lyme Regis, DT7 3PX

*The town council recommends **approval** of the application because it does not involve material harm to the Conservation Area or heritage assets and has no adverse impact on the integrity or appearance of the listed building or residential amenity of neighbouring properties.*

6) **P/ADV/2023/01041** (Received 24 February 2023)

ADVERTISEMENT CONSENT

Replace existing entrance sign with new entrance sign over footpath – The Town Mill, Mill Lane, Lyme Regis, DT7 3PU

Cllr B. Larcombe said he didn't think the appearance added much value to the approach.

Cllr C. Aldridge expressed concern that the metal could be sharp or spiky and could possibly be unsafe.

Cllr B. Bawden said she thought it would enhance the area and the wrought iron work would look lovely and artistic and be an improvement on the current area.

*The town council recommends **approval** of the application because it has no adverse impact on the residential amenity of neighbouring properties and does not involve material harm to the Conservation Area or heritage assets.*

Cllr P. May abstained from voting due to his non-pecuniary interests.

7) **NEW LICENCE APPLICATION** (Received 28 February 2023)

Licensable activities include the provision of regulated entertainment (exhibition of films) and the provision of late-night refreshment including the supply of alcohol. A range of movies will be screened at various times 7 days a week within opening times of 12pm – 11pm. Appropriate licences will be obtained via filmbank or an equivalent for the films screened. The first-floor area is largely split in to two areas, the front area for service with a small breakfast bar area and serving counters and a prep area to the rear with a cold

storage facility. In the cellar there is a large room which will be utilised as a mini cinema with up to 20 seats. Premises licence requested to start from 27/01/23 – Fox & Owl Ltd, 55 Broad Street, Lyme Regis, DT7 3QF

As this was the first licence application to be discussed by the planning committee, the deputy town clerk advised members of the material grounds on which they were able to comment.

As there appeared to be no information about emergency egress from the basement area, members were uncomfortable with supporting an application without seeing relevant plans or information.

The deputy town clerk advised that he had no more information than that presented to members but he would request more information and plans for future licence applications from Dorset Council to assist in making a more informed submission.

*The town council recommends **refusal** of the application because there is insufficient information provided regarding public safety, particularly means of emergency exit/egress from the basement of the premises.*

22/134/P Withdrawn Applications

1) P/LBC/2022/6743 (Decision date 16 February 2023) LISTED BUILDING CONSENT

Relocate ground floor bathroom facilities to alcoves at rear and return room to living space. Extend height of alcoves and fit shower and toilet facilities. Form openings in existing pantry partitions to create a kitchen/dining/living area and replace a recent casement in west wall with a sliding sash window. Relocate existing external soil and waste pipes on west elevation to concealed positions internally. Repairs to copings and flashings on main roof and redecorations internally and externally – Packway, Ware Lane, Lyme Regis, DT7 3EL

NOTED.

22/135/P Planning Decisions

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

22/136/P Planning Correspondence

1) NOTIFICATION OF APPEAL TOWN AND COUNTRY PLANNING ACT 1990 Application No: P/LBC/2022/04082 - High Cliff House, Sidmouth Road, Lyme Regis Dorset DT7 3EQ (Received 20 February 2023)

*The town council confirms its original comments of recommending **approval** of the application and reiterates its opinion that there are no material reasons why the application should be refused as there is no visible detriment to the Grade II listed*

building or heritage assets, and the internal modifications have no adverse or permanent impact on the appearance or integrity of the property.

The meeting closed at 7.53pm.

DRAFT

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 21 MARCH 2023**

Present:

Chairman: Cllr G. Turner

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

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

22/137/P Public Forum

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

22/138/P Apologies for Absence

Cllr C. Aldridge – Holiday
Cllr B. Larcombe – attending Harbour Consultative Group meeting
(Lyme Regis Town Council representative).

22/139/P Minutes

Proposed by Cllr P. May and seconded by Cllr D. Sarson, the minutes of the meeting held on 7 March 2023 were **ADOPTED**.

22/140/P Disclosable Pecuniary Interests

There were none.

22/141/P Dispensations

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

22/142/P Matters arising from the minutes of the Planning Committee on 7 March 2023

Update on information from Kathryn Miller at Dorset County Council regarding licence applications to be discussed under correspondence.

22/143/P Update Report

There were none.

22/144/P Planning Applications

1) **P/FUL/2022/07515** (Received 23 February 2023)

FULL PLANNING PERMISSION

Construction of replacement amenities hut (mini golf) - Mini Golf and Table tennis Kiosk, Woodland Walk, Lyme Regis, DT7 3JQ

The deputy town clerk advised that this application had now been withdrawn (following the agenda being sent out) as it had included an incorrect drawing. The application would now be re-submitted as a fresh application with the correct plan in due course. He emphasised that the 'Judas' tree would be retained.

2) **P/FUL/2023/00742** (Received 6 March 2023)

FULL PLANNING PERMISSION

Erection of self contained annexe (or holiday let) and erect rear extension and first floor side extension - 10 Windsor Terrace, Lyme Regis, DT7 3AN

*The town council recommends **approval** of the application because its appearance is in keeping with neighbouring properties, it does not involve harm to the Conservation area or heritage assets and has no adverse impact on the residential amenity of neighbouring properties. It also provides an additional unit of residential accommodation with minimal net impact.*

3) **P/LBC/2023/01255** (Received 7 March 2023)

LISTED BUILDING CONSENT

Replace ground floor bathroom facilities, restore room to original function and replace casement with sliding sash window. Demolish partition between kitchen and pantry, relocate external soil & waste pipes, repairs to copings and flashings on the main roof and internal & external redecorations – Packway, Ware Lane, Lyme Regis, DT7 3EL

Members noted the Town Council had approved a similar application previously and found no reason not to approve it this time as the applicant had responded proactively to the planning officer suggestions and taken on board the comments of the conservation officer to improve their proposed design.

*The town council recommends **approval** of the application because it does not involve material harm to the Conservation Area or heritage assets and has no adverse impact on the integrity or appearance of the listed building or residential amenity of neighbouring properties.*

4) **P/HOU/2022/07416** (Received 7 March 2023)

HOUSEHOLDER PLANNING PERMISSION

Erect front extension and garden room. Install solar panel – 10 Upper Westhill Road, Lyme Regis, DT7 3ER

*The town council recommends **approval** of the application because its appearance is in keeping with neighbouring properties, 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.

5) **P/HOU/2023/00824** (Received 15 March 2023)

HOUSEHOLDER PLANNING PERMISSION

Erect extension to rear of property – 14 Woodberry Down Way, Lyme Regis, DT7 3QT

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

22/145/P Planning Decisions

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

22/146/P Planning Correspondence

1) **DORSET COUNTY COUNCIL OFFICER CONSIDERATION P/HOU/2022/07110** – 55 Church Street, Lyme Regis, DT7 3DA (Received 8 March 2023)

The town council agreed that they would not submit any additional comments on this application.

2) **NOTIFICATION OF HEARING TOWN AND COUNTRY PLANNING ACT 1990 P/FUL/2021/05100** –

Land to South West of Stile Lane, Lyme Regis

The deputy town clerk confirmed that because Lyme Regis Town Council had objected to this application originally, previous comments would be considered. Therefore if there was nothing additional to say it was unnecessary to attend or to reiterate previous comments.

The town council agreed that they would not submit any additional comments on this application.

The deputy town clerk spoke regarding the licence application process and correspondence received from Kathryn Miller at Dorset Council. He advised that members needed to be aware that if they objected to a licence application, this resulted in the application being referred to a licensing sub-committee.

Cllr P. May said that the objection made by the town council on a previous application was due to not having adequate assurances that the premises were safe. Once the fire officer had confirmed there was no issue with safety, there was no objection to that application.

The administrative assistant confirmed that the town council had to notify Dorset Council if there were any **objections** to licence applications (not refusal or approval as per other planning applications). She confirmed that she had requested more information and documentation to be provided by Dorset Council in future licensing applications, to assist the town council in making more informed decisions.

The deputy town clerk confirmed the only way to express a concern on an application was to object and to generate a response from Dorset Council. The timescales were such that other comments, such as those from the fire officer, might not be available at the time the town council commented.

The meeting closed at 7.57pm.

DRAFT

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 MARCH 2023

Present

Chairman: Cllr R. Smith

Members: Cllr B. Bawden, Cllr B. Larcombe, Cllr P. May, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

Officers: M. Adamson-Drage (operations manager), C. Austin (administrative and community engagement assistant)

Guests: J. Besley (eRIB Round Britain Project), L. Davis and V. Elcoate (River Lim Action Group)

22/49/ENV Public Forum

There were no members of the public present.

