



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 1 May 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
26.04.24

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

Prayers

A prayer will be offered

AGENDA

1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee

2. Dorset Council Matters

To receive updates from the Dorset Council ward member

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

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

6. Dispensations

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

7. To confirm the accuracy of the minutes of the Full Council meeting held on 13 March 2024 (attached)

8. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 20 March 2024 (attached)

9. Matters arising from the minutes of the Full Council meeting held on 13 March 2024 and the extraordinary Full Council meeting held on 20 March 2024

To inform members of matters arising from the minutes of the Full Council meeting on 13 March 2024 and the extraordinary Full Council meeting on 20 March 2024 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

10. Update Report

To update members on issues previously reported to this committee

11. Mayor's Announcements

12. Planning Committee

To receive the minutes of the meeting held on **19 March 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 **9 April 2024**.

13. Environment Committee

The meeting scheduled to take place on 17 April 2024 was cancelled.

14. Human Resources Committee

To receive the minutes of the meeting held on **27 March 2024** and consider the recommendations therein.

15. Strategy and Finance Committee

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

16. Tourism, Community and Publicity Committee

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

17. Town Management and Highways Committee

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

18. Reports from External Bodies

To allow members to report back on their involvement with the external bodies to which they are nominated as council representatives

19. The Establishment of a Working Group

To allow members to consider the establishment of a working group for the Langmoor and Lister Gardens

20. Data Breach

To inform members of a data breach and the Information Commissioner's Office's response

21. End of Administration and Handover Report

To review the achievements of this administration and to detail the ongoing issues which will be handed over to the new council on 7 May 2024

22. Extension of Service Level Agreement for Tourism Microsite

To allow members to consider approving the extension of the service level agreement with Dorset Council for the provision of a Lyme Regis tourism microsite

23. Approval of Unbudgeted Expenditure

To seek members' approval for unbudgeted expenditure of up to £5k +VAT to procure specialist external consultancy services

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 – Approval of Unbudgeted Expenditure

Dorset Council report to Lyme Regis Town Council

1 May 2024

1. Local updates

1.1. 20mph public consultation

The Operations Manager, Support Services Manager and I met twice recently to discuss the wording of the survey to go to all DT7 residents and the timing and different elements of the public consultation on the 20mph proposals.

The application for the 20mph town-wide limit and Timber Hill will be submitted after the Dorset Council speed surveys have been undertaken and after the data from the public survey has been analysed, so early June.

This should enable LRTC's proposals to be submitted in the new Dorset Council's first 20mph Panel in late June-early July.

As DT7 residents include Uplyme, it was agreed with the chairman of Uplyme Parish Council that we included a question on the Uplyme 20mph proposal, as well as on Timber Hill and the proposed Lyme town centre 20mph limit.

Positive cross-border collaboration!

1.2. Park and Ride and other updates

The revised planning application for a more sustainable Park and Ride operation from the Charmouth Road site was agreed by members of Dorset Council's Western and Southern Area Planning Committee on 18 April, following presentations by Seb Cope, on behalf of the applicant; Mark Green on behalf of LRTC; and me as ward member:

Link to [meeting details and recording](#)

Link to [article in Bridport & Lyme News](#)

1.3. Town Bus

Proposals for route changes developed by the Traffic and Travel Working Group from consulting the bus passengers and wider community have been submitted to Dorset Travel for consideration.

1.4. Axe Valley Ring & Ride

Jane Hopson-Hill advised that:

“ it has been decided to cease operating in Dorset (except for Lyme Regis which will join East Devon) from the beginning of July.”

[Travel Devon webpage on AVRR service.](#)

1.5. Update from WATAG (Western Area Transport Group)

Main points from [WATAG](#) meeting on 25 April:

- Adrian Glover, Public Transport Manager, Dorset Council thanked the TAGs for their buy-in and enthusiasm – thanks to the new Dorchester TAG, the X51 would be serving Martinstown. The community and parish council engagement has been very helpful in enabling DC to work with First Wessex to change the route to serve the village.
- Adrian suggested asking DC for action – and keep asking. Bus stops were being refurbished thanks to co-operative and persistent requests.
Public transport needs to be public - we need to shape it, discuss it and get it on DC's agenda.

From Q&A,

- **Timetables**

First undertook to check the accuracy of the timetables at bus stops in Bridport & West Bay. First's representative explained the new timetables starting 12 May would be in every bus stop and would all have QR codes to link to all bus and train services.

- **Service reliability**

Adrian confirmed DC did monitor bus services and hold the bus operators to account if the services were persistently late. First confirmed the previous year's services were analysed for timings to base the new timetable on actual arrivals.

- **BSIP – Bus Service Improvement Plan**

DC was urged to encourage public engagement on their latest BSIP. Attendees were urged to feedback comments to Dorset's BSIP as it would not get funding from the Department of Transport without public support and comment.

<https://www.dorsetcouncil.gov.uk/-/bus-service-improvement-plan-1>

- **Save Yeovil Bus Station**

People were also urged to write to Somerset County Council to ask them to save Yeovil Bus Station. Once it was lost, it would be unlikely that bus travellers would have any facilities and public toilets were essential for bus services to work well. I suggested Adrian let the planning team know this ...

- **Summer services**

First Wessex confirmed their staffing levels were much better this year than last. The new timetables were being checked and improved by Bob Driscoll of WATAG (new summer timetable from 12 May is available in the town council office). Bob raised concern about timings at Axminster Station. Adrian later confirmed the bus service would not wait for trains.

Updates:

- **Bridport Town Bus #7**

Will Austin reported a new, improved route was implemented on 7 April, following BTC's work with passengers and the drivers.

- **CB3 Community Bus**

Dorset Council grants enabled the CB3 service to buy a new bus.

- **Dorset Community Transport (DCT)**

Tim Christian of DCT, a Not for Profit charitable organisation, explained they have 60 minibuses with paid staff operating the home-to-school contracts for Dorset Council.

- **Axe Valley Ring and Ride (AVRR)**

Philip Sankey confirmed AVRR would stop servicing Dorset, except Lyme Regis, from the end of the current timetable on 30 June. He also understood meetings were meeting held in East Devon with other community transport operators to assess whether services could amalgamate to continue operating there.

It was suggested that passengers wishing services after AVRR stop should contact DCT, ideally through town and parish councils/WATAG/community groups, to ask whether they could operate there.

- **Western Area Gateway reports**

Reports have just been published on:

- ✓ Railway service from Bristol/Bath to Weymouth
- ✓ North-South coach services from Bristol/Bath to Bournemouth and to Weymouth; also to London.

<https://westerngatewaystb.org.uk/>

Engagement and comment was encouraged; also requests for the railway rolling stock to be decarbonised on Great Western Railway and South Western Railway services. Current rolling stock – ex-British Rail – was now time-expired.

- **First Bus service #30 from Taunton and Chard to Axminster**

We are urged to publicise this bus service as it provided a link to Lyme Regis.

1.6. Update from meeting with our Community Highways Team Leader

Q&A update with Deputy Town Clerk and me with Dawn Heath, Community Highways Team Leader for West Dorset on Thursday 25 April in Timber Hill.

- Clappentail roundabout.... the requested double yellow lines on the 'missing are not in the current TRO.
- The Clappentail bus stop repainting has been requested and the decision is with the Bus Stop team in Dorset Travel - she will chase it up. Apparently, the discussion was whether the bus stop should be moved, which makes the decision process longer ... I'll also chase up with Dorset Travel.
- The taxi rank request is in a process, now with the Licensing team, the proposal being for the bus stop and taxi ranks to be combined. Not long now.
- The numerous requests for parking restrictions in upper Sidmouth Road are on the Traffic Regulation Order list, as I requested last March but are unlikely to be done due to priority. I need to get the Emergency Services to complain to Dawn – that will increase the eligibility assessment scoring, as do reports of near misses etc.

We need to keep encouraging people to report direct to Dorset Council & Dorset Road Safe.

Mark Green's questions:

- Will the introduction of a 20 mph zone make parking restriction requests less likely to be approved, i.e., lower speeds= less risk and, therefore, lower priority?

No, they are not related in the assessment process. Speed limits are referenced in TROs but are not criteria taken into account in assessing parking restriction measures.

- What has happened with the promised comprehensive review of restrictions in Lyme or more generally....it has been referenced on several occasions but doesn't seem to be happening. Is there a timescale for it or has it been dropped?

No there is a Parking Review for Lyme (and Charmouth) as requested by the town council. Mike will contact us when he is ready to start it.

- Who do we talk to about off-street parking places orders...is that Mike Westwood?

Sorry, I missed this one but I think yes. Do you mean resident permit areas? You could ask me? There are weblinks to request dropped kerbs and white lines across driveways – these can be ordered and paid by residents.

The lower Queen's Walk residences (1 to 14) are part of the existing Resident Parking Zone for Anning Road, Kingsway but people there have decided not to pay for permits until the spaces and signs are made available. This won't happen until after the Parking Review the alternative is another Traffic Regulation Order.

I will pursue the request for a designated-space permit for those with mobility challenges requiring a parking space close to home (see list below)

- Who do we talk to about bus shelters...ownership, maintenance (or the introduction of real time info), is that Dawn, the public transport team, property and assets or someone else?

Dorset Travel Bus Stop team – Dawn will let us know the best person. In the meantime, I'm talking to WATAG about it as they are requesting this. I think it might be worth putting a grant application in for this for the wider area.

Who do we talk to when we have firmed up our ideas for Cart Road, Dawn or someone else? Laura Russ is Head of Traffic Planning and it's her role to look at ideas and requests from town and parishes. The planners I'm talking to report to Laura.

These are my rough notes of options on Cart Road – no loading or unloading – kerb lips, three ; two – timed deliveries; or urban clearway.

Generally Dawn explained that the Community Highways Team have very limited resources – funds (from revenue only) or people – whereas the Highway Improvements Team can access capital funding and grants so new things e.g. cycleways in Wimborne or Weymouth can be built. Then they become Community Highways ' responsibility.

Realistically, for example, the surface water drainage issue in Timber Hill will never be important enough for Dawn's team to be able to undertake – she has to prioritise areas where houses are at risk of flooding and the main road network – A & B roads. Timber Hill wouldn't come close.

However, I do think this is an area where the town council, the T&T Working Group or a group like the River Lim Action team could potentially look at other solutions e.g. offering to work with the National Trust on some nature-based flood mitigation solution.

I also asked Dawn about training our Enforcement Officers, which is on their 'to do' list and I've learned the waste disposal contract is the Golf Club's so I'll raise the oversight of this with Dorset Council, as it is causing issues on the road.

1.7. Carbon Literacy update

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 for individuals to qualify for accreditation as Carbon Literate.

All seven of the LRTC evidence of pledges were successful with their first submissions - Congratulations!

LRTC currently has over 70% of councillors and 50% of the combined FTE staff and member total accredited as Carbon Literate.

The Operations Manager submitted the CLO application which was successful with not just Bronze but also Silver Level Award as a Carbon Literate Organisation – the world's first town or parish council to achieve this accreditation.

The Carbon Literacy Project is excited to promote this achievement jointly with LRTC. The CLO logo should now be shown on the website and our email signature.

1.8. Commercial Waste bins relocated

New waste regulations are coming in next year so I'm asking the Commercial Waste team from Dorset Council 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.

1.9. Public toilets

The Dorset Council public toilets were in an unacceptable condition on several occasions over the Easter period. Further discussions are planned.

1.10. Highways, Parking & Footpath updates

- Work on Uplyme Road-Clappentail Lane junction is scheduled for May. It was postponed from October and I asked for it to be scheduled in February but the recent bad weather has stretched the maintenance teams.

- Dorset Council is planning redevelopments of the Broad Street car park though seem reluctant to share their plans or consult with us on the options. Near accidents are being reported at the back, as reversing cars are a hazard to pedestrians using the Town Mill steps.
- Residents of Queen's Walk 1 to 14 have been confirmed as being part of the existing residential parking zone but, as no parking bays or signs will be set up until after the current Parking Review, have decided not to apply for residents' permits.
- 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 requested repairs to the bottom steps from the Charmouth Road car park were undertaken by the Greenspace team before Easter as promised.
- The team also installed new Coast Path finger-posts in Charmouth, where residents in Higher Sea Lane had complained that walkers heading for Lyme were getting confused and lost. I met the Parish Council Environment Committee chairman and a representative of Charmouth Heritage Coast Centre then asked the Greenspace team to consider clearer posts, sending photos of the suggested junctions. They were put up two days later!



- The Police and Crime Commissioner, David Sidwick and other police representatives joined the Lyme Speedwatch Group at the Sidmouth Road site on 20 March, Dorset's Day of Action.



These items remain unchanged since the previous report:

- 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. The organiser of the Definitive Map Modification Order agreed to work with the school to seek a compromise while the legal process is underway (two years or more).
- 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.

1.11. Lyme Regis Cobb Stabilisation Scheme: Project Update

Email from James Mitchell at Dorset Coast Forum - 22 April

Read the results of the Commercial and Recreational Users Access Survey

The Commercial and Recreational Users Access survey aimed to find out how and when commercial and recreational users access the Cobb. The survey was live in Autumn last year and received 100 responses.

The results can be found here: <https://shorturl.at/bptO8>

The results, along with further engagement activities, will provide valuable information to the project team to help find the least disruptive solution to undertaking the essential stabilisation works.

Project Funding and next steps

As you will be aware, the scheme has had challenges with funding due to the rising cost of inflation with a need to add to the budget. The project team are currently busy exploring all funding avenues and developing a preferred stabilisation design and going through a process of ‘value engineering’ – essentially trying to find the most cost-effective design that will stabilise the Cobb.

The next step will be to consult with commercial, recreational users and the wider public to understand how to minimise any potential disruption. There will be more news on this element soon with several opportunities for stakeholders to have their say.

1.12. Coastal Transition Accelerator Programme in Charmouth

Email from Dorset Coast Forum - 25 April

We are pleased to invite you to a stakeholder workshop on Thursday 16th May, 2pm – 4pm at Charmouth Village Hall.

The workshop is a part of the initial stage of the Coastal Transition Accelerator Programme (CTAP), which helps communities to plan for the long-term impacts of coastal change, including through interventions such as improving and replacing damaged community infrastructure like beach access or coastal transport links, repurposing land in coastal erosion zones for different uses such as temporary car parks, and restoring and

creating habitats to include green buffer zones. The fund **cannot** be used for the construction of new or maintaining conventional community flood and coastal defences.

