



**John Wright
Town Clerk**

Lyme Regis Town Council

Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

email: townclerk@lymeregistowncouncil.gov.uk

Tel: 01297 445175
Fax: 01297 443773

Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 6 September 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
18.08.23

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

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 26 July 2023 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 26 July 2023

To inform members of matters arising from the minutes of the Full Council meeting held on 26 July 2023 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

9. Update Report

There are no updates

10. Mayor's Announcements

11. Planning Committee

To note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meetings on **25 July and 8 August 2023**.

12. Bank Mandates

To allow members to consider changing bank mandates to the mayor, deputy mayor, chairman and vice chairman of the Strategy and Finance Committee to reflect the reduction in transactions requiring member authorisation, and the logistical problems associated with gathering data from multiple members

13. The Guildhall

To allow members to consider the future use of the Guildhall for council meetings and the installation of audio amplification

14. Recognition of a Local Resident and Volunteer

To allow members to consider giving formal recognition to Lyme Regis resident and volunteer Chris Boothroyd for his service to the town

15. Retrospective Approval of Insurance

For members to grant retrospective approval for a payment of £423 to Events Insurance to cover the cost of public liability insurance for the Richard Austin photography exhibition

16. Dorset Council's Housing Consultation Strategy

To allow members to consider Dorset Council's Housing Strategy – Evidence Base July 2023 and prepare a response to Dorset Council's housing consultation questionnaire

17. Dorset Coast Strategy

To allow members to comment on Dorset Coast Strategy

18. Cover arrangements

To approve arrangements to cover for the operations manager's sickness absence and to approve a budget to cover the associated costs

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

19. Exempt Business

To move 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 in view of the likely disclosure of confidential matters about information relating to an individual, and information 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.

a) Agenda item 18 – Cover Arrangements

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 26 JULY 2023

Present

Chairman: The Mayor, Cllr D. Sarson

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr D. Ruffle, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

The mayor, Cllr D. Sarson read out the town prayer.

23/35/C Declaration of Acceptance of Office

The town clerk confirmed Cllr P. Evans had signed his declaration of acceptance of office.

23/36/C Public Forum

R. Daw

R. Daw spoke in relation to agenda item 23, Public Space Protection Order – Dogs. He said he believed the town council was discriminating against disabled people by seeking a total ban on dogs on Front Beaches because the alternative beaches signposted for dogs were in no way suitable for disabled people, as agreed by Dorset Council (DC). He said this was forcing people into cars to go to other beaches, which increased the carbon footprint, at a time when the council was striving to be carbon neutral. He said there seemed to be a lot of scaremongering with regards to Toxocara and the use of it to ban dogs from the beach. He said cats were five times more likely to carry the disease and foxes also carried the disease but neither were restricted from the beaches. R. Daw quoted from Fareham Borough Council's website, which said there were about 120 recorded cases of Toxocara per year in the UK, very few of which were serious. However, even one case was one too many and with basic hygiene practices and regular worming of dogs and cats the disease was easily preventable. He said there were 67.33 million people in the UK so the 120 people represented 0.0002% of the population that had had the disease. He added that no cases had been contracted in Dorset. R. Daw said Toxocara was ingested, whereas Leptospirosis was caught by getting infected soil into a cut or graze, so a person was more likely to contract this than Toxocara, especially with the amount of rubbish that was left and the rats that came along, as there were rats in Lyme Regis.

N. Ball

N. Ball said the gardens were looking a lot better but the bottom slopes needed more watering early in the season. He said there were brambles near the bin store overhanging the footpath that also needed attention. He asked if the council was going to put in stepping stones on the bottom two levels to enable better accessibility and maintenance for the gardening staff as he didn't feel they should be put at risk. He said the community garden looked immaculate and credit was due to those looking after it. N. Ball said over the years, vehicles had gotten bigger and oversized cars were parking in the car parks. He gave examples of cars which were deemed to be oversized. He said all permits issued, including his own with a vehicle of over 4.8 metres, were still valid and were exempt from this stipulation because the council had issued the permit, knowing the make, model and vehicle type. He felt the whole car park needed to be configured or oversized vehicle spaces needed to be allocated. N. Ball said spaces were outdated and too tight. He asked if the Town Management and Highways Committee could look at this issue.

23/37/C

Dorset Council Matters

Cllr B. Bawden gave the following updates:

- The illegally parked motorhome, which had been causing problems for residents in the surrounding area, had been removed by Magna with the Neighbourhood Police team in support. She was also dealing with other problems and complaints among Magna residents, working with DC and the Police and Crime Commissioner (PCC).
- DC contractors had collected over three tonnes of small metal from East Cliff Beach from the old landfill site and a volunteer team from the waste department had picked up all the glass they could find between Lyme and Charmouth. She had requested additional signage at both ends of the beach to warn beachgoers and she was liaising with all the councils, Lyme Regis Museum and Charmouth Heritage Coast Centre on this. She was also liaising with Dorset Council's Visit Dorset on signage to try and rationalise and improve the 'look and feel' as well as review the effectiveness of the information.
- She and Cllr C. Aldridge met with a group of Cobb traders, fishermen and harbour users to listen to complaints mostly about DC's apparent lack of response to their concerns and suggestions about the new car parking arrangements in the harbour.
- Speedwatch training was scheduled for Thursday 10 August in Queen's Walk, work was underway on the proposed 20mph zone and local public consultation would be needed.
- The police station had reopened in Lyme Regis on a trial basis on Tuesdays and Thursdays and she encouraged residents to report problems or concerns via the station. She said residents should also report parking, speeding and road safety issues and anti-social behaviour via the station.