22/50/ENV Apologies

Cllr D. Ruffle - holiday

22/51/ENV Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, the minutes of the meeting held on 01 January 2023, were **ADOPTED**.

22/52/ENV Disclosable Pecuniary Interests

Cllr P. May declared non-pecuniary interests in agenda item 11, River Lim Action Group – Update Report as he was a member of the group, and item 12, Community Energy Champions, as he was a community energy champion.

Cllr B. Bawden declared non-pecuniary interests in the same agenda items for the same reasons.

22/53/ENV Dispensations

There were none.

22/54/ENV Matters arising from the previous meeting held on 01 January 2023

Cllr B. Bawden gave updates on the carbon literacy organisation accreditation and said a carbon toolkit was to launch the following week alongside a national launch of a parish, town and community council toolkit.

The operations said the second bathing water quality meeting had taken place as planned and the minutes would be presented at the next committee meeting.

Cllr B. Larcombe asked whether the tide times had been added to the water quality noticeboard.

The operations manager said this was still being investigated.

22/55/ENV Update Report

Cllr B. Bawden said more electric vehicle charging points had been installed at Holmbush car park

Members discussed public access to information on electric vehicle charge point locations.

22/56/ENV eRIB Round Britain – Update

The chairman invited J. Besley from the eRIB Round Britain project to give a presentation to members. She said there would be a start and finish event in Lyme Regis co-ordinated with the harbour master and the operations manager.

22/57/ENV Designation of Church Cliff Beach as a Bathing Beach

Cllr B. Larcombe said he had concerns over Church Cliff Beach being a dog-friendly designated beach.

Concerns were also raised over the safety of the beach without a lifeguard station.

Cllr R. Smith said Church Cliff Beach would be regularly tested for harmful bacteria.

Cllr B. Larcombe said the RNLI lifeguard station currently based on the main sandy beach should also cover Church Cliff Beach. He said he would take a proposal to the harbour users' group to enquire about availability from the RNLI.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the draft letter to be sent to the committee for the Secretary of State for Environment, Food and Rural Affairs in support of the designation of Church Cliff Beach as a bathing beach.

22/58/ENV River Lim Action Group - Update

The chairman invited L. Davis and V. Elcoate from the River Lim Action (RLA) Group to give a presentation to members.

V. Elcoate said South West Water had responded quickly and were dedicated to resolving the problems regarding illegal pollution into the river. Several properties in Woodmead Road had been tested for misconnections.

Cllr B. Larcombe said the results from the Town Mill hotspot area, tested in February were alarming. He said the Town Mill area of Lyme Regis was the oldest part of the town and questions on whether old pipes could be the cause of the problem were raised and discussed.

V. Elcoate said the River Lim Action Group had been testing the river for levels of E-Coli, and the results had been backed up by the reports from the Environment Agency. She said the main concern was the presence of ammonia, which indicated sewage pollution and regular monitoring of the river would be carried out. She said the town council was funding a river corridor survey of the Lim and the contracted ecologist had done an initial survey of the area. She said the work would be carried out in the spring and the River Lim Action Group expected to have the full survey report by the end of September 2023.

L. Davis said Monmouth Beach pumping station pipe was shortened due to a degrading pipe and reports of combined sewer overflow release at Monmouth Beach had raised concerns. She said the Environment Agency had agreed to investigate the issue.

L. Davis said the harbour dredging undertaken by Dorset Council had found no E-Coli present in the sediment and was being tested for heavy metal content.

Cllr B. Larcombe said he was concerned about bad publicity for a tourist hotspot.

L. Davis said the success of the collaborative working between South West Water, the Environment Agency and the River Lim Action Group would create positive headlines.

Cllr R. Smith thanked the River Lim Action Group for all the hard work and dedication put in to resolving the river pollution problems.

V. Elcoate said the River Lim Action Group would launch Riverfly monitoring in May, which involved training by Dorset Wildlife Trust.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the funding request of £400 from the environment budget to pay for Riverfly training in May 2023, if the River Lim Action Group cannot secure funding elsewhere.

22/59/ENV Environment Policy Review

Members discussed the current policy and raised concerns over whether it was comprehensive enough.

Cllr P. May suggested the current policy was more of a work in progress and should take into account the wider environmental issues that were present.

Cllr B. Bawden said she did not want to approve the current policy as it did not mention the net zero policy or carbon literacy.

Cllr B. Larcombe suggested the policy should be renewed annually.

Proposed by Cllr P. May and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the environment policy is adopted, however members recognise the policy needs updating and should be reviewed at the earliest opportunity.

22/60/ENV Proposed budget for Invertebrate Garden

Cllr P. May said the proposal did not currently have funding and the funding would need to come from the environment budget.

Cllr B. Larcombe said there was a balance of unspent monies from the environment budget.

As the recommendation from the Town Management and Highways Committee to create an invertebrate garden had yet to be approved by the Full Council, any recommendation to approve a budget for the project would need to be 'in principle'.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** approve, in principle, £3,000 for the element of the Plan Bee project by the table tennis from the environment budget.

22/61/ENV Community Energy Champions

Cllr P. May asked members to consider booking a 40-minute survey for their own homes so they could understand the process and could recommend the benefits of a consultation to others.

Cllr P. May said the Lyme area Community Energy Champions had received funding from several sources including Lyme Regis Town Council, 2030 Vision and Dorset Community Energy to provide thermal imaging surveys to households in the community. He said the funding from Dorset Community Energy required the group to work across communities.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to recognise the Lyme area Community Energy Champions deploy resources, including those funded by the town council, flexibly across Lyme Regis and the neighbouring parishes, in the interest of efficiency and volunteer availability.

The meeting closed at 9.10pm.

DRAFT

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 22 FEBRUARY 2023

Present

Chairman: Cllr G. Stammers

Members: Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Turner

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

Absent: Cllr R. Smith

22/60/HR Public Forum

There were no members of the public present.

22/61/HR Apologies

None.

22/62/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 4 January 2023

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, the minutes of the meeting held on 4 January 2023 were **ADOPTED**.

22/63/HR Disclosable Pecuniary Interests

There were none.

22/64/HR Dispensations

There were none.

22/65/HR Matters arising from the minutes of the Human Resources Committee meeting held on 4 January 2023

Pay review

Cllr B. Larcombe asked if there were any updates on the appeals and if there was a sense of the nature of the appeals.

The town clerk said the appeals had been sent to South West Councils the previous week and officers had hoped the process would be completed by the end of February but this was now unlikely as the person managing the process was on leave this week. He said the nature of the appeals were varied and adding during the appeals' process, South West Councils had been more transparent about how the scoring criteria was constructed.

Cllr B. Larcombe asked if any of those who had appealed had reached or were close to reaching the top of their pay band.

The town clerk said at least two were. He said he hoped the outcome of the appeals would be confirmed within a week.

22/66/HR Update Report

Gardener/maintenance person

Cllr B. Larcombe noted there were a lot of applications and asked how widespread the role had been advertised.

The support services manager said it had been advertised in the local newspapers, on the council's website and social media and employment websites. She said applicants had come from Lyme Regis and the surrounding areas, including Axminster, Chard and Bridport.

The town clerk said he believed the recently increased level of pay had encouraged more applications as previous recruitment rounds for these types of roles had attracted far fewer candidates.

22/67/HR Human Resources Committee – Objectives

The town clerk said the council's objectives had been delegated to him and he was now delegating them down to committees and lead officers. He said a version of this report would go to each committee and that the report would hold officers to account, along with committees and chairmen, so there was a greater shared accountability.

Members asked for more details about the Civility and Respect project.

The support services manager said it related to good governance, undertaking training to promote civility and respect, signing up to a pledge to demonstrate high standards of conduct, and supporting the introduction of sanctions. She said a report would be brought to the next meeting with further details.

22/68/HR Town Clerk's Annual Appraisal

Proposed by Cllr G. Stammers 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.

22/69/HR Deputy Town Clerk, Spinal Column Point Progression

Proposed by Cllr G. Stammers 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.

22/70/HR Operations Manager, Performance Appraisal Summary

Proposed by Cllr G. Stammers 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.

22/71/HR Support Services Manager, Spinal Column Point Progression

Proposed by Cllr G. Stammers 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.

22/72/HR Finance manager, Performance Appraisal Summary

Proposed by Cllr G. Stammers 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.

22/73/HR Spinal Point Column Progression and Pay Arrangements for Other Employees for 2023-24

Proposed by Cllr G. Stammers 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.

22/74/HR Overtime Threshold

Proposed by Cllr G. Stammers 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.

22/75/HR Finance Assistant, Six-Month Probation Review

Proposed by Cllr G. Stammers 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.

