



John Wright
Town Clerk

Lyme Regis Town Council

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

email: townclerk@lymeregistowncouncil.gov.uk

Tel: 01297 445175
Fax: 01297 443773

Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 17 July 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
12.07.24

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 extraordinary Full Council meeting held on 27 March 2024 (attached)

8. To confirm the accuracy of the minutes of Annual Meeting of the council held on 15 May 2024 (attached)

9. To confirm the accuracy of the minutes of extraordinary Full Council meeting held on 19 June 2024 (attached)

10. Matters arising from the minutes of the extraordinary Full Council meeting held on 27 March 2024, the Annual Meeting of the council held on 15 May 2024 and the extraordinary Full Council meeting held on 19 June 2024

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 29 March 2024, the Annual Meeting of the council held on 15 May 2024, and the extraordinary Full Council meeting on 19 June 2024 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

11. Update Report

There are no updates

12. Mayor's Announcements

13. Planning Committee

To receive the minutes of the meetings held on **30 April, 22 May, 11 June and 2 July 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 to deal with urgent applications.

14. Environment Committee

To receive the minutes of the meeting held on **26 June 2024** and consider the recommendations therein.

15. Human Resources Committee

To receive the minutes of the meeting held on **29 May 2024** and consider the recommendations therein.

16. Strategy and Finance Committee

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

17. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **19 June 2024** and consider the recommendations therein.

18. Town Management and Highways Committee

To receive the minutes of the meeting held on **5 June 2024** and consider the recommendations therein.

19. To receive the minutes of the Gardens Working Group meeting held on 2 July 2024

20. Appointments to Council Committees

To allow the council to appoint Cllr Sean Larcombe to committees

21. Appointments to External Bodies 2024-25

To allow the council to make additional appointments to external bodies

22. Civility and Respect Agenda and External Support

To review the Civility and Respect agenda, to consider the council's position with regard to the Civility and Respect agenda, and to consider a proposal for employing an external organisation to undertake organisational development work with the council

23. Monitoring Officer Report

To allow members to receive Dorset Council's monitoring officer's report and findings following a Code of Conduct complaint against Cllrs Ellis and Reynolds

24. Releasing Further Objectives

To allow members to consider priority 2 projects that couldn't be funded in the 2024-25 budget and to identify from those projects those which the council wants to undertake in 2024-25, up to a budget sum of £30,000

25. Operations Manager Recruitment

To allow members to consider changes to the operations manager job description and person specification, to approve a recruitment timetable and to identify two members to be part of the appointment process

26. 20mph Speed Limit

To allow members to consider the outcomes of the public consultation on the proposed 20mph speed limit

27. Extraordinary Meeting of the Human Resources Committee

To seek approval to hold an extraordinary meeting of the Human Resources Committee on 24 July 2024 to assist in the consideration and determination of a member complaint

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

28. Cemetery Lodge Tenders

To allow members to consider the tenders received for works to the cemetery lodge and to agree whether and which to accept

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

29. Harbour Store Tenders

To allow members to formally approve Bagwells Ltd as the selected contractor for the harbour store project at a cost of up to £158,994.38 excluding VAT

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

30. Boylos Watersports – Lease Assignment and Rent Review

To seek approval to the early renewal and assignment of the lease for Boylos Watersports, together with the introduction of a reviewed rental figure with effect from 1 June 2024.

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

31. MUGA at Anning Road Playing Field

To inform members about the latest position with the provision of a multi-use games area (MUGA) at the Anning Road Playing Field, including received tenders for both the MUGA and the potential levelling of the adjacent football pitch, and to seek member instructions about the next steps with this project

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

32. Town Bus Service

To allow members to consider any issues relating to the town bus service arising from the decision by Dorset Council to retender the linked school bus contract

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

33. 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 27 – Extraordinary Meeting of the Human Resources Committee**
- b) **Agenda item 28 – Cemetery Lodge Tenders**
- c) **Agenda item 29 – Harbour Store Tenders**
- d) **Agenda item 30 – Boylos Watersports – Lease Assignment and Rent Review**
- e) **Agenda item 31 – MUGA at Anning Road Playing Field**
- f) **Agenda item 32 – Town Bus Service**

Dorset Council report to Lyme Regis Town Council

17 July 2024

1. Local updates

1.2. Parking Trial

Charmouth Road car park is one of three Dorset Council coastal car parks selected to be part of a trial to assess the impact of reducing the charges in the summer to the winter rates. This follows the LibDems manifesto pledge to review the tiered charging structure after business and public concern, especially in Weymouth and West Bay.