- She had met with Uplyme Parish Council and Cllr Ian Hall, the Devon County Council member to discuss highway matters of joint concern, as well as plans on river monitoring and flood alleviation.
- She said the deadline for submitting a 2030 Vision report to The National Lottery 'Together for Our Planet' had been extended to the end of July and outlined the main points and activities.
- DC had passed a motion, which she had seconded, aimed at reducing sewage pollution and flood risk. She said the requests were the consequence of the River Lim Action and River Char community groups' work. The motion would enable DC to respond robustly to the government consultation on the proposals in the Flood and Water Act and she was pleased the majority party had supported a strong collaborative approach.
- Following requests from Weymouth Town Council and residents that high charges in coastal resort car parks be reduced, she had checked with the town council and it had reported no complaints or a reduction in car parking numbers. She had written to DC officers and the portfolio holder with the deputy town clerk's suggestion for a £10 charge for up to six hours. She said DC would monitor the situation and any potential impact over the summer and would review the policy from September.
- She had asked DC officers if the council could offer disabled people exclusive use of a parking bay, which was the currently policy in the Bournemouth, Christchurch and Poole area, as this might also benefit Lyme residents.
- Current consultations – Volunteer and Community Sector Strategy, Dog-related PSPO, Call for Sites, Housing Strategy.
- She ran through the Cabinet's Forward Plan for July to November 2023
- She said a Carbon Literacy toolkit for community groups was due to be launched in October.
- The NALC Place-Based Initiative aimed to provide a local climate and environmental resource hub for town and parish councillors, community groups and individuals.

Cllr B. Larcombe asked when DC was going to do a risk assessment of the likelihood of cliff falls in this area following a significant fall further along the coast.

Cllr B. Bawden said DC was carrying out some work to assess this.

23/38/C Questions from Councillors

Cllr B. Larcombe

Cllr B. Larcombe asked if there was any planned maintenance to the Candles on the Cobb Pavilion.

Cllr P. Evans said the external works' team had recently carried out maintenance and thanked them for doing such a good job. However, he said there was an ongoing issue with damp.

23/39/C Apologies for Absence

Cllr R. Doney – away
Cllr C. Reynolds – illness

23/40/C Disclosable Pecuniary Interests

Cllr B. Bawden declared a pecuniary interest in minute number 23/20/SF, MUGA at Anning Road Playing Field as she lived near the proposed site.

Cllr P. Evans declared a pecuniary interest in minute number 23/20/SF, MUGA at Anning Road Playing Field as he lived near the proposed site.

23/41/C Dispensations

There were none.

23/42/C To confirm the accuracy of the minutes of the Full Council meeting held on 31 May 2023

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, the minutes of the Full Council meeting held on 31 May 2023 were **ADOPTED**.

23/43/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 21 June 2023

Proposed by Cllr G. Turner and seconded by Cllr P. May, the minutes of the extraordinary Full Council meeting held on 21 June 2023 were **ADOPTED**.

23/44/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 30 June 2023

Proposed by Cllr P. May and seconded by Cllr D. Ruffle, the minutes of the extraordinary Full Council meeting held on 30 June 2023 were **ADOPTED**.

23/45/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 5 July 2023

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, the minutes of the extraordinary Full Council meeting held on 5 July 2023 were **ADOPTED**.

23/46/C Matters arising from the minutes of the Full Council meeting held on 31 May 2023 and the extraordinary Full Council meetings held on 21 and 30 June and 5 July 2023

Members noted the report.

23/47/C Update Report

Park and ride 2023

Cllr P. May congratulated officers on getting the park and ride running this year despite the problems encountered.

The deputy town clerk said the landowner's planning application for infrastructure on the site had been rejected due to the lack of a biodiversity report. He said the report was being done and the application would be resubmitted.

23/48/C Mayor's Announcements

Members noted the report.

23/49/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the meeting held on 27 June 2023, to note the committee's comments made on planning applications under the power delegated by Full Council and to note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meetings on 13 June and 11 July 2023.

23/50/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 5 July 2023 and adopt the recommendations, as follows:

23/10/ENV – River Lym Action Group Report

RESOLVED: that the council continues to promote the Church Cliff Beach redesignation survey on the website and social media.

RESOLVED: to thank the River Lim Action Group for all their achievements and hard work in making the environment of the town and the River Lim better.

23/11/ENV – Bathing Water Quality Meeting 3

RESOLVED: that the town council meets with Dorset Council to ask them to ensure there is an adequate outlet for the storm gullies on Front Beach so the overflows in front of the food outlets are eliminated.