22/76/HR Exempt Business

The town clerk left the meeting at 7.18pm.

a) Town Clerk's Annual Appraisal

Cllr P. May asked for clarification over why the town clerk had said in his appraisal there was an issue with member behaviour but had also said an away day to improve member behaviour wasn't needed.

The support services manager clarified that the town clerk had said member behaviour was an issue but he felt there wasn't an appetite among members to employ a consultant to address the issues.

Cllr G. Stammers said efforts had been made to try and find a consultant and two had been interviewed, one of which was appointable, but they didn't want to take up the work.

Cllr B. Larcombe said the issue of poor member behaviour was at its height a year ago and it was now too late to address. He said if it wasn't being pursued, this needed to be explained to all members.

It was noted the town clerk had said in his appraisal that he could go back to the council to establish if his assumption was correct and members agreed this should be done. It was agreed this would be discussed with the town clerk when he returned to the meeting.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to note the town clerk's annual appraisal summary and approve his progression to spinal column point 46 on 1 April 2023.

The town clerk returned to the meeting at 7.28pm.

The town clerk explained his position on member behaviour. He said it hadn't been possible to find a consultant and he had also sensed at council meetings there was no appetite to proceed. He said the exercise would cost around £15-20k and asked members to consider if it was the right investment with only one year left in this administration.

Cllr P. May said his concern was the council would drift on and the town clerk's next internal audit report would state members' behaviour was a big risk, so he felt the council needed to find a way of moving on from this impasse.

As there was already a decision in place to engage a consultant, members agreed there didn't need to be another formal debate. Instead, it was agreed there would be a member-only discussion following the Strategy and Finance Committee meeting on 22 March 2023 to determine the appetite for an away day.

b) Deputy Town Clerk, Spinal Column Point Progression

It was noted the deputy town clerk dealt with some of the council's most difficult issues, particularly the time spent dealing with issues surrounding the chalet and caravan park. It was also noted there was some crossover with the work the operations manager did.

The town clerk agreed the time the deputy town clerk spent on issues around the chalet and caravan park was a concern. He agreed there was some crossover between the deputy town clerk and operations manager; this was due to the deputy town clerk having specific expertise in some operational issues.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to note the deputy town clerk's annual appraisal summary and approve his progression to spinal column point 37 on 1 April 2023.

c) Operations Manager, Performance Appraisal Summary

Members praised the operations manager for his work with environmental groups in the community, specifically those working to clean up the River Lim. Members also noted there was a good working relationship between the operations manager and operations supervisor.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to the operations manager's annual appraisal summary and approve his progression to spinal column point 33 on 1 April 2023.

The support services manager left the meeting at 7.50pm.

d) Support Services Manager, Spinal Column Point Progression

The support services manager returned to the meeting at 7.54pm.

Members praised the support services manager for the work she undertook on the council's behalf.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to note the support services manager's annual appraisal summary and approve his progression to spinal column point 27 on 1 April 2023.

e) Finance manager, Performance Appraisal Summary

Members acknowledged the finance manager had stepped up to the role when the council needed it and agreed the standard of her reports to committees was very good.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to note the finance manager's annual appraisal summary and approve her progression to spinal column point 27 on 1 April 2023.

f) Spinal Point Column Progression and Pay Arrangements for Other Employees for 2023-24

Cllr B. Larcombe asked if there was anyone's performance that had not reached the level to allow them to progress on their pay scale.

The town clerk said he had had conversations with all managers and there were no employees whose performance was unsatisfactory and would therefore not progress through their pay scale.

Cllr M. Ellis asked if there was anything that came out of the appraisals that the members as employers could do to help employees in their jobs.

The town clerk said issues in the council chamber affected employees so it was important members demonstrated they were doing their best to improve behaviour.

Cllr M. Ellis asked if there were any courses or training employees would like to do to progress through the organisation.

The town clerk said he was very keen to see people progress through the organisation and he would particularly like to see more people in the external works' team doing a level 3

qualification, which would attract another grade on their pay scale. He said he would also like the operations supervisor to do a management course.

Cllr B. Larcombe asked if there were any staff who had a poor attendance record that the members should be aware of.

The town clerk said several employees had reached or were near the trigger points in the sickness absence policy to warrant review and conversations had taken place with those employees.

It was noted Covid-19 accounted for a large proportion of the sickness absence as the council's approach was employees should not come to work while they were testing positive. This approach was more flexible in the external works' team because an employee could work alone outdoors and not have contact with colleagues.

Cllr M. Ellis said perhaps the council should review its approach as the guidance now stated people could continue as normal if they had Covid-19.

The town clerk advised members to continue with the current approach so people were not put at risk. He said office staff could and did continue to work from home when they had Covid-19 and employees appreciated this approach.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to note the spinal column point progression, detailed in paragraph 6, for post holders 217, 216, 203, 205, 206, 202, 210, 218, 107, 106, 104, and 109.

g) Overtime Threshold

Cllr M. Ellis said she would be in favour of increasing the maximum threshold at which overtime could be paid as it was critical to the council as a business to have staff available out-of-hours.

Cllr B. Larcombe said it should be noted overtime to any employee should be paid for the unforeseen and extra commitment and if it was foreseen work, it should be contracted.

Cllr G. Stammers was concerned increasing the overtime threshold would only benefit one employee.

The town clerk said the suggested threshold meant that managers wouldn't benefit, so this felt like the right level to set it at. He said increasing the threshold would benefit one employee, but that employee was normally the person who came in at weekends and to support events, which was essential for the good running of the council. He added the amount of overtime claimed was very low so the impact would not be significant.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the overtime threshold to spinal column point 25, inclusive.

h) Finance Assistant, Six-Month Probation Review

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the finance assistant's (post holder 107) continued employment with the council, effective from 11 January 2023.

The meeting closed at 8.20pm.

DRAFT

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 22 MARCH 2023

Present

Chairman: Cllr M. Ellis

Councillors: Cllr B. Bawden, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

22/61/SF Public Forum

D. Bowstead

D. Boswtead said he was speaking in relation to agenda item 11, Market and Performance Areas' Hire Charges for Traders. He thanked the council for bringing this matter to the meeting for consideration and said he appreciated the time members had given him and other traders at a previous meeting and for being invited back. He said at the previous meeting, he introduced himself, his business and his concerns, he felt there wasn't much more he could add and everything raised in his original letter had been covered in the report on the agenda. D. Bowstead said the day rent for traders had been increased every year for the four years they had traded in Lyme Regis and after last year's rise of £25 per day, they did their best to absorb this. However, he said the significant increase in daily charges this year of £100 would render their small business untenable so they were encouraged it was being re-visited. He said they hoped 2023 would continue to allow them to carry on trading, to book dates and dedicate themselves and their business to Lyme Regis.

L. Pritchard

L. Pritchard spoke on the same agenda item. She thanked the council for extending its previous meeting to allow her the opportunity to speak and for subsequently being open minded to re-consider hire charges for the shelters. She said with the council's final decision being imminent, this was her last chance to secure her future trading in Lyme Regis. She said the report on the agenda mentioned very valid points, which she hoped the members' decision would be based upon, including costs and the current economic climate. L. Pritchard said it would be very welcome if the price agreed could be fixed for 24 months, providing her business with the opportunity to budget and forward plan through the current cost of living crisis. She said she hoped her business would be back in Lyme Regis in the not-too-distant future and she could welcome back visitors and residents.

T. Shoemark

T. Shoemark spoke in relation to agenda item 13, Hair Braiding and Henna Tattooing Concession. She said she had worked at the stall for nearly 10 years and had worked alongside other jobs. She said she loved working there in the summer and she was very passionate about it. She said she would love to run the stall in the same professional and friendly way that it had been run for many years. She said she intended on using the same sustainable and eco-friendly products the stall currently used. T. Shoemark said being there for many years, she had seen families return for their service every year and she would love to keep the attraction open to the public so they could keep their yearly summer holiday tradition. She said she was currently serving in the Navy and was due to leave this year and having a concession would be a great opportunity for her. She said the stall was in an amazing place and it was an attribute to the beach. T. Shoemark said she hoped she could continue to uphold the great reputation and the concession could be changed to her name.

22/62/SF Apologies for Absence

Cllr C. Aldridge – holiday
Cllr T. Webb – illness

22/63/SF Minutes

Proposed by Cllr D. Sarson and seconded by Cllr P. May, the minutes of the meeting held on 1 February 2023 were **ADOPTED**.

22/64/SF Disclosable Pecuniary Interests

Cllr D. Sarson declared a non-pecuniary interest in agenda item 12, Bowling Club Parking Permits, as he was a member of the bowling club.

22/65/SF Dispensations

There were none.

22/66/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 1 February 2023

The deputy town clerk said the government's Levelling Up Bill, which would allow councils to charge council tax premiums on second homes, was unlikely to be enacted in time for any change in Dorset Council's (DC) policy to be implemented on 1 April 2024.

