



John Wright
Town Clerk

Lyme Regis Town Council

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Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 13 March 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
08.03.24

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 7 February 2024 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 7 February 2024

To inform members of matters arising from the minutes of 7 February 2024 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 meeting held on **20 February 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 meetings on **6 February and 5 March 2024**.

12. Environment Committee

To receive the minutes of the meeting held on **28 February 2024** and consider the recommendations therein.

13. Human Resources Committee

To receive the minutes of the meeting held on **13 February 2024** and consider the recommendations therein.

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **6 March 2024** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **21 February 2024** and consider the recommendations therein.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **14 February 2024** and consider the recommendations therein.

17. Frequency of Planning Committee Meetings

To allow members to consider the frequency of Planning Committee meetings

18. Draft Corporate Plan 2024-29

To present the Corporate Plan 2024-29

19. Receipt of a Petition

To inform members of a petition which will be presented by Janette Edmonds during the public forum

To allow members to consider how they wish to respond to the petition

20. Request to Hang a Portrait

To allow members to consider a request from the family of council's first town clerk, Harry Williams, to hang his portrait in the Guildhall

21. Travel and Transport Vision Statement for Lyme Regis

To allow members to consider and, if agreed, endorse and approve the draft Travel and Transport Vision Statement for Lyme Regis as developed by the Travel and Transport Working Group

22. List of Payments

To inform members of the payments made in the month of February 2024.

23. Relocation of Council Offices and Disposal of Existing Building and Site

To inform members of the latest position with the agreed relocation of the council offices and the disposal of the existing building and site

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

24. 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 23 – Relocation of Council Offices and Disposal of Existing Building and Site**

Dorset Council report to Lyme Regis Town Council

13 March 2024

1. Local updates

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

Dorset Council’s Local Transport Plan 4 (LTP4) public consultation closed on 3 March. The development of LTP4 is ‘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.

I organised public events on 20 February in Charmouth and Lyme to encourage our residents to engage with the public consultation on LTP4 and to hear the benefits of 20mph and see the 20mph zone proposal for Lyme Regis. I collected Dorset Council’s LTP4 promotional materials from their roadshow in Bridport on Saturday 17 February and returned them after the event to County Hall.

The meeting was also supported by members of WATAG (Western Area Transport Group) and our local Speedwatch volunteers, as well as the ‘20 is Plenty’ campaign organiser for Dorset. Attendees left their responses which were submitted to Dorset Council’s LTP4 consultation team.

The Traffic and Travel Working Group submitted a response on behalf of LRTC residents to the LTP4 public consultation.

1.2. Park and Ride, Town Bus and other updates

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

The Traffic and Travel Working Group is in discussion with the town bus operator to ascertain which changes might be possible and to gather more information before proposals can be developed.

The Axe Valley Ring and Ride operator decided not to participate in the ‘Our Future Transport’ events as their future is uncertain. Encouraging more people to use the service is vital for it to survive in Dorset. I contacted Jane Hopson Hill for an update, who said “there will be a statement after the Committee meeting on 27 March”.

1.3. Carbon Literacy training

The joint Carbon Literacy training with Weymouth Town Council and the Dorset Climate Action Network was completed over eight half-day workshops, including two 1:1 catch-up sessions, with a days-worth of training needed to qualify for accreditation as Carbon Literate.

All five of the LRTC submissions were successful. Three evidence submissions are still awaited and two participants did not attend the second workshop.

The number of Lyme Regis Town Council councillors and staff with CL accreditation has just reached the 25% level required for Silver level Carbon Literate Organisation accreditation. The Operations Manager submitted the CLO application.

Overall, 22 participants, including a few parish clerks, staff and elected members from Dorset achieved Carbon Literacy accreditation with two resubmitting and four submissions outstanding.

1.4. Commercial Waste bins relocated

The commercial waste bin store in the Broad Street car park was shut down by Environmental Health and the bins have been relocated on a trial basis, some to the Cobb Gate car park and some to East Cliff Walkway.

Neither solution is ideal but the Commercial Services Manager and the team will be closely monitoring the locations and will review them after the summer. If the current arrangements are made permanent, the possibility of some housing of the bins to reduce the unsightly impact on the busy pedestrian walkway, could be considered.

New waste regulations are coming in next year so I'm planning to talk to the new business group to discuss better ways of managing commercial and food waste with both LRTC and Dorset Council, possibly involving a food composting scheme, compacting bins and recycling facilities.

1.5. Highways, Parking & Footpath updates

- I attended the Uplyme Highways Forum on 19 February. UPC is very keen on the 20mph Zone in Lyme as they see it would benefit their 20mph proposal. Their main priority is the plan to widen the road and provide a pavement at the Crogg Lane section of the main road – Dorset Council has agreed a financial contribution and it would be helpful if the Woodroffe School could confirm support.
- 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.
- Near accidents are being reported at the back of the Broad Street car park, as reversing cars are a hazard to pedestrians using the Town Mill steps.
- Mike Westwood agreed that numbers 1 to 14 Queen's Walk are part of the existing residential parking zone but no parking bays or signs will be set up yet, as Dorset Council is undergoing a Parking Review. I have let the residents know.
- Other requests for consideration of residential permit areas have been rejected as not fitting the criteria.
- I'm still asking whether Dorset Council will introduce a designated space permit for those with additional mobility challenges, as BCP Council offers. I was told they would consider this but I'm

now told they are not, so I might raise a proposal if we have another Full Council before the election.

- 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 was 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 were meeting Highways England. Mark Green is dealing with the AA over the Park and Ride signage. Are we going round in circles on this?
- 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 still 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 run an awareness campaign in the primary schools, perhaps at the same time as the 20 mph Zone public consultation.
- I've been trying to broker a solution on the footpath across the Woodroffe playing fields and ask whether residents might be allowed to use the gym equipment up there.
- A lovely request for a Hedgehog sign at the bottom of Summerhill Road has been agreed by TMH.
- Various potholes have been reported and fixed. It's important to encourage residents to report road or pavement problems direct on the Dorset Council website - <https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/report-a-problem-on-the-road-or-pavement>. I've reported the pothole at the top of Broad Street.
- Surface water flooding and blocked drains have been reported – some drains have been dealt with but the surface run-off from private land is harder to deal with. At a recent meeting of the Char Valley Community Group, it was interesting that the land-use and flood mitigation experts from the Dorset Wildlife Trust and National Landscapes teams said that even if all the desired mitigation and water storage measures were put in place, we will still have to deal with the current (and worse) levels of surface flooding. The new normal.
- I attended an inspiring talk on Sustainable Transport on 21 February – a recording and transcript is available on request.

1.6. Harbour update

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 seems to be dead in the water. Cllr Brian Larcombe deserves credit for steering searching questions through the local Harbour Users' Group to Dorset Council and the legal issues raised seem unlikely to be resolved.

The local Harbour Users' Group met on 1 February and Dorset Council's Harbours Advisory Committee met on 6 March 2024.

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.

From last month's report - 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?

1.7. Relations with Dorset Council

In the run-up to the election on 2 May, the Electoral Services team has been running a series of drop-ins for members to share their experience of the first five years of the unitary authority, to suggest improvements and better ways of working.

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.

2. Dorset Council updates

2.1. 2024-2025 Budget

The Dorset Council budget was agreed at Full Council on 13 February. The 'gap' of around £8 million is expected to be covered by the 'Our Future Council' (OFC) transformation proposals, underwritten by reserves.

My colleague Cllr Brian Heatley's amendment to cover the budget gap from reserves, rather than as yet unmade savings, was rejected. He argued that a new incoming council should not be hampered by a negative line on the budget.

The increase in general Council Tax of 2.9985% and 1.9975% in the Social Care Precept, providing a Band D Council Tax figure for Dorset Council of £2,001.15; an overall increase of 4.996%, was agreed.

2.2. Council tax premium

The proposal to charge 100% premium on council tax on second homes and empty properties was passed and the LibDem amendment to set aside 40% of the revenue for the housing budget was agreed.

The report from the draft minutes is reproduced in full as there is provision for local areas to benefit from the additional income:

The Portfolio Holder for Corporate Development and Transformation presented the report to consider the potential power to levy Council Tax Premiums, there was a one-word amendment to 7.1 in the policy to read:

“Any amount of premium received will be part of the Council’s Collection Fund and will be shared between the Council and ALL Precepting authorities in line with their share of the Council Tax.”

Cllr N Ireland proposed and Cllr R Hope seconded the following amendment.

Delete item 4. Replace with ... 4.

4.1 40% of the additional income from the council tax on second homes in Dorset is allocated to the Housing budget annually.

4.2 Any unused or unallocated funds from this budget are transferred to Housing reserves at the end of the financial year and ring-fenced for new supply.

4.3 Any income clearly generated from this budget to be transferred to Housing reserves.

4.4 The budget to be used for the following purposes:

- In support of new build, on site, affordable housing from s106 agreements. These properties should be viable however there are occasions when they are not and s106 off site contributions are required to deliver them. In the absence of sufficient off site s106 funding, this budget may be used.
- To spot purchase properties as required for temporary accommodation for homeless residents.
- To be available for matched funding for government grants, as and when they become available, to increase the amount of affordable housing in Dorset.
- To be used in support of increasing the amount of affordable homes owned by Dorset Council with due regard to the need for a Housing Revenue Account.

4.5 Delegation to officers for spend of <=£200K. Spend in excess £200K to be authorised with the agreement of the relevant portfolio holder, Head of Housing and s151 officer.

Members debated the amendment and while all in agreement that there was a requirement for more affordable housing in Dorset there were some concerns that the council was hypothecating part of its budget. The amendment could unfairly commit a new council following the May elections and the amount of revenue from the scheme could not be predicted. On being put to the vote the amendment was CARRIED.

2.3. Motion against the two-child benefit cap

The LibDems also proposed a motion to ask Dorset Council to urge the government to abolish the two-child cap for Universal Credit and tax credits claimants in order to reduce child poverty. The Chief Executive has written to MPs already (see below for the motion as reflected in the draft minutes).

The two-child limit, introduced by the Conservative Government in 2017, restricts support in Universal Credit and tax credits to two children in a family.

- Analysis by the Child Poverty Action Group shows that 900,000 children living in poverty in England do not currently qualify for free school meals because the Conservative Government introduced an arbitrary £7,400 household income threshold in 2018.
- A new report by the Commons Education Select Committee warns mental health problems and cost-of-living pressures on families are among the complex reasons for increased absenteeism.
- Scrapping the two-child limit is the most cost-effective way to reduce child poverty. It would lift 250,000 children out of poverty and mean 850,000 children are in less deep poverty.

And That Council resolved to:

- Call on the UK Government to scrap the two-child benefit cap.
- Ask the Council's Chief Executive to write to Members of Parliament representing Dorset Council, expressing the Council's support for the scrapping of the two-child benefit cap.

There seemed a different feel to the Full Council meeting, end of term, perhaps. Whatever the reason, good proposals were passed. The April Full Council is likely to be cancelled due to lack of business and several committee meetings have already been cancelled.

2.2. Forward Plan

There are interesting topics scheduled for Cabinet on 12 March:

[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!**

[Poole Harbour Local Nutrient Mitigation Fund Award](#) **New!**

[Local Development Scheme Update](#) **New!**

[Children's Sufficiency Strategy](#) **New!**

[Forward Plan link.](#)

2.3. Current Dorset Council Consultations

Call for Sites – closes 1 June

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

3.Other events and meetings attended in 2024

- 1 Jan – Duck Race and Lyme Lunge
- 3 Jan – Local Government Financial Settlement – Dorset Council update (online)
- 3 Jan – Town Management & Highways Committee
- 4 Jan – Lyme councillor surgery at Community Café in the Hub
- 5 Jan – Development Manager, Marine Theatre, DC grant application (online)
- 5 Jan – Commercial Waste Service Manager (online)
- 6 Jan – Charmouth Environment Group & Saturday surgery at Bankhouse Café
- 8 Jan – Businesses impacted by bin store closure
- 8 Jan – Member briefing on Local Transport Plan 4 public consultation
- 8 Jan – Dorset CAN Action Team (online)
- 9 Jan – DC Property and Assets team with Mark Green & Jonathan Smith (online)
- 9 Jan – Place-Based Initiative Board meeting
- 10 Jan – DC Financial Officer to discuss government Minimum Funding Guarantee and Service Grants element of the 2024-25 Budget
- 10 Jan – Tourism, Community & Publicity Committee
- 11 Jan – Training for Carbon Literacy facilitators (online)
- 12 Jan – Active Travel consultation working group for LRTC submission
- 12 Jan – Low Carbon Dorset – viewing the Jubilee Pavilion for LCD exhibition in June with Pete Williams
- 12 Jan – Walk and talk around DC assets with DC Property Surveyor, with Mark Green and Jonathan Smith
- 12 Jan – Facilitation & breakout room training on Zoom for Carbon Literacy (online)
- 12 Jan – Lower Char Community Project public meeting
- 14 Jan – Community Wassails in Bridport and Charmouth
- 15 Jan – Audit & Governance Committee, County Hall
- 16 Jan – Turn Lyme Green Steering Group & Social
- 17 Jan – Carbon Literacy Workshop 1.1 (online)