RESOLVED: that the town council meets with Dorset Council to ask them to take ownership of intermittent sewage discharge at the concrete groyne on Front Beach to ensure they are addressed urgently.

23/12/ENV – Climate Emergency Mindset

RESOLVED: that the council includes in its business briefings links to signpost businesses to Dorset Council or other third-party websites where environmental guidance is available on future legislation.

23/51/C Human Resources Committee

Proposed by Cllr G. Stammers and seconded by Cllr R. Smith, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 12 April 2023 and adopt the recommendations, as follows:

23/11/HR – Health and Safety Committee Membership

RESOLVED: that Cllrs G. Stammers and D. Sarson continue as the members representatives on the Health and Safety Committee.

23/12/HR – Two-year, fixed-term post to support the delivery of project, asset management and property-related work

RESOLVED: to create a two-year, fixed-term post to support the delivery of project, asset management and property-related work.

23/52/C Strategy and Finance Committee

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 12 July 2023 and adopt the recommendations, as follows:

23/11/SF – Member Details on the Council Website

RESOLVED: that the presumption is members should be contactable and have their personal details published on the council's website, but they should be allowed to opt out and provide an alternative phone number and address, which may be the town council telephone number and address.

23/12/SF – Review of the Safe Key Procedure

RESOLVED: to approve the revised safe key procedure.

23/15/SF – Dog-related Public Space Protection Order

RESOLVED: that Cllrs S. Cockerell, C. Reynolds and S. Stammers consider Dorset Council's dog-related Public Space Protection Order and report their proposals to the Full Council on 26 July 2023 for approval.

23/20/SF – MUGA at Anning Road Playing Field

RESOLVED: to continue to support the multi-use games area on land specified at Anning Road playing field but to consult with adjacent properties to gauge their reaction to the proposal and to also consult with the wider community.

23/21/SF – Fraudulent Activity

RESOLVED: to note the discrepancies with timesheets, to approve the management actions proposed to ensure further risk is minimised and to refer the issue to the Human Resources Committee for further discussion.

RESOLVED: to note the two fraudulent debit card transactions and approve the management actions proposed to ensure further risk is minimised.

23/53/C Tourism, Community and Publicity Committee

Proposed by Cllr C. Aldridge and seconded by Cllr R. Smith, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 28 June 2023 and adopt the recommendations, as follows:

23/11/TCP – Fossil Festival 2023 and 2024

RESOLVED: to indicate support for the 2024 Fossil Festival, and the town clerk and Cllrs D. Sarson, D. Ruffle and R. Smith meet with Lyme Regis Museum to develop an outline project and funding proposal.

23/12/TCP – Summer Exhibition

RESOLVED: to approve a proposal for an exhibition of the works of local photographer Richard Austin at the Jubilee Pavilion from Monday 14 August until Saturday 30 September 2023.

23/13/TCP – Funding Proposal from The Boat Building Academy

RESOLVED: to agree funding of £6,000 to the Boat Building Academy as part of the council's bursary scheme to support short courses for Lyme Regis young people aged 16-25 years' old.

23/14/TCP – De-brief on the Coronation Event

RESOLVED: that Cllr D. Ruffle works with the town clerk and support services manager to work up a proposal for one or more community events at various venues and to bring it back to the Tourism, Community and Publicity Committee.

23/15/TCP – Town Map

RESOLVED: to note the budget overspend on the re-printing of the town map.

23/54/C Town Management and Highways Committee

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 21 June 2023 and adopt the recommendations, as follows:

23/11/TMH – Gardens Land Stability Reporting

RESOLVED: to engage a town council gardens' land stability monitoring contractor for 51 ground markers.

23/12/TMH – Gazebo in the Gardens

RESOLVED: to remove the gazebo in the gardens in principle, subject to funding in the 2024-5 budget.

23/13/TMH – Seafront Evening Litter Bin Collections

RESOLVED: to introduce, in principle, a regular seasonal seafront evening litter bin collection across six months every year which should be further discussed at 2024-5 budget-setting.

23/14/TMH – Oil Painting

RESOLVED: to offer the family of Robert William Hillman the opportunity to purchase the oil painting for a nominal sum on condition that they have it professionally repaired.

23/15/TMH – Mini-Golf AED

RESOLVED: to agree, in principle, to purchase an AED for the amenities hut, to be further discussed at 2024-5 budget-setting.

23/16/TMH – Signs for Spittles

RESOLVED: to support the Dorset Council ward member's initiative to ask Dorset Council for more signs to alert the public to the dangers presented by the old rubbish tip by asking officers to write with its support.

23/18/TMH – RNLI Lifeguards – Presentation

RESOLVED: to enter into an agreement for the provision of RNLI Lifeguard services at the 2023 rate, plus annual uplifts of RPI plus 4% for the next five years, starting from 2024.

23/19/TMH – Fishing College Winter Parking Permits

RESOLVED: that officers find out how many days the Fishing College would need winter parking permits and what the total cost is likely to be.