Cllr B. Bawden arrived at 7.07pm.

Cllr B. Bawden said DC's Full Council meeting had been brought forward to March so if DC had agreed the council tax premium, it would have been in time to give a year's notice to start charging the premium from 1 April 2024. However, there was a suggestion the Full

Council meeting would be cancelled because this was the main item of business. She said the earliest the council tax premium could now be enacted was 1 April 2025.

22/67/SF Update Report

It was noted there was a confidential update on outside seating at The Kiosk and this would be discussed in exempt business.

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

22/68/SF Review of Arrangements with other Local Authorities, Not-For-Profit Bodies, and Businesses

Members noted the report.

22/69/SF Draft Corporate Plan 2023-28

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Corporate Plan 2023-28.

22/70/SF Climate Action Plan Budget

Cllr B. Bawden said the funding for the 2030 Vision project had not been spent from this budget because funding had been secured from the Together for Our Planet lottery fund.

Cllr B. Larcombe said the idea of rolling over unspent money was appropriate or else there might be a haste to spend the funding, which seemed like a waste of money. He said he would rather the council rolled over the funding to the next financial year and target where it could be usefully spent.

Members discussed the period to which the funding related as the original resolution was unclear. As there were only two years left in this administration but the funding was intended to apply over three years, it was agreed the final year's funding should roll over into the first year of the next council administration.

Cllr B. Bawden said the installation of solar panels on the amenities hut wasn't really what the funding was intended for because other funding was available for this, but she wasn't going to object to it as the money was there. However, she asked if officers could check if other funding was available, with Low Carbon Dorset being one possibility. She clarified that she felt the climate action budget was intended to help the community transition to net zero and it wasn't for the town council's own operations.

Cllr M. Ellis said the funding was intended for the council's climate action plan. Although she agreed it should be used for some community work, the budget wasn't intended solely for the community.

Cllr R. Smith said he was working on something, although he couldn't give details yet, which would mean this could benefit the community as well.

Proposed by Cllr G. Stammers and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to carry over £10,543 of the funding allocated to carry out the council's climate action plan from 2022-23 budget to 2023-24, and that the third year of the funding rolls into the first year of the new council administration.

22/71/SF Market and Performance Areas' Hire Charges for Traders

Cllr D. Ruffle said as the council had no bookings for the areas for the foreseeable future, which was solely due to the increase in charges, he would like the charges to go back to £150 for the market area and £200 for the performance area or perhaps even lower at the previous year's rates, as it was pointless having an area no one was using.

Cllr C. Reynolds agreed the charges should at least be decreased to the previous levels, especially given the current economic climate.

Cllr B. Larcombe noted the increase of 30% was way above inflation and couldn't understand how members had arrived at the charges.

Cllr M. Ellis agreed the charges should be decreased to 2022/23 levels but she wouldn't want to see them go any lower as any future increases would then be seen as a big jump.

Proposed by Cllr R. Smith and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** that commercial hire charges for 2023-4 are set at £125 for the market area and £175 for the performance area.

22/72/SF Bowling Club Parking Permits

Cllr R. Smith asked if the council gave permits to any other clubs for events.

The deputy town clerk said this was the only arrangement of its kind with users of the Monmouth Beach area.

Cllr B. Larcombe said the bowling club was an important feature of the town and he would like the council to do anything it can to help the club.

The support services manager said if members were inclined to agree to the permits continuing, members may wish to consider the amount charged; the permits had been charged at £25 for many years but the parking charges had been increased numerous times during the same period.

Members agreed an increase was reasonable and Cllr M. Ellis suggested £30 per permit.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to continue to provide 12 parking permits for visitors attending Lyme Regis Bowling Club's annual tournament and to increase the price of the permit to £30.

22/73/SF Hair Braiding and Henna Tattooing Concession

Members agreed that as the concession had already been awarded and had two years left to run, there would be no issue in re-assigning it to a new name.

Proposed by Cllr G. Stammers and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to re-assigning the hair braiding and henna tattooing concession to Tia Shoemark for the remainder of the concession, i.e. 2023 and 2024, under the same terms as the original.

22/74/SF List of Payments

Proposed by Cllr D. Sarson and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in January 2023 for the sum of £99,819.24 and February 2023 £141,748.31, respectively.

22/75/SF Investments and Cash Holdings

Cllr P. May said higher interest rates were outlined at a previous meeting and he asked why the council's investments hadn't been moved to take advantage of those rates.

The deputy town clerk said the report was just a snapshot as of a particular date in February and the money had been subsequently moved and the current interest rate was around 3%.

Cllr B. Larcombe asked that the finance manager looked at Unity Bank for the council's investments as he was aware many other local authorities used this bank.

22/76/SF Office Options Appraisal Report

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

22/77/SF Park and Ride 2023 and Outturn 2022

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

22/78/SF Debtors

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

22/79/SF Exempt Business

a) Update Report

Cllr B. Bawden asked what the council charged The Kiosk for the wooden benches.

The deputy town clerk said the lease allowed the business to have benches, so there was no additional charge for these.

Members noted the charges for the deckchairs which had been agreed between the town clerk and the owner of The Kiosk and gave their endorsement.

b) Office Options Appraisal Report

The deputy town clerk said he had tried to provide members with his view of the realistic options available, including likely costs and potential income, but he was conscious members may require more information, such as the certainty of a long-term arrangement with Lyme Regis Development Trust for Unit 1A, the value or likely interest in the current office, and detailed plans, costs and ground condition tests of a new build. He said he was reluctant to go that far without member approval because the council would start incurring external professional fees at a rapid rate.

Cllr B. Larcombe agreed more information was needed, along the lines the deputy town clerk had suggested, because although it would incur costs, it could save the council from making a possible mistake in the long-term. He said he was unsure about a new build at Woodmead car park due to it being situated on a hill and he was concerned that holding

meetings in the same venue would make the Guildhall redundant. He felt the council needed to use the Guildhall a lot more than it currently did, even if the office remained in its current location or moved to Unit 1A. He added that St Michael's Business Centre was a sound building but he agreed there needed to be a better idea of long-term security in the unit.

It was proposed by Cllr B. Larcombe to obtain more information about the certainty of a long-term arrangement with Lyme Regis Development Trust for Unit 1A, the value or likely interest in the current office, and detailed plans, costs and ground condition tests of a new build.

Cllr C. Reynolds said she felt the offices should remain where they were and further information should be obtained about refurbishment costs. She was concerned what the building could otherwise be converted into and felt the council should protect it for the town.

Cllr G. Turner asked about the length of time the road would need to be closed for to allow the works to the office to take place.

The deputy town clerk said it was entirely possible the road would need to be closed for two months, bearing in mind it was closed for five weeks just for works to the Guildhall window. He said the works required to the office, particularly the roadside frontage, were significant. He said Dorset Council (DC) would previously only allow a road closure for five weeks at an absolute maximum and a contractor who had looked at the office building had doubted whether the works could be completed within this timescale and was not willing to tender on that basis.

Cllr P. May asked if there had been any input from staff on the options as they should at least be consulted with.

The deputy town clerk said staff hadn't been consulted formally but he was aware the front office staff would be concerned about a move to Unit 1A because it needed to be the right environment to engage with the public. He said a new build option hadn't been discussed with staff. He added that no matter how much money was spent on the current building, it would remain an old building that was not intended as an office, it would have considerable shortcomings regardless of how the conditions were improved, and it would be more difficult to incorporate improved environmental standards.

Cllr B. Bawden asked if the option of adding an extension at the back of the current office was considered.

The deputy town clerk said there were previous plans which showed how this could be done. However, this would be costly and the extra space wasn't actually required; the problem with the existing office wasn't a shortage of space, it was the configuration.

Cllr G. Stammers said when she had recently been in the office, she and Cllr D. Sarson went to the attic room where the floor was dangerously bowing. She said they had spoken

to staff who said they were not comfortable in the office and the opinion was they wanted to move.

Cllr M. Ellis said if the council was to pursue Unit 1A, she would like to look into whether it could buy a bigger share in the property so there was no annual rent payable. She felt a new build at Woodmead car park was possible if the bus route was changed to include the road. She was aware staff didn't like being split over two levels and agreed the way the office was currently configured was not working. She felt the council should not only be doing what it felt was best for the residents, but also for the staff and their wellbeing.

Cllr B. Larcombe said staff came and went but members had to think about the legacy to the town and the decision members made for the long-term was the most important.

Cllr G. Turner said Woodmead car park was made-up ground so he didn't think a new building could be put there. He was also concerned about the loss of parking income if a new build was put on Woodmead car park.

