



Lyme Regis Town Council

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

Tel: 01297 445175
Fax: 01297 443773

John Wright
Town Clerk

email: townclerk@lymeregistowncouncil.gov.uk

Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 7 February 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
02.02.24

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

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 13 December 2023 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 13 December 2023

To inform members of matters arising from the minutes of the Full Council meeting held on 25 October 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 receive the minutes of the meetings held on **12 December 2023 and 9 January 2024** 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 meeting on **23 January 2024**

12. Environment Committee

To receive the minutes of the meeting held on **17 January 2024** and consider the recommendations therein.

13. Human Resources Committee

The meeting scheduled to take place on 20 December 2023 was cancelled.

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **24 January 2024** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **10 January 2024** and consider the recommendations therein.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **3 January 2024** and consider the recommendations therein.

17. Calendar of Meetings

To allow members to approve the calendar of meetings for 2024-25 council year

18. Funding Request from Dorset Association of Parish and Town Councils

To allow members to consider a crowd funding request from Dorset Association of Parish and Town Council for election training

19. Options for Alternative Office Accommodation and Associated Issues

To allow members to consider options for alternative office accommodation following the decision of Full Council on 25 October 2023 (**23/107/C**) 'not to proceed with the project to refurbish the council office and to look for alternative office facilities'

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

20. 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 19 - Options for Alternative Office Accommodation and Associated Issues

Dorset Council report to Lyme Regis Town Council

7 February 2024

1. Local updates

1.1. Local Transport Plan public consultation and 20mph presentation – ‘Our Future Transport’ events

The Local Transport Plan 4 (LTP4) process is underway and aims to be ‘Vision-led’, addressing the decarbonisation challenge, the need to improve more opportunities for walking and cycling - ‘Active Travel’ - and to co-ordinate with Dorset Council’s Nature Recovery, Climate and Ecological Strategy and the Local Plan.

Dorset Council presented the plans for the public consultation on LTP4 on 8 January and ran a briefing for town and parish councils through DAPTC on 18 January. The consultation opened on Monday 22 January and will close on Sunday 3 March.

The nearest roadshow will be in Bridport on Saturday 17 February from 10am to 2pm at Bridport Library so I have organised public events on **Tuesday 20 February** (Charmouth 10am to 1pm; Lyme 3pm to 6pm) so our residents and businesses can learn more and contribute to the public consultation. **This is our opportunity to shape Dorset Council’s plans for the next 15 to 20 years.**

The Local Transport Team from Dorset Council cannot attend in person but will send me a slide presentation, a briefing pack, posters and flyers as well as digital copies to print out for the LTP4 public consultation.

We also have the Dorset co-ordinator for the ‘20 is Plenty’ campaign at both sessions, who is also considering offering 1:1 adult cycling lessons and a community bike ride around the events. We will also have information about the Speedwatch campaign and some local Speedwatch volunteers there.

The WATAG (Western Area Transport Group) team and Axe Valley Ring and Ride service would like to attend and the Traffic and Travel Working group can use the opportunity to gauge views on the 2030 Vision Future Transport and 20mph proposals under consideration.

1.2. Town Bus and other updates

LRTC Traffic and Travel Working group members, town clerk and Operations Manager met on 22 January as passengers on the town bus service to consider how the service changes requested by our residents, including possible links to Charmouth and Uplyme, might be delivered. The next Traffic and Travel Working Group meeting to discuss next steps will be 21 February.

The revised planning application for a more sustainable Park and Ride operation from the Charmouth Road site is under consideration by Dorset Council.

The Axe Valley Ring and Ride service is waiting to hear whether it was successful in their application for revenue funding from Dorset Council. Encouraging more people to use the service is vital if it is to survive in West Dorset.

1.3. Carbon Literacy training

The joint Carbon Literacy training with Weymouth Town Council is underway so the number of Lyme Regis Town Council councillors and staff could reach the level required by the Silver level Carbon Literate Organisation accreditation.

Parish and town council members, clerks, officers and community group members across West Dorset are invited to join two half day workshops co-facilitated with members of the Dorset Climate Action Network.

So far 30 town and parish clerks, staff and councillors and community group members from Dorset have completed Workshop 1, including nine from LRTC.

1.4. Meetings with Assets and Property team

The Deputy Town Clerk, Project Assistant and I met Abigail Brooks and Trevor Ford from Dorset Council's Assets and Property team to begin the process of clarifying ownership of various areas round the town. The meetings had been frequently postponed from last year but after one online meeting and two walks round the East Cliff walkway, Theatre Square, Bell Cliff, Broad Street car park, the Town Mill and the Leat walkway, it seems the issues have been understood and legal investigations will follow.

In the meantime, repairs have been undertaken to the bottom of the steps near the Museum and the buttress of the old sea wall under the Marine Theatre.

1.5. Annual Report on the Spittles landslip

I received the Annual Report on the Spittles landslip toe and beach on 25 January. I asked various questions and checked whether I was able to circulate the report but was provided with this statement by Steven Horsler, the Environmental Health Officer.

"As you are no doubt aware, Dorset Council owns the former landfill at The Spittles, Lyme Regis; this area of clifftop land is being actively eroded by the sea, leading to potential transfer of former landfill contents into the soils and beach below.

Active management of the site by Dorset Council involves frequent monitoring, identification, assessment and control of risks to people and the wider environment from physical detritus and chemical contamination which may arise from this former landfill. This is supplemented by an annual sampling and assessment of the landslip toe and beach in the area beneath, undertaken by a specialist professional consultant.

We have now received the report of this year's (2023) sampling and assessment, conducted in October 2023

The conclusions and recommendations in Section 8.0 may be of particular interest; these are very similar to previous years' reports.

Please note that routine physical inspections of the Spittles area and any arrangements for clearance of detritus are managed by the council's Waste Services Team, whilst our Environmental Protection Team takes the lead in terms of potential chemical contamination.

If you have any queries about land contamination issues relating to the Spittles former landfill, or the contents of this email, do please feel free to contact me, the Waste Services Team, or the Environmental Protection Team.”

Email from Waste Services Manager

Subject: RE: Annual testing of Spittles landslip toe and beach

Good afternoon Cllr Bawden,

Waste services continue to monitor the beach on a regular basis and will arrange for further clearances when considered that these are necessary and effective.

Due to the potentially hazardous environment of mud flows, rock falls and tides and the nature of the waste I would not encourage the use of volunteers to clear this material.

I will let you know when a further clearance is scheduled, but in the mean-time please let myself and Coralie know if any concerns you have.

Kind regards

Jason Jones
Group Manager (Commissioning)

Place Services



Sent: Thursday, January 25, 2024 1:54:49 PM

1.6. Commercial Waste bins being re-sited

The Commercial waste bin store in the Broad Street car park has been shut down by Environmental Health. I was approached by one of the businesses affected on 5 January when they received a letter confirming the need for them to find an alternative site for their commercial waste bin to be collected by 4 February.

I contacted Dorset Council and was called the same day by the Commercial Services Manager to explain the need to relocate six or more commercial waste bins due to repeated measures to control the vermin having little effect.

I spoke to the businesses concerned to ascertain the number of bins required and whether alternative methods of waste collection might be appropriate for them. The Acting Operations Manager and I walked round to assess various different sites to inform discussions between LRTC and DC. I put the Commercial Services Manager in direct contact with some of the businesses then met him and the Client Manager on 17 January to walk round the potential sites and hear the proposed solutions.

An update was sent to me and the town council, alongside relevant waste and property colleagues in Dorset Council, on 30 January. I have expressed concerns about the proposed location of one bin at the bottom of Broad Street, fearing complaints about the visual impact, and also said the East Cliff Walkway was not seen by the town council as ideal, given the increasing popularity of the area for pedestrians, while also recognising the lack of a suitable alternative.

Arrangements are:

“Our operations team will be moving the bins to the agreed alternative locations on Monday 5 February. Locks will be fitted to all bins that are publicly accessible to avoid public use. Once the bin store is empty our operations team will clean and tidy the site...

Shortly after being cleaned the bin store will be ‘made good’ before being returned to parking services to use as they see fit.”

Further investigations about the ownership of the smaller bin store are underway.

1.7. Dogs PSPO

Dogs have been allowed off leads on West Beach and the front town beaches in Lyme since 1 January, as agreed at Cabinet on 7 November.

Cabinet members rejected the recommendation to keep the on-leads restriction for Lyme’s front beaches. However a review was agreed for Lyme Regis so all complaints being received are being sent through to Dorset Council.

There has been a marked increase in complaints to me and to LRTC by email and on the doorstep, mostly about dog poo on the beach and seafront walkways but also about dogs causing fear and putting families off using the beach. There have also been widespread complaints on Facebook.

The Acting Operations Manager collated the complaints received and forwarded them to Dorset Council at the end of December.

Cllr Aldridge has followed up enforcement ambiguities shown on the Dorset Council website for clarity on the risk assessment for the Beach Clean on 3 February.

I will follow up with the Environmental Health team about the review on the new PSPO as previous enquiries suggesting a co-operative approach remain unanswered.

1.8. Highways, Parking & Footpath updates

- Work on Uplyme Road-Clappentail Lane junction is scheduled for May. It was postponed from October and I asked for it to be scheduled in February but the recent bad weather has stretched the maintenance teams.
- Simon Williams and I have repeatedly asked for more cycle and motor-cycling parking space at the back of the Broad Street car park, before there is any prospect of encouraging motor-cyclists off East Cliff walkway. The footfall there makes it dangerous as reversing cars are a hazard but Mike Westwood said there were no plans to remove car park spaces, apart from the cycle racks Simon had agreed to pay for (email 1 Feb).
- Mike Westwood agreed that numbers 1 to 14 Queen’s Walk are part of the residential parking zone but seems to be saying they cannot put signs up. I have contacted the residents to let them know they can apply.
- Other requests for consideration of residential permit areas have been rejected as not fitting the criteria but a review of parking is taking place. I’m asking how we can contribute to this.

- The temporary repairs to the steps from the Charmouth Road car park have been reported to DC and referred to the Greenspace team.
- Signage on the A35 have been referred back to LRTC to deal with. I asked to put this on the agenda for TM&H. I have asked Chris Loder and Jack Wiltshire, as both are meeting Highways England. Mark Green is dealing with the AA over the Park and Ride signage.
- Enforcement comes up frequently on the doorstep – either too much but mostly not enough. I pass the specific requests through and DC's Enforcement Officer do visit but there will never be enough staff to cover the demand. I'm waiting for clarification from Mike Westwood on the training for our team.
- Enforcement of delivery times is a project I intend to undertake with DC and the new Business Group. As are A boards and advertising clutter causing trip hazards and detracting from the look and feel of the town.
- Engine idling signage is still on my 'To Do' list. I'll see whether we could engage secondary school students to help run an awareness campaign in the primary schools.
- I've been trying to broker a solution on the footpath across the Woodroffe playing fields.
- A lovely request for a Hedgehog sign at the bottom of Summerhill Road has been referred to TMH.

1.9. Harbour update

I have no further news about the proposal from the Lyme Regis Powerboat Club to run a trial for 10 licences for personalised watercrafts (PWCs) jet-skis to launch from Lyme Regis harbour on 22 November. The proposed 'quiet zone' ends at Charmouth.

The local Harbour Users' Group meets 1 February.

The next Dorset Council Harbours Advisory Committee is currently scheduled for 6 March 2024. The deadline for public and councillor questions is likely to be 08:30am on Friday 1 March to Joshua Kennedy on joshua.kennedy@dorsetcouncil.gov.uk

I met James Radcliffe, the Harbourmaster, on 29 January.

The beach replenishment and harbour dredging operation in Lyme Regis will take place from 9 to 14th March before the Easter holidays. As explained by Ian Fitz, the project engineer to S&F, this year the 'beach harvesting' will scoop up excess sand from the whole front beach.

James said the harbour had more sand than ever more due the increased easterly winds and storms.

There are concerns about the increasing volume and ecological impact of the sand from Lyme's artificial beach in Charmouth.

Should consideration be given to medium term budgetary provision for beach replacement?

1.10. Relations with Dorset Council

Please let me know if there are any issues the council would like me to address on poor or non-existent responses from Dorset Council. There are staff shortages and problems recruiting across Dorset Council but the Customer Service team will log and track questions to ensure they are answered.

I have been advised to use councillorenquiries@dorsetcouncil.gov.uk on all correspondence in order for concerns or questions to be logged and followed up if necessary.

I still have a list of issues to follow up, including the planning concerns for Charmouth.

1.10. Coastal Transition Accelerator Fund from DEFRA

I have been encouraging our local groups and experts to submit their research, proposals and suggestions direct to the CTAP team in Dorset Council. The Charmouth Heritage Coast Centre is convened a meeting on 31 January of all those interested in being involved and sharing ideas together before the CTAP project team engages directly in Charmouth.

1.11. New Business Group

The new group has set itself up very successfully with Tom Robinson of Tom's on Marine Parade as chairman and a lively group forming a committee. The town clerk presented LRTC's role and activities to their first official meeting on 22 January and I attended. The atmosphere was positive and I'm sure there will be plenty of opportunities to plan events and share opinions and feedback.

2. Dorset Council updates

2.1. 2024-2025 Budget discussions

The proposed Dorset Council budget will be discussed at Full Council on 13 February. The 'gap' of around £12 million is expected to be covered by the 'Our Future Council' (OFC) transformation proposals, underwritten by reserves.

My colleague Cllr Brian Heatley challenged Cabinet this week over the continuing claim of a 'balanced budget' while relying on OFC Transformation, reported in the Dorset Echo as the Lone Ranger riding to the rescue:

<https://www.dorsetecho.co.uk/news/24084364.lone-ranger-rides-rescue-dorset-council-budget/>

It seems an additional £4 million from the government has reduced the budget gap to £8 million.

The additional government funding heralded in the press has, in Dorset's case, broadly replaced the withdrawal of the Service Grant; other local authorities suffered more significant reductions in central government funding.

The assumptions are based on members' agreeing to the maximum increase allowed in council tax.

Cllr Brian Heatley has also established that the option to double council tax on second homes for 2025-2026 will be on the agenda for Full Council.

Dorset Council Cabinet considered the [Quarter 3 Financial Monitoring Report and Budget strategy and medium-term financial plan \(MTFP\)](#) on 30 January.