Proposed actions need to demonstrate that they are:

- Innovative approaches (rather than existing day to day actions) that have the potential to be cost effective in making a difference if rolled out.
- Additional – to the existing activities, financial commitments and duties of the council
- Value for money

Your expertise and local knowledge are vital in identifying opportunities and proposing innovative solutions to the challenges faced. The project is particularly looking for solutions which have multiple benefits. For more information on the project, please see the project page: [Charmouth Coastal Transition Accelerator Programme \(CTAP\) | Dorset Coast Have Your Say](#)

The project team are currently writing the Outline Business Case, and we would love to hear your thoughts on how the fund can best be used in Charmouth.

1.11. Relations with Dorset Council

I have escalated concerns about the resourcing and operational capacity of the Property and Assets department to the Chief Financial Officer and the Chief Executive.

I intervened over the Eat Festival to ensure Dorset Council made their non-permission crystal clear to the festival organisers and again to insist the Comms team issued a clear statement to counter the fictional version of events the organisers were lobbying members about.

The outstanding requests on the Highways 'To Do' list will be updated and escalated as necessary.

2. Dorset Council updates

The April **Full Council** was cancelled due to lack of business and several committee meetings were cancelled.

The **Audit and Governance Committee** has continued and I've attended meetings on Monday 25 March in County Hall and Monday 15 April (online).

The **Executive Advisory Committee on the Climate and Ecological Emergency** will consider how Housing and Planning teams will respond to the strategy on Monday 29 April.

The **Election Count** is being held at Redlands Leisure Centre in Weymouth on Friday 3 May.

The **Annual Meeting of the Full Council** is Thursday 16 May.

[Forward Plan link.](#)

Current Dorset Council Consultations

Call for Sites – closes 1 June

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

3 Other events and meetings attended/will attend since 18 March and up to May 2024

18 March - Dorset Climate Action Network (DCAN) Trustees meeting

18 March – Politics in Crisis webinar with Gina Miller and Gavin Esler

19 March – Board meeting of the Place-Based Initiative

19 March – Turn Lyme Green Steering Group

20 March – Speedwatch Dorset Day of Action – Lyme group joined by David Sidwick and other police representatives

20 March – The Great Collaboration ‘Banter’ session on [The Carbon Copy](#)

20 March - RLA – monthly water quality monitoring at Gosling Bridge

25 March – Audit & Governance Committee

25 March – Councillor ‘surgery’ at Charmouth Community Library

25 March – Dorset CAN Energy Team update

26 March – meeting on 20mph application and public consultation strategy

26 March – [Local Climate Adaptation Tool](#) webinar on health and well-being support

26 March – Charmouth Parish Council Full Council meeting

27 March – Rural Services Group Rural Fair Funding webinar

27 March – Carbon Literacy Local Authorities training network

28 March – South West Think Tank meeting at University of Exeter, Penryn Campus, Falmouth

3 April – meeting with planning applicant and agent to clarify neighbour concerns

4 April – Town Management & Highways Committee

5 April – Councillor ‘surgery’ at the Community Café, the Hub

6 April – Civic Reception

7 April – Beach Clean

8 April - DCAN Energy Group update

9 April - Charmouth Annual Parish Meeting

10 April – Tourism, Community & Publicity
11 April – Swanage Town Council to discuss Coastal Transition Accelerator Programme
12 April – Neighbourhood Policing – councillor briefing with Inspector Ged Want
15 April – Audit & Governance Committee
15 April – Councillor ‘surgery’ Charmouth Community Library
15 April – Speedwatch Queen’s Walk
16 April – met licensee to discuss licence application
17 April - meeting on 20mph survey and public consultation strategy
17 April – presented 20mph feedback to The Great Collaboration ‘Banter’ webinar
18 April - Annual meeting of electors, Woodmead Hall

24 April – Boat Building Academy – Taster Day for Year 10 Woodroffe students

25 April – Meeting with Community Highways Team Leader and resident of Timber Hill to discuss surface water drainage and road safety concerns; further meeting with other residents.

25 April – WATAG meeting in Bridport

29 April – Executive Advisory Panel on Climate and Ecological Emergency on Housing and Planning, County Hall

29 April – Neighbourhood Policing update meeting with Sgt Mike Brown at Bridport Police Station

30 April – IEMA (Institute of Environmental Management and Assessment) webinar on Circular Economy & Renewables

1 May – Full Council

2 May – Local elections

3 May – Election Count for Dorset Council

14 May – Charmouth Parish Council Annual Meeting

15 May – Lyme Regis Town Council Annual Meeting

16 May – Coastal Transition Accelerator Programme public meeting with Dorset Coast Forum

16 May - Dorset Council Annual Meeting

4. Work with Outside Organisations

Rural Services Network

Including the Rural Market Town Group

The Rural Services Network is a Special Interest Group of the Local Government Association. It is a membership organisation and works on behalf of members as the national champion for rural services.

Member organisations are supported through the sharing of best practice and rural expertise, and the RSN advocates on their behalf to ensure that the rural voice is raised up the agenda with parliamentarians and decision makers.

The Rural Services Network has different levels of membership and currently represents:

- 69 Local Authorities in Sparse Membership
- 17 Local Authorities in Rural Assembly Membership
- 222 Organisations across England as part of the Rural Services Partnership
- 207 Rural Market Towns and Larger Parishes

In addition, there are a large number of Parish and Town Councils with community membership of the RSN, due to their Principal Council being in Sparse or Rural Assembly membership.

[What is the Rural Services Network - Rural Services Network \(rsnonline.org.uk\)](https://rsnonline.org.uk)

The Rural Market Town Group

A network of rural/market Towns Councils that the Rural Services Network has brought together to enable them to specifically network and share best practice amongst these specific rural organisations.

[A Rural Market Town grouping of the RSN - Rural Services Network \(rsnonline.org.uk\)](https://rsnonline.org.uk)

I'm also a member of the RSN's Young People and Older People's Panels, an informal 'sounding board' covering issues affecting younger and older people in rural towns.

I attended the following Zoom-based events:

- Rural Affordable Housing in March 2023
- Rural Services Network Conference Sept 2023 on Affordable Housing
- RMTG Meeting Online, Monday 25 March 2024

NALC (National Association of Local Councils)

- **Coastal Communities Network**

February 2024 - [Coastal communities network discusses coastal littering and King Charles III England Coast Path - News \(nalc.gov.uk\)](https://www.nalc.gov.uk/news/coastal-communities-network-discusses-coastal-littering-and-king-charles-iii-england-coast-path)

- **Climate Emergency Network**

[Climate emergency network discusses the National Planning Policy Framework - News \(nalc.gov.uk\)](https://www.nalc.gov.uk/news/climate-emergency-network-discusses-the-national-planning-policy-framework)

Occasional Zoom briefings and presentations

- **NALC Community Champions**

#MakeAChange – Become a Councillor

[Elections — #MakeAChange \(nalc.gov.uk\)](https://www.nalc.gov.uk/news/elections-make-a-change)

The Great Collaboration and Place-Based Initiative

Trustee of the Place-Based Initiative Ltd and on the Steering Group of The Great Collaboration, a network of councillors, clerks and community leaders developing a resource hub and support centre for town and parish councils and community groups to turn nature recovery, climate responses and community resilience plans into action at local levels.

Monthly Board meetings of PBI and Steering Group meetings as needed, usually monthly or less. [The Great Collaboration - Environmental Commitments You Can Make – in development.](#)

Dorset Climate Action Network (DCAN)

Trustee, co-founder and Action Team participant; member of Transport, Energy/ Low Carbon Neighbourhood team, Great Big Dorset Hedge project, the Media team and organiser of the Carbon Literacy facilitator team.

Fortnightly Action Team meetings, other team meetings as required.

[Home | DCAN \(dorsetcan.org\)](#)

Carbon Literacy Project

Accredited facilitator; co-developer of the Carbon Literacy Community, Parish and Town Council toolkit; member of the Local Authority Trainer Network.

[Local Authorities - The Carbon Literacy Project](#)

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

Saturday 12pm to 2pm at Bankhouse Café, Charmouth

Monday 29 April 2pm to 4pm at Charmouth Community Library

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

25 April 2024

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 13 MARCH 2024

Present

Chairman: The Mayor, Cllr D. Sarson

Councillors: Cllr B. Bawden, Cllr S. Cockerell, Cllr R. Doney, Cllr M. Ellis, Cllr P. Evans, Cllr B. Larcombe, Cllr P. May, 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.

23/152/C Public Forum

J. Edmonds

J. Edmonds spoke in relation to agenda item 19, Receipt of a Petition. She thanked members for responding to her email regarding a petition so kindly and courteously and for considering the points made in it. She also thanked the support services manager for being clear and helpful in providing information that had helped understand the processes and how to communicate with the council. She said the petition was currently standing at around 1,300 signatures, which reflected the fondness the local community had for the pavilion. J. Edmonds said she was a victim of anti-social behaviour and the impact it had on her life was horrific, so she would never belittle its impact, especially on employees of the council, who must have found themselves on the receiving end of this while having to clear up. She understood the issues being experienced at the time of the original proposal had largely disappeared but there could be a reoccurrence. However, she acknowledged the strength of feeling that had been obvious in the community and said the pavilion held a place in people's hearts. She said the iconic views of the gardens from the beach were only iconic with the pavilion and without it, it could be anywhere in the world. J. Edmonds told several stories about people who had enjoyed the pavilion. She asked members to treat such a treasured landmark how it deserved to be treated. She said in 2017 she worked at Glastonbury Festival and her job was to stop people urinating in the waterways, but by educating and talking to people as equals, treating them with friendliness and kindness, for the first time, the river was clear of urine. She believed something similar could be done for the gardens, by creating a team, perhaps called Love the Gardens, with signs saying 'Love the gardens, leave no trace'. J. Edmonds said there were a lot of people who would be happy to walk around as part of their daily exercise and report any problems. She said if people were treated as equals, and people were friendly and kind and treated others with respect, they usually responded positively. She suggested a feature was made of the pavilion, it was named, events were held there such as an arts competition, and that kids were involved so the gardens were a much more exciting and inclusive place. She said a local decorator had offered to provide paint and spruce it up and the community would support the council to

put pressure on the police to play their part. She said this could be made a win/win for everybody and for a council that listened to its residents.

N. Williams

N. Williams also spoke in relation to agenda item 19, Receipt of a Petition. He said Lyme Regis was a fabulous place to live and visit and he fully supported J. Edmonds and thanked her for the stories. He said he knew the council had quite a lot of things to consider, some of those decisions were easy and some were challenging. He thanked the council for dealing with this and understood what members did as a council. He understood members worked in good faith for the community and it was a tough time and although Lyme Regis was a great place to live, he felt it could be better. N. Williams said it would be great if the petition could change the council's decision, which it had thought through many times. He said he found out about the decision seven days ago on social media and people in the community started talking, the petition was started with a few people signing, which now stood at 1,300. He said with a population of 3,800, this was an enormous amount. He said he had worked for the South West Regional Development Agency, working on lots of regeneration projects in cities and towns, and this was unprecedented. N. Williams said a lot of local people were prepared to help and he wanted to help the council find them and help the pavilion, the gardens and the rest of the town as it was a fantastic opportunity for the town to move forward. He said so many people had come forward and wanted the council to change its decision and most importantly, he and others could help the council. He understood there had been some anti-social behaviour, which was the same in every town, but places were made safe by doing things together. He suggested having a photo call there, getting people working in the gardens, getting people to use the pavilion and the more people used it, the safer it would become, which was a win/win for everybody. N. Williams said in terms of publicity, it was a positive opportunity for the town and they wanted to send a positive message about the town. He said the pavilion was an emotional thing, which the council couldn't take down, but there were a lot of people with experience who would help.

J. Bowen

J. Bowen also spoke in relation to agenda item 19, Receipt of a Petition. He said he had been coming to Lyme Regis for about six years. He said he was a highly professional person and an antiques restorer who had travelled around the world, working for Sotheby's and Christie's. He said he understood the problems with the pavilion but he didn't believe it would take much to restore. He said with his knowledge as a wood person, there were issues with the construction but it wouldn't take much, it just needed a bit of love. He said he was passionate about the pavilion and he wanted to retire to Lyme Regis. He said the best times were spent sitting in the pavilion, enjoying it, and he had come all the way from Yeovil to speak on this matter as he was gutted. J. Bowen said he knew there were problems at the pavilion but some of the people involved were good people. He said Glastonbury had a lot of problems with drugs and alcohol but they employed good helpers to interact with people, which worked and calmed everything down.

N. Ball (read out by an officer)

N. Ball submitted a poem called 'Pavilion, toilet or smoking house' and this was read out by an officer.

The mayor, Cllr D. Sarson thanked those who had attended the meeting and J. Edmonds for taking the time to organise the petition. He acknowledged the strength of public opinion and welcomed the community engagement. He said a separate meeting would be held in two weeks' time to consider reversing the decision.

23/153/C Dorset Council Matters

Cllr B. Bawden's report was included in the agenda but she gave the following updates:

- She had been speaking to Dorset Council's (DC) community safety team, the police and crime commissioner's office and the neighbourhood policing team about how they could work effectively on anti-social behaviour in the gardens. She said it would be an ongoing conversation.
- The Our Future Transport consultation event had been held at no cost to the town council.
- Planning permission was still awaited for the park and ride site.
- The town council had achieved the bronze and silver Carbon Literacy award and was the first town council to achieve this. She was working with the communications team at the Carbon Literacy Organisation to coordinate the publicity on this.
- She had spoken to the chairman of Lyme Regis Business Association about changes to commercial waste regulations and the chairman had agreed to put this to the group for discussion. She would try and arrange a meeting with DC's commercial waste team to explain the changes.
- She wasn't making progress with getting a designated parking space for people with additional mobility needs, so she was considering raising it as a proposal at the next Full Council meeting.
- The footpath from Timber Hill to Charmouth Road was in a bad state and had been reported.
- She emphasised the importance of reporting faults and issues directly to DC, which she could then be copied in on. She said the more people who reported things like potholes or dangerous parking, the more evidence it gave DC of need.
- Drainage problems at Holmbush car park were being investigated.
- She said there had been a request for a tea van on East Cliff Walkway for the motorcyclists. She would ask DC but this was not a highway.
- She would try to arrange a meeting with the harbour dredging and beach replenishment team while they were in Lyme Regis and would welcome any questions.
- She was meeting with the West Dorset MP and asked if anyone had any questions to put to him.