The deputy town clerk said the area suggested for a new build could accommodate around 40 cars but it was virtually never used, only on weekends and Bank Holidays and by a few permit holders and local businesses with large vehicles. He said a new building would only require a quarter of the space and if the rest was tarmacked and properly marked out, he believed the council would get more income from it.

Cllr G. Stammers said if the ground at Woodmead car park wasn't suitable, that was fair enough, but there was no way of knowing without doing further investigations. She said members needed as much information as they could possibly get before making a decision.

Cllr B. Bawden said if the preference from staff was to be on one floor, perhaps the current office could be extended on the ground floor to accommodate all staff and the top two floors be rented out.

The deputy town clerk said this would be too complicated; the extension would be an issue in the context of the Grade II* Listed Guildhall. He said the council would need to be careful about letting property for residential use and demand for office use was likely to be relatively low.

Cllr R. Smith said the staff seemed to really dislike being in the current building so if it was retained, it needed to be built to a high standard that staff were happy and proud to work in. However, he acknowledged it was an old building and it was difficult to build to high standards because of planning rules.

The deputy town clerk said if the current office was refurbished, there was no way staff could be retained in the office while the work was taking place. He agreed the building could be made more pleasant but he asked members to consider whether they wanted to spend that much money and take that much time. He emphasised the difficulty in getting a road closure for more than five weeks and said the views of the DC ward member may help in this matter.

Members asked the support services manager what the feeling was among staff.

The support services manager said although staff didn't have a clear idea of what the solution was, one thing everyone agreed on was they did not want to remain in the current office due to its condition. She said the biggest issue was that staff were split over two levels and this had caused a significant divide in the team and affected morale.

Cllr B. Larcombe said it wasn't a problem having staff split over two levels and it was just a matter of putting the right staff together.

Cllr P. May left the meeting at 8.25pm.

Cllr M. Ellis asked how many square feet of office space was required for the amount of staff working in the office.

Cllr P. May returned to the meeting at 8.26pm.

The deputy town clerk said the amount of space on the ground and first floors reconfigured was sufficient. He said he wouldn't want to contemplate any layout that considered putting staff on the top floor because it was completely unsafe to do so.

The deputy town clerk said if there was a significant number of members who felt there was no option they would support other than remaining in the existing building, there was no point in asking him to spend money on getting further plans and details. He said only if members were still open-minded about the final decision should they spend that money.

Cllr M. Ellis said members needed to be open-minded in case anything else became available in the town which may be more suitable. She also felt officers should have tentative talks with Lyme Regis Development Trust about whether it would be willing for the council to buy a greater share of St Michael's Business Centre.

Cllr B. Larcombe said he agreed the council needed to have unit 1A as its fall-back if the refurbishment of the existing building was a non-starter.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to regard the existing council office as the first option for the office accommodation and to cost the works, but if this option is out of the question, the council will consider St Michael's Business Centre.

The deputy town clerk said the previous plans drawn up for the office were done by Reed Holland Architects but the council ended that commission, so it might not be this firm which took the project forward. He said he didn't think a road closure outside of autumn and winter would be agreed by DC and he felt a start date in autumn 2024 was realistic.

c) Park and Ride 2023 and Outturn 2022

The deputy town clerk said the impact on income due to the use of concessionary passes and people travelling on a group ticket even though they were not together was significant. He strongly supported running the service again this year but suggested the concessionary pass facility was removed and the cost of a group ticket was increased.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to:

- a) approve the appointment of First Group as the operator for the 2023 park and ride service, using a similar three-bus system and covering both Lyme Regis and Charmouth as in 2022, with a timetable operating between 10.30am and 7.30pm to a service frequency of approximately 13 minutes and at a daily cost for three buses and drivers of approximately £1,100 (precise figure still to be finalised) and incorporating the revised fare tariff set out below:
 - Adult single - £2
 - Adult return - £3.50
 - Child single - £1.50
 - Child return - £2.50
 - Group (up to 5 people, not more than 3 adults) - £10.00
 - Concessionary passes NOT accepted
- b) approve the operation of the 2023 park and ride service on the following dates:
 - 1 April to 16 April inclusive (every day, including weekdays) to cover Easter and school half-term
 - 29 April to 1 May to cover any Fossil Festival and bank holiday
 - 6 May to 8 May to cover the coronation weekend
 - 27 May to 4 June inclusive (every day, including weekdays) to cover school half term
 - All other June and July weekends from 10/11 June to 15/16 July inclusive
 - 22 July to 3 September inclusive, i.e., the entire school holiday period (every day, including weekdays)
- c) approve the deployment of the same AA advanced signage as used in 2022 at an estimated total cost of approximately £1,000 + VAT
- d) approve the renewal of the licence for the use of the privately-owned park and ride site at Charmouth Road at an annual licence fee for 2022 of £10,825.05.

d) Debtors

The deputy town clerk said since writing the report, debt had reduced by almost £6,000 and the remaining debt relating to 2022 site fees had reduced to £1,700.

Cllr B. Larcombe asked if all caravan and chalet leases had been signed.

The deputy town clerk said there were two outstanding.

Members asked that the finance team be thanked for all their hard work in reducing the council's current recordable debt to such a low level.

The meeting closed at 9.01pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 8 MARCH 2023

Present

Chairman: Cllr C. Reynolds

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

Officers: A. Mullins (support services manager), G. Rood (administrative and community engagement assistant), J. Wright (town clerk)

Guests: B. Houseago (Lyme Regis Museum)

22/72/TCP Public Forum

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

22/73/TCP Apologies

Cllr B. Larcombe
Cllr G. Turner

The support services manager said Cllr B. Larcombe had resigned from the committee due to other council commitments and wished the committee well in its work.

22/74/TCP Minutes

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, the minutes of the meeting held on 18 January 2023 were **ADOPTED**.

22/75/TCP Disclosable Pecuniary Interests

There were none.

22/76/TCP Dispensations

There were none.

22/77/TCP Matters arising from the minutes of the previous meeting held on 18 January 2023

Uplyme Shoppers' Gateway Card

The support services manager said 28 cards had been issued so far.

22/78/TCP Update Report

Bands in the Marine Parade Shelters

Cllr M. Ellis asked how many bands had expressed an interest in performing in the shelters and who would be choosing who performs. She said if the council was over-subscribed, it would be good to have a mixture of musical genres and some member input.

The support services manager said the admin assistant was dealing with this and she would update members through the briefing.

Tourism microsite

The support services manager said there had been a good response to the beach hut competition, with over 1,100 entrants already and it had yet to be promoted via Visit Dorset's e-news, plus more social media posts planned. She said England's Coast, a tourism initiative promoting holidays on the coast, wanted to promote the competition in its newsletter but this wasn't due to go out until the end of March; as such, the closing date for the competition had been extended until 14 April 2023.

22/79/TCP Tourism, Community and Publicity Committee – Objectives

Members noted the committee's objectives for 2023-24.

22/80/TCP To receive the minutes of the Coronation Working Group meetings on 27 January, 3 and 20 February 2023

Cllr M. Ellis said there was reference in the minutes to the mayor liaising with the clergy at the parish church to arrange the civic service as part of the celebrations, but she hadn't been made aware of this.

The support services manager said Alan Vian had booked the service with the clergy and further details would be arranged via the mayor's secretary.

Proposed by Cllr D. Ruffle and seconded by Cllr D. Sarson, the minutes of the Coronation Working Group meetings on 27 January, 3 and 30 February 2023 were **RECEIVED**.

22/81/TCP The Big Coronation Party

The town clerk said there might be some movement in the budget for the event but the costings were almost firmed up as most of the preparations were done. He said an event planning meeting would take place, attended by the chairmen of this committee and the Town Management and Highways Committee.

The town clerk said he and the working group chairman were suggesting the council made a donation of £250 to the Regatta and Carnival Committee to help pay for entertainment at the May Fete because there would be some family activities at the coronation party which may overlap with events at the fete.

Proposed by Cllr G. Stammers and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to make a donation of £250 to the Regatta and Carnival Committee to help cover the costs of entertainment at the May Fete.

Members also supported the suggestion to plant a tree in the gardens to commemorate the coronation and noted the badge on the mayor's chains would need to be changed.

Cllr M. Ellis asked if there were enough volunteers for the day.

Cllr C. Reynolds said she had put an appeal out to the volunteers of Lyme Regis Community Support and would also put an appeal out to the wider community support group.

The support services manager said Alan Vian was largely co-ordinating the volunteers.

22/82/TCP Fossil Festival 2023

Cllr D. Sarson said the fossil festival was one of the most important events of the year, attracting many people to Lyme Regis, including young children, schools would be involved and it was good for local hospitality, restaurants, accommodation and high street businesses. As such, he supported the request for funding and support.