The review of the trial will inform the budget setting for car park charges.

Please let me know if you have any comments or observations about the trial from 1 July e.g. any tangible increase in town centre traffic or reduction in numbers using the Park & Ride. Similarly, if there are general concerns about Dorset Council car park charges or arrangements, let me know and I'll report them through to the review.

1.3. Meeting with Dorset Travel

Mark Green & I met Sue McGowan, Dorset Travel manager and Adrian Glover, Public Transport Manager, on 17 May to discuss the town bus service, Park and Ride, other cross-border public and community transport issues and a Real Time Information System for our bus stops.

Proposals following residents' requests are being developed with the help of [WATAG](#) (Western Area Transport Group) for consideration later this year.

We are lobbying for the retention of the town bus service by asking that this be included in the tendering process for the minibus to operate the school service for Charmouth Primary School.

1.4. Clappentail Lane – Uplyme Road junction

The repair works to the road surface and repainting of the lines are scheduled for 6-7 September.

Further details of the works and road closure information can be found at [Causeway one.network](#)

1.5. Other Traffic Regulation Orders and highway maintenance

The other TROs are unlikely to be actioned given the constraints on Dorset Council's budgets. Any outstanding requests to Highways are being updated and escalated as necessary. I intend to invite the new Portfolio Holder to walk round Lyme to highlight various resident concerns and requests.

In the meantime, please encourage residents and others to report potholes, unsafe pavements, thoughtless parking and near misses to Dorset Council on <https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/report-a-problem-on-the-road-or-pavement> and/or Dorset RoadSafe on <https://www.dorsetroadsafe.org.uk/>

The more evidence gathered, the more likely it is that action could follow.

1.6. New Commercial Waste regulations in 2025 – presentation 30 July

Matthew Boulter, Service Manager for Commercial Waste, will be presenting details of the new regulations from April 2025 to businesses and councillors on Tuesday 30 July at 10.30am in the Guildhall.

The Environment Act 2021 brings new commercial waste regulations requiring food waste to be separated and everything to be recycled.

Matthew will present the new regulation changes and what this will mean for businesses - what is changing, timescales and what businesses will need to plan for.

1. What are the legislation changes and how will this affect businesses and what they will need to do with their waste?
2. What services Dorset Council can currently offer businesses to be compliant with the changes
3. A discussion about the challenges Lyme Regis businesses foresee with the changes and what support businesses will need from their waste providers
4. Q&A

1.7. Low Carbon Dorset exhibition 23 to 29 September

The Low Carbon Dorset exhibition from 10 to 23 June, postponed when the General Election was announced, will be held from **Monday 23 to Sunday 29 September** in the Jubilee Pavilion. It will demonstrate the work of LCD insulating buildings to increase energy savings and retrofitting and/or fitting solar panels for businesses, public and community buildings.

In Lyme, Low Carbon Dorset is currently working on projects with the Boat Building Academy, the Baptist Church, the Town Mill and the town council.

LRTC also has the opportunity to exhibit its environmental initiatives and plans, including the Carbon Literate Organisation Silver award, alongside community activities e.g. Community Energy Champions, 2030 Vision and Turn Lyme Green.

Volunteers are needed, please, to man the Jubilee Pavilion during the week – Wednesday, in particular.

1.7. Carbon Literacy update

Congratulations to the Operations Manager, Acting Operations Manager and Deputy Town Clerk for helping to organise the joint Carbon Literacy training with Weymouth Town Council and the Dorset Climate Action Network and for the successful Carbon Literate Organisation application.

All seven of the LRTC evidence of pledges were successful with their first submissions, resulting in over 70% of councillors and 50% of the combined FTE staff and member total being accredited as Carbon Literate.

The Operations Manager watched the ceremony for the Carbon Literacy Awards and has commented elsewhere on the event and the other winners. The Carbon Literacy Project is excited to promote this achievement jointly with LRTC. The CLO logo should now be shown on the website and the email signature.

Further workshops are being planned from late September.

1.8. New Library opening hours from July 2024

Dorset Council adopted the [Dorset Library Strategy 2023 to 2033](#) on 25 July 2023.

As part of library strategy development Dorset Council asked communities when they wanted our libraries to be open. The new [opening hours](#) came into effect on 1 July 2024. Community managed libraries are not changing their opening hours.