“Brief Summary:

This report comes to Cabinet with information about the Council’s projected financial performance for the full 2023/24 financial year, being made at the end of Quarter 3, which reports on the period 1st April 2023 to 31st December 2023.

The Quarter 3 revenue budget is forecasting a variance of 1.01% which equates to £3.5m, the Capital budget has spent 67% of the profiled spend for 2023/24.

Turning to the Councils sundry debt (unpaid invoices) this has reduced by £1.5m since Quarter 2 with 72% of old year debts now collected. In terms of collection of council tax and business rates, the in year performance remains slightly ahead when compared to the same point last year.

Recommendation: Cabinet is asked to:

1. note SLT’s forecast of the full year’s forecast outturn, for the Council, made at the end of Quarter 3 including progress of the savings incorporated into the budget;
2. Consider and as required identify the priority areas for changes to be made to close the in-year budget gap; Page 33 Agenda Item 7
3. Agree that Portfolio Holders will work with officers to continue to identify and develop further in-year efficiencies and savings to minimise use of reserves;
4. note the capital programme for 2023/24 and updated capital plan for 2023/24 – 2027/28; “

A verbal update will be given at the Full Council to explain the in-year variance after the minutes have been received.

The Five Year Plan for Harbours and a Community Asset Transfer Policy were also discussed in January’s Cabinet.

The Devolution Deal for Dorset discussion has been deferred.

2.2. Forward Plan

There are interesting topics scheduled for March’s Cabinet:

[Procurement Forward Plan Report - Over £500k \(2023-2025\)](#)

[Equality, Diversity & Inclusion \(EDI\) Strategy](#) **New!**

[Grid Capacity Task & Finish Group](#) **New!**

[BCP Local Plan consultation response](#) **New!**

[Family Hub network development](#) **New!**

[Business Case - commercialisation of digital innovation](#) **New!**

[Forward Plan link.](#)

2.3. Current Dorset Council Consultations

Call for Sites – closes 1 March

[Local Transport Plan Opportunities and Issues](#) – closes 3 March

<https://consultation.dorsetcouncil.gov.uk/>

3. Case work and contacts

3.1. Dorset Councillor ‘Surgeries’

Lyme’s Community Café at the Hub, Church Street, DT7 3BS

Usually fortnightly on Thursdays from 10am to 12pm

3.2. Contact

Please 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, transport and accessibility, environmental or net zero projects or learn more about being a councillor.

Belinda Bawden

1 February 2024

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 13 DECEMBER 2023

Present**Chairman:** The Mayor, Cllr D. Sarson**Councillors:** Cllr C. Aldridge, Cllr B. Bawden, Cllr R. Doney, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr R. Smith, Cllr G. Stammers**Officers:** A. Mullins (support services manager), J. Wright (town clerk)

Rev. Sarah Godfrey read out the town prayer.

23/108/C Public Forum**L. Markham**

As owner of Lyme Rocks sweet shop, L. Markham said it was extremely important the town council connected with local businesses, who were facing a complete disaster, ranging from bigger businesses like St Austell Brewery to his little sweet shop. He said the road closure was killing them. He said his takings were 80% down but he couldn't let his staff go before Christmas, so he was doing the best he could with the reserves he had built up since summer. He said he couldn't plan for the future until he knew what was going on and although there were lots of rumours, nothing was known. L. Markham said there seemed to be a separation between the local council and local businesses. He said in the past five weeks, no one from the council apart from Cllr B. Bawden had gone into his shop to say they were trying their best and he felt that would at least be something. He said Cllr B. Bawden had done her best to communicate with businesses and tell them what she was trying to do. He said this wasn't good enough and the town relied on self-employed businesses, big and small. L. Markham said he had spoken to the manager of Tesco and the store was on its knees and he warned the town would lose people and businesses. He said he would like to know if the Bell Cliff building was safe as he had seen people eating and drinking in there, but if it wasn't safe, people needed to be told. He said there were engineering feats which could be tackled but people needed to work together and be pushed as it shouldn't take this long for the town to know the situation. L. Markham said he was very passionate about his shop and he would lose staff that relied on its income.

R. De-Voisey

As owner of the shop Paper Bird, R. De-Voisey said she had gone around shops in Lyme Regis to speak to people because she was frustrated with the lack of communication regarding the Bell Cliff. She said she had only been trading for six months and she was not a hobbyist, this was her livelihood, it paid her bills and mortgage. She said businesses in the town were devastated by the lack of footfall and she had submitted a letter to the council signed by local businesses, although she only managed to speak to a small percentage of them. R. De-Voisey said they understood the situation was not the town council's making and that it was not responsible for highways or engineering, but there were things it was responsible for and she didn't feel the council had supported

local businesses. She said Cllr B. Bawden was the only person who had come to speak to her and the only person she was aware of who had done anything proactive. She didn't feel the council had done anything proactive. She suggested the council could allow free parking and although she understood it didn't own all the car parks in the town, she said there were over 500 spaces in town council car parks and free parking would get people into the town. She said 500 free parking spaces was better than none. R. De-Voisey asked why the council hadn't done some marketing to make it clear the town was open for business. She said there had been a small amount of social media posts but it wasn't good enough. She said they wanted to be collaborative and come together as a small community of small businesses and she felt they could hold the council to account where it was failing. She said she had raised all these points with Dorset Council (DC) and she had asked for funding to start a traders' association. She said going forward there needed to be action plans put in place if there were going to be road closures that would affect businesses. R. De-Voisey said she had also spoken to Save the High Street about setting up a traders' association and if they formed a group they wanted to work collaboratively with the council. She said she hoped the town council would also be able to fund this.

G. Baker

As owner of the Millside restaurant, G. Baker said she echoed what had been said by previous speakers. She said they had traded for four years, despite Covid-19, and having spoken to lots of other businesses, they were seeing the devastating effects of the road closure. She believed it would result in the closure of more businesses than the town could afford, which may be ok for some as a new wave of businesses might open but looking at a business's accounts over a period of time, she questioned who would want to buy a business in the town after seeing the way things had been handled recently. She said their staff depended on them and as they were approaching Christmas, they needed money to spend on their families and looked to them to provide that income. She said they were having to dig deep in their pockets to provide that income and not lose staff. G. Baker said even if the scaffolding on the Bell Cliff came down this week or next week, there would be a knock-on effect as the rumour mill suggested the road would be closed for six months, so people wouldn't come back to Lyme Regis until the summer and they still had to face the period between January and April. She said there were some hefty overheads which went with running a small business and a percentage of businesses would fail during this period. She asked where the council's marketing budget was being spent and felt it should be encouraging people to come to Lyme Regis to support small businesses and to keep the place alive.

D. Townsend

D. Townsend, from the Rock Point Inn, said one thing he had noticed about Lyme Regis was how proudly open all the businesses were. He said some seaside places were unable to do this but Lyme Regis could boast this all year. He said he had had his own recruitment challenges over the last year because the hours hadn't been there for the team he had worked so hard to build. He said he risked losing the confidence of the team. D. Townsend said if other businesses did well, he did well, because it was a ripple effect but without appropriate forecasting and planning on the wider part, he couldn't confidently forecast. He said the brewery only had so many resources to keep him going and he was concerned the ripple effect may not be enough.

N. Ball

N. Ball said he had not received a reply to his question about who gave permission for stunt bikes to go on top of the shelters during Regatta and Carnival Week. He said it clearly said no skateboards or bikes were allowed on the shelters roof and it was only to be used as a viewing platform.

N. Ball said he felt there needed to be an extension of the railings outside the amusement arcade and this should be looked at as a health and safety issue.

N. Ball said he was aware the Environment Committee was dealing with climate change issues and was looking at traffic and travel issues in the town, such as pedestrianisation and roads, but now there was a quiet road due to the Bell Cliff issue, he was concerned about what this had done to the town. He said it was time to act now on these issues. He said he owned a business and it was 25% down on last year, partly due to a recession and people having less money in their pockets, but now local businesses had this issue with Bell Cliff. He said DC should be pressing the owner of the building and finding out what's going on. N. Ball said he didn't think the town council was responsible for the building. He said a loss adjuster should talk to the businesses and they should be recompensed. He said he didn't think the town council was turning its back on anyone, it was a difficult situation and DC should be heavily involved as this was their responsibility. He said the situation shouldn't be allowed to happen again as it had caused so much disruption to the town.

23/109/C Dorset Council Matters

Cllr B. Bawden's report was included in the agenda but she gave a further update on the Bell Cliff. She said at a very senior level, DC was very alert to the situation and the road closure team would open the road as soon as they were able to do so. She said the conservation officer was looking at the proposals but it was not yet known when the road could re-open. She said she and the town council had been talking to DC and the owner of the building and had been sending out information via the business briefing, website and social media.

Cllr B. Bawden said a meeting was taking place with local businesses on Monday 18 December 2023 in the Guildhall and she had requested someone from DC attended but had not yet had a response. She said the main objective was to listen but the businesses also wanted to form a traders' association. She encouraged the businesses to submit funding applications to DC to set it up.

Cllr B. Bawden said there had been a highways meeting in Uplyme in November and they were working on some similar and complementary issues to those being worked on in Lyme Regis, including issues with the main road outside Woodroffe School. She said she was made aware DC was looking at potential problem areas in the town, relating to traffic, but no information had been shared with her.

Cllr M. Ellis said Cllr B. Bawden's report referred to the proposed Dorset National Park and asked for clarification as she understood the town council had made a decision not to support it.

The town clerk said the issue had gone quiet for a while and although the town council had made its position clear, he suggested the council revisited it because it appeared the proposal was going ahead regardless. He said perhaps there needed to be a more

concerted campaign involving the Dorset Association of Parish and Town Councils (DAPTC) and DC, which he understood was also not in favour of it.

Cllr B. Bawden confirmed DC was not in favour of the proposed national park, nor was the West Dorset MP, and agreed the town council needed to have a fresh input.

Cllr B. Larcombe said as the council's representative on DAPTC, he had asked them to take up this issue as he felt it was important there was a collective response and they were the ideal vehicle for this.

Regarding the Bell Cliff issue, Cllr B. Larcombe asked if DC had considered a business rate rebate for businesses affected by the road closure.

Cllr B. Bawden said she had written to the head of revenues and benefits and asked what the process was for claiming for loss of business. She said there was some guidance available and this had been sent to all the businesses on her mailing list.

23/110/C Questions from Councillors

Cllr G. Stammers

Cllr G. Stammers said when the blood donation unit came to the Woodmead Halls, in the past there had been free parking for people giving blood and she asked why this was no longer the case.

Cllr M. Ellis said if people were invited to give blood, they were told to display their letter in their windscreen so the enforcement officers could see they were giving blood.

The town clerk said he didn't know the latest position and would find out more.

23/111/C Apologies for Absence

Cllr P. Evans – illness
Cllr S. Cockerell – illness
Cllr G. Turner

23/112/C Disclosable Pecuniary Interests

There were none.

23/113/C Dispensations

There were none.

23/114/C Traders' Letter

The mayor, Cllr D. Sarson brought this item forward on the agenda.

The town clerk said the traders were asking for support from the council, specifically free or reduced parking and for the council to actively promote the town as being open for business. He said there had been various posts on social media and the website relating to this and the council had agreed some time ago to three free parking days in the run up to Christmas.

Cllr B. Larcombe said the council was engaging daily with DC on this and Cllr B. Bawden was party to this as the ward member. He said the council could only judge footfall in the town by the effect on its own income, which was largely driven by car parks, and there hadn't been a big drop in car park occupancy.

The town clerk said car parking income was a good proxy indicator of footfall. He said there had been a reduction of 15 to 16%, whereas businesses were reporting a more material reduction in footfall. He said the weather up to mid-November had been poor and car parking income was heavily affected by this.

Cllr B. Larcombe suggested there were other factors affecting local businesses, as well as the road closure, including people not having disposable income to spend, and the influence of supermarkets and what was available to purchase. He said the council would welcome talking to traders to help tackle these kinds of problems and the council was working more widely on resolving some of the bigger traffic issues in the town.

Cllr B. Bawden said East Devon District Council was offering parking at £2 all day through December and this didn't help Lyme Regis because it was right on the border. She felt having a collective voice in the town would help influence DC on the timing of road closures in future.

Cllr M. Ellis said most of the issues traders had raised were nothing to do with the town council and free parking couldn't have been agreed without calling a council meeting. She felt this road closure demonstrated that proposals to pedestrianise Broad Street would not work. She said it was lucky the closure didn't happen in the main season and this was the quietest time of the year in the town.

The town clerk said it had been difficult to obtain information from DC but the town council had met separately with the owner of the Bell Cliff to obtain updates; a third meeting was taking place this week and it was hoped a positive update could be given. He said it would be good to have a positive relationship with a business group and discuss things like joint promotion of the town, events, and a Christmas market, and to share information and learn from each other.

Cllr C. Reynolds said the former business association folded and she had tried several times since to get one up and running, which she would still be happy to do. She said if there was a traders' association, the council should be allowed to be a part of it.

Cllr M. Ellis said the chairman of the former traders' association had been a member of the Tourism, Community and Publicity Committee and suggested this could be explored again.

23/115/C To confirm the accuracy of the minutes of the Full Council meeting held on 25 October 2023

Proposed by Cllr P. May and seconded by Cllr R. Smith, the minutes of the Full Council meeting held on 25 October 2023 were **ADOPTED**.

23/116/C Matters arising from the minutes of the Full Council meeting held on 25 October 2023

Members noted the report.

23/117/C Update Report

There were no updates.

23/118/C Mayor's Announcements

Members noted the report.

23/119/C Planning Committee

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meeting held on 28 November 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 31 October and 14 November 2023.

23/120/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 22 November 2023 and adopt the recommendations, as follows:

23/34/ENV – Environment Policy

RESOLVED: to approve the Environment Policy, with an amendment to paragraph 11.2 to replace 'audit' and 'reviews' and an amendment to paragraph 4.2 to replace 'minimising' with 'minimise'.

23/34/ENV – River Lim Action Group Report

RESOLVED: that the town council writes to South West Water asking them what has happened to the £20 million funding for the Lyme Regis improvement plan.