17 Jan – Meeting with Commercial Waste Manager and Customer Services Manager

17 Jan – Traffic & Travel Working group

17 Jan – Dorset CAN Food Resilience Network (online)

17 Jan – Environment Committee

18 Jan – LGA Housing Retrofit & Decarbonisation (online)

18 Jan – Chris Loder with West Dorset councillors (online)

18 Jan – DAPTC ‘Working Together’ DC Local Transport Plan 4 briefing

18 Jan – Elect Her discussion (online)

18 Jan – Work experience student at Woodroffe to discuss preferred activities

18 Jan – Parish Online ‘Banter’ (online)

18 Jan – John Wright 20 mph Zone application and consultation timeframe

21 Jan – Charmouth weekend surgery, Bankhouse Café

22 Jan – Traffic and Travel Working Group meeting on the town bus

22 Jan – River Lim Action Health and Safety training for river monitors

22 Jan – Dorset CAN Action Team (online)

22 Jan – Business Group meeting at Tom’s, Marine Parade

23 Jan – Carbon Literacy Workshop 1.2. (online)

24 Jan – Executive Advisory Panel Climate and Ecological Emergency, County Hall

24 Jan – Green group meeting

24 Jan – meeting with Training Consultant for Dorset Community Action to co-develop additional resource for Carbon Literacy content (online)

24 Jan – Strategy & Finance Committee

25 Jan – Lyme councillor surgery at the Hub

25 Jan – Charmouth Heritage Coast Centre (CHCC) Trustees meeting

25 Jan – WATAG (Western Area Transport Group) meeting in Bridport

27 Jan – Nurdle Beach Clean, Charmouth

29 Jan – Harbourmaster, Lyme Regis

29 Jan – Lyme Regis Development Trust – clothes swap working group

29 Jan – Senior Surveyor, Dorset Council, with Mark Green and Jonathan Smith

29 Jan – Charmouth councillor surgery at Community Library

29 Jan – Dorset CAN Action team

30 Jan – Carbon Literacy Workshop 1.3. (online)

31 Jan – CTAP (Coastal Transition Accelerator Programme) local group at CHCC

31 Jan – John Wright 20mph Zone

31 Jan - Traffic & Travel Working Group

31 Jan – Oxford Climate Action Network (online)

1 Feb – River-fly and water quality monitoring demonstration for video production, grassy area upstream of Jordan’s Flats

1 Feb – Lyme councillor surgery at the Hub

1 Feb – Audit Committee training in new global audit arrangements

2 Feb – DCAN Energy group (online)

6 Feb – Carbon Literacy Workshop 2.1. (online)

6 Feb – Wind turbine demonstration at River Cottage

7 Feb – Carbon Literacy Workshop 2.2. (online)

7 Feb – Full Council

8 Feb – Dorset Local Nature Recovery Partnership Conference in Evershot

13 Feb – Climate & Ecological Councillor group with Cllr Laura Beddow (online)

13 Feb – Place-Based Initiative board meeting (online)

13 Feb – Dorset Council Full Council, County Hall

14 Feb – Carbon Literacy Workshop 2.3. (online)

14 Feb – Town Management & Highways Committee

15 Feb – Lyme councillor surgery at the Hub

15 Feb – DAPTC Western Area Committee; Cllr Brian Larcombe attended as LRTC representative (online)

16 Feb - 1:1 Carbon Literacy Workshop 1 catch-up

17 Feb – Dorset Council Local Transport Plan 4 Roadshow, Bridport Library

19 Feb – Uplyme Highways Group

20 Feb – ‘Our Future Transport’ public events in Charmouth and Lyme

20 Feb – Planning Committee

21 Feb – Sustainable Transport talk, The Great Collaboration (online)

22 Feb – Commercial Waste Services manager (online)

22 Feb – Lyme councillor surgery at the Hub

22 Feb – Code of Conduct hearing at County Hall

22 Feb - River Char Community Project public meeting, Whitchurch Canonorum

26 Feb – Traffic & Travel Working Group – LRTC submission to LTP4 consultation

26 Feb – Charmouth councillor surgery in Community Library

26 Feb – Climate Fresk action planning meeting in Bridport

27 Feb – NALC Coastal Communities Network meeting (online)

27 Feb – Dorset Green Party policy meeting (online)

28 Feb – Monthly river monitoring, Gosling Bridge

28 Feb – 1 March Holiday

4 March – Traffic & Travel Working Group – forward planning

4 March – Dorset CAN Energy Group (online)

5 March – Place-Based Initiative/The Great Collaboration Steering Group (online)

5 March – Transition Alive Network (online)

6 March – 1:1 Carbon Literacy Workshop 1 catch-up

6 March – Presentation on Carbon Literacy for town & parish councillors & community groups to The Great Collaboration ‘Banter’ session (online)

6 March – Dorset Council members’ briefing on the Nature Recovery, Climate & Ecological Strategy (online)

6 March – Strategy & Finance Committee

4. Case work and contacts

4.1. Dorset Councillor ‘Surgeries’

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

Usually fortnightly on Thursdays from 10am to 12pm

4.2. 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

6 March 2024

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 7 FEBRUARY 2024

Present

Chairman: The Mayor, Cllr D. Sarson

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr R. Doney, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Ruffle, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

Rev. Sarah Godfrey read out the town prayer.

23/133/C Public Forum

K. Gollop

K. Gollop said he understood the council was looking at banning parking on Cart Road. He said in 1974 there was disabled parking at Cobb Gate and as a blue badge holder, he wanted to be able to shop in Lyme Regis. He said there were five disabled parking spaces serving Broad Street, three of which you had to pay for. However, there was parking for 25 or more cars on Cart Road and 17 spaces plus one disabled space in Cobb Gate car park. He said if parking was banned on Cart Road and Cobb Gate car park was given over to disabled parking, approximately 42 spaces would be lost. K. Gollop said 50% of the parking in Broad Street had been lost due to the pedestrian crossing, leading to more people shopping out of town. He said if the council pursued its plan, it would lead to more people doing this. He said most people only needed five or six shops in Lyme Regis and he asked the council to reconsider its position and think very carefully about it. To those members who wanted to ban traffic in Broad Street, he asked them to think of the chaos it would cause in Anning Road, where there was a school and a playing field. He said traffic lights would be needed in Woodmead Road and who knew what would happen to the shops in Lyme. K. Gollop said he wanted to shop in Lyme Regis and he suspected a lot of other disabled people did too, but when it was busy, they couldn't get into the five spaces and the car parks were busy, so instead he used Cart Road but made sure he didn't go there on a Sunday afternoon. He said there wasn't a problem until the new walkway was built and people could go through the car park and walk along the seafront, they went along the ancient traffic-free promenade. He said the proposal would do a lot of harm to shoppers in Lyme Regis and he felt people should be able to park and shop in the town. K. Gollop said when it was busy, he would go to Uplyme or Charmouth. He asked the council to think about the damage it would do to local people who needed these facilities.

23/134/C Dorset Council Matters

Cllr B. Bawden's report was included in the agenda but she gave a further update on Spittles. She said the consultant's annual report confirmed there was quite a lot of

material still in the old landfill site, which was contrary to claims from Dorset Council (DC) officers who believed there wasn't much material left there. She said the report recommended more frequent collection of the debris and DC had agreed to put more signs up at Lyme Regis and Charmouth warning people of the dangers.

Cllr B. Bawden said she was trying to reach a compromise over the footpath at Woodroffe School as people were being forced to walk on Sidmouth Road with no pavements. She believed a solution could be found.

Cllr B. Bawden said DC would be discussing its budget the following week. The Green Party would be proposing an amendment to change the way the budget was presented as it was claimed it was a balanced budget, but this wasn't the case. She said 300 to 400 families were declaring themselves homeless each month but the government would only subsidise one room to provide the extra accommodation needed. As there were now more families presenting as homeless as opposed to individuals, DC had to pay the difference so there were a huge number of external pressures on the budget. However, DC was better off than many.

Regarding dogs on the beaches, Cllr B. Bawden said there seemed to be a problem not just on the beaches, but all over the town. She said the pro-dog campaign had been lobbying extensively to submit positive comments to DC so she didn't feel the opposing position was being represented fairly.

23/134/C Questions from Councillors

There were none.

23/135/C Apologies for Absence

Cllr M. Ellis – charity commitment

Cllr P. Evans – illness

Cllr P. May – family commitment

23/136/C Disclosable Pecuniary Interests

There were none.

23/137/C Dispensations

There were none.

23/138/C To confirm the accuracy of the minutes of the Full Council meeting held on 13 December 2023

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, the minutes of the Full Council meeting held on 13 December 2023 were **ADOPTED**.

23/139/C Matters arising from the minutes of the Full Council meeting held on 13 December 2023

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

The town clerk said for a few hundred pounds more than the amounts quoted, the council could get a full silver replica of the regalia which the town crier could wear, so the original could either be held in storage or possibly put on display.

Members agreed officers should take this forward.

23/140/C Update Report

There were no updates.

23/141/C Mayor's Announcements

Members noted the report.

23/142/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, it was **RESOLVED** 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

23/143/C Environment Committee

Proposed by Cllr R. Smith and seconded by Cllr S. Cockerell, it was **RESOLVED** to receive the minutes of the Environment Committee held on 17 January 2024 and adopt the recommendations, as follows:

24/48/ENV – River Lim Action Group Report

RESOLVED: that the town council supports the River Lim Action Group with the removal of Himalayan Balsam in the river, in accordance with the regulations.

RESOLVED: 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.

23/144/C Human Resources Committee

It was noted the meeting scheduled to take place on 20 December 2023 was cancelled.

23/145/C Strategy and Finance Committee

Proposed by Cllr B. Iarcombe and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 24 January 2024 and adopt the recommendations, as follows:

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

RESOLVED: to note the internal auditor's report and approve the management responses

23/74/SF – Local Council Elections 2024

RESOLVED: 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.

23/76/SF – A National Park for Dorset

RESOLVED: 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 coordinates 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

RESOLVED: to take out an annual subscription of Parish Online.

23/78/SF – Land Movement at Ware Cliff

RESOLVED: 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.

23/80/SF – List of Payments

RESOLVED: to approve the schedule of payments in November & December 2023 for the sums of £296,953.94 and £129,612.27, respectively.

23/82/SF – Replacement Mini-Golf Building

RESOLVED: 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.

23/83/SF – Park and Ride 2024

RESOLVED: 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

23/146/C Tourism, Community and Publicity Committee

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 10 January 2024 and adopt the recommendations, as follows:

23/59/TCP – Sculpture Trail

RESOLVED: 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

RESOLVED: to keep the current charging structure for the Visit Lyme Regis website.

23/65/TCP – Seafront WiFi

ORIGINAL MOTION: 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.

Cllr C. Aldridge said Club Wifi worked to a financial year ending on 31 January 2025, so to avoid paying for an extra year just to cover February and March 2025, she asked that the recommendation was amended from 31 March 2025 to 31 January 2025.

SUBSTANTIVE MOTION: to leave the existing arrangements for public and free-to-use seafront WiFi in place until the current hardware requires replacement or until 31 January

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.

23/147/C Town Management and Highways Committee

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 3 January 2024 and adopt the recommendations, as follows:

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

RESOLVED: to approve the amended Marine Parade and Cart Road Motor Vehicular Access policy.

23/65/TMH – Cart Road

Following comments made in the public forum, Cllr C. Reynolds and Cllr R. Doney agreed parking should continue to be allowed on Cart Road for blue badge holders.

Cllr C. Aldridge clarified that the recommendation didn't say blue badge holders would be restricted from Cart Road; she felt the proposals were more about general traffic restrictions.

Cllr B. Larcombe said this was one of the ideas that came from the Traffic and Travel Working Group but Cobb Gate car park wasn't a town council car park so a lot more work needed to be done on this proposal.

Cllr G. Stammers suggested it was referred back to the Town Management and Highways Committee for more discussion.

It was proposed by Cllr G. Stammers and seconded by Cllr C. Reynolds that the proposal for traffic restrictions on Cart Road is referred back to the Town Management and Highways Committee.

This motion was not voted on.

Cllr B. Larcombe said the proposal sat alongside other traffic and travel initiatives which hadn't been developed yet and referring it back to the committee would lead to the same things being discussed again. He felt there was enough flexibility in the motion to examine all options.

RESOLVED: 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.

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

RESOLVED: 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.

23/67/TMH – Monkey Bars

RESOLVED: 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. Aldridge said she was surprised a decision was made to put equipment on the putting area as she thought there was going to be further discussion about what would go there.

Members discussed the accuracy of the recommendation.

It was proposed by Cllr B. Larcombe that outdoor gym equipment should continue to be an objective that has been identified as affordable within the financial year but its make up needs to be agreed.

This motion was not seconded.