Cllr G. Stammers asked if the Jubilee Pavilion could be used due to the water ingress issues. It was confirmed it could be used.

Cllr M. Ellis said she had no objection to the Jubilee Pavilion being used free of charge but she was concerned about funding the event as the council had a grants' system in place and this had not been allocated in the budget. She said the council had historically provided grants to Lyme Regis Development Trust to run the festival.

Cllr C. Aldridge said under the circumstances, she felt the event was important enough to the town and it wasn't something that could be taken through the grants' process.

The town clerk said he would normally advise members against unbudgeted expenditure but in setting the 2022-23 budget, some assumptions had been made. He said performance was better than officers reported before Christmas by around £40,000 so

approving a £3,300 grant to the festival would not have a material impact on the 2023-24 budget.

The town clerk said in terms of providing support for the event, the council had staff working at weekends and in the past had supported events behind the scenes, such as providing vehicles and moving equipment. He said this helped events work and those events were considered beneficial to the town.

The town clerk said some discussions had taken place with the museum about the 2024 festival as this year would be a scaled back event. He said the museum would be driving the event but future council involvement would require proper consideration and an allocated budget. He said officers would bring a report to members to consider this and any budget allocation would take place in autumn 2023 when the 2024-5 budget was set.

Cllr R. Smith said he was in support of the council backing the festival this year as it kept the momentum going and stopped people going elsewhere, as well as providing the opportunity to create a new event in future. He said how that would work and how it was funded was outside the scope of this meeting but he envisaged a few years of the festival being incubated and then it would become self-sustaining.

The chairman invited B. Houseago, the museum director, to speak.

B. Houseago said the museum had always been a part of the fossil festival but not as the key organiser, although they had the contacts and understanding of the history of the festival to be able to take it forward. She said she was concerned if they didn't run the event this year, there was a good chance it would be picked up by someone else and this would be a loss to the town. Part of the museum's contribution was to open for free during the weekend, as well as putting on extra displays and free events and activities.

B. Houseago said they would like to see the festival grow and develop over the next three years and the aim was to work on a business plan to make it self-sustaining in the future. There were also plans for a legacy programme and ways to engage young people.

Proposed by Cllr D. Sarson and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from Lyme Regis Museum:

- for a grant of £3,300 to support the 2023 Fossil Festival
- to provide the Jubilee Pavilion and adjacent area free of charge
- for help in kind by providing advice, assistance with co-ordination and logistical support, and support from staff on the ground over the weekend

22/83/TCP Request for Funding - Fireworks

Cllr D. Sarson said as the RNLI had pulled out of funding the fireworks' display he was in favour of the council supporting the event as he felt it was a good opportunity for positive public relations and community engagement as it would be promoted as a joint venture with the council.

Cllr G. Stammers said she wasn't necessarily opposed to funding the fireworks but was concerned it might set a precedent.

Cllr M. Ellis said perhaps the council needed to stress to organisations if they believed they were going to have funding issues next year, they should think about submitting grant applications now so the money could be allocated in good time. She said it would be good to support the fireworks in a coronation year.

Proposed by Cllr D. Sarson and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a request from the Regatta and Carnival Committee to contribute up to £2,500 for the summer fireworks' display and note this would be unbudgeted expenditure.

22/84/TCP Dorset Council Free Parking Days

Cllr D. Sarson said he wasn't sure if the day of the Big Coronation Party should be included as a free parking day as most people would park in the Dorset Council owned Charmouth Road car park.

The support services manager said the reasoning behind this was the event was free and parking would also be free, which would be great publicity for the party and the council. She said it was also a Bank Holiday weekend so other car parks would also be busy.

Cllr M. Ellis asked if arrangements had been made for when the park and ride would operate this year.

The town clerk said the arrangements were being finalised with the bus company and it was intended to bring a report to members in this cycle of meetings to agree the arrangements.

Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the non-charging dates in Lyme Regis car parks and instruct officers to liaise with Dorset Council Parking Services, as follows:

- Saturday 29 April – Fossil Festival
- Sunday 7 May – The Big Coronation Part
- Sunday 12 November – Remembrance Sunday parade and service
- Saturday 25 November – Christmas lights' switch-o
- Saturday 3 December – Small Business Saturda
- 23 December – Carols Round the Christmas Tree

22/85/TCP Visit Lyme Regis Membership Review

Proposed by Cllr D. Ruffle and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the charging structure for the Visit Lyme Regis website as follows:

- Free landing page on Visit Lyme Regis website
- Enhanced for Things to Do or Accommodation businesses – £305 including VA
- Enhanced for Food & Drink / Shopping / Transport – £175 including VAT

The rates if advertising on both websites with an enhanced listing would attract a further discount of 20%:

- Enhanced joint listing for Things to Do or Accommodation businesses – £568 or 10% off each Visit Dorset/Visit Lyme Regis level if choosing different level
- Enhanced for Food & Drink/Shopping/Transport – £324

22/86/TCP Community Grants and Bid Writing

Cllr D. Sarson supported the idea of bid writing workshops as he felt it would be good for public relations and valuable community engagement.

The town clerk said officers were keen to use this as a platform to maximise investment into the town as there were various buildings that required investment, such as the council offices, the Hub, the museum, the Marine Theatre and the Town Mill, so there was an opportunity to work collectively to draw in funding. He said as the Coastal Communities Team was no longer in existence, there was a need to replace it.

Cllr G. Stammers suggested it might not be practical to rely on two people to help with bid writing in the long term and asked if there were plans to train people as bid writers from the community.

The town clerk said there were some people already identified who had the right experience but there was no reason that base couldn't be expanded in future.

The support services manager said officers were keen to deliver the bid writing support locally and face-to-face in the first instance; however, this could be expanded to online support in future if the demand was there.

Proposed by Cllr R. Smith and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve in principle funding bid writing sessions for local organisations and ask officers to obtain costings for this work to bring back to the Tourism, Community and Publicity Committee.

22/87/TCP Sculpture Trail

The support services manager said as part of the project's participatory work with the local community, a painting workshop had been arranged for April in the Langmoor Room, which would be free for Gateway Card holders.

As Cllr B. Larcombe had resigned from the committee and was one of the members who had agreed to work with the deputy town clerk on the how the sculpture trail might be delivered in future, Cllr C. Reynolds said she would like to replace him.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllr C. Reynolds joins the group of members working with the deputy town clerk to agree, in conjunction with the Arts Development Company, the precise basis of how the sculpture trail may be delivered in future.

22/88/TCP Axminster and Lyme Cancer Support Beach Hut

Members noted how well the beach hut had been used and agreed it was a good use of the funding from the Ammonite film.

Cllr M. Ellis asked about the funding from Ammonite which had been awarded to the Mary Anning Legacy Fund; she felt if it hadn't been claimed by now, a line should be drawn under it.

The town clerk said the money had gone back into the council budget but if members wanted to identify something else against that funding, he could bring a report to the relevant committee. He suggested it could be used for other educational purposes but to find another vehicle for it.

It was agreed a report would be taken to the relevant committee to allow members to consider the re-allocation of the unspent Ammonite funding.

22/89/TCP Grant Review, Axe Valley and West Dorset Ring and Ride

Members noted the report.

22/90/TCP Grant Review, Bridport and District Citizens Advice

Members noted the report.

22/91/TCP Grant Review, The Hub

Members noted the report.

22/92/TCP Grant Review, Lyme Arts Community Trust

Members noted the report.

22/93/TCP Grant Review, The Philpot Museum

Members noted the report.

22/94/TCP Managing Consultation Exercises

Members noted the report.

The meeting ended at 8.06pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 1 MARCH 2023

Present

Chairman: Cllr C. Aldridge

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

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

Absent: Cllr T. Webb

22/67/TMH Election of Chairman

It was proposed by Cllr B. Larcombe and seconded by Cllr G. Turner that Cllr C. Aldridge is chairman of the Town Management and Highways Committee.

There being no other nominations, Cllr C. Aldridge was duly **ELECTED** as chairman.

As Cllr C. Aldridge was formerly the vice-chairman, it was necessary to elect a new vice-chairman.

It was proposed by Cllr G. Turner and seconded by Cllr C. Aldridge that Cllr P. May is vice-chairman of the Town Management and Highways Committee.

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

22/68/TMH Public Forum

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

22/69/TMH Apologies

None.

22/70/TMH Minutes

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, the minutes of the previous meeting held on 11 January 2023 were **ADOPTED**.

22/71/TMH Disclosable Pecuniary Interests

There were none.

22/72/TMH Dispensations

There were none.