RESOLVED: to approve the funding request of £8,036 from the River Lim Action Group from the 2023-24 environment budget.

23/36/ENV – Biodiversity Baseline Assessment

RESOLVED: to undertake a biodiversity baseline assessment in the town council's public gardens and green spaces, to be paid for from the 2023-24 environment budget.

23/37/ENV – Motion for the Ocean

RESOLVED: to defer the Motion for the Ocean item to a future meeting of the Environment Committee when there is more information available from Dorset Council.

23/38/ENV – Funding Request from Little Green Change

RESOLVED: to provide £350 from the environment budget for a future children's 'Give or Take' event/s in the next 12 months, run by Little Green Change.

23/39/ENV – Electric Vehicle Charging Points

RESOLVED: that the council revises its current policy for electric vehicle charging and in future charges for the KWs of electricity at the equivalent cost that it pays to its provider until November 2024.

23/121/C Human Resources Committee

Cllr B. Larcombe said members had been given notification a month in advance that the Human Resources Committee meeting scheduled for 20 December 2013 had been cancelled and he felt this was early notification.

The town clerk said agendas were planned well in advance but there were only two items planned for the meeting, and it was felt people would rather not attend a meeting a few days before Christmas. As such, it seemed pragmatic and expedient to bring the items directly to this meeting of the Full Council.

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 1 November 2023 and adopt the recommendations, as follows:

23/40/HR – Wellbeing Policy

RESOLVED: to approve the draft wellbeing policy, with an amendment to paragraph 5.5 to remove the examples.

23/41/HR – Christmas and New Year Working Arrangements

RESOLVED: to apply 1.5 days' discretionary leave over the Christmas and New Year period, so the council's services cease at 12noon on Friday 22 December 2023 and recommence at 9am on Tuesday 2 January 2024; discretionary leave is applied from 12noon to 5pm on Friday 22 December and Wednesday 27 December; statutory days are applied on Thursday 28 December and Friday 29 December 2023; that members of the external works' team who work over the Christmas and New Year period are paid overtime and receive time-off-in-lieu for the day worked; and that the 1.5 discretionary days are not applied to the enforcement officers, cleansing operative and seafront attendant.

23/42/HR – Review of Councillor Data and Information 2022-23

RESOLVED: to change the format of the member attendance figures to follow the same format as principal authorities and to supplement it with an addendum to show the number of committees each member sits on.

RESOLVED: to look at the proposal 'to change the format of the member attendance figures to follow the same format as principal authorities and to supplement it with an addendum to show the number of committees each member sits on' and confirm to members whether this would fit with current policy and follow the principal authority's method for publishing member attendance figures.

Cllr B. Bawden said she had some information on the publishing of member information and she would provide this to officers.

23/122/C Strategy and Finance Committee

Proposed by Cllr P. May and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 29 November 2023 and adopt the recommendations, as follows:

23/53/SF – Sand Harvesting and Beach Replenishment

RESOLVED: that the town council makes a one-off contribution in 2023-24 of £15,000 towards the cost of sand harvesting and beach replenishment.

23/55/SF – Marine Theatre Funding Request

RESOLVED: to approve the request from the Marine Theatre for a grant of £25,000 to support a project to operate a cinema, to be funded from the 2024-25 budget.

Cllr R. Doney said although the town clerk said at the meeting the council could review its grant structure in September/October 2024, which could include how the council dealt with ad hoc funding requests, he felt it required discussion now as there was a weakness in the council's current grants' policy.

The town clerk said a resolution hadn't been passed at the meeting but if there was a consensus from members that this needed to be discussed earlier, he could bring a report to the Strategy and Finance Committee meeting on 24 January 2024.

Members agreed a report should be taken to that meeting.

23/56/SF – Town Mill Funding Request

RESOLVED: to approve the request from the Town Mill Trust contribution of £10,000 towards the Town Mill Regeneration Project, to be funded from the 2024-25 budget.

23/57/SF – Lyme Regis Baptist Church Funding Request

RESOLVED: to approve the request from Lyme Regis Baptist Church for a contribution of £10,000 towards the restoration of the old chapel, to be funded from the 2024-25 budget.

23/58/SF – Budget and Precept 2024-25 and Five-Year Financial Plan 2024-29

RESOLVED: to approve the proposed budget for 2024-25; to approve the proposed 2024-25 priority one objectives; to approve the Marine Theatre grant, Town Mill Trust grant, Lyme Regis Baptist Church grant, Fossil Festival funding and residents' event funding from the proposed 2024-25 priority two objectives; to agree any additional surplus beyond £229k in 2023-24 will go towards additional priority two objectives; to approve a precept of £132,779 for 2024-25; and approve the five-year financial plan 2024-29.

RESOLVED: to maintain the reserve at £1million for 2024-25.

23/59/SF – Mary Anning Scholarship Legacy Fund

RESOLVED: to allocate the Mary Anning Scholarship Legacy Fund budget of £5,000 to the Woodroffe School for a project linking with local primary schools and promoting women in science.

23/60/SF – List of Payments

RESOLVED: to approve the schedule of payments in October 2023 for the sum of £161,737.79.

23/123/C Tourism, Community and Publicity Committee

Cllr B. Bawden said DC had launched an Active Travel survey but as there was a short response period, she didn't know when the town council would have an opportunity to feed into it.

The town clerk said he would take a report to the Town Management and Highways Committee meeting on 3 January 2024, with a suggestion that three members were delegated to respond on the council's behalf.

Proposed by Cllr C. Aldridge and seconded by Cllr D. Ruffle, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 15 November 2023 and adopt the recommendations, as follows:

23/42/TCP – Seagull Control

RESOLVED: to support Max Redwood's proposal to trial drone flying on the seafront to deter seagulls and that the council provides a letter of support as evidence of its authorisation.

23/43/TCP – Weddings at The Guildhall

RESOLVED: to instruct officers to investigate the possibility of holding weddings on the beach and to report back to a future Tourism, Community and Publicity Committee meeting.

23/124/C Town Management and Highways Committee

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 9 November 2023 and adopt the recommendations, as follows:

24/49/TMH – Emergency Planning Procedure Review

RESOLVED: to approve the Emergency Planning Procedure and to replace the reference to Western Power Distribution with National Grid.

23/50/TMH – Town Management and Highways Committee – Request for use of the Langmoor Room

RESOLVED: not to commit to any arrangement for the Langmoor Room until the council has determined the situation with the amenities hut and whether the room is needed for staff, and then to consider its availability to anyone else.

23/51/TMH – Request to Incorporate Raised Walkway Outside of Amusement Arcade Within Leased Area

RESOLVED: to instruct officers to have further discussions with the tenant of the amusement arcade regarding the raised walkway and to bring a further report to members.

23/52/TMH – Outdoor Gym Equipment and Monkey Bars

RESOLVED: to hold the outdoor gym equipment and monkey bars in abeyance until the council has an idea of the expenditure it is committing to.

23/53/TMH – Parking Issues and Anti-Social Behaviour In-and-Around Queens Walk

RESOLVED: to support the request from residents of Queens Walk to provide better lighting and parking controls in Queens Court car park and to implement residents' on-street permit parking in Queens Walk and advise Dorset Council and Magna Housing accordingly.

23/125/C Budget and Precept 2024-25

Cllr B. Larcombe said although the council was approving the budget, which included different levels of objectives, he believed by the time the council was in a position to carry out the lower priority objectives, it would want to re-visit some of them. He didn't feel the council should commit the money at this point.

Cllr P. May clarified that the priority two objectives would be considered if the council had enough funds at the end of the 2023-24 year to carry them out.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members **RESOLVED** to maintain the council's reserve at £1million for 2024-25; for 2024-25, approve an income budget estimate of £2,159,761 and an operational expenditure budget estimate of £1,797,965 in 2024-25, i.e., surplus of £361,795, and allocate £322,361 from the budget surplus to the funding of the objectives; to approve up to £551,680 for projects and objectives in 2024-25, which are funded from £229,319 from the forecast reserve at 31 March 2023 and £322,361 from 2024-25 budget surplus (the overall 2024-25 budget surplus is £24,435); to approve the 2023-24 precept at £132,779; to note the five-year financial plan; and to agree if the council's total reserve exceeds £1,229,319 at 31 March 2024, members will consider allocating the additional sum to unfunded priority two objectives.

23/126/C Preparing for the Election and a New Administration

The town clerk said the council would promote the election in various ways, including video clips of current members and a workshop to share information about what the council did; he would run this and provide an independent view, with no political input. The residents' newsletter would include an article about the council's achievements and

investment in the community and tourism economy over the last five years, and he would write an end-of-term report for members.

The town clerk said the Civility and Respect pledge had not yet been made by this council but he felt this was something for the new administration to consider very early on. He intended to do more detailed training with new members, breaking down sections of the business, and he would try to engage a consultant to work with the council early in the administration.

Cllr B. Larcombe said the DAPTC was promoting the Civility and Respect agenda and there was county-wide support to sign up to the pledge.

Cllr P. May asked if an elected member was not able to attend the first meeting of the council in May, whether they would still be allowed to stand for office.

The town clerk said the rules were silent on this issue but the council had tended to adopt the approach that a member had to be at a meeting to be elected. However, he felt officers should do more research on this as he wasn't sure if this was the correct procedure. He said he could speak to the relevant bodies and bring a report to the Full Council meeting on 7 February 2024.

Cllr B. Bawden said members should be encouraged to do the training offered by the DAPTC, as it was often free and members had the opportunity to go outside the town and look at other perspectives.

Cllr R. Doney asked how voters would know who was standing in the election. He said he had asked if it was possible for the candidates to provide their election leaflets and the council posted them out, but this was not allowed.

Cllr B. Larcombe said most towns and parishes didn't have a local newspaper and how it was up to the candidates to decide how to promote themselves.

Cllr C. Reynolds agreed and said it was up to each candidate to produce and deliver their own election flyers and to speak to people while delivering them.

23/127/C Annual Health and Safety Audit

Cllr C. Aldridge asked what the issues were between 2017 and 2019 to cause low scores on the audit.

The town clerk said the council was seriously lacking at that time and a lot of the processes which helped achieve a high score were not in place, but this was picked up as an issue and a lot of work had taken place since to improve the situation. He said at that time there was no significant health and safety policy in place so experts were brought in to help and the score had improved each year.

Cllr P. May asked that the council's congratulations were formally passed to the team.

23/128/C Investments and Cash Holdings

The town clerk said the finance manager had suggested the council invested £300,000 on short-term investments where it could generate some interest, rather than it sitting in the current account.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members **RESOLVED** to invest £300,000 for a three-month fix with NatWest Bank.

23/129/C Valuation and Insurance Cover of the Town Crier's Civic Regalia

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

23/130/C Request to Assign Lease

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

23/131/C Administrative and Community Engagement Assistant, Six-Month Probation Review

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

23/132/C Exempt Business

a) Valuation and Insurance Cover of the Town Crier's Civic Regalia

The town clerk said there were three potential ways of treating this risk; to treat, tolerate or transfer. He said the town crier did a huge amount of work for the council and if he was required to collect the regalia from the office every time he did an official engagement, it would make things very difficult for him. He said the storage of the regalia had never been an issue for the council but it was a valuable asset so it needed to be formally considered. His suggestion was the council acknowledged there was a risk in the storage of the regalia and it tolerated that risk.

Cllr M. Ellis suggested the council took a mold of the regalia, so if anything happened to it, there would be a copy. She also suggested the council looked into getting a safe for the town crier to store the regalia at home.

The town clerk agreed these were good suggestions but clarified the regalia would not be insured, even if it was stored in a safe, although this would protect against theft or fire.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to acknowledge there is an insurance risk in not storing the town crier's civic regalia in the council offices, to look into getting a cast of the regalia and purchasing a safe for the regalia to be stored securely at the town crier's home.

b) Request to Assign Lease

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** to assign the lease in respect of Jane's Café, Marine Parade, Lyme Regis to Victor Pelaou.

c) Administrative and Community Engagement Assistant, Six-Month Probation Review

Members agreed the administrative and community engagement assistant had worked well with the rest of the front desk team, she had supported the mayor well as his secretary and she was efficient with the Planning Committee's work and meetings.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the administrative and community engagement assistant's (post holder 106) continued employment with the council, effective from 19 December 2023.

The meeting closed at 9.01pm.

Committee: Full Council

Date: 7 February 2024

Title: Matters arising from the minutes of the Full Council meeting held on 13 December 2023

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting held on 13 December 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

23/110/C – Questions from Councillors

Contact is being made with NHS blood donation and the Dorset Breast Screening Unit about the best way to provide free parking at Woodmead car park for those giving blood or attending screenings at the unit.

23/114/C – Traders' Letter

Lyme Regis Business Association was formed and held its first meeting on 22 January 2024. Cllr B. Bawden attended as Dorset Council ward member and the town clerk was invited to give a short presentation on how what the town council did and how it could work with the association.

The association's executive group has asked to meet with the town council and this meeting will take place at 6.15pm in the Guildhall before the Full Council meeting on 7 February 2024.

23/126/C – Preparing for the Election and a New Administration

A report on standing for office when a member is not present at a meeting was considered by the Strategy and Finance Committee on 24 January 2024 and a recommendation is elsewhere on this agenda.

23/127/C – Annual Health and Safety Audit

The council's congratulations on achieving an excellent health and safety audit score was passed on to the team at the full staff briefing on 19 December 2023.

23/128/C – Investments and Cash Holdings

A sum of £300,000 has been invested with NatWest Bank for a three-month fix.

23/129/C – Valuation and Insurance Cover of the Town Crier’s Civic Regalia

Prices have been obtained via the council’s valuers Lawrence’s for a cast/mould of the town crier’s regalia. A full cast of the regalia will be made at a cost of £1,320 + VAT.

Prices have also been obtained for a safe for the town crier’s home and the most suitable one is being discussed with him.

23/131/C – Administrative and Community Engagement Assistant, Six-Month Probation Review

The administrative and community engagement assistant’s permanent appointment was confirmed by letter on 2 January 2024.