23/55/C Appointments to Council Committees

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members **RESOLVED** to appoint Cllr Philip Evans to the Human Resources Committee, the Tourism, Community and Publicity Committee and the Town Management and Highways Committee.

23/56/C Preferred Contractor for Architectural and Building Services Work

The deputy town clerk said it was becoming commonplace that the council sought quotes from contractors and had a poor response; on this occasion, he had approached five practices seeking expressions of interest and proposals but had only received one response. He said the council could decide to go with that contractor or give potential contractors more time to respond. However, he said he didn't want to elongate this process as work needed to start on the projects and the practices available to do this work were limited because the council required a range of services.

The deputy town clerk said the practice needed to be reasonably local so they could be responsive and be able to meet on site. He said the council had worked closely with the one practice which had responded that working relationship had been extremely good. The practice had dealt with projects such as the refurbishment of the Kiosk and the flat roof.

Cllr G. Stammers asked if there had been a precedent in recent years when only one contractor had bid and been appointed.

The deputy town clerk said the council was in the same position with the fascia repairs on the seafront and previous tendering exercises for the toilet cleaning contract and legal services had resulted in only the council's existing contractors responding.

Cllr C. Aldridge asked if officers had spoken to other councils to find out if they were having similar problems and if they had any solutions, as she was concerned the council had no way of knowing if it was getting best value for money.

The town clerk said he had spoken to other town clerks and they were also struggling to get professional services and contractors in to do work. He said in this instance, he was looking to the deputy town clerk to determine if the one quote represented value for money, taking into consideration what he knew about the market. He said officers could go further afield to find a contractor but they would like to appoint a local company. He added re-tendering would delay the process of appointing a contractor until around October.

The deputy town clerk said this wasn't a normal tender as the council wasn't seeking a price, it was looking for a range of things, such as experience, expertise, examples of similar work, hourly rates, and names of people the council could expect to work with. He said the total cost would depend on the council and the work it put to the contractor, based on the hourly rate. He added that the hourly rates quoted were absolutely typical.

Cllr B. Larcombe asked how the council advertised this invitation to tender.

The deputy town clerk said he picked a number of practices he thought would be suitable and wrote to them but it wasn't put on the Contract Finder website because the contract didn't have a specific value. He said the practices were from around the area and were chosen based on his experience of having worked with people in this field.

Cllr B. Larcombe asked how much notice was given of the intended works. If the council was minded to appoint this contractor, he wanted to ensure it saw a breakdown of each element of the work so it could be sure it was getting best value for money. He also asked if the rate paid would be a percentage of the value of the work or a flat rate charge.

The deputy town clerk said it was stated in the invitation to tender that the council had quite a lot of work that was front loaded and needed to be started urgently, which may well have put off potential respondents because they didn't have the capacity to deliver within that timescale. He said part of the contractor's role would be to carry out competitive pricing and quoting; he said this could be brought back to members for approval, but for smaller jobs, this wouldn't normally happen, providing it was within the approved budget, although the bigger jobs would come back to members for approval. He said the rate would depend on the job and it would be down to the council to negotiate.

Cllr R. Smith asked how long the appointment was for and suggested within a year, the council started looking for alternatives so practices were given a chance to quote.

The deputy town clerk said he had stated three years because this was the period the council needed to get the planned works done, particularly involving the council office. He said that wasn't to say the council couldn't start looking for someone to work with beyond that period but he would caution against anything less than three years.

Cllr B. Larcombe said he would like to encourage the council's own staff to manage its own maintenance work.

The town clerk said this already happened, for example council staff managed the renewal of the chapel roof and refurbishment of the Marine Parade toilets, but external experts were needed for bigger jobs involving multi discipline teams.

Proposed by Cllr B. Bawden and seconded by Cllr P. May, members **RESOLVED** to appoint Crickmay Stark of Dorchester as the council's preferred contractor for architectural and building services work.

23/57/C Public Space Protection Order – Dogs

The town clerk said the message he previously got from members was they wanted a total ban on dogs on Front Beaches. He said the observation from the delegated group of members who had completed the questionnaire was DC had restricted the questions so the default response was the status quo. He said the questionnaire didn't provide an option for more restrictions.

Cllr B. Larcombe said comments in the public forum focused on dog mess but he said the complaints the council received were not always about dog mess, they were also about dog nuisance. He said other resorts were going down the same route of total bans.

Proposed by Cllr C. Aldridge and seconded by Cllr G. Stammers, members **RESOLVED** to approve the response to Dorset Council's Public Space Protection Order – Dogs.

23/58/C National Grid and Local Grid Capacity

Cllr B. Bawden said the inadequate grid capacity prevented a Car Club being set up in Lyme Regis, the rapid electric vehicle chargers were up against capacity issues and this would ultimately affect Lyme Regis being a destination of choice. She felt the council needed to lobby as hard as it could and suggested it involved the MP.

Cllr R. Smith said the problems also extended to householders as he had found it difficult to get the supply increased to his house to get low carbon heating installed.