22/73/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 11 February 2023

Trailer Park at Monmouth Beach, Accreted Land and Harbourmaster's Store

Cllr D. Sarson asked if the vacation of the harbourmaster's store was discussed at the meeting with the relevant Dorset Council (DC) director on 24 January 2023.

The operations manager said the meeting did take place and the relevant director had been involved in this issue. However, the harbour staff were still waiting for shipping containers to be delivered to move the contents of the store into; the first container was expected today but it hadn't turned up.

Three Phase supply for Monmouth Beach car park and Woodmead car park

Cllr P. May said he was aware there was now a rapid charger at Holmbush car park so it might be that three phase supply was now available.

The operations manager said he hadn't had any notification from Western Power Distribution of this but he would follow it up to check if this could be available at Monmouth Beach and Woodmead car parks.

RNLI Lifeguard Service

The operations manager said the RNLI had asked to meet with him the following week to discuss the existing contract. He said when the last contract came to an end, it was agreed it would be rolled over, with a 2% increase each year. He suspected the RNLI was looking to break that contract this year and start discussions about the council's contributions as of 2024.

22/74/TMH Update Report

CCTV Project

The operations manager said planning permission had been granted for the camera on the Baptist Church, in addition to the Rock Point Inn, so he would now be moving ahead with getting the cameras installed. This would include seeking permission to dig across Charmouth Road car park to get an electricity supply for the skatepark camera.

Lister Room water leaks

Cllr D. Sarson asked if the works to repair the leaks were costed out, what the costs were and whether it was to budget.

The operations manager said a window fitting company had been out that day and were fitting a new window, which should resolve the problem. However, he wasn't able to give details about cost as the deputy town clerk was leading on this.

Cllr C. Reynolds said she couldn't understand how a new window could repair a leaking roof.

It was agreed further details of the repairs and the costs would be included in the members' briefing.

Antiques and Craft Centre leaks

The operations manager said the cause of the leaks had now been confirmed; a leak had been found where the flat roof met the vertical section between the two gradients in height. He said the deputy town clerk was talking to the roof contractor to fix the issues at no cost to the council.

22/75/TMH Town Management and Highways Committee – Objectives

Members noted the report.

22/76/TMH Marine Parade Lift

Cllr D. Ruffle said if the lift was left there, it should be repaired, but his preferred solution would be to remove it, although he acknowledged this may cause issues with accessibility.

Cllr C. Reynolds asked if there was anywhere else a lift could be located as the current lift didn't really take people anywhere. She agreed removing it would raise issues with accessibility.

The operations manager said leaving the lift in its current state would almost invite the same response as it still didn't allow accessibility. He said this was about cost versus the legal requirements and asked members to consider if they felt it was reasonable to spend the amount of money required. He added there were lift companies that were no longer installing lifts within a mile of the sea because they rust so quickly and ramps at the opposite end of the shelters had been investigated but there was no solution to improve accessibility.

Cllr B. Larcombe asked what the room was used for; he said if it was solely for the council's use, the need for public accessibility wasn't as great.

Cllr G. Stammers said if the lift offered full accessibility to the gardens, there was an argument for keeping it, but this wasn't the case.

Cllr B. Bawden said if the ramp wasn't at the other end of the shelters, it would perhaps be necessary to have the lift, but the ramp did give access to the gardens, therefore removing the lift wasn't denying access. She said the space where the lift was could be used for storage.

It was proposed by Cllr P. May and seconded by Cllr B. Larcombe to remove the Marine Parade Shelters lift due to lack of utility and unreasonable replacement cost to the taxpayer, with a view to replace the lift if a future suitable solution can be found.

Cllr M. Ellis said the Langmoor Room was there to be rented to the public and if there wasn't appropriate access, the council was putting itself at risk. She felt removing it wasn't the solution as the council needed to consider the law relating to disabilities. She said either the room should not be rented to the public, which would require a council decision, or the council needed to consider other ways of people accessing the area.

Cllr B. Larcombe left the room at 7.26pm.

Cllr G. Stammers asked if the council could get a clear legal position before considering the matter.

The operations manager said he could take legal advice but he was certain it would say the council should replace the lift.

Cllr B. Larcombe returned to the meeting at 7.29pm.

Cllr C. Aldridge asked if taking the Langmoor Room out of public use would resolve the issue.

The operations manager said it would alleviate the problem to a certain extent but there might still be risk of legal challenge because the lift did provide some access to the roof of the shelters.

Cllr B. Larcombe felt the only solution was to take the Langmoor Room out of public use and keep it for council use, only, therefore the use of the lift wouldn't be required. He said the room didn't get used by the public anyway.

The support services manager confirmed the room was used by the public and bookings were being taken.

Cllr P. May said his earlier proposal didn't rule out replacing the lift but at the moment it was too costly to do so, so members needed to consider if it was the kind of money they wanted to spend on this purpose.

As Cllr B. Larcombe made a counter proposal, Cllr P. May withdrew his earlier proposal.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that before considering the options for the Marine Parade lift, the council considers the future use of the Langmoor Room.

22/77/TMH Sea Swimmers Safety Box

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to locate the sea swimmers' safety box on the seafront.

22/78/TMH Plan Bee

Cllr P. May presented the proposal for an invertebrate friendly area in the seafront gardens, which would be for all invertebrates, not just bees as the name suggested. He said it would aim to support solitary bees suffering from loss of habitat and said it was only the female solitary bee that could sting and this sting was relatively feeble in comparison to a honey bee. He said there would be intention of encouraging honeybees or to place hives in the area, therefore people would be at no greater risk of being stung than they would be anywhere else in the gardens.

Cllr P. May said the area of land proposed by staff for this garden didn't appear to offer the necessary shelter and he suggested the area that would be vacated by the Oyster and Fish House decking. He said this area already benefited from hedges on either side to provide wind protection for the insects and the council could offer to relieve the restaurant owner of the cost of replacing the grass. He said the council could also dedicate the garden as part of King Charles III's coronation.

Several members said they supported the idea and the area proposed by Cllr P. May leant itself to this purpose.

Cllr C. Reynolds said most of the plants suggested for the garden were herbs; she said herbs required great nutritional effort from the ground they were put in but the area suggested was where rubbish from the landfill site was put in the 1960s. She said she thought the invertebrate garden was a good idea in principle, but in another part of the gardens which she felt should be up to the gardeners to decide.

The operations manager said having suggested the area in the gardens, the gardening team were already thinking about providing shelter for that space.

Cllr C. Aldridge said she supported the idea and there were a lot of bees and insects in the hedge already. She said it could be a good exercise to consult with local people, such as naturalists, environmentalists and perhaps the school, particularly if it was a coronation garden, and this might help address the issues with the soil that Cllr C. Reynolds pointed out.

Cllr M. Ellis said if the area suggested by staff was used, the costs would be met from the gardens' refurbishment budget but she was concerned the costs for the other potential

site were not in the budget. She said the council hadn't yet had the opportunity to properly consider what it wanted to do with the site to be vacated by the decking and there had been a suggestion it could be used for outdoor gym equipment.

Cllr P. May said a lot of the plants needed poor and stoney soil conditions so this would suit the kind of soil present. He was sure the council could find sufficient funds but if not, he was prepared to go to external bodies to seek support.

Cllr B. Larcombe said the environment budget was also available for this purpose.

The operations manager said officers' advice would be not to put a garden that attracts bees and insects near to where lots of people did activities such as mini golf and table tennis and next to a restaurant.

Cllr B. Bawden said this project should be part of a wider review of the gardens as there was the potential not only for a coronation garden but also to apply for Britain in Bloom.

Cllr P. May clarified there was no intention to encourage stinging insects in any greater quantity than were currently in the area.

Cllr M. Ellis was concerned about the proximity of the garden to children using the amenities area. She also felt establishing a garden so soon after asking the Oyster and Fish House to remove its decking would be a sting in the tail.

Cllr P. May said it would be good to put the land to use and do something positive with it instead of it being a wasted piece of land.

It was proposed by Cllr P. May and seconded by Cllr G. Turner to establish an invertebrate garden in the area to be vacated by the Hix Oyster and Fish House decking in consultation with experts about how that could best be achieved.

Before voting, the operations manager emphasised officers were advising against the garden being in this location because it opened up the debate about the decking again. He said the council needed to try and distance itself from anything that might cause negative publicity that a project of this nature and in this location might lead to.

Cllr B. Larcombe said if the council didn't come up with a use for the land, it would continue to be accused of not using the land so this was a demonstration it could be used for another purpose.

Cllr M. Ellis said members were considering just one use for the land and there had been no consideration given to any wider uses. She said the council was giving the message that it needed to fill the space because it didn't want the decking there.

Cllr B. Bawden left the meeting at 8.03pm.

Cllr G. Stammers said perhaps it could be agreed Cllr P. May works with officers to look into areas of the gardens where the invertebrate area could go, which may include the decked area, but without being so specific that it should be that area.