<https://www.dorsetcouncil.gov.uk/news/dorset-s-library-opening-hours-to-change-from-1-july>

Consultation evidence and background

There are now three types of libraries, each with a specific number of council-funded opening hours. These are:

- Library: 18 hours
- Library Plus: 30 hours
- Library Connect: 42 hours

Dorset Council's goal in adjusting the hours is to address the priorities shared during the public consultation. People wanted:

- standard hours so that customers know when a library is open
- opening hours throughout the week Monday to Saturday
- mornings for:
 - pre-school children and their carers
 - retirees
 - those who do not work
 - those who work from home or work remotely from their workplace
- Saturdays and afternoon opening, for school age children and young people
- Saturdays, lunchtimes and evenings for those who work
- a spread of hours amongst a geographical group of libraries. This is so that not all libraries in a geographical area close on the same weekdays
- times when the library is closed, and partners or community groups can hire it

The Libraries team designed a pattern of 'standard shifts' per type of library to help us to meet these priorities.

Libraries within the same geographical area have:

- different late nights until 6pm
- different closed days, so that customers can use a library in their area 6 days a week

Library opening hours

Bridport Library is our local Connect hub and the Lyme Regis library is being managed from there.

- Monday: 10am to 5pm
- Tuesday: 10am to 5pm
- Wednesday: 10am to 6pm
- Thursday: 10am to 5pm
- Friday: 10am to 5pm
- Saturday: 10am to 4pm
- Sunday: Closed

Lyme Regis Library:

- Monday: 10am to 1pm
- Tuesday: 10am to 1pm
- Wednesday: 2pm to 5pm
- Thursday: Closed
- Friday: Midday to 6pm
- Saturday: 10am to 1pm
- Sunday: Closed

The digital resources offer access to a range of learning opportunities, research sources, newspapers and magazines, e-books and audio books - <https://www.dorsetcouncil.gov.uk/libraries-history-culture/libraries/digital-resources>

There are increasing numbers of services available from support for those with autism, to reading groups, loans of i-pads, digital training and advice and activities for children of all ages. <https://www.dorsetcouncil.gov.uk/libraries-history-culture/libraries/libraries>

Increasingly, libraries will also host Dorset Council information and activities, including Saturday councillor 'surgeries' in Lyme for those who cannot attend mid-week.

1.9. Coastal Transition Accelerator Programme in Charmouth

A public workshop held by Dorset Coast Forum on 29 May was well attended and, like the Stakeholders' Workshop on 16 May, generated a wide range of ideas for adaptation to future coastal erosion and higher sea levels. These are currently being assessed and a short-list of suggested priorities for the project will be circulated for feedback from residents before inclusion in the Outline Business Case (OBC) to the Environment Agency.

2. Dorset Council updates

2.1. Councillor training

I've attended training sessions on:

- The Integrated Care System
 - Local Government Finance; the role of SWAP Internal Audit and the Audit & Governance Committee; Treasury later in July
 - Adult Services – with an Adult & Housing Directorate Information Day on 9 July
 - Children's Services, including Learning and Belonging, Being a Corporate Parent
 - Planning, including Strategic Planning – Footpaths and Rights of Way; Battery Energy Storage Systems in future
 - Introduction to the Police and Crime Commissioner
 - Ward work including grant funding and the Armed Forces Covenant
 - Introduction to the Climate Change
-
- Housing and Digital Working are among future topics.

2.2. Cabinet and Full Council

Items on the agenda at the Cabinet meeting on **Tuesday 9 July** included:

- [Forward Plan](#)
- Children's Services Annual Engagement 'Self-Evaluation' 2024
- Local Electric Vehicle Charging Infrastructure Funding Procurement
- Brit Valley Natural Flood Management Project
- Nature Buddies Network, Dorset

- Dorset Local Visitor Economy Partnership
- Youth Justice Plan 2024-2025
- Extra Care Housing Strategy & Accommodation with Support Programme

The next Full Council is **Thursday 18 July**. Items on the agenda include a motion on the Nature Emergency.

2.3. Current Dorset Council Consultations

Call for Sites – closes 1 August

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

3. Dorset Councillor ‘Surgeries’

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

Usually fortnightly on Thursdays from 10am to 12pm

Saturdays monthly at the Library from 10am to 12pm from 7 September.

Saturday 10am to 12pm at Bankhouse Café, Charmouth

Wednesdays 2pm to 4pm at Charmouth Community Library.