John Wright
Town clerk
February 2024

**Lyme Regis Town Council
Mayor's Announcements for Cllr David Sarson
Meeting held on 7 February 2024**

- 6 December Attended with the Mayoress the launching of the boats, for the Boat Building Academy and congratulated the students.
- 8 December Attended with the Mayoress the Mayor's Civic Carol service evening at Chickerell.
- 13 December Chaired the Full Council meeting.
- 14 December Attended with the Mayoress the dressing of the Christmas tree at the Pine Hall, Lyme Regis Baptist Church for the Christmas Tree Festival in aid of the mayor's charities.
- 16 December Attended with the Mayoress the Football Club Christmas party as Father Christmas!!! A very enjoyable day.
- 17 December Attended with the Mayoress the Mayor's Civic Carol Service at Gillingham.
- 23 December Attended with the Mayoress Carols Round the Tree, a Rotary event, and gave a short speech. Very well attended.
- 1 January Attended and started the duck race.
- 1 January Attended the Lyme Lunge – we had a record number of Lungers.
- 13 January Attended with the Mayoress the Twinning Association's Christmas dinner at the Golf Club.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 12 DECEMBER 2023**

Present

Chairman: Cllr. G Turner

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

Officers: M. Green (deputy town clerk), AM. Shepherd (administrative assistant)

23/71/P

Public Forum

T. Pudner - P/FUL/2023/06865
Heather Britton – Did not wish to speak.

23/72/P

Apologies for absence

Cllr P. May – prior engagement
Cllr S. Cockerell – injury

23/73/P

Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge the minutes of the meeting held on 28 November 2023 were **ADOPTED**.

23/74/P

Disclosable Pecuniary Interests

There were none.

23/75/P

Dispensations

There were none.

23/76/P

Member planning recommendations

There were none.

23/77/P

Matters arising from the minutes of the Planning Committee held on 28 November 2023

There were none.

23/78/P

Update Report

There were none.

23/79/P Planning and Licencing Applications

- 1. P/HOU/2023/02901** (Received 30 November 2023)
HOUSEHOLDER PLANNING PERMISSION
Erect garage/workshop, (demolish existing pool-house and remove swimming pool).
Greenhill House Somers Road Lyme Regis DT7 3EX

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, 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.*

- 2. P/FUL/2023/06865** (Received 1 December 2023)
FULL PLANNING APPLICATION
Construction of 13 Domestic Storage Units
Uplyme Road Business Park Uplyme Road Lyme Regis

T. Pudner spoke in support of his application and expressed that if it was granted the works would go ahead immediately.

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, 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.*

- 3. P/LBC/2023/06931** (Received 5 December 2023)
LISTED BUILDING CONSENT
Installation of a Public Access Defibrillator (PAD) to North Elevation
1 Broad Street Lyme Regis Dorset DT7 3QD

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

23/80/P Licensing Applications

There were none.

23/81/P Amended/Additional Plans

There were none.

23/82/P Withdrawn Applications

Noted.

23/83/P Planning Decisions

Noted.

23/84/P Planning Correspondence

P/VOC/2023/06648 (Received 27 November 2023)

VARIATION OF CONDITION

Demolition of existing chalet and erection of dwelling - with variation of condition 2 of planning permission WD/D/20/002930 - to amend plans.

St Gildas Lodge Stile Lane Lyme Regis

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, 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.*

The meeting closed at 7:45pm.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 09 JANUARY 2024**

Present

Chairman: Cllr. G Turner

Members: Cllr. B Larcombe MBE, Cllr P. May, Cllr. S. Cockerell, Cllr. B

Bawden

Officers: M. Green (deputy town clerk), AM. Shepherd (administrative assistant)

24/83/P Public Forum

V. Bronk – P/HOU/2023/07022
R. Bronk – P/HOU/2023/07022
S. Williams – P/HOU/2023/07022
T. Andrews – P/HOU/2023/07022
I. Andrews – P/HOU/2023/07022
H. Britton – Did not wish to speak.

24/84/P Apologies for absence

Cllr C. Alridge – Holiday

24/85/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr S. Cockerell the minutes of the meeting held on 12 December 2023 were **ADOPTED**.

24/86/P Disclosable Pecuniary Interests

There were none.

24/87/P Dispensations

There were none.

24/88/P Member planning recommendations

Noted.

24/89/P Matters arising from the minutes of the Planning Committee held on 12 December 2023

There were none.

24/90/P Update Report

There were none.

The committee agreed application P/FUL/2023/04778 would be considered first to avoid members of the public being unnecessarily detained.

1. **P/HOU/2023/07022** (Received 02.01.24)
HOUSEHOLDER PLANNING PERMISSION

Provision of new annexe

Umbrella Cottage Sidmouth Road Lyme Regis DT7 3EQ

On behalf of the applicant, S. Williams explained the planning application in further detail, adding that the annexe would only be used by members of the family and friends when visiting. He explained the applicant specifically did not want a separate dwelling and were willing to accept a planning condition that restricted its use to an annexe only, preventing it from being sold off separately from Umbrella Cottage.

He discussed the dwellings on either side of Umbrella Cottage, one being the Listed Upper Cobb House which was set well forward from the application site. To the west was a large modern dwelling, The Sheerings, at a much higher level to Umbrella Cottage. He emphasised the site of the proposed annexe was sloping, rough land within the curtilage of the property. The annexe would be sat within this falling land and with a flat, sedum roof at the same level as the rear of Umbrella Cottage. The annex would, therefore, have minimal visual impact and be subservient to nearby properties.

S. Williams explained a geotechnical study had been undertaken by Riddlesden who were experienced in land stability within Lyme Regis. In summary, they concluded whilst further onsite investigations would be needed, especially in relation to a retaining wall at the rear of the site, it was nonetheless suitable for traditional foundations. Overall, it would have no significantly adverse effect on and slope stability.

S. Williams summarised that the scheme and its materials had been designed to ensure it didn't detract from Upper Cobb House, or cause harm or loss to this property and its setting.

In response to later comments made by neighbouring owners, S. Williams disagreed with their view that the proposed annexe would be visually prominent in the wider townscape or landscape, and he felt it would not cause any harm to the special character of the Area of Outstanding Natural Beauty. He referenced various photographs which he felt supported his view. He went on to suggest that the councillors might like to add a pre-commencement condition to the application, requiring that on-site ground investigations were undertaken, then submitted to Dorset Council for approval prior to any work starting on site.

S. Williams informed members that, originally, the application was for a two-story building. This was reduced to single storey because the Conservation Officer was concerned about the impact of higher rise development. It did mean, however, that the 'footprint' had increased in size as a result. He didn't believe the development would take away all the remaining green space and it was entirely within the curtilage of the property.

S. Williams explained there had been no subsequent contact with the planning officer subsequent to the application being reduced to the scale now before members.

V. Bronk of Upper Cobb House, Lyme Regis told the councillors that this was their only property and they had lived there for 13 years. They objected to the proposed application due to the significant harm it would cause to the setting and potential damage it might cause to their Listed Regency house, particularly the ornate plastered ceilings.

V. Bronk reminded the councillors that The National Planning Policy Framework and the Local Plan stated that unless harm to heritage assets was balanced by public benefit, then the proposal should be turned down. In her opinion there was no such public benefit in this case. V. Bronk believed the proposal would lessen the public benefit by damaging the view of the Listed buildings, enjoyed by the many walkers using the coastal path and in Ware fields.

V. Bronk informed the councillors that Ware fields were owned by the National Trust due to a campaign, led by local author John Fowles, to preserve them for public benefit.

V. Bronk informed the councillors they had commissioned geotechnical survey and structural engineering reports from Peter Chapman and DHD Structures. Those reports agreed with the applicant's own technical report, i.e., sinking a large building three meters into a constrained site on a steep sloping hillside would require piling to stabilise the excavation. The reports showed that the piling would transmit vibrations through the hillside and into their neighbouring house only a few meters away, and there was a foreseeable risk that this could damage the Listed plaster ceilings within Upper Cobb House.

A sunken building could also change the ground water regime, increasing water around either side of it and possibly causing water damage to Upper Cobb House's half-sunken 19th kitchen and Vault.

V. Bronk felt the application would over develop the site, the last extension of Umbrella Cottage being in 2000, with very strict planning conditions. The new building would extend past their house windows and into original pasture, which would disturb wildlife.

V. Bronk urged the application be rejected.

R. Bronk believed the proposed building was an inappropriate design and would harm the rural, coastal setting of Upper Cobb House and Umbrella Cottage, and the visual integrity of the historically linked pair of buildings. He stated the plans were misleading as they did not show the upstairs west-facing windows on Upper Cobb House. The proposed building would sit in front of one of the windows and would allow the occupants to look directly into the master bedroom of Upper Cobb House. This was in addition to the building looking into various other windows and the conservatory of their property. He mentioned the new hedgerow which had recently been planted along the site boundary without approval and which was already blocking direct light into the historic rooms of Upper Cobb House.

R. Bronk reiterated the point made by V. Bronk with regard to how the proposed pile driving would adversely affect their Listed building. He also believed the application, if

approved, would not prevent the current or any subsequent owner of Umbrella Cottage renting out the annexe at some point in the future.

R. Bronk urged the application be rejected.

I. Andrews of Netherfield House, Lyme Regis and his wife T. Andrews lived two doors 'up' from Umbrella Cottage. They objected to such a large dwelling. He informed the committee that Umbrella Cottage had already doubled in size in the past and was currently only being used as a holiday home and was rarely occupied. Therefore, the need for such a large annex to accommodate a 'large family' was questionable. He also stated that any damage to the ceilings in Upper Cobb House caused by pile driving, would be 'catastrophic, and a great loss to our beautiful town'.

I. Andrews felt the proposal was not in keeping with the adjacent historic buildings and would look 'unsympathetic' when viewed from the coastal footpath.

He urged the application be rejected.

There followed a very lengthy discussion about the application during which S Williams and the various objectors were allowed to contribute at various points.

Members expressed a wide variety of differing views about the merits and demerits of the application.

The discussion focussed on a number of issues, including:

- The potential visual impact of the proposed annexe when viewed from the land below.
- The impact on the setting of the neighbouring properties, in particular, the Listed Upper Cobb House and Umbrella Cottage.
- The potential for the 'ground works' associated with the planned annexe to adversely impact Upper Cobb House.
- The scale of the proposed annexe and its location within the site.
- Material planning considerations and those matters which the council could properly take into account when considering the application.
- The role of the town council in commenting on the application, i.e., as a consultee only, with the final decision made by Dorset Council as Planning Authority.

In response to questions and comments made by R Bronk, the chairman explained that he had no pecuniary interest in the application. He checked on the building whilst the owners were away, but was not paid for this.

The chairman asked for members to vote on the application, and, by a majority, it was agreed:

*The Town Council recommends **approval** subject to reconsideration of its scale, together with an assurance that all associated land works and excavations will not create a negative impact on any neighbouring or surrounding properties.*

2. **P/HOU/2023/07237** (Received 20.12.23)
HOUSEHOLDER PLANNING PERMISSION
Demolish conservatory and construct single storey rear extension on a similar footprint.
2 Pine Ridge Lyme Regis Dorset DT7 3HP

*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.*

3. **P/HOU/2023/03723** (Received 20.12.23)
HOUSEHOLDER PLANNING PERMISSION
Install balcony off an existing rear bedroom dormer.
Bay House Sidmouth Road Lyme Regis DT7 3EQ

*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.*

24/92/P Licensing Applications

There were none.

24/93/P Amended/Additional Plans

There were none.

24/94/P Withdrawn Applications

There were none.

24/95/P Planning Decisions

Noted.

24/96/P Planning Correspondence

Noted.

The meeting closed at 20:15pm

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 17 JANUARY 2024

Present

Chairman: Cllr R. Smith

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

Officers: K. Newman (administrative and community engagement assistant), P. Williams (acting operations manager), J. Wright (town clerk)

Guests: V. Elcoate (River Lim Action Group)

24/41/ENV Public Forum

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

24/42/ENV Apologies

Cllr S. Cockerell – holiday
Cllr B. Larcombe
Cllr D. Ruffle
Cllr G. Stammers
Cllr G. Turner

24/43/ENV Minutes

Proposed by Cllr P. May and seconded by Cllr B. Bawden, the minutes of the meeting held on 22 November 2023 were **ADOPTED**.

24/44/ENV Disclosable Pecuniary Interests

Cllr P. May declared a non-pecuniary interest in agenda item 8, River Lim Action Group Report, as he was a member of the group.

Cllr B Bawden declared a non-pecuniary interest in the same agenda item as she as she was a river monitor for the River Lim Action Group and a carbon literacy facilitator.

24/45/ENV Dispensations

There were none.

River Lim Action Group Report

Cllr P May asked for feedback on the meeting that was held on 15 January 2024 with South West Water and what the response was to the email from the council requesting information on what had happened to the £20 million transition funding.

The town clerk said South West Water were going to get back to the council separately in terms of their interim business plan and the status of the £20 million funding for works that were discussed.

Carbon Literacy Training

Cllr B. Bawden said the first Carbon Literacy training workshop had been delivered online that day and involved Weymouth Town Council staff, two members and town council staff.

Biodiversity Baseline Assessment

The acting operations manager said Abbas Ecology would hopefully be coming out the following week to see and get to know the site a little better and would then go away and compile the report.

Environment Budget 2023-2024

The town clerk said that he would bring a report to the next meeting on the environment budget.

Cllr C. Aldridge asked what was happening with the planting for next year, with regards to the Plan Bee project.

The acting operations manager said the groundworks team were in the process of removing grass in all locations, which had to be removed to create space for wildflowers to grow. Planting would commence in the spring, similar to last year.

24/47/ENV Update Report

eRib

Cllr P. May said he was dismayed the town council didn't have three-phase power supply suitable for fast charging of the eRib and this might mean the project didn't start and finish in Lyme, which was a driver in the decision to agree funding.

Cllr B. Bawden asked if this was due to a grid capacity issue or if it was a Dorset Council issue. She said she had raised it with Dorset Council months ago and although it had put the infrastructure in so that the ducting could go on the mooring points, which were going to be capable of supporting electric charging, it was not part of its active proposal. She added that she was due to meet with the harbourmaster and would raise the issue with him.

Community energy champions

Cllr P. May said the community energy champions had no website of its own, but they were a group of volunteers who had been trained and were now delivering energy saving tips to residents of Lyme Regis and the surrounding areas. They had a few thermal cameras, one of which had been purchased with funds from the town council, and they could be used to visit residents' homes and give them tips on how to improve their energy usage.