Cllr B. Bawden returned to the meeting at 8.04pm.

Cllr D. Ruffle said he would support a proposal that accepts the idea of an invertebrate garden in principle but without agreeing to a specific location.

Cllr C. Reynolds requested a recorded vote on the following motion:

Proposed by Cllr P. May and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that an invertebrate garden is established in both the area of the gardens suggested by officers and the area to be vacated by the Oyster and Fish House decking in consultation with experts on invertebrate gardens.

Voted for – Cllr G. Turner, Cllr B. Bawden, Cllr B. Larcombe, Cllr P. May, Cllr D. Sarson, Cllr C. Aldridge

Voted against – Cllr C. Reynolds, Cllr M. Ellis

Abstentions – Cllr G. Stammers, Cllr D. Ruffle

22/79/TMH Update on the Plans for Speedwatch Groups

Cllr B. Bawden said there were now enough volunteers to set up Speedwatch groups in Lyme Regis and Charmouth, who would be operating within their own locations but with the understanding if they are short, they could call on others to support them. She said the scheme was a recognised way of gathering data to support any request to DC for a traffic measure or speeding restriction, but it also acted as a deterrent to drivers. She said the next stage was for the volunteers to be trained and the aim was to have four approved sites each in Lyme Regis and Charmouth.

Cllr C. Reynolds was concerned the sites where people wanted to operate from wouldn't be possible because they didn't have a pavement for the volunteers to stand on. She said this was the reason volunteers withdrew when a previous attempt was made to set up Speedwatch. She said volunteers also started dropping out when drivers were caught speeding and the volunteers became known.

Cllr M. Ellis asked where the town council fitted into this issue as Cllr B. Bawden was progressing it as the DC ward member.

It was clarified the council had formally given its support to the initiative, agreed to purchase one camera for the volunteers and to support, in principle, the introduction of 20mph speed limits where possible in Lyme Regis.

22/80/TMH Complaints, Incidents and Compliments

Members noted the report.

The meeting closed at 8.40pm.

DRAFT

Committee: Full Council

Date: 5 April 2023

Title: Selection of Mayor-Elect and Deputy Mayor-Elect

Purpose of Report

To allow members to select a mayor-elect and deputy mayor-elect for the 2023-24 council year

Recommendation

Members appoint a mayor-elect and deputy mayor-elect for the 2023-24 council year

Report

1. An email requesting nominations for mayor-elect and deputy mayor-elect for the 2023-24 council year was sent out to all members on 16 March 2023.
2. Nominations were to be received by Wednesday 29 March 2023.
3. By the closing date, there were two nominations for mayor for the forthcoming year: Cllr M. Ellis and Cllr D. Sarson.
4. By the closing date, there was one nomination for deputy mayor for the forthcoming year: Cllr D. Ruffle.
5. The mayor-elect and deputy mayor-elect will be invested at the mayor-making meeting of the Full Council on 24 May 2023.

Voting arrangements

6. Standing order 3.t states 'Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot'.
7. Standing order 3.s states 'The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote'.

Adrianne Mullins
Support services manager
March 2023

Committee: Full Council

Date: 5 April 2023

Title: Calendar of Meetings

Purpose

To allow members to approve the calendar of meetings for 2023-24 council year

Recommendation

Members approve the calendar of meetings for the 2023-24 council year

Background

1. Standing order 5.j.xxi requires the council to ‘determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council’.

Report

2. The proposed calendar of meetings for 2023-24 is at **appendix 19A**.
3. An extraordinary Full Council meeting has been scheduled on 21 June 2023 to allow members to sign off the Annual Governance and Accountability Return.
4. The calendar also includes the normal summer recess, a break at Christmas/New Year, an extraordinary Full Council meeting in March 2023 to consider community grants, the annual meeting of electors in April 2023, the mayor-making ceremony in May 2023, taking us up to the first meeting of the new 2023-24 council year in May 2023, known as the annual meeting.

Adrianne Mullins
Support services manager
March 2023

Lyme Regis Town Council

Calendar of Meetings 2023/24

All meetings are to be held in the Guildhall, Bridge Street, Lyme Regis, at 7pm unless otherwise stated

| | |
|-----------------------------|---|
| Wednesday 24 May 2023 | Full Council (mayor-making ceremony) |
| Tuesday 30 May 2023 | Planning Committee |
| Wednesday 31 May 2023 | Full Council (adjourned annual meeting) |
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| Tuesday 13 June 2023 | Planning Committee |
| Wednesday 14 June 2023 | Human Resources |
| Wednesday 21 June 2023 | Extraordinary Full Council, 7pm Town Management and Highways, <i>on the rise of the extraordinary Full Council</i> |
| Tuesday 27 June 2023 | Planning Committee |
| Wednesday 28 June 2023 | Tourism, Community and Publicity Committee |
| Wednesday 5 July 2023 | Environment Committee |
| Tuesday 11 July 2023 | Planning Committee |
| Wednesday 12 July 2023 | Strategy and Finance Committee |
| Tuesday 25 July 2023 | Planning Committee |
| Wednesday 26 July 2023 | Full Council |
| | |
| Tuesday 8 August 2023 | Planning Committee |
| Tuesday 22 August 2023 | Planning Committee |
| Tuesday 5 September 2023 | Planning Committee |
| Wednesday 13 September 2023 | Human Resources |
| Tuesday 19 September 2023 | Planning Committee |
| Wednesday 20 September 2023 | Town Management and Highways Committee |
| Wednesday 27 September 2023 | Tourism, Community and Publicity Committee |
| Tuesday 3 October 2023 | Planning Committee |
| Wednesday 4 October 2023 | Environment Committee |
| Wednesday 11 October 2023 | Strategy and Finance Committee |
| Tuesday 17 October 2023 | Planning Committee |
| Wednesday 25 October 2023 | Full Council |
| | |
| Tuesday 31 October 2023 | Planning Committee |
| Wednesday 1 November 2023 | Human Resources Committee |
| Wednesday 8 November 2023 | Town Management and Highways Committee |
| Tuesday 14 November 2023 | Planning Committee |
| Wednesday 15 November 2023 | Tourism, Community and Publicity Committee |

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|----------------------------|--|
| Wednesday 22 November 2023 | Environment Committee |
| Tuesday 28 November 2023 | Planning Committee |
| Wednesday 29 November 2023 | Strategy and Finance Committee |
| Tuesday 12 December 2023 | Planning Committee |
| Wednesday 13 December 2023 | Full Council |
| | |
| Wednesday 3 January 2024 | Human Resources Committee |
| Tuesday 9 January 2024 | Planning Committee |
| Wednesday 10 January 2024 | Town Management and Highways Committee |
| Wednesday 17 January 2024 | Tourism, Community and Publicity Committee |
| Tuesday 23 January 2024 | Planning Committee |
| Wednesday 24 January 2024 | Environment Committee |
| Wednesday 31 January 2024 | Strategy and Finance Committee |
| Tuesday 6 February 2024 | Planning Committee |
| Wednesday 14 February 2024 | Full Council |
| | |
| Tuesday 20 February 2024 | Planning Committee |
| Wednesday 21 February 2024 | Human Resources Committee |
| Wednesday 28 February 2024 | Town Management and Highways Committee |
| Tuesday 5 March 2024 | Planning Committee |
| Wednesday 6 March 2024 | Tourism, Community and Publicity Committee |
| Wednesday 13 March 2024 | Environment Committee |
| Tuesday 19 March 2024 | Planning Committee |
| Wednesday 20 March 2024 | Strategy and Finance Committee |
| Wednesday 27 March 2024 | Extraordinary Full Council (grants) |
| Tuesday 2 April 2024 | Planning Committee |
| Wednesday 3 April 2024 | Full Council |
| | |
| Wednesday 10 April 2024 | Human Resources Committee |
| Tuesday 16 April 2024 | Planning Committee |
| Wednesday 17 April 2024 | Town Management and Highways Committee |
| Friday 19 April 2024 | <i>Annual Meeting of Electors, Woodmead Halls, 7pm</i> |
| Wednesday 24 April 2024 | Tourism, Community and Publicity Committee |
| Tuesday 30 April 2024 | Planning Committee |
| Wednesday 1 May 2024 | Environment Committee |
| Wednesday 8 May 2024 | Strategy and Finance Committee |
| Tuesday 14 May 2024 | Planning Committee |
| Wednesday 15 May 2024 | Full Council |
| | |
| Wednesday 22 May 2024 | Full Council (mayor-making ceremony) |
| Tuesday 28 May 2024 | Planning Committee |
| Wednesday 29 May 2024 | Full Council (adjourned annual meeting) |