Cllr B. Larcombe said some members had done a walkabout with highways officers in 2018 and again in 2019-20, when it was fully recognised the need to have to double

yellow lines around the Clappentail roundabout and a marked bus stop. He asked when this would be done.

Cllr B. Bawden said it was due to be done last October and she had asked for yellow lines on both sides of the road, but it had only been agreed to have them on the left-hand side towards the bus stop. She assumed the work would include the drawing of the bus stop and repairs to the surface around the mini roundabout. She had asked for the work to be done during the February half term but it wasn't happening until May.

Cllr B. Larcombe asked if DC could pursue the idea of extending the Cobb Gate break water, which he was sure would alleviate a lot of the sand drift towards Charmouth, also saving money for DC in doing the annual dredging.

23/154/C Questions from Councillors

There were none.

23/155/C Apologies for Absence

Cllr C. Aldridge
Cllr C. Reynolds – personal commitment

23/156/C Disclosable Pecuniary Interests

There were none.

23/157/C Dispensations

There were none.

23/158/C To confirm the accuracy of the minutes of the Full Council meeting held on 7 February 2024

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, the minutes of the Full Council meeting held on 7 February 2024 were **ADOPTED**.

23/159/C Matters arising from the minutes of the Full Council meeting held on 7 February 2024

Cllr B. Bawden said the Active Travel response hadn't been sent to members and she had since asked for the Local Transport Plan consultation response to also be sent. She also asked for copies of the letters sent to Uplyme Parish Council in support of the 20mph speed limit and to DC requesting hedgehog crossing signs.

23/160/C Update Report

There were no updates.

23/161/C Mayor's Announcements

Members noted the report.

23/162/C Receipt of a Petition

The mayor, Cllr D. Sarson brought this item forward on the agenda and asked J. Edmonds to present the petition.

J. Edmonds presented the online petition, which had 1,298 signatures.

23/163/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the meeting held on 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.

23/164/C Environment Committee

Proposed by Cllr R. Smith and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the Environment Committee held on 28 February 2024 and adopt the recommendations, as follows:

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

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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.

23/165/C Human Resources Committee

Proposed by Cllr G. Stammers and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 13 February 2024 and adopt the recommendations, as follows:

24/53/HR – Town Clerk's Annual Appraisal

RESOLVED: to approve the town clerk's progression to spinal column point 47 on 1 April 2024

24/55/HR – Operations Manager, Performance Summary Appraisal

RESOLVED: to approve the operation's manager's progression to spinal column point 33 on 1 April 2024.

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

RESOLVED: to approve the support services manager's progression to spinal column point 31 on 1 April 2024

24/57/HR – Finance Manager, Performance Appraisal Summary

RESOLVED: to approve the finance manager's progression to spinal column point 28 on 1 April 2024

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

It was noted Cllr M. Ellis was incorrectly minuted as seconding the motion at the committee meeting but she was not present.

Cllr G. Stammers agreed to second the recommendation.

RESOLVED: to approve the acting operations manager's progression to spinal column point 24 on 1 April 2024.

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

RESOLVED: to note the spinal column point progressions for post holders 217, 216, 203, 206, 215, 202, 210, 218, 107, 106, 104, 109 and 110.

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

RESOLVED: to approve the administrative and community engagement assistant's (post holder 109) continued employment with the council, effective from 12 January 2024.

23/166/C Strategy and Finance Committee

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 6 March 2024 and adopt the recommendations, as follows:

23/94/SF – Governance Arrangements

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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.

23/99/SF – CCTV Project

RESOLVED: 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.

23/100/SF – Priority Two Objectives and Projects

RESOLVED: 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

RESOLVED: 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.

23/102/SF – List of Payments

RESOLVED: to approve the schedule of payments in January 2024 for the sum of £132,691.46.

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

RESOLVED: 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.

23/167/C Tourism, Community and Publicity Committee

Proposed by Cllr D. Ruffle and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 21 February 2024 and adopt the recommendations, as follows:

23/59/TCP – Sculpture Trail

RESOLVED: 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

RESOLVED: 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.

23/64/TCP – Seafront and Beach Concessions

RESOLVED: to award the deckchair concession for 2024 to Gemma Manders, at the tender price offered, and to re-advertise the arts and crafts concession.

23/168/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 14 February 2024 and adopt the recommendations, as follows:

23/86/TMH – Weed Spraying Policy and Procedure review

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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.

23/91/TMH – Cemetery Postbox

RESOLVED: to install a cemetery postbox.

RESOLVED: 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

RESOLVED: 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

RESOLVED: to support the Uplyme Parish Council 20mph area and communicate that via officers to Uplyme Parish Council.

23/94/TMH – Hedgehog Crossing Sign

RESOLVED: to approach Dorset Highways and request a hedgehog crossing sign at the bottom of Summerhill Road.

23/169/C Frequency of Planning Committee Meetings

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members **RESOLVED** to change from a two to a three-weekly cycle for Planning Committee meetings.

23/170/C Draft Corporate Plan 2024-29

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to approve the Corporate Plan 2024-29.

23/171/C Request to Hang a Portrait

Proposed by Cllr P. Evans and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the request from the family of the council's first town clerk, Harry Williams, to hang his portrait in the Guildhall.

22/172/C Travel and Transport Vision Statement for Lyme Regis

Cllr M. Ellis left the meeting at 7.44pm.

Cllr B. Larcombe said he couldn't see how restricting the number of vehicles accessing the town centre by 50% could be achieved within the next five years. He felt the percentage could be removed so the aim was just to reduce traffic.

Cllr M. Ellis returned to the meeting at 7.45pm.

Cllr B. Bawden said the government guidance on local transport planning was for a vision led approach, with proposals to change the hierarchy in the Highway Code so

pedestrians come at the top and motor cars come at the bottom. This would mean a completely different way of looking at town centres so it was important to be aspirational and look at ways of making places look attractive, safer and better for people. She said the specific measures would be formed later on but it was important to have the overarching vision to start with.

Cllr R. Smith said he didn't interpret the aim as restricting traffic, but putting in place measures to reduce traffic by giving people better alternatives.

Cllr P. May said the traffic expert in the Traffic and Travel Working Group believed traffic coming into Lyme Regis would grow between 11 and 13% per year so even having an aspiration to reduce it was an ambitious aim.

It was suggested the aspiration relating to traffic reduction was added in as the fifth bullet point and the reference to 50% was removed.

Proposed by Cllr B. Bawden and seconded by Cllr P. May, members **RESOLVED** to amend the draft Travel and Transport Vision Statement for Lyme Regis as developed by the Travel and Transport Working Group to add the aspiration relating to traffic reduction as the fifth bullet point and remove the reference to 50%.

Proposed by Cllr G. Stammers and seconded by Cllr S. Cockerell, members **RESOLVED** to approve the Travel and Transport Vision Statement for Lyme Regis as developed by the Travel and Transport Working Group, as amended by Full Council.

22/173/C List of Payments

Cllr B. Bawden asked if the council's rates bill would be significantly reduced by the sale of Guildhall Cottage and whether the community use of the Jubilee Pavilion would affect the liability of rates.

The town clerk said the sale of Guildhall Cottage would reduce the rates bill but the council would continue to pay rates on the Jubilee Pavilion.

Cllr B. Larcombe asked what the £4k paid quarterly for electricity at the Marine Parade Shelters covered.

The town clerk said the finance manager would circulate details in the members' briefing.

Cllr B. Bawden asked if any utilities and phone charges were recharged to business users.

The town clerk said he would ask the finance manager to provide members with a detailed breakdown.

Proposed by Cllr P. May and seconded by Cllr R. Smith, members **RESOLVED** to approve the schedule of payments in February 2024 for the sum of £160,827.56.

22/174/C Relocation of Council Offices and Disposal of Existing Building and Site

Proposed by Cllr D. Sarson 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.

23/175/C Exempt Business

a) Relocation of Council Offices and Disposal of Existing Building and Site

The town clerk said the aim was to be in the new offices by the end of this year, but the council wasn't in control of all the target dates as there were other parties involved.

The meeting closed at 8.10pm.

LYME REGIS TOWN COUNCIL

**MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON
WEDNESDAY 20 MARCH 2024**

Present

Chairman: The Deputy Mayor, Cllr P. May

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

Officers: A. Mullins (support services manager)

23/176/C Public Forum

M. Jenkin – Cobb Gate Junior Parkrun

M. Jenkin said Cobb Gate Junior Parkrun had been running for just over two years and the council had kindly supported them three years ago with set-up costs. He said the team would now like to take part in Lyme Regis Carnival. He said there had been 581 runners between the ages of 4 and 14 on a Sunday morning in the last two years and more than half were visitors, but this was a positive thing. He said a community had built up of children and volunteers and they would like to take part in the carnival, so had requested just over £126 so they could buy banners and horns.

E. Holt – Lyme Regis Town Band

As chairman of the town band, E. Holt said for the last two years they had received generous donations from the council through this grants' process to provide a workshop for brass players. He said their constitution as a band required them to advance the education and training in the art of music and to advance the education of the public in the appreciation of the art of music. He said they believed the workshop achieved both of these by providing a place for brass players to improve their playing through professional tuition, but also providing a free concert for all members of the public to attend at the end. E. Holt said through their last two workshops, they had players who had joined the band permanently, benefiting Lyme Regis by players being able to provide free entertainment every week throughout the summer on the seafront and creating a network of players to cover illness or holidays. He said they were hoping to bring professional tutors from last year's workshop to play with them on the seafront in the summer at the free open-air concerts. He said these benefits meant they could continue to bring appreciation of the art of music, in particular brass band music, to the residents, holidaymakers and businesses of Lyme. E. Holt said the band didn't make any money from the workshop but they did provide it to all of their members in order to continue as an educational group. He said without this generous grant from the council each year, they would not be able to provide the workshop to their members or provide Lyme Regis with the wider benefits that stemmed from it.

G. Barr – Turn Lyme Green/Plastic Free Lyme

G. Barr said the organisation was grateful for the council's support in previous years and they were asking if the council would this year support their aim to promote green matters and the natural environment in Lyme Regis and surrounding areas. He said since January, they had held 10 very well-attended events, three litter picks on the beach or surrounding area, and a recent meeting this year with the chief executive of Surfers Against Sewage was attended by over 100 people. He said they held informative talks and events, which regularly had 25 to 40 people attending and had a local focus, beach cleans attracted around 18 people, and there were over 80 people on their subscribers' list. G. Barr said the newsletter went to 530 people bi-monthly, they had 40 paid members, and they supported local events and fetes with a stand. He said they were asking for £1,000 towards total expenditure of £2,000 to help with community outreach, including monitoring, posting on and improving the website and a venue for meetings. He said people didn't have to be a subscriber to attend meetings and all were welcome, either regularly or on a one-off basis.

S. Rai – Woodroffe Parents, Teachers and Friends' Association

S. Rai said she was the parent of a year seven pupil and she joined the PTFA so she could support the fundraising efforts. She said this year celebrated 100 years of secondary education in Lyme Regis and although people would have both warm and cold memories of school, she hoped any negative associations with the school would not stand in the way of the town acknowledging this historically significant anniversary. She said the school had shaped many people, many who would have moved away and many would have returned to raise their children. She said this year, for the first time in its history, the PTFA had tried to engage with the school alumni and were hoping to use the town council grant to attract, engage and get donations from Woodroffe alumni. In June, they would be organising a nostalgia event at the school for old friends to revisit the school and on the same evening, they were organising a 1920s themed event at the Marine Theatre. S. Rai said they were reaching out on social media to engage alumni in conversations about Lyme Regis and their school memories. She said the council grant would enable them to install a donation function on their website and social media and help cover the costs of the events. She said they also hoped to buy a time capsule for the school, so the pupils could have an historical learning element to their year in 2024. She hoped councillors looked favourably on their application and hoped they could get behind this and support the local school. She said their plan would have additional benefits of supporting the local accommodation providers and hospitality businesses.

L. Charleton and M. Ward – Coastal Community Cupboard

L. Charleton and M. Ward said they set up the Community Café in February 2022 and it had gone from strength to strength. They said many of the people at the meeting came into the café two days a week and they really appreciated the support. They intended for it to be a warm, safe, convivial space for many local people, although they didn't turn tourists away. They said there were many people who couldn't afford the prices in Lyme Regis for a coffee so they tried to keep prices as low as they could and they were not for profit. L. Charleton and M. Ward said people generally wanted to talk and feel safe and most people were from Lyme Regis. They had regulars and were very busy, particularly

with elderly people, retired people and groups of ladies who made it a big part of their week to go in as they might not go anywhere else that week. They said they had people on their own and they chatted to volunteers. They recently had two birthday parties, for an 86 and a 96-year-old, so they baked a cake and to them it was special. They said they underestimated how important the space had become and they were asking for £500 towards a new coffee machine. L. Charleton and M. Ward said when they set the café up, they had no idea how successful it would be and what equipment they would need so they bought a basic coffee machine, which could be difficult when people were queuing up and it took them away from talking and dealing with customers. Therefore, they were looking to buy something better.

J. Sheldon – St Michael The Archangel

J. Sheldon asked if the council would consider a grant for the replacement of the flagpole, which was a very significant landmark in Lyme Regis. She said they were fundraising as there were a lot of other expenses involved in the church and any grant awarded would be a welcome contribution.

J. Law – Lyme Regis Sea School Trust

J. Law said the council had kindly supported the sea school for many years and they were now asking for money towards boats because they were expensive and worn out. She said they were looking to get a small double-handed boat which would be for beginners to the more experienced. She said it would have a trapezoid and spinnaker for the faster sailors but it was also a very safe boat for young people. She said they had taught 600 people, 80% of whom were from within a 20-mile radius. J. Law said in feedback from parents, they realised the mental benefits sailing had on children as when they were out on the water, they had to concentrate on sailing, they were outside and couldn't be on their phone.