Cllr B. Larcombe said the council needed to underline that these kinds of needs should be in the Dorset Local Plan, as it wasn't just about housing, it was also about the infrastructure that accompanied it.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members **RESOLVED** to that the council writes to the Commons Energy Select Committee drawing their attention to Lyme Regis' current poor grid capacity and pressing them for a commitment to provide the necessary infrastructure improvements and upgrades to ensure local communities like ours are able to meet the government's zero carbon commitments as well as more ambitious local targets.

23/59/C List of Payments

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members **RESOLVED** to approve the schedule of payments in May 2023 for the sum of £193,001.58 and in June for the sum of £247,889.69, respectively.

23/60/C Accreted Land at Monmouth Beach

Proposed by Cllr R. Smith 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.

23/61/C CCTV Quotes

Proposed by Cllr R. Smith 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.

23/62/C Exempt Business

a) Accreted Land at Monmouth Beach

The deputy town clerk said a response had been received from Natural England. He said the council had 14 days from 24 July 2023 to respond with what it intended to do; the two options were to cease the unauthorised use of the land or to apply for consent to use the land.

The deputy town clerk said DC was aware of Natural England's position and the need to work with the town council as part of the application for consent, as it needed to include a detailed proposal about the use and management of the land, which only DC could comment on as the harbour authority. He said DC had confirmed it was happy to work with the town council.

Cllr B. Larcombe asked at what point the council would start talking to DC again about a price for the use of the land, if consent was granted for its use. He asked if there would be a public consultation on the use of the land and felt the council should be prepared for some pushback if people didn't approve of it.

The deputy town clerk said Natural England would carry out some consultation as part of any application for consent. As this current issue was initiated by a complaint from a member of the public, it was reasonable to assume there would be at least one complaint to any application.

The town clerk said the council had already agreed a price with DC and this had been brought to the council some time ago but that price would be reduced to fit the area DC was allowed to use.

Cllr G. Stammers asked if the area, as a Site of Special Scientific Interest (SSSI), had a legal status of its own and therefore whether Natural England had the authority to give consent for its use.

The deputy town clerk said the SSSI did have some legal status and it would be quite unusual for this kind of use to be allowed but Natural England officers had attended the site and had seen the importance of this land to the community, including use of the land by local groups. He said the impression he got was Natural England was willing to consider an exception to normal policies. However, agreement by DC to manage the land differently to how it was currently managed was important.

Cllr R. Smith asked if there would be restrictions on all boats or just powerboats.

The deputy town clerk said DC had indicated it was willing to look at how powerboats were stored, including protecting outboard motors and limiting motorised boats on the accreted land. He said the detail would be contained within the management plan from DC but Natural England had made it clear motorised craft needed to be kept away from vegetation and shingle.

The town clerk said if officers had a sense the DC management plan wasn't going to be acceptable, further discussions would need to take place.

Cllr. R. Smith said whatever arrangements the council had in place with Natural England, it must look after the protected environment as it was still a SSSI.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members **RESOLVED** that the town council notes the compliance letter dated 24 July 2023 received from Natural England about the unconsented use of part of the Monmouth Beach Site of Special Scientific Interest adjacent to the Cobb, confirms to Natural England before 7 August 2023 that it intends to make an application for Natural England's consent to use the area and works with Dorset Council, as harbour authority and occupier of the site, to submit an application for consent, with site management and ecological plans, as soon as possible.

b) CCTV Quotes

Cllr B. Larcombe asked if Charmouth Road car park was going to be covered by cameras as part of this project. He also asked as the project was receiving funding from the Police and Crime Commissioner (PCC), whether the cameras could be accessed by the police and would be of a quality they would be happy with.

The town clerk said the project did get the support of the PCC when it started and he had been in discussions with him for the last 18 months to reinforce that support, but before the council made a final decision, he would want to run it past the PCC and DC because the system would be running through the DC control room. He added that Charmouth Road car park could be included in the project.

Members discussed the quotes as there were several quotes around the same amount, one quote which was substantially higher and one which was substantially lower.

The town clerk said the lowest quote included cameras which were a slightly lower specification than required so if the members accepted this quote, officers would go back to the company and ask for a higher specification.

Cllr R. Smith asked if the council was in a position as a public body not to accept the lowest quote.

The town clerk said the council didn't have to accept the lowest quote but it needed to have a good reason for this if the auditor was to question the decision. He said although cost was a major consideration, the council would need to have good reason to demonstrate the supplier couldn't meet its requirements.

Cllr R. Smith asked if the cameras would be connected to the police system, whether they would be happy with Chinese equipment.

The town clerk said any equipment installed would be checked with the police first.

The deputy town clerk said the operations manager had spoken to DC about compatibility and none of the companies which had quoted had been able to confirm full compatibility with DC's multi-screen operations room, although they all said they would expect it to work and be compatible but they said there was a risk Lyme Regis' cameras may have to be managed by a separate laptop.

Cllr S. Cockerell said he would like to know who else used the cameras suggested by the company with the lowest quote as he wasn't confident about their quality.