Cllr P. May said the group relied on the town council to publicise their presence. They had conducted around 40+ visits to residents, approximately 10 of which have been done this year and they expected to conduct another 10 to 20 visits this year.

Cllr R. Smith asked if the community energy champions were maxed out or under-utilised.

Cllr P. May said that they were about right for the number of people, but they had lost two members and gained one over the last 12 months which had limited their capability to do things. However, if they had more enquiries, they would be unable to cope.

Cllr B. Bawden said the community energy champions were promoted in the Community Café, and it was mostly word of mouth and via the leaflets that the word got around.

24/48/ENV River Lim Action Group Report

The chairman invited V. Elcoate from the River Lim Action Group (RLAG) to speak.

V. Elcoate said RLAG were taking forward the main recommendations of the ecological survey report and would present the final version to the council as soon as it was finished. She said the first recommendation was the clearance of the Himalayan Balsam, which was a long-term project, but they felt that with enough volunteers, they could succeed over a period of years. Their plan was to launch year one in May with teams going out every month and she asked if the council could help publicise the dates so they could recruit more volunteers.

The town clerk said the town council would be more than happy to publicise the efforts if RLAG gave them all the information they needed to do so.

V. Elcoate said the person organising the clear-up wasn't very happy about the health and safety aspects of clearing the area below Gosling Bridge.

The acting operations manager said Dorset Council would be doing the clearing up in this area but if they couldn't, the town council could pick it up. He said it would have to be burned as it was an invasive weed and could only be transported by a registered waste carrier. He suggested using the electric vehicle and loading it up in bulk bags to be burnt off site to prevent the spread of seeds.

V. Elcoate said Himalayan Balsam could also be composted. She asked if the town council would still be able to assist if the majority of the clearance took place in Uplyme.

The acting operations manager confirmed the town council would still be able to help. It was agreed he would discuss the details directly with V. Elcoate.

V. Elcoate spoke about the RLAG's request for the council to provide up front funds for the monitoring kit it had already agreed to fund. She said an up front payment would be preferred as it required a monthly payment to a laboratory.

The town clerk said it wasn't normal policy to give funding up front but the RLAG could write to him with the rationale and amount requested and he would discuss it with the finance manager.

V. Elcoate said RLAG were losing ground with South West Water so it was crucial to get a date in the diary for the next partnership meeting.

The acting operations manager said he would try to get a date booked in the diary in March when the official bathing season started.

V. Elcoate said once an initial meeting had been held with the Wild Trout Trust to discuss the barriers to fish passage, they would come and speak to the council.

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council supports the River Lim Action Group with the removal of Himalayan Balsam in the river, in accordance with the regulations.

Proposed by Cllr P. May and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** that subject to agreement by the town clerk and finance manager, having had correspondence from the River Lim Action Group, the council allows funds to be paid up front to purchase monitoring kit.

24/50/ENV Low Carbon Dorset Roadshow

Cllr B. Bawden said Low Carbon Dorset would be bringing an exhibition made up largely of displays but it would not be manned. She said she had asked if local groups could also have a display and there was the possibility of sharing the display with the town council. She suggested there could be a day when members were available to meet the public.

Cllr P. May asked for clarification of what was being asked of the town council other than to support the initiative itself.

Cllr B. Bawden said the town council could have a presence, displaying all the environmental initiatives it had supported in the town. She suggested the council set aside a budget for display boards, which were around £35 each.

The town clerk said officers could find out what boards the council already had and there was still money left in the environment budget to purchase more if necessary. He said the council could extend the exhibition into the performance or market areas and that it was a great opportunity for community groups to talk about what they were doing.

24/51/ENV COP-28

Cllr P. May said the council should concentrate on making sure that it did as much as it could to reduce its carbon footprint actively, and that would be the most important role it could play.

Cllr B. Bawden said the more the council could do locally, the better and that it did not have to wait for government or even Dorset Council to do the right thing.

Cllr R. Smith said it would be good if there was a way to educate and reach out to the wider public in a way that the town council could not do.

Cllr B. Bawden said that she didn't feel it was the town council's role to talk about personal behaviour change, but rather an understanding of why emissions needed to drop, and quickly.

The town clerk suggested Cllr B. Bawden invited Dorset Council to come to the Low Carbon Dorset event in June to tell the public what it's doing for the environment.

The meeting closed at 7.51pm.

DRAFT

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 24 JANUARY 2024

Present**Chairman:** Cllr P. May**Councillors:** Cllr C. Aldridge, Cllr B. Bawden, Cllr R. Doney, Cllr P. Evans, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner**Officers:** N. Cleal (finance manager), M. Green (deputy town clerk) A. Mullins (support services manager), P. Williams (acting operations manager), J. Wright (town clerk)**23/64/SF Public Forum**

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

23/65/SF Apologies for Absence

Cllr S. Cockerell – holiday
Cllr M. Ellis – charity commitment
Cllr C. Reynolds – illness

23/66/SF Minutes

Proposed by D. Sarson and seconded by Cllr D. Ruffle, the minutes of the meeting held on 29 November 2023 were **ADOPTED**.

23/67/SF Disclosable Pecuniary Interests

There were none.

23/68/SF Dispensations

There were none.

23/69/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 29 November 2023**Sand harvesting and beach replenishment**

Cllr B. Bawden said the dates for the work had been confirmed as 9 to 14 March 2024, which was after the winter storms but before the Easter holidays.

23/70/SF Update Report

There were no updates.

23/71/SF Strategy and Finance Objectives

Cllr C. Aldridge asked when members would consider a report on the council offices as it was not included on this agenda.

The town clerk said it was intended to include a report on this agenda but officers had been waiting to meet with Lyme Regis Museum about space at St Michael's Business Centre, so the report had been deferred to the Full Council meeting on 7 February 2024.

Cllr B. Larcombe asked what the link was between GDPR and the digital office project and why it was taking so long to comply with GDPR.

The town clerk said a lot of work had been done in digitising transactions but there was still a backlog of paper documentation to be digitised which required senior management input. However, this was not a priority, although the council conformed to the minimum standards. He said it would be progressed when staff moved out of the council offices.

23/72/SF Internal Audit Report, Visit One 2023-24

In response to a member question, the finance manager said the salary underpayment was due to a formula error but this had been picked up and rectified.

Proposed by Cllr G. Stammers and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's report and approve the management responses.

Cllr P. May suggested if members had questions about the report, they raised them with officers before the meeting so they could come prepared with an answer.

23/73/SF Grant Requests

Cllr B. Larcombe said given the council had an annual, well publicised round of grants, he found it hard to understand why organisations made funding requests outside of this process, unless it was a very desperate situation.

Cllr B. Bawden said where organisations were trying to secure external funding, it was an advantage to show match funding from the town council, but they didn't know when those funding opportunities would come up and they might not fit into the council's annual grants' timetable.

Cllr D. Ruffle said the council always had an option to say no to any request.

Cllr C. Aldridge said the current system was too inflexible and organisations should be allowed to make requests at any time, with perhaps some money ring-fenced to meet requests.

Cllr R. Smith felt having time constraints or a policy not to accept requests outside of the timetable may mean the council loses opportunities to fund things that were of benefit to the community. He said he trusted councillors to make the right decisions, this committee and the Full Council had the opportunity to consider applications and the principles of term grant funding could be held against applications.

The town clerk said there used to be a medium grant of up to £5,000 but organisations aimed their applications at this amount because they knew the council had the budget. Similarly, if the council held a reserve for ad-hoc grant requests, organisations would aim for that pot because they would know it was available. He said organisations had a right to ask for requests to go on council agendas and although the council could instruct him to reject all funding requests, he would expect members' support for this policy. Alternatively, members could consider each request on its merits and with reference to the council's current financial performance, although he stressed funding should not come from the reserve.

Cllr B. Larcombe said the council needed to limit the amount of money it gave away to local organisations because it was public money and asked if there would be a cap on the amounts awarded.

The town clerk suggested members could consider grant requests, regardless of when they were made, as part of its own budget process so they would sit alongside the council's own priorities for the next year. However, he acknowledged there would still be emergency requests that would need to be considered in-year.

Cllr C. Aldridge said as some members felt there was a very hard line in terms of when grants should be considered, it would be helpful if the council could accept some flexibility within the rules to deal with one-off requests.

Cllr P. May said most members seemed to support the status quo but if possible, requests should be considered as part of the budget-setting process so the council could decide if it could afford them. He said members recognised there was a grants' cycle and this should be observed where possible, but there may be exceptions.

23/74/SF

Local Council Elections 2024

Cllr B. Bawden asked how many members had signed the code of conduct.

The town clerk said every member had signed the code of conduct but there was also a voluntary code, which only some members had signed. However, he didn't think this was relevant to the election.

It was agreed individual members would be notified if they had signed the voluntary code but it wouldn't be shared more widely.

Cllr B. Larcombe asked if candidates still had to submit a hard copy of their nomination papers.

Cllr B. Bawden said nomination papers still had to be delivered by hand, either by the candidate or someone else on their behalf.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to note the details of the local council elections on 2 May 2024 and the role of the town council in the process, and approve the amendment of the date of the annual meeting of the council from Wednesday 8 May 2024 to Wednesday 15 May 2024.

23/75/SF Standing for Office

Cllr B. Larcombe asked why it had been discovered now members could stand for office when not present at a meeting when there had been times in the past nominations had not been taken for this reason.

The town clerk said it had been the accepted way of doing things, which he adopted when he came into the post and no one had challenged this position. He said it was only when he was questioned by a member that he researched the issue and found an alternative position.

23/76/SF A National Park for Dorset

Cllr B. Larcombe said many of the issues that concerned the council in the past were still there, although the proposed area for the park had changed. He said the Dorset Association of Parish and Town Councils (DAPTC) had a role to play in giving a collective response on behalf of individual parishes and he intended to bring this up at DAPTC's next western group meeting.

It was proposed by Cllr R. Doney that the town council establishes the extent of the current proposal for a national park; formally establishes Dorset Council's policy position on a national park; the council's DAPTC members formally raises the issue and requests that DAPTC co-ordinates the development of policy position; the town clerk raises the issue at the Dorset Society of Local Council Town Clerks' meeting; considers setting up a public meeting to gauge support within the community when proposals for a National Park for Dorset firm up; and reaffirms its opposition to a national park with the Dorset and East Devon National Park team.

The deputy town clerk said the National Park Team's latest newsletter also suggested a maritime component to the proposal and he suggested this was raised at the next Harbour Consultative Group meeting so the members were aware this could affect them.

Cllr P. May felt the council should be more open to receiving further information to help form a view and he suggested this was pursued through the DAPTC.

Cllr B. Bawden agreed it would be helpful to hear arguments on both sides before forming an opinion.

The town clerk said the National Park Team moved very quickly so it was important the council was on the front foot and didn't get overtaken by events. He said in the past, silence was considered to be consent.

Cllr P. May asked Cllr R. Doney if he would consider amending his proposal so the council does not reaffirm its opposition, but instead asks for further information before stating its position.

Cllr R. Doney said he wasn't sure what other information members wanted. He felt the council should reaffirm its position of opposition but make it clear it was prepared to be convinced otherwise.

Proposed by Cllr R. Doney and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council establishes the extent of the current proposal for a national park; formally establishes Dorset Council's policy position

on a national park; the council's DAPTC members formally raises the issue and requests that DAPTC co-ordinates the development of policy position; the town clerk raises the issue at the Dorset Society of Local Council Town Clerks' meeting; considers setting up a public meeting to gauge support within the community when proposals for a National Park for Dorset firm up; and reaffirms its opposition to a national park with the Dorset and East Devon National Park team.

23/77/SF Parish Online

Members asked the deputy town clerk for his views of Parish Online as he had used it previously.

The deputy town clerk said it worked well but its usefulness depended on the user and how many users there were as it was a good resource if it was used widely. He said the council had a subscription to Ordnance Survey, which allowed maps to be printed, but Parish Online would allow far more. He said the biggest limitation would be that the council's printers couldn't print larger than A3.

Proposed by Cllr B. Iarcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to take out an annual subscription of Parish Online.

23/78/SF Land Movement at Ware Cliff

The deputy town clerk confirmed a retrospective application for consent to Natural England for the emergency works would be required.

Members agreed officers had made the right decision in carrying out emergency works to minimise the risk to property and thanked the deputy town clerk and acting operations manager for dealing with the situation so quickly.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to note the recent land movement at Ware Cliff and the emergency works undertaken to protect properties; to approve the unbudgeted expenditure of £2,400 + VAT incurred in undertaking the emergency works; and to retrospectively approve the exception to standing orders in the appointment of Axminster Excavations to carry out these works because of the specialist nature of the works and their ability to mobilise and complete the works at very short notice.

23/79/SF Achievements

The town clerk said the appendices detailed almost £3 million investment in the town, in addition to what the council did on a daily basis. He said a summary would be produced and included in the next residents' newsletter. He hoped members agreed it was an impressive list of achievements, made even more difficult to achieve due to Covid-19, and he felt members should be proud of this.

Cllr P. Evans said the council celebrated its 50th anniversary this year and this investment was a tremendous achievement, which he hoped would be publicised to the town. He thanked the staff for the part they had played in delivering the achievements.

Members echoed Cllr P. Evans' thanks to staff and asked that this was passed back to them.

Cllr B. Larcombe said although Covid-19 was a challenge, the council still spent £1.9 million during this time and he felt it used the crisis as a way of improving ways of working and making positive changes.

23/80/SF List of Payments

Cllr B. Larcombe noted the payment for public toilets at Woodmead Halls was listed as a grant but given the earlier discussions about grants, he suggested it should be re-categorised.

The finance manager confirmed it was a service level agreement and it was only listed as a grant in the accounting system.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in November & December 2023 for the sums of £296,953.94 and £129,612.27, respectively.

23/81/SF Investments and Cash Holdings

Members noted the report.

23/82/SF Replacement Mini-Golf Building

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

23/83/SF Park and Ride 2024

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

23/84/SF Debtors

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

a) Replacement Mini-Golf Building

Cllr B. Bawden said she still felt the replacement of the mini-golf building was a good idea and she would feel uncomfortable with minor repairs. She felt she needed to better understand where this fitted in, in terms of storage and rest facilities as there was also the potential for the Langmoor Room to be used and whether the cadet hut would still need to be used.