The town clerk said there was a budget of £25k for this project and the equipment that would be installed would be constrained within this budget. He said there would be no expenditure above the budget, without going back to the committee. At this point, officers were looking for an instruction to proceed to engaging with companies to enter into a tender process.

Cllr B. Larcombe said the committee must reserve the right to choose the equipment.

The town clerk confirmed this could be brought back to the committee.

Members voted separately on this motion, as follows:

RESOLVED: to proceed with the installation of outdoor gym equipment on the putting green in Lister Gardens.

Voted for – Cllr C. Reynolds, Cllr G. Turner, Cllr S. Cockerell, Cllr G. Stammers, Cllr D. Ruffle, Cllr R. Smith, Cllr R. Doney, Cllr D. Sarson

Voted against – Cllr C. Aldridge, Cllr B. Bawden

Abstentions – Cllr B. Larcombe

23/69/TMH – MUGA at Anning Road Playing Field

RESOLVED: 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.

23/70/TMH – Candles on the Cobb Pavilion

RESOLVED 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

RESOLVED: 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

ORIGINAL MOTION: 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.

Cllr R. Doney felt it would complicate matters to reserve a space for a third taxi company but to potentially give the space to another business, which could then be taken away again.

SUBSTANTIVE MOTION: that companies with advertising boards on Bell Cliff must have a DT7 postcode and that three spaces on the Bell Cliff railings are allocated to taxi companies.

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

RESOLVED: 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.

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

RESOLVED: to refuse the request from the commercial tenant of the Lister Room to install a canopy over the outside patio area.

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

RESOLVED: 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.

23/148/C Calendar of Meetings

Proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers, members **RESOLVED** to approve the calendar of meetings for the 2024-25 council year.

23/149/C Funding Request from Dorset Association of Parish and Town Councils

Cllr B. Larcombe said as the council's representative on the Dorset Association of Parish and Town Councils (DAPTC), he was not aware of the request and he would have thought it would be part of the council's subscription.

The town clerk said the request was unexpected and DAPTC's chief executive said he didn't expect a lot of councils to support it. He suspected they had exceeded the budget for the project and were looking for additional funding to cover this.

Proposed by Cllr R. Doney and seconded by Cllr C. Reynolds, members **RESOLVED** to refuse the crowd funding request from Dorset Association of Parish and Town Council for election training.

23/150/C Options for Alternative Office Accommodation and Associated Issues

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.

23/151/C Exempt Business

a) Options for Alternative Office Accommodation and Associated Issues

The deputy town clerk said there were only two realistic alternatives for office accommodation: St Michael's Business Centre or building a new office. He said his clear view was St Michael's Business Centre was the sensible, most easily delivered and low-cost option. He said discussions had already taken place with Lyme Regis Development

Trust about the units which may be available at the centre but officers would still need to come back to members for final approval and to review costs.

Cllr B. Larcombe asked about security of tenure at St Michael's and said he would like greater security.

Cllr C. Aldridge asked that specialist valuation and marketing advice was obtained for the current offices.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to relocate the council's office facilities to alternative ground-floor accommodation at the St Michael's Business Centre, Lyme Regis, with a target date for relocation of autumn 2024, and dispose of the council's existing office building and site, excluding car parking, on the most financially advantageous basis and with a target date for any sale of no later than spring 2025.

The meeting closed at 8.09pm.

Committee: Full Council

Date: 13 March 2024

Title: Matters arising from the minutes of the Full Council meeting held on 7 February 2024

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting held on 7 February 2024 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

23/139/C – Matters arising from the minutes of the Full Council meeting held on 13 December 2023

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

The original regalia will be sent to a jeweller's, via the council's valuer Lawrence's, so a full silver replica can be made. The regalia will be returned before the next civic event, e.g. the mayor's civic party.

23/149/C – Funding Request from Dorset Association of Parish and Town Councils

The chief executive of the Dorset Association of Parish and Town Councils was informed by email on 6 March 2024 that the council did not wish to approve the funding request.

John Wright
Town clerk
March 2024

**Lyme Regis Town Council
Mayor's Announcements for Cllr David Sarson
Meeting held on 13 March 2024**

- 2 February Attended a meeting with the director of the Marine Theatre at the town council offices regarding the Mayor's Civic Party.
- 5 February Attended with the mayoress Rotary's Annual Soup and Ploughman's in aid of Water Survival Box.
- 6 February Attended with the mayoress a talk and dinner at River Cottage on behalf of Octopus Energy, discussions related to onshore wind turbines.
- 7 February Chaired a meeting in the Guildhall with representatives of the newly formed Lyme Regis Business Group, followed by a Full Council meeting.
- 16 February Attended with the mayoress a themed birthday party for Lynnette Ravenscroft at the Golf Club, £305.00 was raised for the mayor's charity, Children's Cancer and Leukaemia Group.
- 19 February Chaired the chairmen's meeting at the town council offices.
- 28 February Attended with the mayoress Sherborne Civic Day visiting the Abbey, and Museum, enjoying a lovely lunch at the Garden Centre.
- 29 February Attended with the mayoress a Twinning Association meeting at Woodmead Hall.

**Lyme Regis Town Council
Planning Committee – 6 February 2024
Planning Recommendations**

Lyme Regis Town Council The planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 06.02.24.

1. [P/HOU/2024/00161](#) (Received 17.01.24)
HOUSEHOLDER PLANNING PERMISSION
Erection of a single storey rear extension and new outbuilding
7 Sherborne Lane Lyme Regis DT7 3NY

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

2. [P/LBC/2024/00162](#) (Received 17.01.24)
LISTED BUILDING CONSENT
Erection of a single storey rear extension
7 Sherborne Lane Lyme Regis DT7 3NY

*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.*

3. [P/HOU/2023/07486](#) (Received 22.01.24)
HOUSEHOLDER PLANNING PERMISSION
Remove bay window at first floor level on North elevation, partially infill opening and install painted timber single glazed vertical sliding sash window.
Abbeyfield House Silver Street Lyme Regis DT7 3HS

*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.*

4. [P/LBC/2023/07314](#) (Received 22.01.24)
LISTED BUILDING CONSENT
Remove bay window at first floor level on North elevation, partially infill opening and install painted timber single glazed vertical sliding sash window.
Abbeyfield House Silver Street Lyme Regis DT7 3HS

*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.*

5. [P/VOC/2024/00346](#) (Received 26.01.24)

VARIATION OF CONDITION

Erect extension and internal alterations to existing bungalow (with variation of condition 2 of planning permission [P/HOU/2023/02899](#) to amend plans)

Lymcroft Talbot Road Lyme Regis Dorset DT7 3BA

*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.*

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 20 February 2024**

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)

24/97/P Public Forum

There was none.

24/98/P Apologies for absence

Cllr C Aldridge

24/99/P Minutes

Proposed by Cllr P May and seconded by Cllr B Larcombe the minutes of the meeting held on 9 January 2024 were **ADOPTED**.

24/100/P Disclosable Pecuniary Interests

There were none.

24/101/P Dispensations

There were none.

24/102/P Member planning recommendations

Noted.

24/103/P Matters arising from the minutes of the Planning Committee held on 9 January 2024 and from the planning recommendations obtained by email following the cancelled meetings of the Planning Committee scheduled to take place on 23.1.24 and 6.2.24.

There were none.

24/104/P Update Report

There were none.

24/105/P Planning and Licencing Applications

1. P/LBC/2023/07513 (Received 31.1.24)

LISTED BUILDING CONSENT

Proposed mixed-use re-development of derelict Regent Cinema, to create: 2 no. 4/5 bedroom semi-detached houses with under-croft parking to rear. Conversion and reconfiguration of upper floors to form a single dwelling. Creation of 2 no. retail units to ground floor. Demolition of single storey building to east of the site. Alterations to existing auditorium walls and boundary treatments.

Site Of Regent Cinema Broad Street Lyme Regis DT7 3JB

*The town council recommends **refusal** with encouragement to revisit the appearance in order to make it more sympathetic to the surrounding conservation area whilst recognising it cannot recreate its original structure.*

2. P/FUL/2023/07512 (Received 31.1.24)

FULL PLANNING APPLICATION

Proposed mixed-use re-development of derelict Regent Cinema, to create: 2 no. 4/5 bedroom semi-detached houses with under-croft parking to rear. Conversion and reconfiguration of upper floors to form a single dwelling. Creation of 2 no. retail units to ground floor. Demolition of single storey building to east of the site. Alterations to existing auditorium walls and boundary treatments

Site Of Regent Cinema Broad Street Lyme Regis DT7 3JB

*The town council recommends **refusal** with encouragement to revisit the appearance in order to make it more sympathetic to the surrounding area whilst recognising it cannot recreate its original structure.*

3. P/HOU/2023/07289 (Received 5.2.24)

HOUSEHOLDER PLANNING PERMISSION

Replacement of existing 1.8m timber fence with 1.8m stone wall. Construction of garden tool shed (Retain).

The Lawn Pound Street Lyme Regis Dorset DT7 3HZ

*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 whilst improving the visual amenity of the area.*

4. P/FUL/2023/07288 (Received 7.2.24)

FULL PLANNING APPLICATION

Erect public toilets/cafe and form a new vehicular access. Install ten electric vehicle charging stations.

Charmouth Road Park and Ride car park Charmouth Road Lyme Regis

*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.*

5. P/HOU/2024/00222 (Received 13.2.24)

HOUSEHOLDER PLANNING PERMISSION

Erect raised veranda with decking

Little Court Penny Plot Lyme Regis Dorset DT7 3NE

*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.*

24/106/P Licensing Applications

There were none.

24/107/P Amended/Additional Plans

There were none.

24/108/P Withdrawn Applications

There were none.

24/109/P Planning Decisions

Noted.

24/110/P Planning Correspondence

Noted.

The meeting closed at 8 pm

Lyme Regis Town Council
Planning Committee – 5 March 2024
Planning Recommendations

Lyme Regis Town Council The planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 05.03.24.

1. [P/VOC/2024/00658](#) (Received 16.02.24)

VARIATION OF CONDITION

Demolish garage, annex, WC, shed and removal of boundary wall. Erect 2No. dwellings with associated landscaping and create new access to highway including new dropped kerb. (with variation of condition 2 of planning application [P/FUL/2022/03753](#) to incorporate rooflight to rear of the central plot)

10 Millgreen Court Lyme Regis DT7 3PJ

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

2. [P/LBC/2024/00824](#) (Received 22.02.24)

Listed Building Consent

External and internal alterations including replacement doors and windows, new kitchen roof with 2 rooflights, replace pebbledash render, works to ceilings and plasterwork, damp proof course and membranes, rewiring, plumbing, replace boiler, insert log burner, work to roof and fascia's.

1 Georges Square Lyme Regis Dorset DT7 3PZ

*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.*

3. [P/HOU/2024/00830](#) (Received 22.03.24)

Householder Planning Permission

Erect single storey extension and new roof
Campions Haye Lane Lyme Regis DT7 3NH

*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.*

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 28 FEBRUARY 2024

Present

Chairman: Cllr R. Smith

Members: Cllr B. Bawden, Cllr C. Aldridge, Cllr P. May, Cllr. Brian Larcombe, Cllr S. Cockerell, Cllr D. Ruffle, Cllr G. Stammers, Cllr G. Turner.

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

Guests: V. Elcoate (River Lim Action Group) J. Leah (Great Big Dorset Hedge)

24/52/ENV Public Forum

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

24/53/ENV Apologies

Cllr C. Aldridge
Cllr B. Larcombe
Cllr B. Bawden
Cllr G. Turner

24/54/ENV Minutes

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, the minutes of the meeting held on 17 January were **ADOPTED**.

24/55/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, and he was also a member of the Dorset Climate Action Network.

24/56/ENV Dispensations

There were none.

24/57/ENV Matters arising from the previous meeting held on 17 January 2024

Electric Vehicle Charging Points

The operations manager confirmed the price of electricity had changed and was now 60p kWh, which was what was being charged previously. The information on the sign stating that customers were being charged 10p over the rate had been covered over as this was no longer valid. He added at present, the sign did not have a charging rate on it.

Carbon Literacy Training

The operations manager said he had applied for silver level accreditation and he was waiting to hear back from the Carbon Literacy Organisation (CLO). The council paid for the accreditation nearly a year ago, so he hoped this application would be sufficient for accreditation.

Cllr P. May recommended that all the members, if they hadn't already completed it, should consider taking the course next time it was available.

24/58/ENV Update Report

There were none.

24/59/ENV River Lim Action Group Report

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

The operations manager asked if the full biodiversity report was available yet for the council to view.

V. Elcoate said it was not ready yet as RLAG were having problems with the formatting but the discussion document and the summary had been completed and would be posted onto the Turn Lyme Green website. She said the Himalayan Balsam, Japanese Knotweed, ongoing monitoring, and the signal crayfish were all things that had emerged from the report which the RLAG could now follow up on.

As the council had already agreed to pay RLAG up front for monitoring kit, Cllr P. May asked officers if the money could be paid as soon as possible as members of RLAG were using their own money.