Cllr B. Bawden said she wasn't sure she had enough information to make a decision on which quote to accept and asked about ongoing maintenance.

The town clerk said ongoing maintenance would be the responsibility of the town council. He said the council could make a decision at this meeting but put some conditions on the decision, such as the cameras being subject to compatibility with DC's control room. He said officers could enter into further discussions with the chosen contractor and if it became unworkable, the matter could be brought back to members for further discussion.

It was proposed by Cllr P. May and seconded by Cllr D. Ruffle that subject to the specification meeting the Police and Crime Commissioner and Dorset Council's compatibility and other requirements, the contract for the CCTV project is awarded to Prime Secure.

An alternative motion was put forward and voted on as follows:

Proposed by Cllr R. Smith and seconded by Cllr B. Larcombe, members **RESOLVED** that subject to the specification meeting the Police and Crime Commissioner and Dorset Council's compatibility and other requirements, the contract for the CCTV project is awarded to Scutum West.

The meeting closed at 8.50pm.

DRAFT

Committee: Full Council

Date: 6 September 2023

Title: Matters arising from the minutes of the Full Council meeting held on 26 July 2023

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting held on 26 July 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

23/57/C – Public Space Protection Order – Dogs

The town clerk responded to Dorset Council’s online consultation on 17 August 2023 and also wrote separately to Dorset Council to comment on how restrictive the survey questions were.

23/58/C – National Grid and Local Grid Capacity

The deputy town clerk wrote to the Commons Energy Select Committee on behalf of the council and the response was included in the members’ briefing on 4 August 2023.

23/60/C – Accreted Land at Monmouth Beach

The deputy town clerk wrote to Natural England on 27 July 2023 to inform them the council intended to make an application for retrospective consent for use of the accreted land and we would liaise with Dorset Council prior to making an application.

23/61/C – CCTV Quotes

Scutum West has been notified it has been awarded the contract.

John Wright
Town clerk
August 2023

**Lyme Regis Town Council
Mayor's Announcements for Cllr David Sarson
Meeting held on 6 September 2023**

- 21 July With the mayoress, attended with the Curtain Up show at Woodmead Hall, a great show.
- 22 July With the mayoress, attended the opening of RNLI Lifeboat week and gave a speech.
- 23 July With the mayoress, attended the start of the Fun Run during Lifeboat Week and gave out prizes to the winners. The illuminated boats sadly were cancelled owing to the rough seas.
- 27 July With the mayoress, met the Red Devils team. Unfortunately, the free fall parachute jump had to be cancelled owing to low cloud.
- 28 July With the mayoress, attended the RNLI duck race along the River Lym. Sadly no winners were present to accept their prizes.
- 4 August With the mayoress, watched the firework display from the Marine Parade shelters organised by the Regatta and Carnival Committee and jointly funded by the town council.
- 4 August Interviewed by by Neil Charlton and Nick for Lyme Bay Radio about life as a Mayor of Lyme Regis.
- 5 August With the mayoress, attended the Torchlight Procession for Regatta and Carnival Week, a very picturesque event.
- 7 August With the mayoress, hosted my Civic Day, a very memorable day with 15 mayors and their consorts together with deputy mayor Cllr Philip May, deputy mayoress Cllr Caroline Aldridge, Dorset Council ward member Cllr Belinda Bawden, town clerk John Wright, support services manager Adrienne Mullins and administrative and community engagement assistant Anne-Marie Shepherd. The day started with a guided tour of the Cobb and Marine Parade by town crier Alan Vian, followed by refreshments, then a tour of the RNLI Boathouse, lunch at the Bowls Club, onto the shelters to watch a great show by the Lyme Regis School of Ballet, and ending with a very interesting talk and tour of the Boat Building Academy. Thanks also go to the outside team who prepared the car park for the entourage.
- 7 August With the mayoress, judged the competition for the young town crier for Regatta and Carnival Week, a very good response, with around 18 entrants.
- 10 August With the mayoress, attended the duck race on the River Lym for Regatta and Carnival Week. Sadly no winners were present at the event.

- 10 August With the mayoress, attended Candles Down the River Lym for Regatta and Carnival, a quiet and emotional event.
- 10 August With the mayoress, attended a display by Lyme Regis Majorettes and did a photo shoot with large dummy cheque (a cheque of £400 had already been presented to them a couple of weeks ago as the mayor's charity)
- 12 August With the mayoress, attended the Carnival procession, a great event, and met a lot of organisations before and after the procession. It was wonderful to see so many people watching the procession, our arms are still aching!
- 15 August With the mayoress, attended Lyme Regis Nursing Home on request of the matron to visit a gentleman of 103-years-old who wanted to share his birthday with the mayor. It was a privilege and quite humbling to be asked.
- 16 August With councillors and staff, attended the opening of the Richard Austin photography exhibition at the Jubilee Pavilion.

Member Planning Recommendations following the cancelled meetings of the Planning Committee scheduled to take place on 25 July and 8 August 2023.