The town clerk said the replacement of the mini-golf building was being driven by the local placement of staff. He said the cadet hut was currently being used for storage.

Cllr B. Larcombe was concerned about the cost and suggested an off-the-shelf solution for the mini golf function and for the Langmoor Room to be used for rest facilities. He said the room was in the right location, it had all the facilities staff needed and the broken lift wasn't an issue for them.

Cllr R. Smith said although the quotes were significantly over budget, he asked how long the life of the building was expected to be because proper investment on a well-built building spread over time made sense. He asked if there was provision for solar panels and other environmental details on the building.

The deputy town clerk said the design did include photovoltaic panels and the building would be expected to last for a minimum of 25 years.

Cllr G. Stammers felt the council should be investing in its staff and this would be the ideal location for a purpose-built building.

The deputy town clerk said although he could negotiate with the lowest tenderer, it would not reduce the cost significantly, if the council wanted to retain the existing size and design.

As any overspend was unbudgeted, Cllr R. Doney asked if this would affect other planned projects or whether the overspend would come from reserves.

The town clerk said the council had agreed to review the priority two objectives on 6 March 2024 when the year-end financial position would be better known and said there was scope to defer a decision on the mini-golf building until then. He said if members decided to proceed with the mini-golf building, they could choose to delete some of the priority two objectives to allow for this.

The deputy town clerk confirmed the quotes were sufficiently long enough to allow a deferral until that date; provided members made a decision at the meeting on 6 March 2024, the prices quoted would remain the same.

Cllr P. May suggested officers could look in the meantime at whether an off-the-shelf design could be suitable.

It was proposed by Cllr B. Larcombe that officers examine the downscaling of the amenities hut to be the unit for mini golf and to accommodate staff at the Langmoor Room, with any necessary adjustments made for its use.

This motion was not seconded.

Proposed by Cllr D. Ruffle and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to defer a decision on the replacement mini-golf building until 6 March 2024 and explore options for a similar scale building in the meantime.

b) Park and Ride 2024

Cllr R. Doney said the council should choose the service that would minimise the loss to the council, which would be a two-bus service provided by First.

Cllr B. Larcombe said although it was a nice idea to extend the service to Charmouth, he didn't feel it would get a lot of use and the impact on the timings of the buses and the potential financial loss was beginning to feel disproportionate.

Cllr R. Smith said although Stagecoach would use environmentally-friendly buses, they would still be doing longer trips from the depot in Exeter so it cancelled out this benefit.

The deputy town clerk confirmed the passenger numbers from Charmouth were not enough to cover the extra bus so it would increase the shortfall. However, the service had been well received by Charmouth in the past, including the holiday parks.

Cllr B. Bawden said traffic greenhouse gas emissions needed to be reduced and getting people out of cars was one of the main ways to do this. Therefore, if the council could encourage better public transport links between communities and get funding from holiday parks in Charmouth, she felt it was worth considering a third bus.

The deputy town clerk said although Charmouth Parish Council had given a contribution to the service in the one year it ran to the village, none of the holiday parks were willing to make a financial contribution.

Cllr G. Stammers said the public bus ran between Lyme Regis and Charmouth anyway and people could take advantage of the current £2 fare.

Proposed by Cllr R. Doney and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint First to operate the 2024 park and ride service for Lyme Regis, with a service comprising two buses serving solely Lyme Regis, and to approve the ticket pricing arrangements as follows:

- Adult single - £2.00
- Adult return - £3.50
- Child single - £1.50
- Child return - £2.50
- Group return (up to four people, not more than two adults) - £10.00
- Group return (up to five people, not more than three adults) - £12.00
- Concessionary passes NOT accepted

c) Debtors

Cllr B. Larcombe asked for an update on the debt related to the Monmouth Beach garage.

The town clerk said the garage still needed to be cleared but a relative of the deceased owner had contacted the council and this was being followed up. He said ideally a member of the family would authorise the clearing of the garage to minimise the risk to the council.

The meeting closed at 9.31pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 JANUARY 2024

Present**Chairman:** Cllr C. Aldridge**Members:** Cllr B. Bawden, Cllr M. Ellis, Cllr P. Evans, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith**Officers:** C. Austin (administrative and community engagement assistant), A. Mullins (support services manager),**Guests:** D. Lockwood (Arts Development Company)**Absent:** Cllr R. Smith**23/50/TCP Public Forum**

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

23/51/TCP Apologies

Cllr C. Aldridge – holiday
Cllr M. Ellis

23/52/TCP Minutes

Cllr B. Bawden said the statement in minute number 23/39/TCP regarding the Totally Locally Update was incorrect and asked for it to be changed because she planned to pursue the project next year.

Proposed by Cllr D. Sarson and seconded by Cllr C. Reynolds, the minutes of the meeting held on 15 November 2023, with the above amendment, were **ADOPTED**.

23/53/TCP Disclosable Pecuniary Interests

There were none.

23/54/TCP Dispensations

There were none.

23/55/TCP Matters arising from the minutes of the previous meeting held on 15 November 2023**Annual event for residents**

The support services manager said the results from the residents' event consultation showed preference for a big event taking place in either May or June. She said the most popular options were live music, food and drink, open-air theatre/cinema and the most

popular location was the Langmoor/Lister Gardens and the seafront/Marine Parade. She said a high proportion of residents who responded would be happy to pay for entry to an event with a subsidised discount on food and drinks. She said she had met with the town clerk and Cllr D. Ruffle to discuss ideas for the event and a report would be taken to the next meeting of this committee. She said June was the most popular month and provisional dates for the residents' event weekend were 15/16 June 2024 or 29/30 June 2024. She said the event should take place over two days to make full use of a stage. She said it was the Woodroffe School's centenary and the 200 year anniversary of the RNLI and it would be nice to include both organisations in the celebrations.

Weddings at The Guildhall

The support services manager said she and the administrative and community engagement assistant had a positive meeting with Dorset Registration Service and progress for weddings on the beach looked promising. She said the registration service were eager to get Lyme Regis approved for weddings on the beach, as the town would be the only beach-wedding venue in Dorset. She said it would require an outdoor linked area with a built premise, which needed to be a permanent structure and therefore the Langmoor Room, Performance Area or even a beach hut could work, if there was enough space for six people to fit in to sign the official documents. She said if the weather was awful the Guildhall would be a plan B option and the flat roof area above the amusement arcade was also an outdoor option. She said photographs had been taken and sent to the registration service and a site visit would take place shortly.

23/56/TCP Update Report

Tourism microsite

The support services manager said she had confirmation from Toad Hall Cottages they would offer a £300 holiday voucher as a prize for the photography competition through Visit Dorset. She said it would be launched in January and be advertised and promoted through an e-newsletter, social media and the website. She said it would provide lots of photographs to be used across the website and social media.

Business Group

The support services manager said she had spoken with Save Our High Street, who had been contacted by a trader in Lyme Regis who had asked for support in setting up a business association in the town. She said the organisation provide a range of support services to business groups, including administration support in the first three months, taking minutes, organising meetings, and helping to set up a committee. She said she had spoken about the support the town council could offer businesses, such as the business briefing and the Gateway scheme.

Cllr B. Bawden said she had meetings with Dorset Council in terms of the potential for funding support. She said if the business association was well set up and working well, they could apply to become a Business Improvement District (BID). She said she had forwarded this information on to the organisers of the Lyme Regis Business Association but hadn't heard how the inaugural meeting had gone.

Value of Tourism

The support services manager said the data from the survey had arrived a few hours before the meeting. She said it would be shared with members and other organisations that would benefit from the information.

23/57/TCP Tourism, Community and Publicity Committee – Objectives

Residents' Newsletter

The support services manager said the date with Royal Mail had now been confirmed and the second edition of the residents' newsletter was scheduled for w/c 26 February 2024.

Bursary Scheme

The support services manager said there would be a report to inform members of the bursary scheme progress at the end of year.

Coronation Bench

Cllr D. Sarson said The Boat Building Academy (BBA) would be inviting King Charles to see the coronation bench.

The support services manager said King Charles would be invited as he was an advocate for traditional crafts. She said the town council and the BBA would work together as a joint approach to create a programme of events for the King's visit, if it were to go ahead.

23/58/TCP To receive the minutes of the D-Day 80 Working Group meeting on 23 November 2023

Proposed by Cllr D. Ruffle and seconded by Cllr D. Sarson, the minutes of the meeting held on 23 November 2023, were **ADOPTED**.

23/59/TCP Sculpture Trail

The chairman invited D. Lockwood from the Arts Development Company (ADC) to speak on this item.

Cllr D. Ruffle said Cleo Evans had left the Arts Development Company, but she had offered to continue to collate and manage the sculpture trail on a freelance basis.

D. Lockwood said Cleo was unable to take on contracts that had been given to the ADC.

Cllr D. Ruffle said the other option would be to manage the sculpture trail in house.

D. Lockwood said the ADC could support the town council with management of the sculpture trail, including making relationships with other local authorities that managed their own sculpture trails and other organisations that managed outdoor public art. He said the council needed to think about the money being spent per year and how to leverage in more money, thinking about the overall spend on culture within the town.

Cllr C. Reynolds asked if the ADC were to help the town council manage the sculpture trail, would it provide contact details of the current artists or help to find contact details for new artists.

D. Lockwood said the ADC could provide contact information for the current artists and if the town council wanted to find new artists, the best way to do this would be to do a call out for local artists.

The support services manager said the initial report had been written before meeting with D. Lockwood. She said the members had not had the chance to review notes from the meeting and the working group would reconvene to discuss further and consider how to take the matter forward. She said a report with all the options would be brought to the next meeting of this committee.

Proposed by Cllr B. Bawden and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to repair and purchase the sculpture 'Juggler' at £510 and £2,050, respectively, to be funded from the additional £3,000 allocation to the sculpture trail in 2023-24.

23/60/TCP Visit Lyme Regis Membership Review

Cllr D. Ruffle said most businesses in the town would now have their own website or at least a presence on social media platforms, whereas years ago they would not have. He said the idea of using a website such as Visit Lyme Regis to advertise a business was outdated.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to keep the current charging structure for the Visit Lyme Regis website.

23/61/TCP Jubilee Pavilion

Members noted the report from A. Vian on the management of the Jubilee Pavilion.

Cllr P. Evans said there were a lot of things needed to be done to return the pavilion back to the welcome point it was before. He said it would be unfair to expect the volunteers to foot the cost of the restoration and the town council should pay for the restoration works listed. He said a starting point would be to receive a cost breakdown from A. Vian.

The support services manager said members had not discussed how the town council would approach the management of the pavilion. She said an agreement should be made regarding the tenure of occupation and costing. She said there was no budget set aside to make the necessary restorations. She said members needed to think about a review mechanism, whether members wanted to be provided with information on the building's use, whether there should be any restrictions on the use of the building and whether there should be a cap on the utility expenditure. She said she would approach A. Vian for some guidance and bring a report to the next meeting of this committee. She said it was important for the town council not to get involved in the micro management of the Jubilee Pavilion but ultimately the building was still a council asset.

Cllr C. Reynolds said it was a concern the report listed many things that would be reinstated, with no discussion on how or when it would be done.

The support services manager said a new town map was not necessary as the town council already produced a town map.

Members discussed the report and provided guidance to the support services manager to take forward with A. Vian on the management proposal.

The support services manager said the council had decided not to allow commercial use of the building but ultimately the management of the facility had been handed over to A. Vian.

23/62/TCP Grant Review, Bridport and District Citizens Advice

The support services manager said the service was well used and much needed.

Cllr C. Reynolds said the majority of the Citizens Advice team were volunteers but there were a few paid members of staff.

23/63/TCP Grant Review, Lyme Arts Community Trust

Members noted the report.

23/64/TCP Managing Consultation Exercises

Cllr B. Bawden said Dorset Council had very short deadlines on its consultation exercises, which would not provide an effective public response.

The support services manager said the Rural Services Network had launched a survey consulting on how public services have fared over the past three years in the town and parish. She said the closing date for the survey was very short and there was no time to go through the committee. She said she would share the survey with members and it was in the town council's interest to respond as they campaigned on behalf of rural services.

23/65/TCP Seafront WiFi

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

Proposed by Cllr C. Reynolds and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to leave the existing arrangements for public and free-to-use seafront WiFi in place until the current hardware requires replacement or until 31 March 2025, whichever is earlier, at which point it be not replaced and the contract with Club WiFi ended, and for officers to finalise options and prices for achieving a separate, secure and improved link to the card reader at the mini-golf facility and report back as soon as that information is available.

The meeting closed at 8.26pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 3 JANUARY 2024

Present

Chairman: Cllr B. Larcombe

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

Officers: M. Green (deputy town clerk), A. Mullins (support services manager), J. Smith (property and projects assistant) P. Williams (acting operations manager)

23/55/TMH Public Forum**N. Ball**

N. Ball said he was still very concerned about the railings outside the amusement arcade and it was said at the previous meeting the deputy town clerk would look at the legislation on this. He felt the railings should be extended and said a relative had fallen off the ramp and banged her head. He accepted it was a good move to put a yellow line along there, but this needed to be remarked two or three times a year if the railings were not extended. N. Ball said he had previously raised the issue of who had given permission for stunt bikes on top of the shelters but he had not had a reply. He said it was clearly stated there were no bikes or skateboards allowed on the roof and it was a viewing platform. He was concerned the town council would be called out on this and there could be an accident. He said the contractor who worked on the roof told him there should be 18mm plywood on the roof if anything was on it.

23/56/TMH Apologies

Cllr C. Aldridge – holiday
Cllr P. Evans – illness
Cllr D. Sarson – illness

Cllr D. Ruffle and Cllr G. Stammers arrived at 7.06pm.

23/57/TMH Minutes

Proposed by Cllr P. May and seconded by Cllr G. Turner, the minutes of the previous meeting held on 8 November 2023 were **ADOPTED**.

23/58/TMH Disclosable Pecuniary Interests

Cllr B. Bawden declared a pecuniary interest in agenda item 15, MUGA at Anning Road Playing Field as she lived close to the proposed site.