The operations manager advised V. Elcoate to contact the finance manager to have the money transferred.

V. Elcoate said the Church Cliff Beach bathing designation application had been approved by Defra and was now at the consultation stage. She asked the council to share the consultation as much as possible.

Cllr P. May asked for the consultation to be promoted on the council website.

The operations manager said the next bathing water quality meeting had been organised for 12 March 2024.

V. Elcoate said she planned to write to South West Water and ask for a tour of the sewage treatment works. She said she would also reserve four spaces for the town council.

24/60/ENV Funding Transfer Great Big Dorset Hedge to Little Green Change

The operations manager said although this was unusual, it was legitimate to transfer funding to another organisation, provided the same services were being undertaken and the council was content to do so.

The chairman invited J. Leah from Great Big Dorset Hedge (GBDH) to speak.

J. Leah said progress had been slow but there had already been engagement with the community. She said those involved with Little Green Change were teachers of various environment specialities and were passionate about teaching children. She had met with the acting operations manager about how they could investigate the grounds and hedges owned by the council and that this could also involve the local school.

J. Leah informed said she was aware the funding had to be spent by 31 March 2024 but she felt this was too much pressure to complete the tasks in this time, mostly due to carrying out school work with the Easter holidays approaching. She said any schools that participated in March would not be able to carry out any of the relevant surveys during this time period.

Cllr S. Cockerell asked if the money needed to be spent by the end of March or if it just needed to be allocated. She asked if they could have until August for data submission, and the end of this academic year (September) for presenting the final report back to the town council.

The operations manager said he would need advice from the town clerk and finance manager.

Proposed by Cllr P. May and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to transfer the remainder of the grant from the current Great Big Dorset Hedge project to Little Green Change, allowing for the funding to be carried over into next financial year, such that the project must be finished by September 2024.

24/61/ENV Bathing Water Quality Meeting 4

Cllr R. Smith asked what MST data was

V. Elcoate said MST stood for microbial source tracking; she went on to explain what it meant in detail.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to ask officers to write to South West Water asking them to share details of the relevant sections, concerning Lyme Regis and the River Lym, in their investment programme that they would be presenting to Ofwat.

24/62/ENV Potential Installation of PVs on the flat roof above toilets, rainwater harvesting and use in the gardens, 'grey water' use and recycling in Marine Parade toilets and the change to a metered electricity supply to gardens lighting

Cllr P. May asked to clarify if this was the potential installation for the photovoltaic (PV) panels, currently in the budget, that had been carried over.

The operations manager said the PVs in the current budget were for the amenities hut. He said members could either allocate some of next year's environment budget towards it, or there was a small amount left over from this year's environment budget that could be carried over and allocated towards this next year.

Proposed by Cllr G. Stammers and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to support further work to investigate the potential Installation of PVs on the flat roof above the toilets, rainwater harvesting and use in the gardens, 'grey water' use and recycling in Marine Parade toilets and the change to a metered electricity supply to gardens lighting.

24/63/ENV Use of Biodiesel in Council Tractor and Other Vehicles

Cllr R. Smith asked where the tractor was stored and where the planned biodiesel would be kept.

The operations manager said the tractor was stored at the end of Monmouth Beach car park and that was where the intended space would be.

Cllr P. May said he understood the council's biggest user of diesel was the tractor so he felt it would be a good idea to move to as much use of biodiesel as possible, particularly with the tractor, as this would reduce emissions dramatically.

Cllr R. Smith asked if the council could consider asking other businesses on the seafront if this was something they would be interested in too.

Proposed by Cllr G. Stammers and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to consider the principle of running the council's tractor and, possibly other diesel vehicles in the current fleet, on biodiesel and providing a pumped and bunded tank at or within the Monmouth store to facilitate this and investigate further into the possibility of a combined biodiesel facility for other businesses on the seafront.

24/64/ENV Budget Spend

Cllr P. May suggested the remainder of the 2023-24 environment budget was put toward the projects agreed at this meeting.

The operations manager said members would need to pick a specific project to allocate carried over funding to.

Cllr R. Smith asked if the project didn't happen this year, could the money be carried over into the next financial year.

The operations manager said this was possible.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** that the £4,496 left in the 2023-24 environment budget is earmarked to go towards changing to use of biodiesel in council tractor and other vehicles, in principle.

The meeting closed at 7.45pm.

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LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 13 FEBRUARY 2024

Present

Chairman: Cllr G. Stammers

Members: Cllr C. Aldridge, Cllr P. May, Cllr D. Sarson,

Officers: C. Austin (administrative and community engagement assistant), J. Wright (town clerk)

24/43/HR Public Forum

There were no members of the public present.

24/44/HR Apologies

Cllr C. Reynolds – illness
Cllr B. Bawden
Cllr M. Ellis
Cllr P. Evans – illness
Cllr B. Larcombe
Cllr G. Turner

24/45/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 1 November 2023

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, the minutes of the meeting held on 1 November 2023 were **ADOPTED**.

24/46/HR Disclosable Pecuniary Interests

There were none.

24/47/HR Dispensations

There were none.

24/48/HR Matters arising from the minutes of the Human Resources Committee meeting held on 1 November 2023

Review of Councillor Data and Information 2022-23

Cllr P. May asked whether it had been agreed what data would be used to show member's attendance records on the website.

The town clerk said officers would follow the instruction. He said he was unsure if officers had implemented the data on the website yet but he would check and inform councillors through the members' briefing.

24/49/HR Update Report

Members noted the report.

24/50/HR Human Resources Committee – Objectives

Cllr C. Aldridge asked when the objectives for this committee would be set for 2024/25.

The town clerk said he was waiting until a committee structure had been set and agreed by the council before allocating objectives to committees and lead officers.

24/51/HR To receive the minutes of the Health and Safety Committee meeting on 7 December 2023

Cllr P. May said officers should be commended for achieving the high score on the health and safety audit.

Cllr D. Sarson asked if the operations manager would be taking back responsibility for health and safety.

The town clerk said day-to-day operational management of the external works' team was the acting operations managers' responsibility while the operations manager completed his phased return to work.

24/52/HR Employment Law Updates

Cllr G. Stammers asked what rolled-up holiday pay entailed.

The town clerk said when he first started with the organisation the amenities staff had their leave rolled-up and included in their pay because they were working on zero hour contracts. This practice was stopped because it was illegal. He said a change in legislation meant that once again, any staff on zero hour contracts would now be able to legally have their holiday pay rolled up into their salary. Discussions would need to take place with affected staff.

Cllr P. May asked if the council automatically adopted the changes in legislation.

The town clerk said the report detailed all the current changes and that members needed to be aware of what was happening.

Cllr G. Stammers asked if the town clerk could see any challenges with the changes to flexible working arrangements.

The town clerk said historically there had been requests to increase hours worked and there had been a request to reduce hours worked. He said some requests had been agreed and

some had been refused; it depended on the impact each request had on the overall delivery of the town council services and what was feasibly possible for the organisation. He said the changes to legislation would be implemented across all employment sectors.

24/53/HR Town Clerk's Annual Appraisal

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

Proposed by Cllr D. Sarson and seconded by Cllr C. Aldridge, members **RESOLVED** that the town clerk remained in the meeting for this discussion.

24/54/HR Deputy Town Clerk Spinal Column Point Progression

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

24/55/HR Operations Manager, Performance Summary Appraisal

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

24/56/HR Support Services Manager, Spinal Column Point Progression

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

24/57/HR Finance Manager, Performance Appraisal Summary

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

24/58/HR Acting Operations Manager, Annual Performance Appraisal

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

24/59/HR Spinal Column Point Progression and Pay Arrangements For Other Employees for 2024/25

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

24/60/HR Administrative and Community Engagement Assistant, Six-Month Probation Review

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

24/61/HR Exempt Business

a) Town Clerk's Annual Appraisal

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the town clerk's progression to spinal column point 47 on 1 April 2024

b) Deputy Town Clerk, Spinal Column Point Progression

Members noted the report.

c) Operations Manager, Performance Summary Appraisal

Proposed by Cllr C. Aldridge and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the operation's manager's progression to spinal column point 33 on 1 April 2024.

d) Support Services Manager, Spinal Column Point Progression

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the support services manager's progression to spinal column point 31 on 1 April 2024

e) Finance Manager, Performance Summary Appraisal

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the finance manager's progression to spinal column point 28 on 1 April 2024

f) Acting Operations Manager, Annual Performance Appraisal

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the acting operations manager's progression to spinal column point 24 on 1 April 2024.

Proposed by Cllr G. Stammers and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to award a ex gratia payment of £750 in recognition of performance and dedication to the organisation, to the acting operations manager and acting operations supervisor.

g) Spinal Column Point Progression and Pay Arrangements For Other Employees for 2024/25

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to note the spinal column point progressions for post holders 217, 216, 203, 206, 215, 202, 210, 218, 107, 106, 104, 109 and 110.

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

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the administrative and community engagement assistant's (post holder 109) continued employment with the council, effective from 12 January 2024.

The meeting closed at 8.11pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 6 MARCH 2024

Present

Chairman: Cllr P. May

Councillors: Cllr B. Bawden, Cllr S. Cockerell, Cllr R. Doney, Cllr M. Ellis, 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), J. Wright (town clerk)

23/86/SF Public Forum

O. Chuter

O. Chuter spoke in relation to agenda item 11, Replacement Mini-Golf Building. She asked if the council may be able to look into relocating the indoor rowing centre over the summer months from the Jubilee Pavilion to the Langmoor Room, in order to continue already established indoor rowing classes. She said documentation had been forwarded to members and she wanted to confirm this had been read and received by members of the committee.

The deputy town clerk confirmed all correspondence relating to the indoor rowing centre had been emailed to members.

O. Chuter said the indoor rowing centre had been established for a couple of years and had been successfully growing month by month. She said a separate proposal had already been submitted to enable this to continue. She said they currently had over 90 gig members and non-gig members who regularly used the centre on a pay-as-you-go basis. She said the demographics of those who attended varied considerably and benefits in particular included social participation, maintaining and developing fitness, rehabilitation and mental wellbeing. O. Chuter said instructor led classes were held five days a week, with many users benefitting from the close proximity to home and work. She said the gig club also used the machines to train seven days a week over the winter, then during the summer when the weather reduced the outdoor gig rowing. For future, she said she was keen to strengthen the links with local schools and youth services to develop healthy hobbies and interests within the younger population in the area. She said the Woodroffe School and Lym Valley Scouts had already used the facilities and had been in touch about learning more rowing. O Chuter said she was keen to forge links with local GPs to encourage those who would ordinarily struggle to access exercise, and to provide exercise specific to women, from those with newborn babies to older generations to improve self-esteem, lessen anxiety and provide avenues for returning to exercise.

Cllr D. Ruffle and Cllr G. Stammers arrived at 7.04pm.

O. Chuter said she was keen to do classes in the evenings to incorporate more people who worked. She said they had developed a strong community asset and she had seen how this had helped many individuals. She said she remained passionate about maintaining and developing this so more locals could benefit, plus helping to create a healthy, happy local population.

Cllr B. Larcombe asked O. Chuter what the indoor rowing centre would have done if the Langmoor Room hadn't been available and asked if they'd looked elsewhere.

O. Chuter said the initiative had developed over the last couple of years but if the room wasn't available, it wouldn't have happened and there wouldn't be 90 people involved. She said they had looked elsewhere but it was too expensive to operate on this level and people wouldn't be able to afford the costs that would then be passed on.

23/87/SF Apologies for Absence

Cllr C. Aldridge
Cllr C. Reynolds – illness

23/88/SF Minutes

Proposed by D. Sarson and seconded by Cllr B. Larcombe, the minutes of the meeting held on 24 January 2024 were **ADOPTED**.

23/89/SF Disclosable Pecuniary Interests

Cllr B. Larcombe declared a pecuniary interest in agenda item 7, Update Report.

23/90/SF Dispensations

There were none.

23/91/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 January 2024

Park and Ride 2024

The deputy town clerk said due to recent weather, the land used for park and ride remained exceptionally wet and unless there were a number of dry days between now and Easter, the landowner was quite pessimistic about being able to operate, at least for the first few days of the holiday. He said the landowner was keeping a close eye on the situation.

A National Park for Dorset

Cllr B. Larcombe said as the Dorset Association of Parish and Town Council (DAPTC) representative, he had spoken to them about their role in gathering a collective view of the

National Park proposal and they were supportive of this. He said the issue had been included in the programme for the networking event on 7 March 2024.

23/92/SF Update Report

Second Homes and Empty Properties Council Tax Premium

Cllr B. Bawden said the question of how the premium affected chalets was subject to government legislation but the indication was they would be exempt, although this was yet to confirmed.

23/93/SF Strategy and Finance Objectives

Cllr B. Larcombe asked why there was no update on the office refurbishment.

The deputy town clerk said there was no update at the time the agenda went out but this would be reported to Full Council. However, he said good progress had been made and there appeared to be no major obstacles to the council moving to St Michael's Business Centre later this year.