C. Matheson – Little Green Change (read out by an officer)

C. Matheson said Little Green Change, a non-profit social enterprise based in Lyme Regis that specialised in environmental education for primary and secondary ages, had won its first award, just six months after it launched on 1 September 2023. She said it was awarded Green/Eco Business of the Year at the Jurassic Business Awards in February. She said locally, Little Green Change had continued to offer its free services to primary and secondary schools in and around Lyme Regis, including for National Careers Week, delivering a 'careers in biodiversity' talk and lesson presentation to pupils at The Woodroffe School. She said they would also have two work experience students over the course of a week, later in the academic year. C. Matheson said Little Green Change would be delivering a free seed sowing activity at Lyme Regis Library during the Easter holiday, and they hoped to offer further free events for kids, subject to funding. She said a further Children's Give or Take event would be proceeding, thanks to a previous contribution of £350 from the town council. She said the previous event directly benefited 112 children plus Uplyme Pre-School, rehoming 275.6kg of clothing, toys and books, which was more than the weight of a male grizzly bear. C. Matheson said nationally, they had continued to extend their environmental education lesson and expert speaker talk resources, covering areas including electronic waste, food waste recycling and textiles, linking with additional charities, organisations and businesses. She said

these were free to all UK state-funded schools. She said they had not yet secured a major corporate funder, being just seven months old, so they continued to rely on smaller funding pots, like Lyme Regis Town Council's community grants, to gain the materials needed to extend their free community environmental education activities locally. She hoped therefore their current application would be successful.

M. Ward – Axminster and Lyme Cancer Support (read out by an officer)

M. Ward said they had seen a huge increase in demand and continued to offer counselling to any local people affected by cancer. She said they were fortunate to work with some incredible professional partners who could see clients very quickly and they were so often connected for an appointment within a few days. She said any support with funding to allow them to continue to offer this would be so appreciated. She had referred four residents of Lyme Regis this week already for counselling, at a cost of £375 per person.

22/177/C Apologies for Absence

Cllr R. Doney
Cllr C. Reynolds – personal commitment
Cllr D. Sarson – illness

22/178/C Disclosable Pecuniary Interests

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

Cllr P. Evans declared a non-pecuniary interest in Lyme Regis Bowling Club as he was a member.

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

Cllr C. Aldridge declared a non-pecuniary interest in Turn Lyme Green/Plastic Free Lyme.

Cllr P. May declared a non-pecuniary interest in Turn Lyme Green/Plastic Free Lyme as he was involved with the organisation.

Cllr M. Ellis declared a non-pecuniary interest in Curtain Up Theatre Company and Lyme Regis Pantomime Society as she helped backstage but was not a member, and in St Michael's The Archangel as she was a member of the church.

Cllr R. Smith declared a non-pecuniary interest in Turn Lyme Green/Plastic Free Lyme and Lyme Regis Gig Club.

22/179/C Dispensations

There were none.

22/180/C Allocation of Community Grants 2024-25

Axminster and Lyme Cancer Support

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** to award a 2024-25 community grant of £1,000 to Axminster and Lyme Cancer Support.

Charmouth Scouts

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to award a 2024-25 community grant of £500 to Charmouth Scouts.

Coastal Community Cupboard

Proposed by Cllr R. Smith and seconded by Cllr P. Evans, members **RESOLVED** to award a 2024-25 community grant of £500 to Coastal Community Cupboard.

Cobb Gate Junior Parkrun

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members **RESOLVED** to award a 2024-25 community grant of £126.37 to Cobb Gate Junior Parkrun.

Curtain up Theatre Company

Proposed by Cllr G. Stammers and seconded by Cllr R. Smith, members **RESOLVED** to award a 2024-25 community grant of £500 to Curtain Up Theatre Company.

Little Green Change

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, members **RESOLVED** to award a 2024-25 community grant of £477.68 to Little Green Change.

Lyme Bay Chorale

Proposed by Cllr C. Aldridge and seconded by Cllr B. Larcombe, members **RESOLVED** to award a 2024-25 community grant of £411 to Lyme Bay Chorale.

Lyme Heartbeat

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** to award a 2024-25 community grant of £410.40 to Lyme Heartbeat.

Lyme Morris

Proposed by Cllr D. Ruffle and seconded by Cllr S. Cockerell, members **RESOLVED** to award a 2024-25 community grant of £500 to Lyme Morris.

Lyme Regis Bowling Club

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to award a 2024-25 community grant of £500 to Lyme Regis Bowling Club.

Lyme Regis Gig Club

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to award a 2024-25 community grant of £1,000 to Lyme Regis Gig Club.

Lyme Regis Majorettes

Proposed by Cllr G. Turner and seconded by Cllr B. Bawden, members **RESOLVED** to award a 2024-25 community grant of £575 to Lyme Regis Majorettes.

Lyme Regis Pantomime Society

Proposed by Cllr B. Bawden and seconded by Cllr R. Smith, members **RESOLVED** to award a 2024-25 community grant of £900 to Lyme Regis Pantomime Society.

Lyme Regis Sea School

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members **RESOLVED** to award a 2024-25 community grant of £1,000 to Lyme Regis Sea School.

Lyme Regis Society

Proposed by Cllr B. Larcombe and seconded by Cllr S. Cockerell, members **RESOLVED** to award a 2024-25 community grant of £500 to Lyme Regis Society.

Lyme Regis Town Band

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, members **RESOLVED** to award a 2024-25 community grant of £500 to Lyme Regis Town Band.

St Michael The Archangel

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to award a 2024-25 community grant of £1,000 to St Michael The Archangel.

Tanner's Field Film

Proposed by Cllr B. Bawden and seconded by Cllr R. Smith, members **RESOLVED** to award a 2024-25 community grant of £500 to Tanner's Field Film.

Turn Lyme Green/Plastic Free Lyme

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, members **RESOLVED** to award a 2024-25 community grant of £1,000 to Turn Lyme Green/Plastic Free Lyme.

Uplyme and Lyme Regis Cricket Club

Proposed by Cllr P. Evans and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2024-25 community grant of £1,000 to Uplyme and Lyme Regis Cricket Club.

Uplyme Preschool

Proposed by Cllr R. Smith and seconded by Cllr M. Ellis, members **RESOLVED** to award a 2024-25 community grant of £488.38 to Uplyme Preschool.

Woodroffe Parents, Teachers and Friends' Association

Proposed by Cllr G. Turner and seconded by Cllr R. Smith, members **RESOLVED** to award a 2024-25 community grant of £1,000 to Woodroffe Parents, Teachers and Friends' Association.

The meeting closed at 8.02pm.

Committee: Full Council

Date: 1 May 2024

Title: Matters arising from the minutes of the Full Council meeting held on 13 March 2024 and the extraordinary Full Council meeting on 20 March 2024

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting held on 13 March 2024 and the extraordinary Full Council meeting on 20 March 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

23/159/C – Matters arising from the minutes of the Full Council meeting held on 7 February 2024

Copies of the Active Travel survey response and the Local Transport Plan consultation response have been emailed to members.

A copy of the letter sent to Uplyme Parish Council in support of the 20mph speed limit has been provided to Cllr Bawden.

23/169/C – Frequency of Planning Committee Meetings

The 2024-25 calendar of meetings has been re-issued and published on the website to include Planning Committee meetings every three weeks.

23/170/C – Draft Corporate Plan 2024-29

The Corporate Plan was presented at the Annual Meeting of Electors on 19 April 2024. It has been published on the council website and publicised on social media.

23/171/C – Request to Hang a Portrait

The portrait of former town clerk Harry Williams is now with the council. It will be hung in the Guildhall after the elections when there will be a photo opportunity with Harry's family.

22/173/C – List of Payments

Responses to queries about electricity at Marine Parade and the recharging of utilities and phone charges to businesses were included in the members briefing on 26 April 2024.

22/174/C – Relocation of Council Offices and Disposal of Existing Building and Site

Since the last meeting of Full Council, officers have held further talks with all parties with an interest in this matter and good progress continues to be made.

Specifically:

- Following the board of Lyme Regis Development Trust agreeing to let units 1A, 1 and 6 to the council on the basis of a long lease, specific proposals have been received from their valuer. These proposals are generally acceptable but clarification is required on one or two points, primarily parking provision.
- Further discussions took place with the museum on 25 March 2024. The outcome was positive and the arrangements for their move from Unit 1 to Unit 2 in late September 2024 were agreed in principle.
- Further work has taken place on space planning and on the few relatively minor internal changes likely to be required. Where these works involve ‘knocking through’ between units, this has already been discussed and agreed in principle with the trust. A meeting took place with the council’s preferred building services contractor on 26 April 2024 with a view to commencing the required building regulations applications and the procurement of the necessary works.
- A meeting took place with the council’s preferred ‘building services’ partner (Crickmay Stark) on 26 April 2024 and they will now progress any required plans, external consents, tender documents for works, etc.
- Invitations to submit proposals have been sent to five suitably qualified and experienced surveyors/valuers/commercial agents and those proposals will be brought back to members to consider with a view to appointing a partner with whom to work on the marketing and disposal of the existing building. Two submissions have already been received. The return date is 3 May 2024.
- As previously reported, car parking at the St Michael’s site remains an issue not yet fully resolved and this will be the subject of further discussions. Whatever the outcome of those discussions, it is likely that some/most staff will have to continue to park in the ‘Guildhall car park’ or at ‘the cadet hut’ site.
- The officer view remains that a move date of late autumn 2024 is achievable but will be dependent on the earliest achievable start date of potential contractors. Based on discussions to date about this and the harbour store and cemetery lodge projects, many contractors for small to medium works are currently very busy with long lead times.
- Likewise, the indicated target date of spring 2025 for any disposal of the existing building and site appears entirely achievable. Informal discussions with some of the invited ‘agents’ suggest that a

target date for disposal of autumn 2024 may generate more interest and, potentially, a better price, but this timescale may not be achievable with vacant possession.

- At a future date, members will need to consider the detailed logistics of any move and how best to maintain the full range of council services and functions during any transition period. This will be the subject of a further report in due course.

22/180/C – Allocation of Community Grants 2024-25

All the organisations who applied for grants have received confirmation of their funding.

John Wright
Town clerk
April 2024

Committee: Full Council

Date: 1 May 2024

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

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

The full silver replica of the town crier's badge has been made and is awaiting collection from the jeweller's in Crewkerne. A safe has been purchased and is at the town crier's house so he can safely store the badge between engagements.

John Wright
Town clerk
April 2024

**Lyme Regis Town Council
Mayor's Announcements for Cllr David Sarson
Meeting held on 1 May 2024**

- 9 March Attended with the mayoress Blandford civic evening, an enjoyable evening with the mayor of Blandford raising money for his chosen charities.
- 13 March Chaired the Full Council meeting in the Guildhall.
- 14 March Attended with the mayoress the launch of Stampede by the Sea with the unveiling of an elephant at the Electric Palace, Bridport.
- 15 March Attended the AGM of the Regatta and Carnival Committee at the Driftwood Cafe in the Baptist Church.
- 22 March Attended a meeting at the Marine Theatre with Anne-Marie, Zoe Geraghty and Red Panda to finalise arrangements for the Mayor's Civic Party.
- 25 March Chaired the chairmen's meeting at the town council offices.
- 30 March Attended with the mayoress the Big Breakfast at the Woodmead Hall.
- 31 March Attended with the mayoress the judging of the Easter bonnets at the Baptist Church and led the Easter bonnet parade down Broad Street and Cart Road.
- 1 April Attended with the mayoress the duck race and managed to get all the ducks in the water and not the road!
- 6 April Attended with the mayoress the blessing of Lyme Regis Gig Club's latest addition *Ammonite* on the slipway.
- 6 April Attended with the mayoress my Mayor's Civic Party, a very enjoyable and quite an overwhelmingly emotional evening. Money raised through the raffle, including money in collection cans, came to £1,082.30.
- 16 April Attended with the mayoress a photoshoot on the Cobb with Max Redwood.
- 18 April Attended with the mayoress Dorchester civic day, visiting Hardy's Cottage, Dorchester Museum and the Art Centre and Theatre, a very enjoyable day.
- 19 April Chaired the Annual Meeting of electors at Woodmead Hall.
- 20 April Attended with the mayoress Lyme Regis Bowls Club, with the mayoress and myself bowling the first wood to open the bowls season. Erica did a better job than myself!!
- 23 April Attended a concert by Lyme Regis Town Band at the Guildhall, Axminster.
- 25 April Attended the RNLI 200th anniversary celebration on the slipway.

Further engagement I have accepted:

5 May Blessing of the Boats service on the slipway.

The total amount raised for my chosen charities this year is £2,660.30, with £1,644 going to the Children's Cancer and Leukaemia Group and £1,016.30 going to Lyme Regis Majorettes.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 19 MARCH 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)

24/111/P Public Forum

R. Pope – Agenda item 5.

R. Pope handed information documents to the members; she went on to explain the history of the murals within the nursing home which have been there since the 1930's. She said she didn't want the councillors to decline the application, only that they consider adding in their response that the murals are protected throughout in whichever way would be deemed necessary.

J. Enticott – Agenda item 5.

J. Enticott said to the members that he was only there to influence their decision to consider that a lot of local people do not want this building turned into a hotel. He felt concerned for changing the environment, especially the noise levels that a hotel may bring to the area. He also said to the members that he was concerned for the current inhabitants of the nursing home.

R. Gale – Agenda item 5.

R. Gale said to the members that from what he could see, there was a few technical difficulties with the application, especially with the access paths being different on the application plan to what the residents of the flats behind had on their leases. He said to the members that he did not believe that the 18 parking spaces on the application would fit in as this would hinder access to their properties behind.

The deputy town clerk read out a letter, which was sent in to the town council from S. Bainbridge, the planning agent for agenda item 5.

24/112/P Apologies for absence

Cllr B. Bawden – prior engagement

24/113/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr P. May the minutes of the meeting held on 20 February 2024 were **ADOPTED**.

24/114/P Disclosable Pecuniary Interests

Cllr P. May declared a non-pecuniary interest in agenda item 8, P/PASO/2024/01171 The Malthouse Mill Lane Lyme Regis Dorset DT7 3PU.

24/115/P Dispensations

There were none.

24/116/P Member planning recommendations

Noted.

24/117/P Matters arising from the minutes of the Planning Committee held on 20 February 2024 and from the planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 05.03.24.

There were none.

24/118/P Update Report

There were none.