23/59/TMH Dispensations

There were none.

23/60/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 8 November 2023

Parking Issues and Anti-Social Behaviour In-and-Around Queens Walk

As ward member, Cllr B. Bawden asked for copies of the emails sent to Magna Housing Association and Dorset Council (DC) about these issues.

23/61/TMH Update Report

CCTV

Cllr C. Reynolds said it would be good to know when the planning permission for the skatepark camera was granted as the skatepark committee had contributed almost £11k to the project.

The property and projects assistant said he needed to establish how high the camera had to be, which would determine whether planning consent was required, although it was highly likely to be the case. Once submitted, the application should be determined within 12 weeks.

Antiques and Craft Centre leaks

Cllr M. Ellis said she understood the roof above the centre was as strong as a car park roof and she asked for clarity about what was allowed on it.

The deputy town clerk said the material used on the roof could withstand traffic and was used in multi-storey car parks, but the issue was point loading and damage to the material.

Cllr B. Larcombe said the council had previously agreed what was and wasn't allowed on the roof and any uses must be consistent with that policy.

Drainage at Woodmead car park extension

The deputy town clerk said he was meeting with the owner of Beau Sejour and South West Water on site the following week.

Trailer Park at Monmouth Beach, Accreted Land, Phase V Cobb Works

The deputy town clerk said Natural England had confirmed it would take three to four months to determine the application for consent from DC.

Amenities hut

The deputy town clerk said he had had the first indication of price for a new hut from one contractor, which was substantially in excess of the agreed budget. He said requests had been received from all interested contractors that the tender return date was extended and this had been agreed, with a new deadline of 5 January 2024. If, when the tenders

were returned, there was an issue with cost, a report would be taken to the Strategy and Finance Committee meeting on 24 January 2024.

Office and options feasibility study

Cllr B. Larcombe asked if the Strategy and Finance Committee could have a breakdown of the price quoted for the office refurbishment as he didn't know how the figure was arrived at.

The deputy town clerk said the quantity surveyor's report was attached to the agenda when the matter was considered and it included a breakdown of the figure.

Cllr B. Larcombe said the council needed to keep its options open because if the alternatives could not be pursued, members needed to know as much information as possible to make a decision.

The deputy town clerk said there would be a report to the Strategy and Finance Committee about alternative office accommodation but this would not include the existing office because it had been ruled out by the council. He said the report would give a clear indication of the options and the indicative costs and officers would be looking for an instruction to proceed with further work on one of the options.

23/62/TMH Town Management and Highways Committee – Objectives

Cllr B. Larcombe said he felt a RAG (Red, Amber, Green) report would be useful to members to see what was behind or on schedule.

The deputy town clerk said unless members looked back at the previous agenda, it would be difficult to track changes in statuses using a RAG report. He said it would also need to be agreed what represented red, amber or green, whether it related to budget or programme, for example.

It was agreed the deputy town clerk would look into this and report back to members.

23/63/TMH To receive the minutes of the Traffic and Travel Working Group meetings held on 22 November and 13 December 2023

Cllr B. Bawden said the next meeting of the working group would be discussing a longer term vision and the following meeting a DC traffic planning officer would attend to explain some of the things DC was working on.

Cllr C. Reynolds said the town council could do very little about the issues which were in DC's control.

Cllr B. Bawden said the aim of developing a long-term vision was to enable the town council to influence things through the Local Transport Plan. She said the government and DC were asking for a vision-led approach and the town council should help to shape that vision.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, the minutes of the Traffic and Travel Working Group meetings held on 22 November and 13 December 2023 were **RECEIVED**.

24/64/TMH The Management of Marine Parade and Cart Road Motor Vehicular Access

It was noted this was an existing council policy that required updating and if anything came out of the Traffic and Travel Working Group that changed the arrangements on the seafront, the policy could be reviewed at that point.

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended Marine Parade and Cart Road Motor Vehicular Access policy.

23/65/TMH Cart Road

The deputy town clerk said it was clear the Traffic and Travel Working Group wanted to make Cart Road more pedestrian friendly. However, when the council was last asked to formally consider the pedestrianisation of Cart Road, it rejected the idea. He said officers wanted the council, as opposed to the working group, to state its position before a lot of work was done to achieve this objective.

Cllr M. Ellis said she was not in favour of pedestrianising Cart Road as it was used by many disabled people.

Cllr C. Reynolds agreed and said there were very few places in the town for disabled people to park.

Cllr P. May said DC was discussing a proposal to give over Cobb Gate car park to disabled parking, which would reduce traffic on Cart Road. He said the working group was looking at ways to make Cart Road more pedestrian friendly, rather than to completely ban vehicles, because they recognised there were needs for access and deliveries.

Cllr G. Stammers said she would like to see Cart Road pedestrianised but it wouldn't work unless Cobb Gate car park was just for disabled parking and there would also be access requirements. She said it would take a lot of investigation and work.

Cllr B. Larcombe said drivers got close to people sitting on the Cart Road and there had been incidents of cars going over the edge of the road. He said parking wasn't allowed on the Cart Road in the past, this was a fairly recent introduction.

Cllr B. Bawden said the aim was to make Cart Road safer for people to walk on by not allowing vehicles to park there, but maintaining access for deliveries, etc. She said DC transport planners agreed designating Cobb Gate car park for disabled parking and a taxi rank was a good idea.

Cllr C. Reynolds said the council had a responsibility to consider equality and diversity in its decisions.

Cllr B. Larcombe said the council also had a responsibility to protect public safety.

Cllr M. Ellis said she didn't think preventing parking would solve the problem as cars would still drive on the road.

Cllr B. Larcombe said signs could be placed at the entrance to make it clear there was no parking on the road. He said during Covid when parking was prohibited, this was extremely popular with the public.

Cllr B. Bawden said not having parked cars would provide extra width, which would make the road safer. She said she had also asked DC for disabled parking in Broad Street car park.

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

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the town council would like Cart Road to be made safer and more pedestrian friendly, including further restrictions to vehicle access and for Cobb Gate car park to be given over to disabled parking and limited taxi ranks, only.

Voted for – Cllr B. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr D. Ruffle, Cllr S. Cockerell, Cllr B. Bawden

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

Abstentions – Cllr G. Turner

23/66/TMH Improving Routes for Walking, Cycling and Wheeling

Cllr B. Bawden said there was various government legislation on de-carbonising transport and active travel and everyone was expected to make provision to better enable walking and cycling where possible, especially on shorter journeys so it was important for the council to be involved. She said there was talk of a cycle route between Lyme Regis and Bridport so the council could show its support for this. She added that DC had a traffic team looking at ways to improve pedestrian safety and access so there were suggestions the town council could make relating to this.

Cllr C. Reynolds said it wasn't possible to make pavements wider or create cycle routes in Lyme Regis.

Cllr B. Larcombe said there was no reason the council couldn't give its support to broader ideas and concepts in principle and it would then be for the highway authority to make them fit in appropriate areas.

Cllr B. Bawden said there were lots of barriers to walking and cycling in Lyme Regis so this could form part of the council's response to provide the evidence for DC to look into it.

Cllr M. Ellis was concerned improvements would be done piecemeal but what was really needed was a scheme for the whole of the town, as smaller solutions had a knock-on effect on other things. She felt each member should respond to the consultation as individuals, rather than three members responding with views that might not be those of the whole council.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate the completion of the Active Travel Infrastructure Plan survey to the town clerk in consultation with three members from the Town Management and Highways Committee.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs B. Bawden, P. May and B. Larcombe are delegated to work with the town clerk to complete the Active Travel Infrastructure Plan survey on behalf of the council.

23/67/TMH Monkey Bars

Cllr D. Ruffle said although monkey bars were deemed to be a high risk piece of equipment, there would presumably be safety matting on the ground. He said he had never seen the spider's web being used and he thought monkey bars would be well used.

Several members agreed it would be well used by children and it was noted this was requested by local schoolchildren when the council consulted on its objectives.

Cllr B. Bawden asked if there was scope to retain the spider's web and also have the monkey bars as it seemed a shame to lose a piece of equipment to accommodate a something that only children of a certain age would be able to use.

The acting operations manager said any piece of equipment needed to be 6ft clear of another so there would need to be a further budget allocated to do this. He said the spider's web could be kept in storage and could be reinstated in future if members wished.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to proceed with the installation of monkey bars at Anning Road play park and to keep to spider's web in storage in case it can be reinstated in future.

23/68/TMH Outdoor Gym Equipment

Cllr C. Reynolds said there wasn't enough for young people to do in the town and as the council had already agreed to this project, it was just a matter of deciding where it should go. She knew of other places with this equipment and it was well used.

Cllr B. Larcombe said he knew of other places which had gym equipment but it was no longer used. He said the town had a remarkable amount of things for young people to do and he wasn't sure if this would represent good value for money.

Cllr M. Ellis said the equipment could be used by people of all ages and the focus was very much on keeping active.

Cllr B. Bawden said Woodroffe School had gym equipment in the playing field but it was now closed off to the public, although she was going to ask if people could continue to use this equipment as well.

Cllr G. Stammers said the council needed to consider whether the equipment should be in one location or on a trail.

Cllr B. Larcombe said this was a secondary objective for 2023-24 and it concerned him there was growing expenditure for other projects.

Cllr P. May said this report was not to allow members to decide whether to have the gym equipment, it was to decide its location. He said members needed to find a process for deciding where it would be located and he suggested three members should investigate this and report back.

The acting operations manager said there were only two possible locations: the lower side of the basketball court in Anning Road playing field or the putting green in Lister Gardens.

Cllr D. Ruffle said the perfect place for the equipment would be the gardens as it would be accessible to both residents and visitors and would be well used in this location.

Proposed by Cllr D. Ruffle and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to proceed with the installation of outdoor gym equipment on the putting green in Lister Gardens.

Cllr B. Bawden left the meeting at 8.12pm in line with her pecuniary interests.

23/69/TMH MUGA at Anning Road Playing Field

The deputy town clerk said the consultation showed there was overall support for the multi-use games area (MUGA) and the sports that were most widely supported were football, netball and basketball, although there were suggestions for other sports including hockey and tennis. However, there were also comments from people who didn't want the MUGA. He said if the council was going to achieve this objective, it needed to get on with it as it was already at the point where it was not going to be delivered in this financial year.

The deputy town clerk said the MUGA was likely to require planning permission because of the location, proximity to the highway and the height of the fencing. If the council agreed to proceed, he suggested inviting prices from experienced providers on a turnkey basis as the council wanted to avoid getting involved in the individual aspects of the project. However, he said it probably made sense for the BMX humps to be removed by a local contractor.

Cllr B. Larcombe asked if any concerns had been raised by neighbouring residents.

The deputy town clerk said there were some people who didn't want the MUGA and also concerns about noise and parking.

Cllr B. Larcombe asked what the booking arrangements would be for the facility.

The deputy town clerk said the council should avoid complicated booking arrangements and this was probably the reason not to accommodate tennis. He said it either needed to be a facility that was free for all to use or it potentially needed to be picked up as part of the wider discussion on the Candles on the Cobb Pavilion and how it was managed more generally.

Cllr C. Reynolds said she had spoken to residents who had said they didn't want the MUGA because they thought it was going to be building so they had said no for the wrong reasons. She said most of the people who complained lived near the playing field but if this was the case, they must expect to hear children playing. She said football was played at the field every week so parking was already an issue.

Cllr B. Larcombe asked if there were any age restrictions on the facility.

The deputy town clerk said there were covenants affecting part of the pitch, which did not affect the area proposed for the MUGA. He said when the former borough council changed the use of the land proposed for the MUGA from housing to recreation, it said it wanted it to be used for children up to the age of 15. However, this was a self-imposed restriction, not an external covenant.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to proceed with the project to build a multi-use games area at Anning Road playing field and instruct officers to obtain formal quotes from contractors on a turnkey basis.

Cllr B. Bawden returned to the meeting at 8.25pm.

23/70/TMH Candles on the Cobb Pavilion

The deputy town clerk said one of the concerns officers had was around the running costs of the building and there was very little effort from the principal users of the building to control these costs. He said it was suggested there needed to be a more comprehensive management agreement between the council and the users of the building.

Cllr C. Reynolds said when the building was constructed, it was done by voluntary labour and there was no damp course put in, which was why there were so many problems with it. She said the agreement signed by the council meant it had to repair and maintain the building but the council needed to be in control of what happened to it.

Cllr G. Stammers said the use of the building should be extended to other groups so it could be regularly used as a community space.

It was proposed by Cllr P. May and seconded by Cllr C. Reynolds that:

- the Guidelines for Future Support relating to the Candles on the Cobb Pavilion is replaced with a more detailed management agreement that oversees the use of the pavilion and any agreement should be supported by an oversight mechanism, such as an annual report to a council committee, and a management mechanism to ensure routine inspections and repairs are undertaken
- the use of the Candles on the Cobb Pavilion is broadened by actively promoting its use in the community.
- the use of electricity at the Candles on the Cobb Pavilion is capped and any additional cost above that cap is met by pavilion users.

Cllr B. Larcombe said there needed to be a representative group that was responsible for the pavilion and he suggested a voluntary group could take on the administration of the building. He said the council didn't have a firm grip of who was using the building and what they were doing in it.

The deputy town clerk said only youth football were using the pavilion.

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that:

- the Guidelines for Future Support relating to the Candles on the Cobb Pavilion is replaced with a more detailed management agreement that oversees the use of the pavilion and any agreement should be supported by an oversight mechanism, such as an annual report to a council committee, and a management mechanism to ensure routine inspections and repairs are undertaken.
- the use of the Candles on the Cobb Pavilion is broadened by actively promoting its use in the community.
- the use of electricity at the Candles on the Cobb Pavilion is capped and any additional cost above that cap is met by pavilion users.
- the council should seek engagement with a voluntary group to assist with the management of the building.

23/71/TMH Gazebo in the Gardens

The acting operations manager said if the gazebo was removed, the existing seating could be left in situ. He pointed out there was so budget to replace the gazebo or the seating.

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to confirm the in-principle decision to remove the gazebo in the Langmoor Gardens and to leave the existing seating in situ for the time being with a suggestion to improve it in future if the budget allows.