23/94/SF Governance Arrangements

Cllr P. May said this item was on the agenda as a majority of members had written to him about the council considering the membership of committees, the committee structure and the minutes of meetings. He said the council could make recommendations for the next administration to consider.

Members gave their views on the three issues mentioned.

The majority of members felt merging committees would lead to longer meetings and poor decision-making, that restricting numbers on committees would lead to longer Full Council meetings when other members wanted to have their say, and shorter minutes restricted just to the decisions or with a summary of the debate and no members' names mentioned would be preferable.

Several members also requested that minutes were circulated to members within one or two weeks of the meetings.

Several members felt these issues should not be discussed this late in the administration as the changes would be imposed on the new administration. However, there was support for members using their expertise to provide recommendations to the new administration.

The town clerk said there were lots of other governance issues that were not included in the report and he felt all these issues should be considered as a whole. He said in May 2019, the previous administration recommended to this administration it should look at governance and a working group was set up to do this. He said the council decided to keep things the same and the model was similar to most other councils. However, there were councils that did things different, such as Sherborne who had portfolio holders and greater delegation to officers. The town clerk reminded members a consultant would be

commissioned early in the new administration to work with members, when both structural and cultural suggestions were likely to be made.

It was proposed by Cllr B. Larcombe to recommend to the upcoming council that it may wish to examine the committee structure, based on the views the Strategy and Finance Committee made, and minutes should be shorter, kept to the salient points and where practical, anonymised.

Cllr B. Bawden asked if the recommendation could be amended to include that minutes should be sent to members within one or two weeks.

The town clerk said his concern was the committee would try to amend the minutes and there would be debates with individual members about what should be included. He said he didn't have an issue with providing the minutes, as long as there were no alterations.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to recommend to the upcoming council that it may wish to examine the committee structure, based on the views the Strategy and Finance Committee made; that minutes should be shorter, kept to the salient points and where practical, anonymised; and that minutes should be circulated to members within one or two weeks of the meeting.

23/95/SF Further Land Movement at Ware Cliff

The deputy town clerk said little work was done on site on the first day due to the weather. Since the report was written, there had been further land movement on western beach behind the beach huts. He said the work done so far wouldn't cost £20k but he asked members to approve expenditure up to this amount because there were likely to be more works necessary in the coming weeks.

Cllr B. Larcombe said this was what the council had a reserve for and he would endorse the money spent and give scope for further expenditure.

The deputy town clerk said the work was being carried out in a Site of Special Scientific Interest (SSSI) and there would be limits on what the council could do in this area. He said some people in Natural England would say nature should be allowed to take its course and would not support the council in carrying out large amounts of earth works, even if it was to protect property. He added that it may reach a point when Natural England doesn't permit any works, even if it meant losing chalets.

Cllr R. Smith suggested there be a budget allocation for dealing with land slippage, as he couldn't see the problem going away. He suggested an allocation of £20k per year.

In response to a member question, the deputy town clerk said the town council owned up to and beyond the top of the slope and all the land that had moved recently was owned by the council. Over the top of the slope, the land was owned by Natural England.

The town clerk said he didn't feel a budget allocation was necessary as there were appropriate procedures in the council's standing orders and financial regulations to allow

officers to authorise this kind of expenditure in consultation with the mayor and relevant chairman, and then report back to members.

It was proposed by Cllr R. Smith and seconded by Cllr G. Turner to set aside an allowance of £20k a year to deal with land movement.

This motion was not carried.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to note the further land movement at Ware Cliff and the emergency works undertaken to protect properties; to approve the unbudgeted expenditure estimated at up to £20,000 + VAT incurred in undertaking the emergency works that have already taken place and those works which need to be undertaken to deal with further slippage; 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; and to approve the appointment of Lewis Brown Ltd to carry out the future monitoring of ground markers at Monmouth Beach to commence on the planned withdrawal of the current contractor, West Country Land Surveys Ltd, in autumn 2024 and note the exception to standing orders in their appointment because of the specialist nature of the works and because they have already been through a competitive process in respect of similar works in the seafront gardens.

23/96/SF Replacement Mini-Golf Building

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, 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.

Cllr D. Ruffle said option 1 – reducing the tender price for the already approved building without making changes – seemed the sensible option because for the cost of what the mini golf took in income each year, a new building could be provided. He didn't think staff would like to be based in Langmoor Room permanently.

Cllr B. Larcombe said he was keen to use the Langmoor Room as a staff rest room and felt staff would be happy there. He asked what remedial work would be required to the room and said this work would have to be done regardless of what it was used for.

The deputy town clerk said the work included the replacement of the entrance doors, the windows were sub-standard and there were significant issues and potential leaks on the flat roof. He said different standards would be applied if the room was permanently occupied by staff and the council's duty of care in terms of the Disability Discrimination Act (DDA) were even greater to staff than they were to others.

The deputy town clerk said if members went for option 1, there would need to be two interim arrangements while the works were taking place; one for the amenities staff to operate out of and the provision of the Langmoor Room for gardening staff. In response to the indoor rowing centre's request, he said this couldn't be accommodated this summer because it would be used for staff.

It was agreed officers would inform the indoor rowing centre they couldn't be accommodated this summer and future arrangements would need to be considered by the new administration.

Proposed by Cllr G. Turner and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to proceed with reducing the tender price for the already approved mini-golf building without making changes which would result in the need for a fundamental redesign and the reapplication for permissions and consent with resultant delays, increases in fees and build costs.

23/97/SF Jubilee Pavilion

Cllr R. Doney asked why it would be the responsibility of Visitor Support to have their own public liability insurance as this hadn't been an issue when it was previously run as a welcome point.

The town clerk said the welcome point was going to be operated by a separate body, not the council, so they needed to have their own public liability insurance. However, officers had brokered an advantageous deal for the group.

Cllr B. Larcombe asked if the cap on utilities would be based on assumptions of continued use or current use.

The town clerk said officers would assess what the consumption would be and this would become the cap.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the principles of an agreement for the future use and management of the Jubilee Pavilion, and to agree £3,000 of unbudgeted expenditure from the 2023-24 budget for costs to reinstate the Jubilee Pavilion as a welcome point.

Cllr P. Evans said as changeover day was on Friday, he suggested Visitor Support were asked to consider opening the welcome point on a Friday as well as weekends. He also asked that a report was taken to the Tourism, Community and Publicity Committee to review how it was going and to ask Alan Vian to attend those meetings.

23/98/SF Budget Performance, 1 April – January 2024

The finance manager said the forecast year-end cash position of £1,314,400 was an improvement of £172k since it was last reported to members in October 2023. She said these figures were based on actual income and expenditure until the end of January 2024 and this position could further improve in the last two months of the financial year.

The finance manager said following the earlier decision regarding the mini-golf building, the updated year-end cash position was £1,231,400 as an additional £83k was allocated to the project.

The town clerk said this decision meant the council wouldn't have as much money to allocate to additional projects in 2024-25, but this was to be discussed later in the agenda.

23/99/SF CCTV Project

Proposed by Cllr B. Larcombe and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to note the progress and spend against the 2023/24 budget allocation for CCTV, to approve a 2023/24 budget of up to £29,000 to cover the estimated CCTV project overspend and to approve £9,000 from the 2024-25 budget to renew nine seafront cameras and connect them to Dorset Council's control centre.

Cllr D. Sarson asked what a realistic timescale would be for the installation of the camera at the skatepark as members of the Allotments Association were keen to have it in place.

The deputy town clerk said June or July 2024 was a likely timescale.

23/100/SF Priority Two Objectives and Projects

The town clerk said £83k had been approved the amenities hut overspend and an additional £9,000 had been allocated to the CCTV project, so there was now £32k available for priority two projects. However, officers believed the cash position would improve by the end of the financial year so there could be scope to release funds for further projects. He said officers could bring a report back to members early in the new administration to confirm if there were more funds available.

The town clerk said to help members, he could suggest projects which were more time sensitive. He said the secure card link to the amenities hut was critical because there would be no wifi provision after 31 January 2025; the bursary scheme had been popular and if no further budget was made available, these would stop from 1 April 2024; and there would be some work arising from the Traffic and Travel Working Group, including the 20mph proposal, which was already in progress, but he thought £10k would be sufficient.

The town clerk said seasonal evening seafront litter collection was important but the council had struggled to recruit to this posts to undertake this work in the past. Officers believed there was scope for existing staff to cover the peak periods during Easter and Whitsun, so it would only be necessary to employ staff from June to August, therefore reducing the cost. He said officers could have discussions with staff about doing this on an overtime basis.

Cllr R. Smith asked if a 4G connection could be used for the secure card reader.

The deputy town clerk said he had previously received a quote for £12k for a hard-wired connection but this may not be needed and he was looking at all potential means of securing a card link. He hoped this figure could be reduced.

Cllr R. Smith suggested the defibrillator at the mini golf be added to the list of projects.

Proposed by Cllr P. May and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the following priority two objectives: a secure card link to the mini golf hut, the continuation of bursaries, recommendations from the Traffic and Travel Working Group with a revised figure of £10k, and the defibrillator at the mini golf; to ask officers to explore the option of having seafront litter collection staff for June to August and to discuss with existing staff the opportunity of overtime for other peak periods; and to instruct officers to bring a report to members in the first quarter of 2024-25 with the year-end position with a view to releasing funding for further priority two projects.

23/101/SF Church Cliff Beach Bathing Water Designation

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate the survey response for the Church Cliff Beach bathing water designation to the Department for Environment, Food and Rural Affairs to the town clerk in consultation with three members of the Strategy and Finance Committee.

Cllrs B. Bawden, S. Cockerell and P. May agreed to work with the town clerk.

23/102/SF List of Payments

Cllr B. Larcombe asked why the charge for electricity at the cadet hut was the same as other units as it wasn't in use.

Officers said it was used as a store but it was where the electric vehicles were charged and there was also computer equipment in the building because the operations supervisor sometimes worked there.

Proposed by Cllr B. Larcombe and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in January 2024 for the sum of £132,691.46.

23/103/SF Investments and Cash Holdings

Members noted the report.

23/104/SF Accreted Land and Trailer Park at Monmouth Beach

Proposed by Cllr R. Smith and seconded by Cllr D. Sarson, 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.

23/105/SF Debtors

Proposed by Cllr R. Smith and seconded by Cllr D. Sarson, 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.

23/106/SF Exempt Business

a) Accreted Land and Trailer Park at Monmouth Beach

Cllr B. Larcombe asked if officers were content this was the right figure for the rent and asked if there was a sense of the impact it would have on people who used the land and whether DC would pass the increase onto them.

The deputy town clerk said a valuer had provided these figures and the increase was based on RPI over the period since the last increase. He said when the council agreed a phased approach to any increase, it had stipulated to DC the phased benefit should be passed directly to the land users. However, he didn't know what DC was proposing to charge users because it said it was confidential information. He said if the council was to consider an amount lower than the valuer's suggestion, it would have to be by way of a grant to DC.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to note the received consent from Natural England for the 'harbour use' of the town council-owned accreted land at Monmouth Beach; to approve the granting of a new lease to Dorset Council's for its use of both the above land and the adjacent 'trailer park' land with a term of five years and at an initial rent of £14,100 for 2024/25, increasing to £19,200 in 2025/26 and, thereafter, increasing by RPI as calculated at September each preceding year; and that the cost of any subsequent applications for consent to Natural England be wholly met by Dorset Council as a condition of any future lease renewals.

b) Debtors

Members noted the report.

The meeting closed at 9.07pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 21 FEBRUARY 2024

Present

Chairman: Cllr D. Ruffle

Members: Cllr M. Ellis, Cllr P. Evans, Cllr C. Reynolds

Officers: C. Austin (administrative and community engagement assistant),
J. Wright (town clerk)

24/66/TCP Public Forum

H. Britton

H. Britton asked if the meeting was quorate.

Cllr D. Ruffle confirmed the meeting was quorate.

24/67/TCP Apologies

Cllr C. Aldridge

Cllr B. Bawden

Cllr D. Sarson – personal commitment

Cllr R. Smith – family commitment

24/68/TCP Minutes

Proposed by Cllr C. Reynolds and seconded by Cllr P. Evans, the minutes of the meeting held on 10 January 2024 were **ADOPTED**.

24/69/TCP Disclosable Pecuniary Interests

There were none.

24/70/TCP Dispensations

There were none.

23/55/TCP Matters arising from the minutes of the previous meeting held on 10 January 2024

Cllr M. Ellis arrived at 7:03pm

Annual event for residents

Cllr D. Ruffle said a meeting was held earlier in the week with G. Rabbits of the Marine Theatre. He said G. Rabbits had taken care of the open-air theatre, the food and drink, and the live music.

Cllr C. Reynolds asked how much input the council had in the event for residents.

Cllr M. Ellis said she was concerned and the town council should lead the organisation of the event.

The town clerk said the working group had given input to the meeting and direction of the event. He said the town council had the final say on decisions made but the working group had sought advice and guidance from professionals in the industry.