24/119/P Planning and Licencing Applications

1. [P/HOU/2024/00659 \(Received 26.02.24\)](#)
HOUSEHOLDER PLANNING PERMISSION
Loft Conversion with front and back dormers. Conversion of integral garage.
Knapdale Haye Lane Lyme Regis DT7 3NG
*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.*

2. [P/VOC/2024/00955 \(Received 28.02.24\)](#)
VARIATION OF CONDITION
Erection of rear and side extension to existing dwelling. Existing driveway to be widened (with variation of condition 2 of planning permission [P/HOU/2023/02527](#) to amend ground floor plan to create a garden room)
10 Windsor Terrace Lyme Regis DT7 3AN
*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/FUL/2024/00348 \(Received 01.03.24\)](#)

FULL PLANNING APPLICATION

Erect fascia sign to north elevation, install 3 no removeable window casements to existing frames on north elevation, fit new extract terminal on flat roof, fit replacement door to west elevation, minor internal alterations.

29 Marine Parade Lyme Regis DT7 3JF

*The town council, although satisfied with other aspects of the application, recommend its **refusal** because the extractor flue is at low level and in proximity to and orientated towards the windows of neighbouring properties and has the potential to adversely affect their amenity through unacceptable cooking and frying odours. The town council would ask that an alternative flue arrangement is investigated.*

4. [P/LBC/2024/00349 \(Received 01.03.24\)](#)

LISTED BUILDING CONSENT

Erect fascia sign to north elevation, install 3 no removeable window casements to existing frames on north elevation, fit new extract terminal on flat roof, fit replacement door to west elevation, minor internal alterations.

29 Marine Parade Lyme Regis DT7 3JF

*The town council, although satisfied with other aspects of the application, recommend its **refusal** because the extractor flue is at low level and in proximity to and orientated towards the windows of neighbouring properties and has the potential to adversely affect their amenity through unacceptable cooking and frying odours. The town council would ask that an alternative flue arrangement is investigated.*

5. [P/FUL/2024/00833 \(Received 05.03.24\)](#)

FULL PLANNING APPLICATION

Change of use from care home (C2) to hotel (C1)

Lyme Regis Nursing Home Pound Road Lyme Regis DT7 3HX

The town council has examined the application for a change of use of the present nursing home premises, and while appreciating the reason given by the applicant in seeking it, which we recognise would provide additional accommodation for tourism and the local economy, - we would like more information of the intended plans, and the type and scale of undertaking, to better assess the impact the change of use permits within the revised classification, if subsequently approved.'

6. [P/LBC/2024/01005 \(Received 05.03.24\)](#)

LISTED BUILDING CONSENT

Change of use of ground floor cafe (Eb) to residential (C3) Conversion to dwelling with internal alterations to integrate ground floor with upper floors. Refurbish 6 no. sash windows, reinstate first floor window on Western elevation and replace 2nd floor window. Remove door and infill opening on Northwest elevation. Reposition ground floor staircase. Remove shop signs & render exterior of building.

19 Coombe Street Lyme Regis Dorset DT7 3PR

*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.*

7. [P/FUL/2024/01004 \(Received 06.03.24\)](#)

FULL PLANNING APPLICATION

Change of use of ground floor cafe (Eb) to residential (C3) Conversion to dwelling with internal alterations to integrate ground floor with upper floors. Reinstate first floor window on Western elevation and replace 2nd floor window. Remove door and infill opening on Northwest elevation.

*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.*

8. [P/PASO/2024/01171 \(Received 07.03.24\)](#)

PRIOR APPROVAL - ROOF MOUNTED SOLAR PV ON NON- DOMESTIC BUILDING

Installation of 9 Photovoltaic Panels on Rear Slope of Malthouse Gallery to generate up to 3.9KW of electricity.

The Malthouse Mill Lane Lyme Regis Dorset DT7 3PU

*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.*

9. [P/LBC/2024/01196 \(Received 11.03.24\)](#)

LISTED BUILDING CONSENT

Various minor alterations to the building which were the subject of a pre-application submission.

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.*

24/120/P Licensing Applications

There were none.

24/121/P Amended/Additional Plans

There were none.

24/122/P Withdrawn Applications

There were none.

24/123/P Planning Decisions

Noted.

24/124/P Planning Correspondence

Noted.

The meeting closed at 8:15pm

DRAFT

**Lyme Regis Town Council
Planning Committee – 9 April 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 09.04.24.

1. [P/LBC/2024/01184](#) (Received 13.03.24)

LISTED BUILDING CONSENT

Internal and external alterations to facilitate the change from guest dining room to staff living accommodation, to include installation of new window.

Mariners Hotel 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.*

2. [P/HOU/2024/01379](#) (Received 20.03.24)

HOUSEHOLDER PLANNING PERMISSION

Demolish existing conservatory. Erect single storey extension to form ground floor bedroom and a re-locate living area and dining area.

Hernelee Cottage Pound Road Lyme Regis DT7 3HX

*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.*

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 27 MARCH 2024

Present

Chairman: Cllr G. Stammers

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

Other members: Cllr D. Ruffle

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

24/62/HR Public Forum

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

24/63/HR Apologies

Cllr C. Reynolds – illness
Cllr B. Bawden – holiday
Cllr P. Evans – illness

24/64/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 13 February 2024

It was noted there was an error in minute 24/61/HR(f) as Cllr M. Ellis was recorded as seconding the motion but was not present. This would be amended.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, the minutes of the meeting held on 13 February 2024, with the above amendment, were **ADOPTED**.

24/65/HR Disclosable Pecuniary Interests

There were none.

24/66/HR Dispensations

There were none.

24/67/HR Matters arising from the minutes of the Human Resources Committee meeting held on 13 February 2024

Members noted the report.

24/68/HR Update Report

Property and projects assistant

Members discussed the merit of re-evaluating vacancies when they arose to determine if it needed to be replaced or if the terms had changed.

24/69/HR Human Resources Committee – Objectives

Members noted the report.

24/70/HR To receive the minutes of the Health and Safety Committee meeting on 7 March 2024

Proposed by Cllr P. May and seconded by Cllr D. Sarson, the minutes of the Health and Safety Committee meeting on 7 March 2024 were **RECEIVED**.

24/71/HR Review of the Councillor Code of Conduct

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Councillor Code of Conduct unchanged.

24/72/HR Review of the Code of Conduct for Staff

As there was no reference to bullying, harassment and discrimination in the code, it was agreed there would be a cross-reference to the council's bullying and harassment policy and procedure.

Proposed by Cllr G. Stammers and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Code of Conduct for staff, as amended, and to include a cross-reference to the council's bullying and harassment policy and procedure.

24/73/HR Review of the Protocol for Member/Officer Relations

Members discussed paragraph 2.3, which states: "If the complaint is about the town clerk, members should discuss the matter with the mayor."

It was agreed if the complaint also involved the mayor, the complaint would be dealt with by the deputy mayor.

Proposed by Cllr G. Stammers and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Protocol for Member/Officer Relations, as amended, and to further amend paragraph 2.3 so if a complaint against the town clerk also involved the mayor, it would be dealt with by the deputy mayor.

24/74/HR Flexible Working Request

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

24/75/HR Exempt Business

a) Flexible Working Request

Members discussed the request and considered how the requested change would impact the business, performance and other employees.

Proposed by Cllr G. Stammers and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the council is minded to refuse the flexible working request from postholder 218 because the work cannot be reorganised among other staff, there will be a negative effect on quality, there will be a negative effect on the council's ability to meet customer demand, and there will be a negative effect on performance, and that further consultation will take place with the postholder.

The meeting closed at 8.20pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 24 APRIL 2024

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

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

23/107/SF Public Forum

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

23/108/SF Apologies for Absence

Cllr R. Doney – holiday
Cllr B. Larcombe – personal commitment
Cllr R. Smith – work commitment

23/109/SF Minutes

Proposed by D. Ruffle and seconded by Cllr G. Stammers, the minutes of the meeting held on 6 March 2024 were **ADOPTED**.

23/110/SF Disclosable Pecuniary Interests

There were none.

23/111/SF Dispensations

There were none.

23/112/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 6 March 2024

CCTV

An update was requested on when planning permission would be granted for the camera at the skatepark.

The town clerk said he would find out and report back to members.

Park and ride 2024

It was noted planning permission had been granted by Dorset Council for improvements to the park and ride site, with 16 conditions attached.

23/113/SF Update Report

Members noted the report.

23/114/SF Strategy and Finance Objectives

Members noted the report.

23/115/SF Review of Standing Orders

It was agreed the new standing order 8c. regarding voting on appointments would also include: 'The councillor must provide written notice in advance that they wish to seek election'.

Proposed by Cllr D. Sarson and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the standing orders, with an amendment to 8c to include 'The councillor must provide written notice in advance that they wish to seek election'.

23/116/SF Review of Financial Regulations

The town clerk said the proposed changes to treasury management had been suggested to allow for more flexibility so officers could take advantage of the best interest rates, without having to wait for committee approval. However, members would be informed retrospectively in an annual report.

Proposed by Cllr D. Ruffle and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the financial regulations.

23/117/SF The Annual Review of the Communications/PR Policy and Procedure

It was suggested certain elements of the procedure were not currently being followed with regards to providing statements and photographs to the press.

A query was also raised about insufficient use of council noticeboards as this had been raised at the annual meeting of electors.

The town clerk said the noticeboards were used but the concern was they were crowded with other information so important notices weren't always visible. He stressed it was important press releases and statements were co-ordinated by the support services manager but members were not prevented from talking to the press directly, although he advised caution.

It was noted the section on the council column was still included in the procedure and would be deleted.

Proposed by Cllr G. Stammers and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Communications/PR Policy and Procedure, with the deletion of section 7, Council column.

23/118/SF The Annual Review of the Complaints' Policy and Procedure

Proposed by Cllr D. Sarson and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the complaints' policy and procedure and note the volume and nature of complaints received since May 2023.

23/119/SF Information Policy

Proposed by Cllr C. Aldridge and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Information Policy.

23/120/SF Equality and Diversity Policy

It was noted the training and induction programme for the new administration would include equality and diversity training.

It was agreed paragraph 9.2.1 would be amended to include members as well as employees and renumbering would be required from section 9 onwards.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the equality and diversity policy, with an amendment to paragraph 9.2.1 to include members and to renumber the document from section 9 onwards.

23/121/SF Review of the Protocol for the Audio Recording of Council Meetings

It was noted the audio technician would be at the Guildhall on 28 April 2024 to refine the specification for equipment to amplify meetings.

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the protocol for the audio recording of council meetings.

23/122/SF Debt Management Policy and Procedure

Proposed by Cllr D. Ruffle and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the debt management policy and procedure.

23/123/SF Review of Arrangements with other Local Authorities, Not-For-Profit Bodies, and Businesses

The town clerk clarified the Tripartite Agreement had novated to Dorset Council as West Dorset District Council no longer existed and the agreement still had the same status.

23/124/SF Appointment of Signatories for Wilkinson Legacy account

The town clerk said officers couldn't find anything out about the history of the account and as it held only c£500, it would cost more in officer time to try and move the money out.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve changing the bank signatories for the Wilkinson Legacy Account to the mayor, town clerk, deputy town clerk and finance manager.

23/125/SF List of Payments

Proposed by Cllr D. Ruffle and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in March 2024 for the sum of £404,300.05.

23/126/SF Investments and Cash Holdings

The town clerk said he would be working with the finance manager on treasury management, with the possibility of putting some money on short-term deposits to generate more interest income.

23/127/SF Debtors

Proposed by Cllr C. Aldridge 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.

23/128/SF Exempt Business

a) Debtors

Members thanked staff involved in significantly reducing the level of debt.

The meeting closed at 7.48pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 APRIL 2024

Present

Chairman: Cllr C. Aldridge

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr P. Evans, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith

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

24/66/TCP Public Forum

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

24/67/TCP Apologies

Cllr R. Smith – family commitment

24/68/TCP Minutes

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the meeting held on 21 February 2024 were **ADOPTED**.

24/69/TCP Disclosable Pecuniary Interests

There were none.

24/70/TCP Dispensations

There were none.

23/71/TCP Matters arising from the minutes of the previous meeting held on 21 February 2024

Members noted the report.

23/72/TCP Update Report

Annual event for residents

Members raised concerns regarding the Marine Theatre providing an outside bar service for the event and suggested approaching local businesses about providing this service, as well as the food.

The town clerk said the theatre was a not-for-profit organisation and the business group had been involved in discussions.

Jubilee Pavilion

Members raised concerns about the lack of volunteers in the town.

23/73/TCP Tourism, Community and Publicity Committee – Objectives

Repairs' cafe

Members were concerned nothing had progressed with the Boat Building Academy.

The town clerk said he would initiate another conversation with the Boat Building Academy to establish what was happening.

Residents Newsletter

Members requested the 'who does what' list of responsibilities for Dorset Council and Lyme Regis Town Council was reprinted in the next edition in a readable format and not with a black background.

Members also asked if the newsletter could be bigger. It was agreed a report on the newsletter would be bought to the next meeting of this committee.

Bid-Writing

The town clerk said the bid-writing workshops had been successful and it was planned to move to a more tailored support service for organisations on a one-to-one basis. He said the administrative and community engagement assistant would build knowledge in all round bid-support to provide in-house tailored advice on grant applications.

23/74/TCP Review of the Events on Council-owned Land Policy and Procedure

Proposed by Cllr B. Bawden and seconded by Cllr C. Reynolds to **RECOMMEND TO FULL COUNCIL** to approve the Events on Council-owned Land Policy and Procedure with an amendment to paragraph 2.1, bullet point 5 to remove 'for noting only'.

23/75/TCP Review of the Busking Policy

Proposed by Cllr B. Bawden and seconded by Cllr C. Reynolds, to **RECOMMEND TO FULL COUNCIL** approve the Busking Policy.

23/76/TCP Permission to Erect a Gazebo

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from the Oyster and Fish House to erect a 3m x 3m gazebo on the beach for approximately two hours on 4 May 2024.

23/77/TCP Free Parking Days

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the non-charging dates in Lyme Regis car parks as follows:

- Saturday 12 October 2024
- Friday 22 November 2024
- Saturday 23 November 2024
- Sunday 24 November 2024
- Sunday 29 December 2024

23/78/TCP Bursary Scheme for Local Young People

Members discussed ways of promoting the scheme further to reach more families in need.

The town clerk said organisations that involved young people in the town were invited to a presentation and it was included in the community briefing sent out monthly.

23/79/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 8.57pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 3 APRIL 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), C. Austin (administrative and community support assistant),

23/96/TMH Public Forum

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

23/97/TMH Apologies

Cllr S. Cockerell – illness
Cllr M. Ellis – work commitment
Cllr C. Reynolds – illness
Cllr D. Ruffle

23/98/TMH Minutes

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, the minutes of the previous meeting held on 14 February 2024 were **ADOPTED**.