Lyme Regis Town Council
Planning Committee – 25 July 2023
Planning Recommendations

NO APPLICATIONS RECEIVED

Lyme Regis Town Council
Planning Committee – 8 August 2023
Planning Recommendations

- 1) **P/FUL/2023/03967**
HOUSEHOLDER PLANNING PERMISSION
Erection of a detached dwelling with associated landscaping works- Land adjacent to Seathrift off Greenway Lyme Regis.

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.

- 2) **P/LBC/2023/03719**
LISTED BUILDING CONSENT
Carry out works to roof including a new load bearing timber stud wall- 6 Coombe Street Lyme Regis Dorset DT7 3PY.

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

Committee: Full Council

Date: 6 September 2023

Title: Bank Mandates

Purpose

To allow members to consider changing bank mandates to the mayor, deputy mayor, chairman and vice chairman of the Strategy and Finance Committee to reflect the reduction in transactions requiring member authorisation, and the logistical problems associated with gathering data from multiple members

Recommendation

Members approve removing bank mandates from all chairmen and vice-chairmen, and approve bank mandates for the mayor, deputy mayor, and the chairman and vice-chairman of the Strategy and Finance Committee

Background

1. The council has bank accounts with Lloyds and NatWest banks.
2. A bank mandate, or account signatory, is a person who is authorised to manage a bank account, i.e., authorise payments and make enquiries.
3. Financial regulations identify the levels of payment that require member cheque signatures or authorisation of electronic payment; the vast majority of payment authorisations are delegated to officers.
3. On 24 July 2019, the Full Council resolved to set up all chairmen and vice-chairmen as bank signatories. In successive years, the council has been unable to secure bank mandates for most of these members because of logistical problems associated with gathering data from multiple councillors.
4. Following a recommendation from the Strategy and Finance Committee on 17 May 2023, the Full Council resolved to amend financial regulations to increase the level of payment requiring member authorisation from £10,000 to £25,000. This reduces the likely number of payments requiring member authorisation to less than 10 a year.

Report

5. Members are asked to approve changes to the council's bank mandate policy to remove all chairmen and vice-chairmen and replace them with the mayor, deputy mayor, chairman and vice-chairman of the Strategy and Finance Committee.

6. For the council year 2023-24, Lloyds and NatWest bank mandates would apply to: Cllr D. Sarson, mayor; Cllr P. May, deputy mayor and chairman of Strategy and Finance; and Cllr B. Larcombe, vice-chairman of Strategy and Finance.
7. The process of changing bank mandates requires 'Know Your Customer' information from each new signatory, usually comprising of certified copies of either a driving licence or passport, plus a utility bill less than three months' old. The process may also require a credit check if the new signatory is not a customer of the bank.

Naomi Cleal
Finance manager
August 2023

Committee: Full Council

Date: 6 September 2023

Title: The Guildhall

Purpose of Report

To allow members to consider the future use of the Guildhall for council meetings and the installation of audio amplification

Recommendation

Members consider the report, approve a budget of up to £1,000 for the possible installation of amplification equipment, and instruct the town clerk

Background

1. Several members have approached the town clerk about the suitability of the Guildhall for council meetings and about the need for audio amplification.
2. In 2014, the council installed a system to video and audio record council meetings. The system can also audio amplify meetings. As part of the installation, the council has desk and lapel microphones. There are also four hard-wired speakers in the Guildhall directed inwards at 90* to the public area.
3. The Guildhall also has a hearing loop which needs updating.

Report

4. Several members have approached the town clerk about the suitability of the Guildhall as a venue for council meetings. The main issues raised include members sitting with their backs to the public, seating and desk arrangements, and acoustics.
5. During Covid, the council held meetings outside the Guildhall with mixed success. If members so wish, officers could identify alternative locations for council meetings, possibly on a trial basis.
6. Returning to the issue of acoustics and the difficulty some members have in hearing discussion, officers are reviewing the capability of the existing system and speaker locations to establish if retaining the kit offers a cost-effective option for audio amplification in the Guildhall.
7. There is a real possibility the most cost-effective option may be a new audio system; the cost of amplification systems has reduced significantly in recent years plus, they have the benefit of much smaller speakers and wi-fi connectivity. A new system is likely to cost a few hundred pounds, only.
8. The Guildhall is not an acoustic-friendly building; its interior is predominantly wood, glass and plaster-finish. Also, increased volume is not always the solution to improved hearing and there is the possibility of feedback; this was an occasional problem when council meetings were being video and audio recorded.