4. 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

10 July 2024

LYME REGIS TOWN COUNCIL

**MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON
WEDNESDAY 27 MARCH 2024**

Present

Chairman: The Mayor, Cllr D. Sarson

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

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

23/181/C Public Forum

J. Edmonds

J. Edmonds spoke in relation to agenda item 5, Special Motion. She thanked members for being willing to listen and the council for making the process so smooth. With 1,847 signatures on the petition, the strength of feeling was clear and this was about safeguarding features of the town for future generations and visitors. She asked members not to underestimate the love people had for the town and to use it to their advantage. She asked members to now take the final steps to saving the structure. There had been offers from the local community to spruce up the gazebo and they would work with the council. The decision was in the hands of the council and she trusted they would make the right decision.

N. Williams

N. Williams also spoke in relation to agenda item 5, Special Motion. He said the number of signatures on the petition was impressive and having worked in regeneration in towns and cities, this was the highest number per percentage of population he had ever seen. He acknowledged the major issues of homelessness, anti-social behaviour, maintenance and safeguarding of staff. He said creative ideas and offers of help had come from the community, also linking with events, social care, schools, help for homeless people and support for anti-social behaviour. He offered to draw these ideas and people together if the council decided to keep the gazebo.

C. Burgess

C. Burgess also spoke in relation to agenda item 5, Special Motion. She said there were three homeless people who lived in Lyme Regis and they were all good people who had helped her with her autistic son so she had a lot of respect for them. She said they had helped a young homeless person who she found in her shed, they got him back on his feet and he had turned his life around. She said these three people didn't want homeless people in Lyme Regis causing trouble.

22/182/C Apologies for Absence

Cllr B. Bawden – holiday
Cllr R. Doney – prior engagement
Cllr P. Evans – illness
Cllr C. Reynolds – personal commitment
Cllr R. Smith – family commitment

22/183/C Disclosable Pecuniary Interests

There were none.

22/184/C Dispensations

There were none.

22/185/C Special Motion

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to pass a special motion to allow the council to dispose of the motion 23/71/TMH on the gazebo in the gardens resolved by Full council on 7 February 2024.

22/186/C Car Park Audit Report

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

The finance manager summarised the issues with car park cash variances and parking machines and drew members' attention to the five recommendations made by the auditor. She outlined the measures put in place to mitigate issues in future and said at the moment, things were working well.

The town clerk said officers would continue to monitor the situation and bring any significant issues to members.

Proposed by Cllr P. May and seconded by Cllr D. Ruffle, members **RESOLVED** to approve the management actions taken in response to the car park cash variances, to continue to monitor with our new checks, including CCTV monitoring, and to revisit the issue when more data from the additional monitoring process is available.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** that the council formally concludes the historic differences in car park cash collections have been fully investigated, and that no further work should be carried out in relation to this matter.

The meeting closed at 7.35pm.

DRAFT

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 15 MAY 2024

Present

Chairman: The outgoing Mayor, Cllr D. Sarson (to open the meeting), The incoming Mayor, Cllr D. Ruffle

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr C. Prichard, Cllr C. Reynolds, Cllr G. Stammers, Cllr J. Trevena, Cllr G. Turner

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

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

The town clerk confirmed all members had signed their declarations of acceptance of office.

24/01/C Election of Chairman (Mayor) and Vice-Chairman (Deputy Mayor)

Cllr G. Stammers nominated Cllr D. Ruffle as mayor for the 2024-25 council year, seconded by Cllr G. Turner.

There being no other nominations, Cllr D. Ruffle was **ELECTED** as mayor for the 2024-25 council year.

Cllr G. Turner nominated Cllr P. May as deputy mayor for the 2024-25 council year, seconded by Cllr B. Bawden.

Cllr C. Reynolds nominated Cllr P. Evans as deputy mayor for the 2024-25 council year, seconded by Cllr M. Ellis.

Cllr P. Evans was **ELECTED** as deputy mayor for the 2024-25 council year.

24/02/C Public Forum

B. Larcombe

B. Larcombe congratulated Cllr D. Ruffle on his election as mayor, the new members for joining the council, and Cllr B. Bawden for her election to Dorset Council. He said council traditions were not rules and the mayor could be elected on an annual basis.

24/03/C Dorset Council Matters

In addition to the report on the agenda, Cllr B. Bawden gave the following updates:

- Dorset Council (DC) had appointed its Cabinet and the Liberal Democrats had invited the Green group leader to be the portfolio holder for children's services,

skills and education. The Liberal Democrats were getting rid of lead members and deputies to the portfolio holders. The annual meeting of DC the following day would appoint committee chairmen and appointments to external bodies.