Cllr D. Ruffle said the location had been agreed as the gardens.

Cllr P. Evans asked if councillors would be involved in the running of the event on the day.

The town clerk said there would be an appeal for member volunteers circulated.

Business Group

The town clerk said he had met with the business group and discussed a list of specific things. He said they spoke about who does what at the council, including how it was organised, what members did and what officers' roles were. He said they wanted to work with the town council on a Christmas event, particularly with publicity. He said questions had been raised about car parks and highways and the business group were very conscious about the road closure before Christmas and how it had impacted trade. He said it had been a positive meeting.

Cllr M. Ellis asked if the business group were aware the minutes from the Travel and Transport Working Group mentioned pedestrianising Broad Street as she felt they should be aware of what had been discussed.

Jubilee Pavilion

The town clerk said A. Vian would be attending the strategy and finance meeting to discuss the costings of the restoration project and then a budget report would be taken to members.

23/56/TCP Update Report

Tourism microsite

The town clerk said he had spoken to the business group about sharing the microsite data, particularly the data from Visit Dorset and the analysis of tourism trends. He said the car park data was a good proxy indicator of how busy the town was. He said it was useful information as well as working with the Marine Theatre and the Lyme Regis Museum and sharing their data on visitor numbers.

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

Repairs' cafe

Cllr C. Reynolds asked why the Boat Building Academy (BBA) were planning to revisit the repair shop at Axminster.

The town clerk said the council had been actively working with the BBA since last summer and the launch of the repairs' cafe had again been delayed to April.

23/58/TCP To receive the minutes of the D-Day 80 Working Group meeting on 25 January 2024

Proposed by Cllr D. Ruffle and seconded by Cllr P. Evans, the minutes of the meeting held on 25 January 2024 were **ADOPTED**.

23/59/TCP Sculpture Trail

Cllr D. Ruffle said the council should follow Bridport Town Council's lead and manage the sculpture trail in-house.

Cllr M. Ellis said she was concerned about the extra workload on staff and the council had already committed to several projects.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** the council should manage the sculpture trail for one year in the first instance and to review the arrangement in February 2025, ahead of the 2025-26 financial year.

23/60/TCP Stampede by the Sea

Cllr D. Ruffle said the list of benefits to Lyme Regis were benefits the town already received.

Cllr M. Ellis said it was a large sum of money to spend on an advert, but she thought it was a good idea to have the sculptures in the town.

The town clerk said any decisions had to be considered against other objectives.

Proposed by Cllr D. Ruffle and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to the elephant sculptures for Stampede by the Sea being located on town council land, with final approval delegated to the town clerk, in consultation with the chairman of this committee and the Town Management and Highways Committee.

23/61/TCP Publicising Council News and Achievements

Cllr P. Evans said the report was not a criticism; he felt the community engagement team had already improved the council's presence across social media and the council was far ahead of other local councils in the area. He said the news section on the website could be utilised as a platform to inform the public of council news more regularly than it was currently. He said the new administration could look to publicise all the good achievements of the council under the news section.

Cllr M. Ellis said a lot of people didn't use social media and more could be done but the staff members had improved the presence on social media platforms. She said the residents' newsletter was a good platform, but it was limited on information due to how many pages were printed.

The town clerk said in terms of employing staff to work on social media, the council had looked for staff with good social media skills and knowledge. He said he understood there was a void to fill, and the residents' newsletter could be revisited and developed further. He said it could be published monthly.

Cllr P. Evans said during the pandemic Lyme Online published Lyme Online Extra which consisted of eight pages. He said it reached a target audience who were not active on social media. He said the younger generation did not read printed papers.

Cllr C. Reynolds said the older generation struggled to use modern technology.

The town clerk said he thought the council had improved communication in the past 18 months by launching the digital briefing newsletters, as well as the residents' newsletter. He said he thought it could do more including working with local radio stations. He suggested the town clerk, support services manager and administrative and community engagement assistant could meet with Cllr P. Evans to discuss ideas to improve publicity and report back to this committee.

23/62/TCP Dorset & Wiltshire Fire and Rescue Authority - Consultation of draft Community Safety Plan 2024-28

Cllr M. Ellis declared a pecuniary interest.

Cllr P. Evans said responding to consultations put extra pressure on staff and he thought the consultations should be absorbed within the committee structure.

The town clerk said the council was asked to submit comments on a new consultation every two weeks. He said it would be a good idea to have a group of members in the new administration to take on responding to consultations on behalf of the council. He said it was currently his responsibility as the lead officer to work with at least two

members to make comments on behalf of the council. He said he expected most organisations didn't respond.

As no one volunteered to respond to the consultation on the council's behalf, it was agreed volunteers would be sought at Full Council.

23/63/TCP Managing Consultation Exercises

Members noted the report.

23/64/TCP Seafront and Beach Concessions

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

23/65/TCP Exempt Business

a) Seafront and Beach Concessions

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to award the deckchair concession for 2024 to Gemma Manders, at the tender price offered, and to re-advertise the arts and crafts concession.

The meeting closed at 8.06pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 14 FEBRUARY 2024

Present**Chairman:** Cllr B. Larcombe**Members:** Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr P. Evans, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner**Officers:** M. Adamson-Drage (operating manager) M. Green (deputy town clerk), A. Mullins (support services manager), P. Williams (acting operations manager)**23/77/TMH Public Forum****J. Breeze (read out by an officer)**

J. Breeze spoke in relation to agenda item 16, 20mph Speed Limit. She congratulated the town council for its increased focus on traffic issues in Lyme Regis and for taking the initiative to invite residents to partake in a 'Our Future Transport' event this month. She said over many years, residents had consistently cited an improvement in traffic management in the town as a priority to ensure wellbeing and safety. She said the imperative to come up with new solutions to old problems was all the more urgent give the council's commitment to sustainability. J. Breeze said at the council's meeting on 4 October 2023, following a representation from residents from different areas of Lyme, the council supported residents for a 20mph in the town. To support that request, since early last year a number of Community Speedwatch activities had been successful conducted in Lyme. She said if she was not convinced before, these sessions had strengthened her view that in many areas of the town, 30mph was wholly inappropriate. She said she had recorded speeds of 45mph approaching a stretch of Sidmouth Road without a pavement and with a blind bend. J. Breeze said along Queens Walk, she had witnessed how even speeds of 30mph posed danger to pedestrians. She said Broad Street was also a problem area, both during busy summer days but also in the evenings when visibility was reduced and reckless drivers sped along Cobb Road and out along Lyme's three main exits, Charmouth, Sidmouth and Uplyme Roads. She believed a good percentage of residents along those route would express their concerns regarding speeding, noise and air pollution. J. Breeze attached a document to her letter, which was sent separately to members. She said the documents compiled responses to her enquiry among neighbours as to whether they supported reduced parking and a reduced speed limit in Lyme Regis. She said she was not alone in her concerns and the respondents had asked her to share their views and concerns. She said they were yet to see improvements and speeding motorbikes and the like actually appeared to have increased in number. She said she and the neighbours who had written to her were asking the council to support a

20mph speed limit throughout the town and further parking restrictions in dangerous areas.

J. Trevena (read out by an officer)

J. Trevena also spoke in relation to agenda item 6, 20mph Speed Limit. He said since last summer, he had been the organiser of the Lyme Regis Community Speedwatch team which, weather permitting had been running regular Speedwatch sessions at locations approved by Dorset Police. He said these locations had been selected such that they had visibility of approaching motorists for some distance, and vice versa. He said as they also wore yellow fluorescent jackets, they were used to cars slowing significantly once they saw them in situ with the radar gun, reducing the number of vehicles they recorded breaking the present speed limits. J. Trevena said it was clear from the sessions that the road layout over much of Lyme Regis, with exceptions, acted to limit speeds to below the present 30mph limit, although this didn't mean it was necessarily the appropriate speed limit, given the proximity to pedestrians and children, as well as a number of roads that were only wide enough for a single stream of traffic at any one time. He said they had recorded a number of vehicles on Sidmouth Road going into and out of the town centre travelling at speeds in excess of 35mph, with one car recorded at 45mph. J. Trevena said this road was used by many pedestrians to access the town centre and even lacked a footpath in places and this coupled with the speed of some motorists could only be a serious accident waiting to happen. He said at most of the sessions, the public had engaged them in conversation and almost all spoke of their own traffic concerns and offered their support for the 20mph zone. He said as a consequence of this engagement, he believed there was widescale support for this scheme among the town's residents. He said the main reasons he supported the introduction of a 20mph zone in Lyme Regis were firstly safety. Although the precise numbers were open to challenge and debate, he said it was irrefutable that the faster a vehicle was travelling the higher the probability that in a collision a pedestrian would die. J. Trevena said the risk was around four times greater at 30mph than 20mph. He said slower speeds also gave more time for motorists and pedestrians to react to potential incidents, reducing the number of accidents in the first place. Secondly health, as slower traffic could reduce emissions, providing cleaner air to the benefit of everyone, as well as encouraging more people onto bicycles or to walk to the benefit of their health. He said the impact to motorists in terms of the increase in journey times through the proposed 20mph zone would be insignificant. He said the road layout over much of Lyme Regis was such that 30mph was often not achievable and reducing the speed limit to 20mph would have minimal effect.

S. Hudson (read out by an officer)

S. Hudson spoke in relation to agenda item 15, Cemetery Postbox. She said she came from a military background and had a son currently serving with 5 Rifles. She said in her lifetime, she had seen so many grieving families, she had lost count, especially during her son's service, while serving in Afghanistan and Iraq. She said she had spoken with several families who had lost loved ones in conflict about this wonderful idea of enabling people to write letters to their loved ones who had passed over, especially grieving children. S. Hudson said with services like grief counselling being what they are, with huge waiting lists, she felt this could really help people going through difficult times. She said for those who didn't get to say a final goodbye, the post box would give them that

opportunity. She said grief is grief, however a loved one passes, and people often didn't get to say everything they would like too to their loved one. She said she hoped those involved would vote in favour of this wonderful idea.

T. Dowd (read out by an officer)

T. Dowd spoke in relation to agenda item 15, Cemetery Postbox. He said he supported the idea of a letters to loved ones postbox being placed in the cemetery in Lyme Regis. He said everyone would experience grief at one time or another in their lives and something like this could be a great comfort, especially to younger ones who could find grief difficult to cope with. He said writing to a loved one in heaven and posting in a special letter box would be such a support in Lyme Regis.

L. Wiscombe (read out by an officer)

L. Wiscombe spoke in relation to agenda item 15, Cemetery Postbox. She said she thought it was a lovely idea that she fully supported. She said the aftermath of losing someone close is bad enough, but for a child it was much worse. She said she had seen this technique used very effectively, by the child bereavement charity, Winston's Wish. She said it was part of a multiple treatment plan that allowed the young person to process difficult feelings, as a result of their loss and promoted a healthy way of dealing with their grief. She said there was no reason why the postbox couldn't also help adults that were grieving, in coming to terms with their loss, in the same way. L. Wiscombe said she understood the postbox had already been donated, so the scheme would cost Lyme Regis Town Council nothing, but could benefit many. She hoped the council would with her and put it forward as a project to wholeheartedly support.

23/78/TMH Apologies

Cllr M. Ellis – charity commitment

23/79/TMH Minutes

Members discussed the accuracy of minute 23/68/TMH, Outdoor Gym Equipment as some members felt the recommendation didn't reflect the debate at the meeting.

Cllr C. Aldridge said Cllr C. Reynolds had said there wasn't enough for people to do in the town but this had been incorrectly minuted as 'young people'.

Members debated whether the recommendation was inaccurate as it referred to installing gym equipment on the putting green in Lister Gardens, but some members felt this was not what was agreed.

The deputy town clerk said the Full Council had voted to pass the resolution so if members wished to move forward with a different location, this would require a rescission motion and a vote at Full Council.

The minute taker left the meeting at 7.40pm and the chairman adjourned the meeting to confirm if the minute taker would return.

The meeting reconvened at 7.55pm with the operations manager taking the minutes.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, the minutes of the previous meeting held on 3 January 2024 were **ADOPTED**.

23/80/TMH Disclosable Pecuniary Interests

Cllr B. Bawden declared an interest in agenda item 14, Floodlights at Anning Road Playing Field, as she lived close to the proposed site.

The operations manager and Cllr P. Evans said the item had been withdrawn from the agenda as the request to use floodlights had been withdrawn.

23/81/TMH Dispensations

There were none.

23/82/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 3 January 2024

CCTV

Cllr D. Sarson asked if the proposed CCTV at the skatepark would be able to view the allotments in addition to the skatepark. The deputy town clerk explained that the camera would have a panning function and may be able to view some of the allotments as it would be on a tall pole but it was not the primary purpose of the camera.

Cllr P. Evans said the CCTV at the football club may also view the allotments.

Traffic and Travel Working Group Minutes

Cllr B. Bawden confirmed with the deputy town clerk that a copy of the submission of the Active Travel infrastructure plan would be sent to all members.

23/83/TMH Update Report

Amenities Hut

Cllr C. Aldridge asked about the amenities hut project options.