23/99/TMH Disclosable Pecuniary Interests

There were none.

23/100/TMH Dispensations

There were none.

23/101/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 14 February 2024

20mph proposal

It was noted there would be a meeting held on 17 April 2024 between officers and Cllr B. Bawden to discuss the consultation.

Traffic and Transport working group minutes

Members said the minutes of the meetings on 26 February and 4 March 2024 were not included on the agenda. The deputy town clerk said the minutes would be circulated or included on the next agenda.

23/102/TMH Update Report

Beach Replenishment

Members wished to thank the member of staff for clearing pebbles from the Cart Road on their day off after the storm.

Bathing Beach Designation consultation response

It was noted a decision on the bathing beach designation was expected soon.

MUGA at Anning Road Playing Field

The deputy town clerk explained the reasons behind obtaining planning permission for the project. He said a planning permission application would be submitted as soon as possible.

Jubilee Pavilion roof works

The deputy town clerk said in dry weather, it was anticipated the work would be completed within two days.

Amenities hut building and plans

The deputy town clerk said the mini golf facility would remain open and operate as normal during the works. The temporary staff accommodation and facilities were already in situ at the time of the meeting.

Office and options feasibility study

A member expressed concern about the council's residual interest in the St Michael's building. The deputy town clerk said the council had an existing legal agreement with unit 1A and there was discussion on what would happen if Lyme Regis Development Trust were to sell the building in the future.

23/103/TMH Town Management and Highways Committee – Objectives

Members noted the report.

23/104/TMH Policy Reviews

Members noted there were minor typing errors to be corrected within the Legionella Flushing Policy.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Portable Appliance Testing (PAT) Policy, the Control of Substances Harmful to Health (COSHH) Policy, the Management of Personal Protective Equipment (PPE) Policy and the Legionella Flushing Policy, with minor spelling and typing amendments to the Legionella Flushing policy.

23/105/TMH SWiM – Request for Additional Outside Seating

Members were concerned additional seating would consume space on the highway and restrict essential access for emergency vehicles if required.

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from SWiM for additional outside seating.

23/106/TMH Stage V Cobb Works Update

Members noted the report.

23/107/TMH Complaints, Incidents and Compliments

Members were concerned complaints regarding dogs on the beach were not being passed on to Dorset Council by the public.

It was noted office staff had been asked to compile a separate list of specific dog complaints and send these to Dorset Council.

23/108/TMH Commercial Properties – Lease Renewals and Rent Reviews

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

23/109/TMH Exempt Business

a) Commercial Properties – Lease Renewals and Rent Reviews

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve agreed terms for new leases for the National Trust Shop, Boylo's, Guildhall Shop, Lyme Regis Gig Club, and the Amusement Arcade

The meeting closed at 8.27pm.

Committee: Full Council

Date: 1 May 2024

Title: Reports from External Bodies

Purpose of Report

To allow members to report back on their involvement with the external bodies to which they are nominated as council representatives

Recommendation

Members note the report

Background

1. Standing order 5.j.xii. requires a 'Review of representation on or work with external bodies and arrangements for reporting back'.
2. Members are appointed to external bodies for the 2023-24 council year at the annual meeting of the council in May 2023.
3. **Appendix 18A** details the written reports submitted by members.

Adrienne Mullins
Support services manager
April 2024

Axe Valley and West Dorset Ring and Ride Service – Cllr C. Aldridge (liaison)

I am the Council representative for this organisation but unfortunately they hold their meetings on a Wednesday morning when I cannot attend.

They last met on 27th March 2024 but they have not made available the minutes of this meeting yet.

At their previous meeting, on 22nd November 2023, they discussed their future as some of the Committee were considering resigning and they had ongoing funding difficulties with Dorset Council. They were uncertain whether to continue to provide a Dorset service when their private donor's funds ran out at the end of March 2024. This was with the exception of Lyme Regis which continues to fund them and provides some very satisfied customers. I received minutes of this meeting but could not attend.

I was involved in their Grant Review meeting with LRTC in November 2023 and we discussed their funding issues then and made some suggestions. I also put them in touch with Councillor Bawden, as our Dorset Councillor, to see if she could help progress any Dorset Council funding opportunities. I know they have had discussions with her and I believe have put in some funding applications, though I have not heard the outcome.

I have always been in touch before meetings to ask if there is any help they need from me and to offer myself as a communication channel even though I cannot make the meetings. I have not had an update since their last meeting in March 2024.

B Sharp – Cllr D. Ruffle (participating)

I attended a meeting earlier in the year with Ruth Cohen. I missed their AGM due to other commitments. I spoke to Julie Shepherd last week and we plan to get together and work out some greater involvement.

Bridport and District Citizens' Advice Bureau – Cllr S. Cockerell (liaison)

I have attended three meetings with the Bridport CAB and I find the meetings well run with appropriate focus on the serious issues that need addressing in the community. The trustees are trying to address the funding issues caused by increased costs (including staffing) and the reduction in some grants.

The service scores continued to be positive, in relation to both national and family group benchmarks. However, there is an issue with volunteer numbers and this is currently an area of focus.

Charmouth Road Allotments Association – Cllr D. Sarson (participating)

I missed the AGM due to a Council meeting. John Cook the secretary will be stepping down, the Association will be looking for a new secretary over the next few months.

DAPTC (Western Area Committee and Larger Councils) – Cllr B. Larcombe and Cllr C. Reynolds
(participating)

(From Cllr B. Larcombe)

I've attended DAPT physical and online meetings. The schedules and substance of the meetings and any emerging items of interest have been posted to Councils and their Members through the DAPT website, many of which have been cut and pasted into our own Council Member's weekly briefings. Issues covered have ranged from the environmental ideas and initiatives other towns and parishes are undertaking, to Dorset Council updates, and Government initiatives on matters to be cascaded down. Most recent have focussed on the preparation and support for May's local elections. The NALC and DAPT training for new and existing councillors continues to provide excellent, consistent, national standard, courses - ranging from the induction of new councillors that covers the role and responsibilities expected of being a Councillor, rather than simply any local perspective or take on it, - through to change and refresher training on specific national and local, county and town and parish level subjects, and informative councillor role and responsibility elements once in the role. Throughout the year town and parish staff vacancies (largely Clerk vacancies) have been posted. The DAPT website continues to develop and has become more informative with an expanded and improved design format, one that is crisp and concise while directing to useful information from contributing sources.

Apart from attending the meetings, - from a more personal and specific contribution, I was asked to present the motion I had successfully presented and moved at last year's DAPT AGM concerning the conflict between conservation and building regulations that is often experienced by planning applicants. It would at times see the two parts of Dorset Planning arguing their respective areas of interest and the conflict between the use and replication of old materials and methods, and the materials, build and modern standards expected of today's building regulations. It is often a nonsense, and leaves the applicant at a loss, - and equally ourselves when weighing the planning applications we're invited to give our view of as a parish level consultee respondent. I'm delighted to report, that having been supported at Dorset's DAPT AGM and then invited to present and debate the same motion to this year's national level AGM, it received unanimous support and is now NALC national policy to lobby Government to resolve the conflicting interests and form a sensible approach into the National Planning Framework. - Interestingly, the value of my motion was also recognised by English Heritage who had, shortly before the NALC AGM, expressed their support for the need to make changes to the NP framework to help reconcile the present differences, nationally. - A good note on which to end this annual report.

LymeArts Community Trust – Cllr D. Ruffle (participating)

I attended board meetings together with the Town Clerk (we are always made very welcome) and have also been involved with the planned Residents Event which will have input and assistance from the Marine Theatre. No issues to report. I keep in regular contact with LACT through various channels.

Lyme Regis/Barfleur Twinning Association – Cllr R. Doney (liaison)

Désolé mais il n'y a rien à signaler. Néanmoins, l'entente cordiale reste forte. Adieu.

Lyme Regis Charities – Cllr M. Ellis (four-year appointment) (participating)

I continue to attend meetings twice a year and liaise with services regarding people who are in need of our support.

Lyme Regis Development Trust, The Hub and Lyme Regis Development Trust Property Management – Cllr D. Sarson and Cllr Stuart Cockerell (participating)

(From Cllr D. Sarson)

I am in regular contact with David Tucker, who is at this present moment seeking out a grant of £200,000 to maintain and refurbish the Hub building.

As a volunteer for LRDT I have been actively involved with the Welcome Café which is going from strength to strength, we now have around 30 guests a month visiting the Football Pavilion.

I have not had any meetings or contact with Lyme Regis Development Trust Property Management.

Lyme Regis Fossil Festival – Cllr R. Smith (participating)

No report.

Lyme Regis Harbour Consultative Group – Cllr B. Larcombe (participating) (Cllr S. Cockerell – substitute)

(From Cllr B. Larcombe)

The group has largely continued to focus on issues surrounding harbour users' wants and needs, any raised issues and elements of the day-to-day maintenance and workings of the Cobb, and its financial backdrop considerations. The Cobb's tidal range naturally dictates that it can only ever be a small recreational harbour with a limited charge rate owing to the extent of the low water and drying time it suffers. The Cobb's capacity appears to have essentially maxed out; mooring numbers, the pontoon, access and launching leave very little or no scope to grow, and remains of principal interest. – As does Dorset's level of financial commitment, the significant operating and maintenance costs, the limited capacity and return, and the factors that naturally influence this and the Cobb itself.

On individual matters of interest: There was a want from a requesting applicant to be given permission to operate PWCs (jet skis) from the harbour (which I reported to LRDC). The HG formed the view that jet skis were not appropriate for Lyme's harbour and resort offering. This view was very clearly underlined by an overwhelming group vote (unanimous bar 1) strongly objecting to any jet ski proposition and formally recommending refusal to Dorset council. - I personally cited issues of concern surrounding water safety in the harbour approaches; the mix of swimmers, paddle boards and sailing dinghies that would be endangered if the same waters were also occupied by jet ski activity. (Weymouth being potentially more much suitable as it has a very different offering, and a very different operating environment with - by a considerable distance - markedly separate harbour approaches and swimming/recreational areas, and no mixed-use safety issues of the sort Lyme clearly has.) – I also questioned DC on the area limit of their harbour and marine jurisdiction and authority in the Cobb's approaches and close offshore seafront stretches. This was later reported back as being a concern subsequently also shared by DC's legal advice. The Cobb's phase 5 works is upcoming and there will be interest in precisely what works, when, at what cost. I have also raised

(as I have at LRTC meetings) the need to give real consideration to extending the Cobb Gate breakwater by around 20 feet: I'm convinced this will alleviate the West - East drift and sand movement, and as a consequence maintain a western-side seafront width of sand to improve beach profiling and sea defence, provide a better swimming and low tide recreational area under foot, and a potential to improve the bed and flow of the River Lim mouth area on the eastern side. – It could be a real 'spend to save' measure. The Harbour Master's store is yet to materialise in its planned and approved location in the DC car park adjacent to the Monmouth Beach toilet block. (The design and location was considered by LRTC's Planning committee, - we whole heartedly supported it and recommended 'approval' to DC planning authority.) There have been indicated start dates given over the last 2-3 years and we await its construction work being undertaken. I have also raised issues of the state of the gents and ladies toilet block close to the Cobb Arms, - they are used a great deal by beach and harbour visitors and have been closed on a number of occasions due to failure. I've also raised concerns for the significant numbers and much increased footfall and congestion as a result of the area's takeaways and the storage and space management changes made along the waterfront walkway between the Cobb Arms and the Royal Standard.

These have been the main issues during the last 12 months, - some elements have been running for longer, and some which will naturally always be ongoing.

Lyme Regis Museum – Cllr D. Ruffle (participating)

I have not had the involvement I would have wished over the last year, but even so, I have been kept abreast of ongoing plans and events. As with all the above, no issues to report.

Lyme Regis/St George's Twinning Association – Cllr D. Sarson (participating)

As their President, I have attended several meetings including their Annual Christmas Dinner and of course the Somers Day Parade, giving a speech at the end of the Cobb.

Lyme Regis Society – Cllr D. Ruffle (participating)

I attended committee meetings throughout the last twelve months and I have always been kept in the loops as regards their activities and plans.

Plastic-Free Lyme Steering Group – Cllr R. Smith and Cllr G. Stammers (participating)

(From Cllr G. Stammers)

This year I have attended several meetings including the organisation's AGM. I have participated in these meetings.

I have also attended some of the talks put on for members of the organisation.

The organisation has a good and close working relationship with the town council which I and my fellow council representative, Councillor Smith, have supported and encouraged. The council has funded environmental projects undertaken by the organisation and become involved in joint liaisons with South West Water. These close links benefit Turn Lyme Green, the town council and the town.

The organisation is vocal about its working relationship with the town council. It is also open and transparent about its purpose and finances. It is an inclusive organisation.

Whilst I am a council representative for Turn Lyme Green, I have chosen not to become a member to avoid any conflict of interest.

I promote the town council in a positive manner to members of the organisation and at almost every meeting I encourage members to come to the public forum at council meetings to find out more about the way we work and our procedures.

Regatta and Carnival Committee – Cllr D. Sarson (participating)

As a member of their Committee, and participating on behalf of LRTC, I have had several meetings to discuss future events including my own Mayoral engagements, I will be attending a meeting to discuss Carnival week (2nd to the 10th August) this coming Friday.

RNLI Lifeboat Guild – Cllr G. Turner (participating)

No report.

Royal British Legion – Cllr D. Sarson (participating)

As Mayor I was involved with the Remembrance Day Service, which I found meeting the community in the square at the end of the service very enjoyable.

Rural Market Town Group – Cllr B. Bawden (participating)

The Rural Services Network is a Special Interest Group of the Local Government Association. It is a membership organisation and works on behalf of members as the national champion for rural services.

Member organisations are supported through the sharing of best practice and rural expertise, and the RSN advocates on their behalf to ensure that the rural voice is raised up the agenda with parliamentarians and decision makers.

The Rural Services Network has different levels of membership and currently represents:

- 69 Local Authorities in Sparse Membership
- 17 Local Authorities in Rural Assembly Membership
- 222 Organisations across England as part of the Rural Services Partnership
- 207 Rural Market Towns and Larger Parishes

In addition, there are a large number of Parish and Town Councils with community membership of the RSN, due to their Principal Council being in Sparse or Rural Assembly membership.