9. As part of the audio project, officers will arrange for the hearing loop to be serviced or, if necessary, replaced.

John Wright
Town clerk
August 2023

Committee: Full Council

Date: 6 September 2023

Title: Recognition of a Local Resident and Volunteer

Purpose

To allow members to consider giving formal recognition to Lyme Regis resident and volunteer Chris Boothroyd for his service to the town

Recommendation

Members approve a letter from the mayor on behalf of the council and a plaque to be presented to Lyme Regis resident and volunteer Chris Boothroyd as formal recognition of his service to the town

Background

1. I am very much in favour of honouring the citizens of Lyme who go that extra mile in working for the town in a voluntary capacity.
2. I have suggested to the Mayor that I believe Chris Boothroyd, who will shortly be leaving Lyme to live in the Wirral, should be presented with a plaque or framed certificate in recognition of all his done for the town.
3. Chris, virtually single-handedly, raised in excess of £200,000 to equip the Jubilee Pavilion as part of the Marine Parade Shelters development, which involved many hundreds of hours work. He then organised and supervised the team of volunteers which manned the now defunct information point in the Jubilee Pavilion. Chris served the town in many other capacities over the years, particularly in the early days of Lyme Forward. Since then, he has played a crucial role in the establishment of the Patients Participation Group at the Lyme Regis Medical Centre, especially during the Covid pandemic.
4. His loss to the town will be felt in many quarters and I believe he deserves some recognition from the town he loves and has served so well over many years.

Cllr Philip Evans
August 2023

Committee: Full Council

Date: 6 September 2023

Title: Retrospective Approval of Insurance

Purpose of Report

For members to grant retrospective approval for a payment of £423 to Events Insurance to cover the cost of public liability insurance for the Richard Austin photography exhibition

Recommendation

Members grant retrospective approval for a payment of £423 to Events Insurance to cover the cost of public liability insurance for the Richard Austin photography exhibition

Background

1. On 16 July 2023, the Full Council approved the recommendation from the Tourism, Community and Publicity Committee, see below:

‘to approve a proposal for an exhibition of the works of local photographer Richard Austin at the Jubilee Pavilion from Monday 14 August until Saturday 30 September 2023.’

Report

2. To support the exhibition, the finance manager attempted to negotiate the inclusion of public liability insurance for the exhibition under the council’s policy with Zurich, but without success; it needs to be a separate policy.
3. Richard Austin’s photography exhibition is a celebration of all things Lyme Regis and, following consultation with the mayor and chairman of Strategy and Finance, I have authorised a grant to cover the cost of the public liability insurance for the event which runs from 16 August to 30 September 2023.
4. The cost of the public liability insurance cover is £423, and the policy is held with Events Insurance.
5. This expenditure is not budgeted for and, consequently, members are asked to retrospectively approve a grant of £423 to cover the cost of public liability insurance for the Richard Austin photography exhibition.

John Wright
Town clerk
August 2023

Committee: Full Council

Date: 6 September 2023

Title: Dorset Council's Housing Consultation Strategy

Purpose of the Report

To allow members to consider Dorset Council's Housing Strategy – Evidence Base July 2023 and prepare a response to Dorset Council's housing consultation questionnaire

Recommendation

Members consider Dorset Council's Housing Strategy – Evidence Base July 2023 and housing consultation questionnaire, give an indication of its position and delegate the final response to the town clerk in conjunction with three members identified at the meeting

Background

1. Section 87 of the Local Government Act 2003 puts local authority housing strategies on a statutory basis.

Report

2. On 26 July 2023, Dorset Council opened consultation on its housing strategy; consultation closes on 2 October 2023.
3. The purpose of the consultation is to help shape Dorset Council's vision:

'Dorset residents have access to affordable, suitable, secure homes where they can live well and be part of sustainable and thriving communities.'
4. The housing consultation questionnaire, **appendix 16A**, is open to individuals and organisations; it's supported by a background document to inform respondents, Dorset Council's Housing Strategy – Evidence Base 2023, **appendix 16B**.
5. In particular, Dorset Council is looking for thoughts on housing need, housing supply, housing standards, and the prevention of homelessness.
6. Dorset Council states views expressed through the questionnaire will help shape its final housing strategy; the finalised housing strategy will be presented to Dorset Council's Full Council in December 2023.
7. The town clerk is looking for members to give an indication of the council's position and to delegate the completion of the final questionnaire to the town clerk in consultation with three members identified at the meeting.

John Wright
Town clerk
August 2023

Committee: Full Council

Date: 6 September 2023

Title: Dorset Coast Strategy

Purpose of Report

To allow members to comment on Dorset Coast Strategy

Recommendation

Members review the strategy and draft a response or delegate the response to the town clerk in consultation with three members identified at the meeting

Background

1. The Dorset Coast Strategy (DCS) is a high level non-statutory document which aims to set out a consensus view on the way in which the members of the Dorset Coast Forum will work together to improve the planning and management of the Dorset Coast and inshore waters.
2. DCS currently has over 460 members from around 260 private, voluntary, and public organisations. Membership is free and brings with it expertise, local knowledge and a deep understanding of Dorset's coast and its inshore waters.
3. Membership is available to individuals who have relevant expertise and experience and who can bring added value to the forum and its wider membership.
4. The previous Dorset Coast Strategy ran from 2011-21.

Report

5. Attached, **appendix 17A**, is a draft of the Dorset Coast Strategy 2023-26.
6. Members can review the strategy at this meeting or delegate the response to the town clerk in consultation with three members identified at the meeting.

John Wright
Town clerk
August 2023