The deputy clerk elaborated on the current position.

23/84/TMH Town Management and Highways Committee – Objectives

The deputy clerk said the planning authority required a planning submission for the multi-use games area but that in discussions with a potential contractor, planning permission would usually not be required.

23/85/TMH To receive the minutes of the Traffic and Travel Working Group meetings held on 20 December 2023, 17 and 31 January 2024

Cllr B. Bawden talked through the minutes with regard to context and background at Dorset Council.

Cllr B. Larcombe asked when the vision would be brought to this committee.
Cllr P. May said it would hopefully be available for the next meeting.

Cllr D. Ruffle asked about the Living Streets event in September. Cllr B. Bawden elaborated.

Cllr B. Larcombe asked if Cllr B. Bawden, with regard to the Vision, could outline Dorset Council's position and what Cllr B. Bawden as the ward member, and as a town councillor was advocating, if different. Cllr B. Bawden explained.

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, the minutes of the Traffic and Travel Working Group meetings held on 20 December 2023, 17 and 31 January 2024 were **RECEIVED**.

23/86/TMH Weed Spraying Policy and Procedure review

Members were content to confirm the policy and procedure unchanged.

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to confirm that the policy and procedure has been reviewed and will continue unchanged.

23/87/TMH Dorset and Bournemouth Christchurch and Poole Local Transport Plan 4

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to consider the survey, provide a sense of their response and delegate the completion of the survey to the town clerk in consultation with the Travel and Transport Working Group.

23/88/TMH Public Engagement Event on 'Our Future Transport' on 20 February 2024

Cllr B. Bawden said it was not a Dorset Council event.

Cllr P. Evans asked if members of the public could ask about banning traffic on the Cart Road.

Cllr P. May said the issue was about making the Cart Road more pedestrian friendly.

Cllr P. Evans asked if the event could be well publicised on the council website news section.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to support and publicise the Our Future Transport event and cover any costs of displays of town council proposals.

23/89/TMH Request for a Memorial Plaque

Several members had concerns about setting a precedent when the memorial tree waiting list had been closed but were generally in favour of the idea.

Cllr B. Larcombe said it was at members' discretion to make an exception to install a plaque for former staff or councillors.

Cllr P. Evans suggested a plaque on the amenities hut. It was then suggested that a new cherry tree be purchased and placed next to the Cllr Barbara Austin memorial tree.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to write to the widower of the member of staff and explain that there are no more trees available and the waiting list closed but that an exception would be made, and area for a new tree would be selected, perhaps placed near to the Cllr Barbara Austin memorial tree.

23/90/TMH Request for temporary and removeable floodlights at Anning Road Playing Field

The agenda item was not discussed as the request had been withdrawn.

23/91/TMH Cemetery Postbox

Proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to install a cemetery postbox.

There was some discussion about who would empty the postbox and it was generally agreed that a staff member, rather than a councillor, should empty it.

Cllr P. Evans asked if Cllr C. Reynolds could be present at the emptying of the postbox and that it was promoted on the website and publicised in the residents' newsletter.

Proposed by Cllr P. Evans and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllr C. Reynolds be present at the emptying of the cemetery postbox and that it was promoted on the website and publicised in the residents' newsletter.

23/92/TMH 20mph Proposal

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to support the 20mph zone across Lyme Regis and to add Timber Hill as it falls outside the proposed zone.

23/93/TMH Uplyme 20mph

Members were generally in agreement to support Uplyme's proposal and hoped they would reciprocate.

The operations manager said officers would liaise with Uplyme Parish Council.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to support the Uplyme Parish Council 20mph area and communicate that via officers to Uplyme Parish Council.

23/94/TMH Hedgehog Crossing Sign

There was some discussion whether this sign was needed on Summerhill Road, rather than anywhere else, but the acting operations manager said there were some local residents feeding hedgehogs near there and that they were regularly crossing the road in that location.

Proposed by Cllr B. Bawden and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approach Dorset Highways and request a hedgehog crossing sign at the bottom of Summerhill Road.

23/95/TMH Complaints, Incidents and Compliments

Members noted the report.

The meeting closed at 9.27pm.

Committee: Full Council

Date: 13 March 2024

Title: Frequency of Planning Committee Meetings

Purpose of Report

To allow members to consider the frequency of Planning Committee meetings

Recommendation

Members consider the frequency of Planning Committee meetings and decide whether a change from a two to three-weekly cycle is appropriate

Background

1. At its meeting on 14 December 2022, Full Council considered the report below about the membership, terms of reference and frequency of the Planning Committee:

- '1. The Planning Committee currently meets every four weeks and comprises six members. As such, it meets more frequently than any other council committee and has, by some margin, the smallest membership.*
- 2. Its terms of reference are also unique in that the committee is able to express the council's views on planning applications to Dorset Council (the planning authority) directly, i.e., without reference through Full Council. There are also provisions which enable the chairman to comment on applications on the council's behalf in the event that a view is required between calendared meetings. These arrangements were agreed because the statutory timescale for comment on applications does not allow a more protracted process.*

Report

- 3. More recently, Dorset Council, as part of moves to improve the speed and efficiency of its planning service and to address the backlog of applications which had built up during COVID, has fully implemented a 21-day consultation period for all consultees, including local councils. This is the timescale set out in the covering legislation and is entirely lawful.*
- 4. This consultation period clearly means this council's four-weekly cycle for planning meetings is no longer fit-for-purpose and the result has been more and more applications dealt with under delegated authority. This limits any opportunity for public participation and could be argued to be fundamentally undemocratic.*

5. *In addition, the Planning Committee has the smallest membership of any council committee, currently six. With one councillor currently unable to attend through illness and with recent occurrences of COVID and other illnesses amongst members of the committee, this has led to two meetings being cancelled through being inquorate and each meeting involves phone calls on the day of the meeting to establish likely attendance.*
 6. *Both of these issues could be minimised by moving to a two-weekly meeting cycle for the Planning Committee and by appointing at least one additional member to serve on the committee.*
 7. *Whilst a two-weekly cycle inevitably involves more work in the office and more frequent attendance for members, the workload is manageable, and it is considered the most effective and democratic way of addressing the need to respond more swiftly.*
 8. *In addition to planning applications, the council is now being notified by Dorset Council of all licensing applications for the sale of alcohol. Whilst there is no statutory requirement to comment, the response period is 14 days.*
 9. *If the frequency of the Planning Committee is increased to two-weekly, then it would seem sensible to extend the committee's terms of reference to include commenting on such licensing applications when received. The number of applications is likely to be relatively small.'*
2. In response to the issues raised, members resolved (22/77/C) to appoint Cllrs D. Sarson and P. May to the Planning Committee, to move to a fortnightly meeting cycle and to amend the committee's terms of reference to consider licensing applications.

Report

3. Since that decision was taken, seven meetings of the committee have been cancelled due to there being insufficient business to justify the meeting taking place, and the fortnightly frequency has led to concerns being expressed by members of the committee about the number of meetings and the resulting increase in workload for them and for officers.
4. When meetings have been cancelled, any necessary comments have been obtained by email and the council's comments made under the chairman's delegated powers.
5. It does appear the number of local planning applications has fallen somewhat over the last 12 months. It also appears that Dorset Council often changes/extends the 21-day consultation period whilst an application is 'live', either at the request of the applicant or to better suit other consultees or circumstances.
6. At the meeting of committee chairmen held on 19 February 2024, there was support for changing the frequency of Planning Committee meetings to every three weeks as a sensible compromise. This would reduce meeting frequency but still ensure most applications were dealt with at committee, rather than through correspondence.

7. Members are asked to consider this change and, if supported, the intention would be to implement it immediately and to make any necessary changes to the approved calendar of meetings.
8. There is no suggestion that either the committee membership or its terms of reference need to be further revised.

Mark Green
Deputy town clerk
March 2024

Committee: Full Council

Date: 13 March 2024

Title: Draft Corporate Plan 2024-29

Purpose of Report

To present the Corporate Plan 2024-29

Recommendation

Members approve the Corporate Plan 2024-29, appendix 18A

Background

1. The Corporate Plan 2024-29 is attached, **appendix 18A**.
2. The Corporate Plan reviews the council's performance against its objectives and details the issues the council will address.
3. The corporate plan will be posted on the town council's website and social media, made available to the public at the town council's office and presented to the annual town meeting of electors on 19 April 2024.

John Wright
Town clerk
March 2024

Committee: Full Council

Date: 13 March 2024

Title: Receipt of a Petition

Purpose of Report

To inform members of a petition which will be presented by Janette Edmonds during the public forum

To allow members to consider how they wish to respond to the petition

Recommendation

Members receive and consider how they wish to respond to the petition

Background

1. Following consideration by the Town Management and Highways Committee on 3 January 2024, it was resolved by Full Council on 7 February 2024 '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.'
2. In response to the Full Council's decision, an online petition was started on 7 March 2024. It says:

The Chinese Pavilion in Langmoor Gardens, Lyme Regis, a beloved local landmark and the only shelter offering sweeping views of the majestic Jurassic Coast, is under imminent threat.

The Lyme Regis Town Council has voted to demolish this cherished structure where residents and tourists alike pause to rest and appreciate the awe-inspiring ancient landscape.

This decision has left our community devastated. Not only does it rob us of a treasured piece of our town's character, but it also threatens tourism - an essential component of our local economy.

We urge you to reconsider this decision that will have far-reaching implications for both our cultural heritage and economic vitality. And for those of us who want to just stop a-while and admire the view.

Please sign this petition to save the Chinese Pavilion in Langmoor Gardens from demolition.

3. The petition is available [here](#). At 2pm on Friday 8 March, the petition had 644 signatures.
4. Members are reminded that standing order 11a states:

'A resolution of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 6 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.'

John Wright
Town clerk
March 2024

Committee: Full Council

Date: 13 March 2024

Title: Request to Hang a Portrait

Purpose of Report

To allow members to consider a request from the family of council's first town clerk, Harry Williams, to hang his portrait in the Guildhall

Recommendation

Members consider the request from family of the council's first town clerk, Harry Williams, to hang his portrait in the Guildhall

Report

1. Harry Williams was the first town clerk appointed when Lyme Regis Town Council came into being in 1974, having held the post with the Borough Council for several years.
2. This year the town council celebrates its 50th anniversary and I think it would be appropriate if we acceded to this request to mark this milestone.
3. Lyme Regis Town Council would be a very different organisation today had it not been for Harry Williams. When the Local Government Act of 1974 changed the face of local government, Harry Williams succeeded in persuading the powers that be to allow Lyme Regis to keep its two most popular car parks – Woodmead and Monmouth Beach – as well as the beach undertakings.
4. Over the 50 years the town council has been operating, Lyme has benefitted by hundreds of thousands of pounds, thanks to Harry Williams' negotiating skills and his love for his adopted town.
5. No other town in Dorset managed to keep so many of its amenities and West Dorset District Council (WDDC) never forgave him. In fact, if my memory serves me correct, Harry Williams sacrificed his local government career as he was in line for the deputy chief executive's post at WDDC.
6. Harry Williams also came out of retirement when Philip Latham relinquished the post in 1984 when I became the town's youngest mayor at the age of 34. He guided me through some very choppy waters.
7. His family have a framed photograph of Harry Williams in his wig and robes, (measuring 18 inches x 322 inches) with a suitable plaque and is seeking permission to hang his portrait among the many others that adorn the Guildhall walls.

8. The family would like to do this before June when they have a family wedding in the Guildhall.

John Wright
Town clerk
March 2024

Committee: Full Council

Date: 13 March 2024

Title: Travel and Transport Vision Statement for Lyme Regis

Purpose of Report

To allow members to consider and, if agreed, endorse and approve the draft Travel and Transport Vision Statement for Lyme Regis as developed by the Travel and Transport Working Group

Recommendation

Members consider and, if agreed, endorse and approve the draft Travel and Transport Vision Statement for Lyme Regis as developed by the Travel and Transport Working Group

Background

1. It was recommended by the Town Management and Highways Committee on 21 June 2023 to form a Traffic and Travel Working Group. The working group was subsequently approved by resolution of the Full Council on 26 July 2023.
2. The working group consists of Cllr C. Aldridge (chairman), Cllr B. Bawden, Cllr S. Cockerell, Cllr P Evans MBE, Cllr P. May and Cllr B Larcombe MBE. Alan Bristow, who previously worked for Transport for London, joined the working group on 18 August 2023. The lead officer is the operations manager.
3. The group first met on 6 July 2023 and has continued to meet on a very regular basis since then.
4. The group has already agreed some short-term recommendations for this council to consider. It has also considered a draft long-term vision statement.

Short-term recommendations

5. In identifying recommendations, the working group considered objectives that were already in a process, along with objectives that were directly within the town council's gift or where their achievement could be realistically influenced by the town council.

Developing a long-term vision and strategy

6. In developing a long-term vision and strategy statement, the working group considered various matters, including:
 - Dorset Council BCP Joint Local Transport Plan 4 Development
 - the 2030 Vision
 - travel and transport vision options.