[What is the Rural Services Network - Rural Services Network \(rsnonline.org.uk\)](http://rsnonline.org.uk)

The Rural Market Town Group is a network of rural/market Towns Councils that the Rural Services Network has brought together to enable them to specifically network and share best practice amongst these specific rural organisations.

[A Rural Market Town grouping of the RSN - Rural Services Network \(rsnonline.org.uk\)](https://rsnonline.org.uk)

I'm also a member of the RSN's Young People and Older People's Panels, an informal 'sounding board' covering issues affecting younger and older people in rural towns.

I attended the following Zoom-based events:

- Rural Affordable Housing in March 2023
- Rural Services Network Conference Sept 2023 on Affordable Housing
- RMTG Meeting Online, Monday 25 March 2024

Woodmead Halls Management Committee – Cllr P. May (participating)

I received a kind email invitation to the Woodmead Halls AGM on 17th July, however, unfortunately I was not available on that evening, so I gave my apologies to Cllr Ellis.

Since then I have not received any further invitations to meetings, correspondence or verbal updates from the Woodmead Halls committee.

Youth Council – Cllr C. Reynolds (participating)

Apologies once again for the lack of correspondence with Woodroffe School and the Youth Council. Justin Loveland Head of 6th Form and myself were due to meet in September to discuss and set up a new Youth Council. As you know I went in hospital on 1st September for a month, then hospital at home for a month followed by many appointments, tests and scans. This prevented us setting up the Youth Council. After the new year again with appointments and then Alan being ill the Youth Council did not get dealt with. Justin Loveland was keen to see this happen.

I have now been in touch with him again and awaiting an appointment for discussion when I am hopeful that I can bring some positive information to you all at Full Council.

Committee: Full Council

Date: 1 May 2024

Title: The Establishment of a Working Group

Purpose of Report

To allow members to consider the establishment of a working group for the Langmoor and Lister Gardens

Recommendation

Members consider the motion detailed in paragraph 4

Background

1. On 25 October 2023, the Full Council considered a report that allowed ‘members to consider establishing a working group or similar body to co-ordinate policy and projects in the town council ’s gardens and cemetery.’
2. Following discussion, the Full Council resolved:

‘that at chairmen’s meetings, where items that affect the green spaces of the town are foreseen, the meeting identifies which committee is the best place to discuss the proposals.’

Report

3. On 26 March 2024, a meeting took place between the chairmen of the Town Management and Highways and Tourism, Community and Publicity Committees; the chairman of the Environment Committee offered his apologies to the meeting.
4. Following the meeting, the town clerk received the following motion from Cllr B. Larcombe for submission to the Full Council.

‘Given the range of ideas being expressed by members and different council committees, it is proposed that in order to arrive at a consensus and an holistic approach, a Working Group dedicated to the Langmoor and Lister Gardens is formed and reports to ¹Full Council with the remit to maintain the amenity and protect the nature and integrity of the gardens while exploring ideas to further enhance the special place it represents as the council's largest and most sensitive area.’

John Wright
Town clerk
April 2024

¹ Full Council because the Working Group can then be comprised of members from any committee and bring their ideas to it.

Committee: Full Council

Date: 1 May 2024

Title: Data Breach

Purpose of Report

To inform members of a data breach and the Information Commissioner's Office's response

Recommendation

Members note the report and approve the recommendations in the Information Commissioner's Office's letter of 26 April 2024

Background

1. The town clerk is the council's data controller; this is a statutory post.
2. The town council's actions in respect of data processes and breaches are subject to the United Kingdom General Data Protection Regulations (UK GDPR) and the Data Protection Act (DPA) 2018.
3. Under Article 24 of GDPR, data controllers are responsible for the strictest levels of GDPR compliance. According to Article 24 of the GDPR, they must actively demonstrate full compliance with all data protection principles. Data controllers are also responsible for the GDPR compliance of any processors they might use to process the data.
4. The council's responsibilities for data protection are detailed in its Information Policy which is reviewed annually.² The Information Policy details the data principles the council must adhere to.
5. There are timescales and processes which must be followed when a data breach has occurred; these are detailed in articles 33-34 of the GDPR and summarised below.
6. Article 33 states in the case of a personal data breach, the controller shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the supervisory authority competent in accordance with Article 34, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons.
7. Article 34 states when a personal data breach is likely to result in a high risk to the rights and freedoms of natural persons, the controller shall communicate the personal data breach to the subject without undue delay.

Report

8. At 17:53 on 6 April 2024, the town council was notified by email about two data breaches by a resident. One data breach involved the town council posting a copy of the resident's wife's V5 vehicle registration document, which could be accessed on the town council's website by clicking the 'their council tax' link.

² The Information Policy was last reviewed by the Strategy and Finance Committee on 24 April 2024 and its approval is subject to resolution at this meeting of the Full Council.

9. The second data breach related to another resident and involved the council posting a copy of his water bill which could be accessed on the town council's website by clicking 'East Devon District Council'.
10. The investigation into the two data breaches commenced on Monday 8 April 2024.
11. Correspondence with the council's website provider, Blue Level, confirms these images were both uploaded by the town council on 31 October 2022.
12. Blue Level has informed the council that although it knows when the files were uploaded, they don't have logs that go back that far so they cannot investigate who uploaded them.
13. The uploaded files were associated with the issuing of parking permits; this function is undertaken by the front desk.
14. Two of the three front desk employees no longer work for the council. On 16 April 2024, interviews took place with the support services manager and the remaining employee. Neither employee has any recollection of uploading these files on 31 October 2022.

Could anyone else outside the town council have uploaded these documents?

15. The answer is almost certainly no.
16. The process for uploading documents involves scanning a document using the council's printer, which is automatically uploaded to the council's hard drive. Only town council employees and IT staff at Dorset Council have access to this drive and only town council staff could scan a document using the council printer.
17. Only town council staff and Blue Level employees have access to the website's back office where the files would have been uploaded.
18. While someone could have hacked into the systems, this is highly unlikely and there is no evidence of this.

Are there explanations for the data breaches?

19. The most probable cause is employee error. This could have been combined with a training event during which employees upload data on to a duplicate site which isn't live; in this instance, the documents may have been mistakenly uploaded onto the live site.

Who's been told what?

20. The resident who reported the breaches was initially emailed on 7 April 2024 and again on 9 April 2024³. The emails apologised to the resident, informed him that the matter had been referred to the Information Commissioner's Office and that it would be considered by this committee.
21. The resident whose data was also reported had a letter hand delivered on 10 April 2024⁴. The letter which offered an apology, informed him that the matter had been referred to the Information Commissioner's Office and that it would be considered by this committee.

³ In accordance with Article 34, The resident was contacted as soon as was practically possible.

⁴ In accordance with Article 33, the resident was contacted as soon as was practically possible.

22. On 18 April 2024, the town clerk met with the resident whose water bill had been uploaded to the council's website; the town clerk reiterated the content of the letter he had sent on 10 April 2024 and undertook to inform him of any data the council held on him; this was actioned on 26 April 2024.

The involvement of the Information Commissioner's Office

23. Following an initial fact-finding exercise, a risk assessment, a discussion with the ICO's help desk, and a discussion with the chairman of Strategy and Finance, the town clerk referred the data breaches to the ICO on 9 April 2024⁵. A copy of the ICO referral is attached, **appendix 20A**.
24. On 18 April 2024, the council was issued with a reference number and informed the information provided by the town clerk would determine what course of action was necessary. The letter also recommended the town clerk reads the [security guidance on the ICO's website](#); the town clerk has read the security guidance. The email also provided contact details for the submission of additional information,
25. On 19 April 2024, the town clerk received a further email asking if there was any additional information to add to the data breach report submitted to the ICO on 9 April 2024. In the email, the ICO identified a deadline of 26 April 2024 for the submission of additional information.
26. On 26 April 2024, the town clerk received an email, **appendix 20B**, from the ICO's office which stated:
- 'We have considered the information you have provided and we have decided that no further action by the ICO is necessary on this occasion. This decision is based on the information we have recorded about the breach.'
27. The email also gave the reasons for the ICO's decision and made five recommendations which the town clerk will action.

John Wright
Town clerk
April 2024

⁵ In accordance with Article 33, the ICO was notified within 72 hours of the data breach.

From: icocasework@ico.org.uk <<mailto:icocasework@ico.org.uk>> <icocasework@ico.org.uk>
<<mailto:icocasework@ico.org.uk>> >

Sent: Tuesday, April 9, 2024 2:42 PM

To: John Wright <John.Wright@lymerregistowncouncil.gov.uk <<mailto:John.Wright@lymerregistowncouncil.gov.uk>> >

Subject: Personal data breach report

<<https://ico.org.uk/>>

Your personal data breach report

Thank you for submitting a personal data breach report. The information you provided is below. Please retain this email for your records.

Why are you reporting the breach to the ICO?

I believe the incident meets the threshold to report

Tick this box to confirm: I am authorised to report this breach on behalf of my organisation.

True

When did the breach happen?

the breach took place on 31 October 2022

When did you find out about the breach?

06/04/2024

Please enter a time.

17:53

Are you reporting the breach within 72 hours of finding out about it?

Yes

How did the organisation find out the breach had happened?

An email was received from a Lyme Regis resident at 17:53 on Saturday 6 April 2024.

What happened?

There was a 'council tax' hyperlink on the town council's website which when clicked by the resident led to an image of his wife's V5.

A further search by the resident led to him click on a link to East Devon District Council, this produced an image of a water bill for another Lyme Regis resident.

Was the breach caused by a cyber security attack?

No

How did the breach happen?

The town council was responsible for creating the hyperlink. There is no reason why copies of the documents needed to be held by the council, they are required for sight, only. They are required as evidence for car parking permits issued by the town council.

The company who administer the town council's website inform me the links were created on 31 October 2022 but their log does not go that far back and they cannot identify the person who uploaded the images.

Are you able to identify staff members involved in this breach?

No

What personal data is involved in the breach?

The V5 identified a name, address, registration number and document reference number.

The water bill identified a name, address, customer number and amount.

What categories of personal data were included in the breach? Tick all that apply.

Basic personal identifiers, eg name, contact details or address

What categories of people were affected by the breach? Tick all that apply.

Customers or prospective customers

How many people could be affected?

Two

How many personal data records have been affected?

Two

What was, or could be the harm to individuals?

The V5 document reference number could be used for vehicle transactions, e.g., 'proof' of ownership for sale

The water bill customer number, along with the address could be used to access the residents water account.

Is the personal data breach likely to result in a high risk to data subjects?

No

Have you told the people affected about the breach?

Not yet – but we are planning to contact them

What preventative measures did you have in place at the time of the breach?

The documents and hyperlinks have been removed from the town council's website.

The website has been reviewed for any similar data breaches, none have been identified.

How confident are you that you can manage the effects of the breach and stop it happening again?

Very confident - I'm notifying you to comply with the breach reporting obligations but I know what to do

What steps have you taken to contain the breach and limit its impact?

The documents and hyperlinks have been removed from the town council's website.

The website has been reviewed for any similar data breaches, none have been identified.

What steps have you, or will you take to stop a similar breach happening in the future?

Monthly reviews of the council's website will be introduced to check for data breaches.

Staff training will take place on document storage.

Have you, or are you going to report the breach to any other organisations?

No

What is your organisation's name?

Lyme Regis Town Council

What is your organisation's registered address?

Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS
GB

Are you registered with the ICO?

Yes

What is your ICO registration number?

Z2941813

What is the size of your organisation?

11-50 staff or volunteers

What is your organisation's sector?

Local government

Is your organisation involved with or signed up to a data protection code of conduct or certification scheme approved by the ICO?

We have no involvement with a code of conduct or certification scheme

What is your name?

John Eric Wright

What is your email address?

john.wright@lymeregistowncouncil.gov.uk <<mailto:john.wright@lymeregistowncouncil.gov.uk>>

What is your phone number?

Redacted

Is there a best day or time to contact you?

Anytime 9.00-5.00

Is there anything else you want to add?

From: icocasework <icocasework@ico.org.uk <<mailto:icocasework@ico.org.uk>> >
Sent: Friday, April 26, 2024 1:32 PM
To: John Wright <John.Wright@lymerregistowncouncil.gov.uk <<mailto:John.Wright@lymerregistowncouncil.gov.uk>> >
Subject: ICO Decision - IC-299762-X3G6

26 April 2024

ICO reference number: IC-299762-X3G6

Dear John Wright,

I am writing about the personal data breach report you submitted on 9 April 2024.

The incident was regarding the publication on your website of documents containing personal data.

Thank you for the information provided.

Data security requirements

You are required to have appropriate technical and organisational measures in place to ensure the security of personal data.

Our Decision

We have considered the information you have provided and we have decided that no further action by the ICO is necessary on this occasion. This decision is based on the information we have recorded about the breach.

The reasons for our decision are as follows:

You state that, at the time of the report, you are planning to contact the data subjects. This demonstrates acting with transparency and will allow them to consider their options.

You have advised in your report that you have removed the documents and hyperlinks to them from your website. Containment of the incident may mitigate the risk to the data subjects.

Furthermore, you have informed us that you have reviewed your website for similar breaches and will be introducing a monthly review to check for data breaches. Taking lessons learned from an incident can help prevent a recurrence.

You have also advised that additional training will take place on document storage. Reviewing the content and frequency of your data protection training should ensure that sufficient practical guidance is given to staff in how to comply with the legislation.

However, we recommend that you investigate the causes of this incident to ensure that you understand how and why it occurred, and what steps you need to take to prevent it from happening again.

In particular, we recommend that you consider:

Reviewing what steps your organisation can take to provide support to the data subject. This could include providing advice and guidance, signposting to aid, or assisting with any financial, legal or professional burdens that may have arisen as a result of this incident.

Monitoring the effectiveness of any training which is due to be provided in response to this incident. You may wish to conduct quality assessment checks at reasonable intervals to ensure all staff are following the correct processes. Staff completion of training should also be recorded and regularly updated.

Checking your current processes for uploading, storing and monitoring personal data on your systems. You should have a written procedure which all staff are able to confidently follow. Consider measures such as accountability for recording changes made and effective audit trailing.

Raising awareness of data protection obligations and the responsibilities of handling personal data at staff meetings, on noticeboards, staff newsletter and internet pages. Frequent reminders could be issued to ensure that data protection awareness remains embedded in daily tasks.