23/72/TMH Bell Cliff Advertising Boards

Cllr C. Reynolds said the advertising spaces should be reserved for businesses in the DT7 area, which would mean the removal of two taxi boards.

Cllr G. Stammers asked when the taxi boards would be taken down as presumably they had paid for a full year.

The support services manager said the year would end on 31 March 2024 so they could be taken down at that point.

Cllr B. Larcombe said he didn't think it was fair for businesses to have an advertising space indefinitely and there should be an annual allocation like the council did for grants or beach huts.

Cllr M. Ellis said businesses invested in the boards when they had them made.

Cllr C. Reynolds suggested the boards could be rotated every three or five years, rather than every year.

It was proposed by Cllr P. May that companies with advertising boards on Bell Cliff must have a DT7 postcode, including taxi companies, companies may only have one board, and three spaces are allocated for taxi companies.

Cllr G. Stammers said as there would only be two taxi companies with boards, this would mean the third space would be empty if there wasn't another taxi company in the DT7 area.

It was proposed by Cllr B. Larcombe that companies with advertising boards on Bell Cliff must have a DT7 postcode, including taxi companies, and companies may only have one board.

Cllr B. Bawden said there was another Lyme Regis-based taxi firm and suggested asking them if they wanted the space.

The acting operations manager suggested giving the third space to another business and if a taxi company then requested a space, it would be given priority.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that companies with advertising boards on Bell Cliff must have a DT7 postcode, that two spaces on the Bell Cliff railings are allocated to taxi companies and the third space is reserved for taxi companies but may be taken by another business for at least 12 months, and if a taxi company wishes to take the place, they will take priority and the other business will return to the top of the waiting list.

23/72/TMH Energy Performance Certificates and Let Commercial Buildings

The property and projects assistant said most of the council's let commercial buildings were achieving very good energy efficiency. He said if the council made improvements to enhance energy efficiency and therefore reduce energy bills, perhaps the tenants should be contributing to those improvements. He said the best time to have these conversations was at the time of lease renewal and four renewals were taking place this year.

Cllr B. Bawden asked if the council's commercially let buildings were classed as public buildings or commercial buildings as there was funding available to improve energy efficiency of public buildings.

The deputy town clerk said he didn't believe the commercially let buildings were classed as public buildings.

Proposed by Cllr P. May and seconded by Cllr R. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to keep a watching brief on government legislation concerning energy performance and environmental targets insofar as it applies to the council's commercial buildings and to report back to the Town Management and Highways Committee should any changes be proposed that might impinge on the council's long-term commercial income.

Cllr M. Ellis left the meeting at 8.59pm.

23/73/TMH Beach and Badger, Lister Room, Request for Canopy over Patio Area

Cllr B. Larcombe asked if the proposed canopy would require planning permission.

The deputy town clerk said it was likely to require planning permission and the tenant had been informed of this. He clarified that the screen shown at the side of the canopy in the image could be pulled down to different levels on all sides.

Cllr B. Bawden said the council made the decision to allow commercial activity in the Lister Room at a time when it was worried about its finances and since then, the council

had stated the use of that area should be for community use. Therefore, she wasn't comfortable about extending the commercial use in a physical way.

Cllr P. May said umbrellas would be adequate and it was up to the tenant to find a solution which didn't involve a permanent structure in the gardens.

Cllr B. Larcombe said he was concerned about the design as it didn't have any guttering or run-off. If agreed, he asked if this would be reflected in the rent the council charged the tenant.

The deputy town clerk said it wouldn't affect the rent as it would be deemed a 'tenant's improvement'.

Cllr C. Reynolds said members should remember they agreed to rent the space commercially to the tenant. She said if the tenant wanted to protect the outside space, perhaps the council could request something that didn't require planning permission.

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from the commercial tenant of the Lister Room to install a canopy over the outside patio area.

23/74/TMH Complaints, Incidents and Compliments

Cllr B. Bawden said there had been many complaints around the town about dogs, not just on the beach but in all areas and about people not picking up after them.

The acting operations manager said he had sent a log of complaints to DC and would continue to do so regularly.

Cllr B. Bawden said she had asked DC to send dog wardens to Lyme Regis because at the moment they didn't come as a matter of policy.

It was agreed any members of the public who complained to members should be told to complain directly to DC.

23/75/TMH Commercial Properties – Lease Renewals and Rent Reviews

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

23/76/TMH Exempt Business

a) Commercial Properties – Lease Renewals and Rent Reviews

The property and projects assistant said negotiations had gotten to a point where a rent had been agreed with the Kiosk, subject to member approval.

The deputy town clerk said it was very unusual to see a rent increase and members couldn't expect to see this on a routine basis because this wasn't happening in most places.

Cllr B. Bawden said she was concerned about the amount of litter in the area around the Kiosk and felt the council should make tenants more responsible for litter. She said lease renewal time could be the time to address this.

The deputy town clerk said there would be provisions in the lease not to cause litter and nuisance of any kind so in some respects it was a management issue but also a capacity issue with the bins.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to note ongoing negotiations in respect of lease renewals at the Amusement Arcade, National Trust Shop, and Lyme Rocks, and a rent review at Boylo's and approve agreed terms for a rent review at the Kiosk.

The meeting closed at 8.51pm.

Committee: Full Council

Date: 7 February 2024

Title: Calendar of Meetings

Purpose

To allow members to approve the calendar of meetings for 2024-25 council year

Recommendation

Members approve the calendar of meetings for the 2024-25 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 2024-25 is at **appendix 17A**.
3. As the mayor and deputy mayor will be elected at the annual meeting of the council on 15 May 2024, the mayor-making ceremony will take place four weeks later on 12 June 2024. This will allow the mayor time to plan the ceremony and get invites out.
4. An extraordinary Full Council meeting has been scheduled for 19 June 2024 to allow members to sign off the Annual Governance and Accountability Return.
5. The calendar includes the normal summer recess but as requested in 2023, a Full Council meeting has been scheduled immediately after the recess on 4 September 2024 to avoid there being such a large gap between Full Council meetings.
6. The calendar also includes a break at Christmas/New Year, an extraordinary Full Council meeting on 26 March 2024 to consider community grants, and the annual meeting of electors on 25 April 2024. The calendar takes us up to the mayor-making ceremony in May 2025 and the first meeting of the 2025-26 council year, also in May 2025.
7. It has been necessary to schedule a Human Resources Committee meeting on a Tuesday in the last cycle of meetings in 2025 in order to finish the cycle in May, ahead of the new council year. It is a legal requirement that the annual meeting of the council is held in May.

Adrienne Mullins
Support services manager
February 2024

Lyme Regis Town Council

Calendar of Meetings 2024/25

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

Tuesday 14 May 2024	Planning Committee
Wednesday 15 May 2024	Annual Meeting
Tuesday 28 May 2024	Planning Committee
Wednesday 29 May 2024	Human Resources
Wednesday 5 June 2024	Town Management and Highways Committee
Tuesday 11 June 2024	Planning Committee
Wednesday 12 June 2024	Mayor-making ceremony
	Extraordinary Full Council, 7pm
Wednesday 19 June 2024	Tourism, Community and Publicity, <i>on the rise of the extraordinary Full Council</i>
Tuesday 25 June 2024	Planning Committee
Wednesday 26 June 2024	Environment Committee
Wednesday 3 July 2024	Strategy and Finance Committee
Tuesday 9 July 2024	Planning Committee
Wednesday 12 July 2024	Strategy and Finance Committee
Wednesday 17 July 2024	Full Council
Tuesday 23 July 2024	Planning Committee
Tuesday 6 August 2024	Planning Committee
Tuesday 20 August 2024	Planning Committee
Tuesday 3 September 2024	Planning Committee
Wednesday 4 September 2024	Full Council
Wednesday 11 September 2024	Human Resources
Tuesday 17 September 2024	Planning Committee
Wednesday 18 September 2024	Town Management and Highways Committee
Wednesday 25 September 2024	Tourism, Community and Publicity Committee
Tuesday 1 October 2024	Planning Committee
Wednesday 2 October 2024	Environment Committee
Wednesday 9 October 2024	Strategy and Finance Committee
Tuesday 15 October 2024	Planning Committee
Wednesday 23 October 2024	Full Council
Tuesday 29 October 2024	Planning Committee
Wednesday 30 October 2024	Human Resources Committee
Wednesday 6 November 2024	Town Management and Highways Committee
Tuesday 12 November 2024	Planning Committee
Wednesday 13 November 2024	Tourism, Community and Publicity Committee
Wednesday 20 November 2024	Environment Committee

Tuesday 26 November 2024	Planning Committee
Wednesday 27 November 2024	Strategy and Finance Committee
Tuesday 10 December 2024	Planning Committee
Wednesday 11 December 2024	Full Council
Wednesday 18 December 2024	Human Resources Committee
Wednesday 8 January 2025	Town Management and Highways Committee
Tuesday 7 January 2025	Planning Committee
Wednesday 15 January 2025	Tourism, Community and Publicity Committee
Tuesday 21 January 2025	Planning Committee
Wednesday 22 January 2025	Environment Committee
Wednesday 29 January 2025	Strategy and Finance Committee
Tuesday 4 February 2025	Planning Committee
Wednesday 12 February 2025	Full Council
Tuesday 18 February 2025	Planning Committee
Wednesday 19 February 2025	Human Resources Committee
Wednesday 26 February 2025	Town Management and Highways Committee
Wednesday 5 March 2025	Tourism, Community and Publicity Committee
Tuesday 4 March 2025	Planning Committee
Wednesday 12 March 2025	Environment Committee
Tuesday 18 March 2025	Planning Committee
Wednesday 19 March 2025	Strategy and Finance Committee
Wednesday 26 March 2025	Extraordinary Full Council (grants)
Tuesday 1 April 2025	Planning Committee
Wednesday 2 April 2025	Full Council
Tuesday 8 April 2025	Human Resources Committee
Wednesday 9 April 2025	Town Management and Highways Committee
Tuesday 15 April 2025	Planning Committee
Wednesday 16 April 2025	Tourism, Community and Publicity Committee
Wednesday 23 April 2025	Environment Committee
Friday 25 April 2025	<i>Annual Meeting of Electors, Woodmead Halls, 7pm</i>
Tuesday 29 April 2025	Planning Committee
Wednesday 30 April 2025	Strategy and Finance Committee
Tuesday 13 May 2025	Planning
Wednesday 14 May 2025	Full Council
Wednesday 21 May 2025	Full Council (mayor-making)
Wednesday 28 May 2025	Full Council (annual meeting)

Committee: Full Council

Date: 7 February 2024

Title: Funding Request from Dorset Association of Parish and Town Councils

Purpose of Report

To allow members to consider a crowd funding request from Dorset Association of Parish and Town Council for election training

Recommendation

Members consider the report and instruct the town clerk

Background

1. The town council pays an annual subscription fee to Dorset Association of Parish and Town Council's; (DAPTC) the fee for 2023-24 is £944.
2. The town council also pays separate fees for training events organised by DAPTC.

Report

3. In summer 2023, DAPTC conceived the idea to use councillors and clerks across Dorset to help promote the elections in 2024 with two aims: shining a spotlight on the work of local councils and encouraging more potential councillors to come forward.
4. The work has centred around filming and the creation of videos for use by local councils.
5. DAPTC's executive committee agreed to underwrite the entire cost of the project and asked its chief executive to try to crowd fund the project as much as possible.
6. On 1 February 2024, the town clerk received the attached email from DAPTC's chief executive asking councils to consider a contribution and suggested the following bands, **appendix 18A**:

Small parish councils	£30
Medium sized parish councils	£60
Larger parishes and towns	£120

7. There is no definition of parish size, e.g., is it based on electorate, precept, or budget but the town clerk assumes Lyme Regis would be categorised as a town. Nor has any information been provided on the cost of the project; the town clerk has written to DAPTC's chief executive and hopes this information will be available for the meeting.

John Wright
Town clerk
February 2024

From: Daptc <daptc@dorsetcouncil.gov.uk>
Sent: Thursday, February 1, 2024 10:35 AM
To: Daptc <daptc@dorsetcouncil.gov.uk>
Subject: Election 2024 Resources - Dorset Council Area
Importance: High

Distribution: All Dorset Council Area Clerks

Background:

In the Summer of 2023, we conceived of an idea to use councillors and clerks across Dorset to help promote the elections in 2024 with two aims:

1. Shining a spotlight on the great work you all do
2. Helping to encourage more potential councillors to come forward.

As we get to the business end of candidates coming forward and existing councillors deciding if they are stepping down, we wanted to make the videos available for you to add them to your social media feeds and websites either by using the URL link or embed code.

The videos are themed and have the same intro and outro to help get a consistent message over about contacting their parish or town council or asking us to put them in touch with you. We filmed a lot of hours of video and naturally that gets distilled down to just a few minutes. So if you took part in the filming and didn't make it to the final cut – I'm really sorry, but hope you will understand. We do have two more videos to come, one of which will focus on the Election Act 2022 changes.

Costs:

Our Executive Committee kindly recognised the value of this project and agreed to underwrite the entire cost, but did ask that I try to crowd fund as much as possible. We are making the videos available to all 150+ members and hope you will agree that they are a useful resource for councils this year and beyond. We have versions that are not tied to May 2024 to help with co-option after May to make the investment stretch further.

We would, therefore, like each member using the videos to consider in their council meetings a contribution and have suggested the following bands:

- Small parish councils - £30
- Medium sized parish councils - £60
- Larger parishes and towns - £120

Even if everyone contributed at these rates (not expecting that), we would still fall short on the full cost.

We hope you recognise that for this contribution the quality of the outputs is highly beneficial. To confirm you wish to contribute – you just need to respond using this link: [TELL IF YOU WILL CONTRIBUTE](#)

RESOURCES

[DOWNLOAD THE VIDEOS](#)

We recommend the 720 or 1080 versions.

The videos can also be viewed on our advert free Vimeo profile here: [DAPTC SHOWCASE](#) you can share this link: <https://vimeo.com/showcase/10938919>

It would be support if we can also start using #dorsetparishtowncouncilelections2024 in posts and like, share each other's posts to get maximum traction!

Any Qs let us know – please make best use of them!

Regards

Neil

Neil Wedge
Chief Executive | [DAPTC](#)