7. The high-level vision statement will inform any subsequent action or delivery plan which sits beneath it. Before proceeding with this further work, there needs to be wider council endorsement of the draft vision statement.
8. The draft vision statement is attached as **appendix 21A** for members' consideration.
9. The statement has been brought directly to Full Council because it minimises delay and allows the views of all members to be sought simultaneously.

Mark Green
Deputy town clerk
March 2024

DRAFT TRAVEL AND TRANSPORT VISION STATEMENT FOR LYME REGIS

Our travel and transport vision for Lyme Regis is that, by 2030, it should be:

A safer, cleaner, more attractive and more accessible place for all of its residents, workers and visitors.

We aim to achieve this by a range of measures, including:

- **Improving the quality of pedestrian access throughout the town, especially in the town centre.**
- **Creating new areas where priority is given to pedestrians and other non-vehicle users.**
- **Restricting or changing vehicular access to certain parts of the town centre.**
- **Improving public transport in and around the town for both residents and visitors.**
- **Improving and promoting the existing edge of town park and ride facilities.**
- **Improving the quality and accessibility of the public realm, especially in the town centre.**
- **Restricting vehicle speeds to 20 mph throughout most of the town.**
- **Improving signage to and from the town, especially from the A35, so that unnecessary cross-town travel is minimised.**

One of our key goals is to reduce the number of vehicles accessing the town centre by 50% within the next 5 years.

Our promise is to consult with residents, businesses, visitors and all of our many partners in this journey every step of the way.

Committee: Full Council

Date: 13 March 2024

Title: List of Payments

Purpose of Report

To inform members of the payments made in the month of February 2024

Recommendation

Members note the report and approve the attached schedule of payments in February 2024 for the sum of £160,827.56

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the month of February 2024, **appendix 22A**.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie Cox
Finance assistant
March 2024

APPENDIX 22A

		Lyme Regis Town Council								
		Payments list for February 2023			£160,827.56					
		Total								
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category	
NAT WEST BANK										
01-Feb	DORSET COUNCIL	Rates	Monthly	DD	9609	0%	-	9,609.00	Utilities	
01-Feb	DORSET COUNCIL	Rates	Monthly	DD	530	0%	-	530.00	Utilities	
01-Feb	DORSET COUNCIL	Rates	Monthly	DD	232	0%	-	232.00	Utilities	
12-Feb	HMRC VAT	Vat payment	Quarterly	DD	46015.49	0%	-	46,015.49	VAT	
15-Feb	BANKLINE	Bank charges	Monthly	BLN	43.3	0%	-	43.30	Office Expenses	
20-Feb	WORLDPAY	Transaction fees	Monthly	DD	25.14	0%	-	25.14	Office Expenses	
20-Feb	WORLDPAY	Transaction fees	Monthly	DD	16.59	0%	-	16.59	Office Expenses	
23-Feb	SALARIES	February salaries	Monthly	EBP	48924.36	0%	-	48,924.36	Staffing	
				Total	105395.88					
LLOYDS BANK										
01-Feb	INVESTEC	Franking machine lease	Quarterly	DD	174	20%	29.00	145.00	Office Expenses	
01-Feb	ZOOM	Subscription	Monthly	DEB	12.99	20%	2.17	10.83	Office Expenses	
02-Feb	OFFICE FURNITURE	Office chair	One off	DEB	168.78	20%	28.13	140.65	Office Expenses	
05-Feb	SCUTUM	CCTV works	One off	FPO	15021.14	20%	2,503.52	12,517.62	Projects	
05-Feb	MARINE THEATRE	Term grant	Quarterly	FPO	5500	0%	-	5,500.00	Grants	
05-Feb	AXMINSTER EXCAVATORS	Land movement work	One off	FPO	2880	20%	480.00	2,400.00	Unbudgeted expendit	
05-Feb	FLOWBIRD	Call out fees and transaction fees	One off	FPO	2444.62	20%	407.44	2,037.18	Outside Works	
05-Feb	GLEN CLEANING	Seafront toilet cleaning	Monthly	FPO	1517.47	20%	252.91	1,264.56	Outside Works	
05-Feb	S & D SERVICES	Drainage work at Woodmead	One off	FPO	1514.9	20%	252.48	1,262.42	Unbudgeted expendit	
05-Feb	DAMORY	Bus subsidy	Monthly	FPO	1368.08	0%	-	1,368.08	Rents	
05-Feb	CSL EVENT TECH	Repair garden lights	One off	FPO	936	0%	-	936.00	Outside Works	
05-Feb	DARKIN MILLER	Internal auditor	Quarterly	FPO	862.08	20%	143.68	718.40	Office Expenses	
05-Feb	ERICS KNOBS & LOCKS	Keys	One off	FPO	840	20%	140.00	700.00	Outside Works	
05-Feb	LR PANTOMINE	Grant	One off	FPO	800	0%	-	800.00	Grants	
05-Feb	FOREST AND TREE CARE	Tree work in cemetery	One off	FPO	700.8	20%	116.80	584.00	Outside Works	
05-Feb	YELLOWBOX	Uniform order	One off	FPO	658.26	20%	109.71	548.55	Staffing	
05-Feb	TURN LYME GREEN	Community grant	One off	FPO	500	0%	-	500.00	Grants	
05-Feb	CURTAIN UP THEATRE	Community grant	One off	FPO	499	0%	-	499.00	Grants	
05-Feb	SCREWFIX	External supplies	One off	FPO	425.84	20%	70.97	354.87	Outside Works	
05-Feb	AXE SKIP HIRE	Skip hire	One off	FPO	354	20%	59.00	295.00	Outside Works	
05-Feb	IEP	Pest control	One off	FPO	285	0%	-	285.00	Outside Works	
05-Feb	TRAVIS PERKINS	External supplies	One off	FPO	206.65	20%	34.44	172.21	Outside Works	
05-Feb	CLARITY COPIERS	Copier usage	Monthly	FPO	156.67	20%	26.11	130.56	Office Expenses	
05-Feb	ISABELLE ENGLAND	Office cleaning	Monthly	FPO	135	0%	-	135.00	Office Expenses	
05-Feb	AXMINSTER GARDEN	Machinery maintenance	One off	FPO	97.56	20%	16.26	81.30	Outside Works	
05-Feb	A.S SECURITY ALARM	Office alarm repair	One off	FPO	75	20%	12.50	62.50	Outside Works	
05-Feb	TOTAL PLUMBING	Plumbing supplies	One off	FPO	53.36	20%	8.89	44.47	Outside Works	
05-Feb	TOPSPARKS	Plumbing work in guildhall	One off	FPO	48	20%	8.00	40.00	Outside Works	
05-Feb	ARTHUR FORDHAMS	External supplies	One off	FPO	34.01	20%	5.67	28.34	Outside Works	
05-Feb	DAPTC	Minute taking course	One off	FPO	30	0%	-	30.00	Office Expenses	
05-Feb	ZORO	Beach hut paint	One off	DEB	27.98	20%	4.66	23.32	Outside Works	
05-Feb	SW HYGIENE	Yellow bag disposal	Monthly	FPO	26.98	20%	4.50	22.48	Outside Works	
05-Feb	SQUARE	Team plus till point system	Monthly	DEB	20	20%	3.33	16.67	Outside Works	
05-Feb	IMAGIN	ID name badge	One off	FPO	11.64	20%	1.94	9.70	Staffing	
05-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	
07-Feb	EDF ENERGY	Gas charges-office	Monthly	DD	581.23	5%	27.68	553.55	Utilities	
08-Feb	YU ENERGY	Electricity charges-office	Monthly	DD	1500.61	20%	250.10	1,250.51	Utilities	
08-Feb	YU ENERGY	Electricity charges- candles on the cobb	Monthly	DD	857.39	20%	142.90	714.49	Utilities	
08-Feb	YU ENERGY	Electricity charges- WM car park	Monthly	DD	605.61	20%	100.94	504.68	Utilities	

08-Feb	UNITY 5	Zatpark fees	Monthly	DD	498.36	20%	83.06	415.30	Outside Works
08-Feb	YU ENERGY	Electricity charges- MB car park	Monthly	DD	484.13	20%	80.69	403.44	Utilities
08-Feb	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	404.79	20%	67.47	337.33	Utilities
08-Feb	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	387.18	20%	64.53	322.65	Utilities
08-Feb	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	355.66	20%	59.28	296.38	Utilities
08-Feb	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	286.1	20%	47.68	238.42	Utilities
08-Feb	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	285.84	20%	47.64	238.20	Utilities
08-Feb	YU ENERGY	Electricity charges-Mini golf	Monthly	DD	246.22	20%	41.04	205.18	Utilities
08-Feb	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	147.41	20%	24.57	122.84	Utilities
08-Feb	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	105.05	20%	17.51	87.54	Utilities
08-Feb	YU ENERGY	Electricity charges- Workshop	Monthly	DD	52.85	20%	8.81	44.04	Utilities
08-Feb	YU ENERGY	Electricity charges- showers on the beach	Monthly	DD	14.55	20%	2.43	12.13	Utilities
08-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Feb	AMAZON	Wedding chair covers	One off	DEB	100.38	20%	16.73	83.65	Projects
12-Feb	YU ENERGY	Electricity charges- Sewage pumping station	Monthly	DD	22.15	20%	3.69	18.46	Utilities
12-Feb	AMAZON	Visitor name tags	One off	DEB	17.98	20%	3.00	14.98	Office Expenses
12-Feb	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
12-Feb	BARCLAYCARD	Transaction charges	Monthly	DD	15.67	0%	-	15.67	Outside Works
12-Feb	MAILCHIMP	Subscription for business briefing	Monthly	DEB	12.47	20%	2.08	10.39	Office Expenses
12-Feb	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Feb	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Feb	SOUTHERN ELECTRIC	Electricity charges- office	Quarterly	DD	187.76	5%	8.94	178.82	Utilities
14-Feb	ALLSTAR	Fuel usage	Monthly	DD	179.13	20%	29.86	149.28	Outside Works
14-Feb	TRAVIS PERKINS	External supplies	One off	FPO	52.15	20%	8.69	43.46	Outside Works
14-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Feb	AIB	Transaction fees	Monthly	DD	407.27	0%	-	407.27	Outside Works
15-Feb	SOUTH WEST WATER	Water charges- Marine parade toilets	Monthly	DD	289.5	0%	-	289.50	Utilities
15-Feb	SAFE.CO.UK	Town crier regalia safe	One off	DEB	92.5	20%	15.42	77.08	Office Expenses
15-Feb	SOUTERSTRAIN	Excel training course	One off	DEB	79	0%	-	79.00	Office Expenses
15-Feb	EE LIMITED	Mobile bundle	Monthly	DD	78.36	20%	13.06	65.30	Utilities
16-Feb	SAGE SOFTWARE LTD	Subscription	Monthly	DD	391.2	20%	65.20	326.00	Office Expenses
19-Feb	CUSTOMER	Refund for performance area booking	One off	FPO	100	0%	-	100.00	Refunds
19-Feb	CUSTOMER	Refund for spare key	One off	FPO	20	0%	-	20.00	Refunds
19-Feb	CUSTOMER	Refund for barrier key	One off	FPO	20	0%	-	20.00	Refunds
19-Feb	CUSTOMER	Refund for beach hut booking	One off	FPO	13.5	0%	-	13.50	Refunds
19-Feb	CUSTOMER	Refund for beach hut booking	One off	FPO	12	0%	-	12.00	Refunds
19-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Feb	SOUTHERN ELECTRIC	Electricity charges- Guildhall	Quarterly	DD	360.63	5%	17.17	343.46	Utilities
20-Feb	WORLDPAY	Transaction charges	Monthly	DD	66	0%	-	66.00	Office Expenses
20-Feb	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
20-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
21-Feb	ZATPARK	Zatpark top-up	One off	DEB	200	0%	-	200.00	Outside Works
22-Feb	EDF	Electricity charges- Pay and display machine	Monthly	DD	272.24	0%	-	272.24	Utilities
23-Feb	METRIC	Hosting costs	Quarterly	FPO	583.2	20%	97.20	486.00	Outside Works
23-Feb	TOWNSEND ENGINEERING	Vehicle repair	One off	FPO	340.8	20%	56.80	284.00	Outside Works
23-Feb	WESSEX LIFT	Service lift	Annually	FPO	159	20%	26.50	132.50	Outside Works
23-Feb	B CLEANING	Office cleaning	Monthly	FPO	90	0%	-	90.00	Office Expenses
23-Feb	NPOWER	Electricity charges- Harbourmaster store 2 months	Monthly	FPO	89.23	5%	4.25	84.98	Utilities
23-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-Feb	CANVA	Graphics subscription	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
27-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Feb	SOUTHERN ELECTRIC	Electricity charges- Shelters	Quarterly	DD	4923.89	5%	234.47	4,689.42	Utilities
29-Feb	IP OFFICE	Office phone usage	Monthly	DD	553.79	20%	92.30	461.49	Utilities