Determining whether it may be appropriate to undertake an audit of your existing policies and procedures to identify if there are any gaps in your data security measures that could be improved. This should reduce the likelihood of a recurrence of a breach of personal data and may improve your overall compliance with data protection obligations.

Please note that we may make additional enquiries if we become aware of new information which affects the circumstances of this case.

Thank you for reporting the incident. Further information and guidance relating to data security <<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/security/>> is available on our website.

We now consider the matter to be closed.

Yours sincerely

Maxine Hinds

Case Officer

0330 414 6023

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 0303 123 1113 ico.org.uk <<https://ico.org.uk/>> twitter.com/iconews <<https://twitter.com/iconews>>

Committee: Full Council

Date: 1 May 2024

Title: End of Administration and Handover Report

Purpose of report

To review the achievements of this administration and to detail the ongoing issues which will be handed over to the new council on 7 May 2024

Recommendation

Members note the report

Background

1. This report seeks to summarise the achievements of this council and details the ongoing projects and issues the new administration will face when it takes up office on 7 May 2024.
2. To help ease in the new administration, particularly those members who are newly elected, the town clerk will arrange a comprehensive induction programme.
3. I think the achievements in this report are impressive and I would like to thank councillors and staff for their efforts over the last four years.

Report

Challenges Faced

4. By far the most significant challenge faced by this administration was Covid-19 and the restrictive conditions that came with it. For several months, members and officers were continually having to adapt to government legislation and guidance and balance the demands of keeping people safe and opening the town for business. The total cost to the council of Covid-19 was c.£400,000.
5. Moreover, Covid-19 coincided with the delivery of a significant building project which was paid for, in large part, from the council's reserve. The two events caused concern over the council's finances.
6. Over the last three years high inflation has been an issue. Measuring from January to December the Consumer Price Index (CPI) has risen by 7.92% in 2021, 10.53% in 2022 and 3.99% in 2023. The Retail Price Index (RPI) which still governs many contractual arrangements has risen by a higher level, typically 1-2.5% higher than CPI.
7. Above all, Inflation in the construction industry has risen disproportionately in the same period and this has impacted on budget estimating and actual build costs. From January 2021 to December 2023, construction costs have increased by approximately 43%.

8. In May 2019, the town council was concerned about the recent failure of pre-unification asset and service transfer negotiations. The fear that non-revenue generating assets would be end up with the town council has not materialised but there have been tensions with Dorset Council.
9. Internally, member behaviour has been an issue throughout most of this administration. A budget of £20,000 has been set aside to develop the new administration's purpose and values, and to identify ways of managing conflicting views.

Governance

10. Four⁶ Annual Governance and Accountability Returns and external auditor letters are attributable to this administration: three have been unqualified, i.e., no faults found; one was qualified because the notice of conclusion of audit was not displayed on the council website in time. However, this was raised as an issue with the external auditor as it was sent out-of-hours and couldn't possibly have been posted on time.
11. Throughout the administration the council has obtained the General Power of Competence, which allows it greater freedoms. It has also maintained proper governance systems to allow the council to legally transact its business.
12. Issues concerning member behaviour are referred to in paragraph 9. During this administration, the town clerk referred to issues in the council chamber in several internal control reports.

Finance

13. Following its election in May 2019, the council's financial position has strengthened. At 31 March 2019, the council's income was £1,639,790 and its carried forward balance was £1,435,449. At 31 March 2024, estimates of the council's income and carried forward balance are £2,332,254.99 and £2,046,343, respectively.
14. The town council currently holds a reserve of £1 million and retains a low-risk approach to the investment of these funds. High street bank returns of between 3 and 4% are currently available, depending on the duration of the investment.
15. For four out of five years⁷, the council has not increased the precept.
16. In March 2022, the town council repaid the outstanding loan it had with Dorset Council; the loan was taken out for the refurbishment of the Shelters. Lyme Regis is now a debt-free council.
17. The council's employment costs as a percentage of income have remained at around 40%
18. Since May 2019, the council has invested over £2.8 million in the town's community organisations, tourism economy, infrastructure and environment; this was reported in detail to the Strategy and Finance Committee on 24 January 2024 and is detailed separately in this report under projects

⁶ The Annual Governance and Accountability Return for 2024-25 is scheduled to be considered by the Full Council on 19 June 2024.

⁷ The last increase was 1 April 2020 when the precept was increased from £120,708 to £132,779, i.e., 10%. The increase before that was c.2010. The average Band D council tax precept in Lyme Regis is £65.13.

The Core Business

19. Organisations tend to concentrate on things that are new and visible, but a lot of important work goes on unnoticed behind the scenes. These activities are essential to the council; it's only when things go wrong that we realise how important they are.
20. The routine business of the council includes: setting and managing budgets reviewing policies and procedures, keeping the office open five days a week, answering the phones and dealing with enquiries, managing data, taking beach hut bookings, issuing permits, processing income and expenditure, ensuring suppliers get paid, undertaking bank reconciliations, actioning audit recommendations, writing reports, dispatching agendas, managing health and safety, servicing council meetings and working groups, issuing press releases, undertaking lease and rent reviews, entering into contractual arrangements, interacting with external organisations, managing staff, organising training, managing sickness absence, managing burials, cutting the grass, keeping the town clean and the seafront tidy, undertaking repairs, and enforcing parking and dog requirements.

Grant funding to local organisations

21. Since May 2019, the town council has provided grants totalling £680,000 to local organisations.
 - Marine Theatre, which has been allocated £118,000 towards its running costs plus a further £25,000 towards becoming a cinema
 - the town's youth club, The Hub, which has been allocated £50,000 towards the running costs
 - B Sharp, a locally-based music development organisation for young people, which has been allocated £20,000 towards its running costs.
 - the Citizens' Advice Bureau, which provides an outreach service in Lyme Regis, which has been allocated £22,500
 - Axe Valley and West Dorset Ring and Ride, which provides community transport to Lyme Regis residents, which has been allocated £7,500
 - the Philpot Museum, which has been allocated £21,000 to deliver activities and events to residents
22. In addition, 44 local organisations have received £138,140 in grants from this council over the last four years. Beneficiaries include; Lyme Regis Gig Club, 1st Lym Valley Scout Group, Turn Lyme Green and Lyme Regis Sea School Trust.

Achievements since 2019

23. The council's achievements since 2019 include: refurbished the war memorial; installed lights in the gardens; replaced the beach rake; purchased an electric vehicle; repairs to the seafront roof; renewed Henry's Way play area; awarded of community grants; awarded of term grants; funded public access to toilets at Woodmead Halls; a grant to St Michael's Parish Church for the tower; annual contributions to the Christmas lights' display; funded a fossil warden; funded the RNLI lifeguard service; park and ride; reconstructed Long Entry path; replaced seafront railings; replaced beach huts; replaced car park machines; installed water meters at the caravan

and chalet site; installed CCTV; installed EV charging points; works to the Guildhall window; repairs to the office building; installed a new play tower at Anning Road play park; replaced the chipper; repaid the loan from Dorset Council; improved the woodland walk; planting memorial trees; subsidised a town bus service; skatepark lease; town map and town trail; introduced member IT; replaced lighting columns in the gardens repaired the chapel roof, replaced the lengthsman's vehicle; replaced the mule vehicle; purchased a hedge cutter; repairs to Ware Cliff access road; relaunched the Gateway Card; introduced a shoppers' parking permit for residents; hosted platinum jubilee events; hosted a coronation event; declared a climate and environmental emergency and committed £75,000 to carry out our climate action plan; set up a Ukrainian fund; launched a new tourism website; replaced the chapel roof; replaced the tractor; tarmacked the cemetery paths; replaced handrails in the gardens; carried out works to the seafront facia; carried out repairs to the church wall; dealt with water ingress at the Jubilee Pavilion; repaired the bowls' club wall; repaired the woodland walk bridge; funded the sculpture trail; enhanced wedding packages at the Guildhall; introduced a bursary scheme for local children; installed water refill stations; sponsored buoys for the national sailing championships; made financial contributions to harbour dredging; funded the summer and autumn fireworks displays; funded a photography exhibition at the Jubilee Pavilion; and funded the Fossil Festival.

Ongoing projects and objectives

24. There are a number of objectives that are part of programmed works that will be undertaken in 2024-25. These include repairs to the church wall, the sculpture trail, the replacement of lamp heads and the refurbishment of lamp columns, the replacement of handrails in the seafront gardens and projects funded from the environment budget.
25. There are a number of ongoing objectives which are carried across to 2024-25. These include the full installation of new CCTV and its link to Dorset Control centre, refurbishment of the harbour store, replacement of the amenities hut, repairs to the seafront garden paths, installing a multi-use games area in Anning Road Playing Field, the installation of gym equipment in the seafront gardens, finalising the use of the trailer park and accreted land, completing a medium-term agreement for the park and ride, replacing the Langmoor Room door, remedying water ingress to the Jubilee Pavilion, installing monkey bars in Anning Road Playing Field, introducing an enhanced wedding package, introducing beach volleyball, the implementation of a strategy for the management of and investment in the council's assets, an options' appraisal for Strawberry Fields, supporting the introduction of a repairs' café, full compliance with the Transparency Code and the completion of a digital office.
26. Other objectives which do not currently require new or additional budgets include, the job evaluation of the administrative and community engagement assistants (these posts were new when job evaluation was undertaken in autumn 2022 and South West Councils advised the council should further review them to ensure changes in new jobs are properly assessed), the establishment of a gardens working group, the review of term and community grants, the introduction of a 20mph speed limit, an early review of the council's governance structure, and lease renewals for the bowls club and SWiM. The town clerk suggests members also consider the development of a strategy for managing the poor public perception of the town council.
27. Issues from 2023-24 and before which are likely to be considered in 2024-25 include: the Dorset National Park proposal, and the council's involvement with the indoor rowing centre.

The council's approved 2024-25 projects and objectives

28. The council's agreed projects and objectives for 2024-25 which are supported by a budget, include: an induction programme for members, the engagement of a consultant to undertake development work with the new administration (including the implementation of the Civility and Respect agenda), drainage work to Woodmead car park, the office move to St Michael's and the disposal of Guildhall Cottage, the refurbishment of the cemetery lodge, repairs to Bell Cliff steps and railings, repairs to the Guildhall, the purchase of a mulching mower, the replacement of BBQ disposal bins, the replacement of a beach wheelchair, support to the Fossil Festival, repairs to the Candles on the Cobb Pavilion, a residents' event, the acquisition of a secure link to the amenities hut, the delivery of recommendations from the Travel and Transport working group, the continuation of the bursary scheme, commemoration of the 80th anniversary of D-Day, supporting local organisations with bid-writing and grant applications, and supporting the theatre, Baptist Church and Town Mill with grants for capital projects.
29. When the 2023-24 budget is finalised, the council has agreed to review its financial performance in June 2024 to establish if funds are available to finance unsuccessful 2024-25 project bids. These are: additional funding for Travel and Transport working group initiatives, the exploration of solutions to the town's seagull problem, the addition of King Charles III to the mayor's chains, protective cases to allow the town's maces to be displayed in the Philpot Museum, the replacement of two store doors in the shelters, an employee benefits package, the purchase of electronic notice boards, new welcome signs to Lyme Regis, and additional evening appointments to cover the seafront.

Business as usual

30. In addition to budgeted projects and objectives and the delivery of routine business functions, there are a number of key business requirements that are included as objectives for 2024-25. These include achieving an unqualified external auditor's letter, compliance with standing orders and financial regulations, performance in accordance with the budget, retaining the General Power of Competence and the achievement of a health and safety audit score of 85%+.

John Wright
Town clerk
April 2024

Committee: Full Council

Date: 1 May 2024

Title: Extension of Service Level Agreement for Tourism Microsite

Purpose

To allow members to consider approving the extension of the service level agreement with Dorset Council for the provision of a Lyme Regis tourism microsite

Recommendation

Members approve the extension of the service level agreement with Dorset Council for the provision of a Lyme Regis tourism microsite for an additional period of 24 months to 1 May 2026 and to authorise the support services manager to sign the letter on behalf of the council.

Background

1. At the Full Council meeting on 21 May 2021, it was resolved to ‘approve the signing of the service level agreement and contract with Visit Dorset for the provision of a website, destination management system and related support and hosting facilities.’
2. The service level agreement (SLA) is for the provision and management of the Visit Lyme Regis tourism microsite.

Report

3. The SLA has a term of three years, with an option to extend the term for one year, plus one year. The timescales align with Visit Dorset’s own contract with the website provider Simple View.
4. The SLA is due to expire at midnight on 1 May 2024.
5. Dorset Council has agreed to extend its own contract for a further two years and under clause 1.2 of the agreement, wishes to extend the term of the SLA with this council for a further 24 months to align with this, see **appendix 22A**.
6. The terms would remain unchanged.
7. Members are asked to approve the extension of the service level agreement with Dorset Council for the provision of a Lyme Regis tourism microsite for an additional period of 24 months to 1 May 2026 and to authorise the support services manager to sign the letter on behalf of the council.

Adrienne Mullins
Support services manager
May 2024

Lyme Regis Town Council

Date: 23rd April 2024
Ref:
Officer: Rachel Symes
☎ 01305 252352
✉ Rachel.symes@dorsetcouncil.gov.uk

Dear Adrienne

Re: SLA for Lyme Regis Tourism Microsite dated September 2021 and Notice to Extend the Term to 1 May 2026.

This letter concerns the SLA dated by the parties on the 8th and 24th September 2021 under which Dorset Council provides for the provision of a Lyme Regis tourism microsite.

As you are no doubt aware, the SLA is due to expire at midnight on 1 May 2024.

The Council wishes to extend the term of the SLA, under clause 1.2, for an additional period of 24 months and asks that your council accepts this letter as the agreement to extend the term to the expiry date of 1 May 2026.

The extension of the SLA will be based upon the terms and conditions of the current SLA which shall continue in full force and effect.

Please respond to confirm that Lyme Regis Town Council is willing to agree to the proposed extension if not, the SLA will terminate on the 1 May 2024.

Please send the acknowledgment set out below to me as soon as possible.

I look forward to hearing from you in due course.

Yours sincerely

Rachel Symes
Senior Tourism Marketing Officer

..... Sign below and return

We acknowledge receipt of this letter and agree that the Expiry Date of the SLA for Lyme Regis Tourism Microsite of September 2021 shall be the 1 May 2026.

Signed:

Authorised Signatory name and position

For and on behalf of Lyme Regis Town Council