- She had attended an Uplyme Parish Council highways forum meeting, when issues discussed included the widening of Crogg Lane, 20mph speed limit, cross-border planning and police issues and the building of a multi-use games area in Uplyme.
- The results of the speed surveys for the 20mph proposal had been made available and further meetings would take place to clarify the results.
- Urgent works were required to the Rock Point Inn but it wasn't anticipated scaffolding would be needed and therefore no traffic controls were required.

24/04/C Questions from Councillors

There were none.

24/05/C Apologies for Absence

Cllr G. Caddy – holiday
Cllr P. May – holiday

24/06/C Disclosable Pecuniary Interests

There were none.

24/07/C Dispensations

There were none.

24/08/C To confirm the accuracy of the minutes of the Full Council meeting held on 1 May 2024

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the Full Council meeting held on 1 May 2024 were **ADOPTED**.

24/09/C Matters arising from the minutes of the Full Council meeting held on 1 May 2024

Members noted the report.

24/10/C Update Report

There were no updates.

24/11/C Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

Proposed by Cllr G. Stammers and seconded by Cllr C. Reynolds, members **RESOLVED** to reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence.

24/12/C Terms of Reference and Scheme of Delegation

The town clerk said he intended to take a report to the first Strategy and Finance Committee or Full Council of this administration to allow members to discuss the committee structure. If any changes were made, the council would need to review the terms of reference.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members **RESOLVED** to approve the terms of reference and scheme of delegation.

23/13/C Appointments to Council Committees

Proposed by Cllr C. Aldridge and seconded by Cllr G. Stammers, members **RESOLVED** to appoint members to the following committees for the 2024-25 council year:

Environment – Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr P. May, Cllr C. Prichard, Cllr G. Stammers, Cllr J. Trevena, Cllr G. Turner

Human Resources – Cllr C. Aldridge, Cllr B. Bawden, Cllr M. Ellis, Cllr P. May, Cllr C. Prichard, Cllr C. Reynolds, Cllr G. Stammers, Cllr J. Trevena, Cllr G. Turner

Planning – Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr P. May, Cllr J. Trevena, Cllr G. Turner

Town Management and Highways – Cllr C. Aldridge, Cllr B. Bawden, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr P. May, Cllr C. Prichard, Cllr C. Reynolds, Cllr D. Ruffle, Cllr G. Stammers, Cllr J. Trevena, Cllr G. Turner

Tourism, Community and Publicity – Cllr C. Aldridge, Cllr B. Bawden, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr P. May, Cllr C. Prichard, Cllr C. Reynolds, Cllr D. Ruffle, Cllr J. Trevena, Cllr G. Turner

23/14/C Appointments to External Bodies

Proposed by Cllr G. Stammers and seconded by Cllr P. Evans, it was **RESOLVED** to appoint members to the following external bodies for the 2024-25 council year:

A35 Parish Group – Cllr J. Trevena (participating)

Axe Valley and West Dorset Ring and Ride Service – Cllr D. Ruffle (participating)

B Sharp – Cllr D. Ruffle (participating)

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

Charmouth Road Allotments Association – Vacant

DAPTC (Western Area Committee and Larger Councils) – Cllr J. Trevena and Cllr C. Aldridge (participating)

LymeArts Community Trust – Cllr D. Ruffle (participating)

Lyme Regis/Barfleur Twinning Association – Cllr B. Bawden (liaison)

Lyme Regis Charities – Cllr M. Ellis and Cllr G. Caddy (five-year appointment) (participating)

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

Lyme Regis Fossil Festival – Cllr D. Ruffle (participating)

Lyme Regis Harbour Consultative Group – Cllr J. Trevena (participating)

Lyme Regis Museum – Cllr D. Ruffle (participating)

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

Lyme Regis Society – Cllr C. Aldridge (participating)
Plastic-Free Lyme Steering Group – Cllr P. May and Cllr G. Stammers (participating)
Regatta and Carnival Committee – Cllr P. Evans (participating)
RNLI Lifeboat Guild – Cllr G. Turner and Cllr G. Caddy (participating)
Royal British Legion – Cllr G. Stammers (participating)
Rural Market Town Group – Cllr B. Bawden (participating)
Woodmead Halls Management Committee – Cllr P. May (participating)
Youth Council – Cllr C. Reynolds (participating)

24/15/C Review of the Council’s and/or Employees’ Memberships of Other Bodies

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members **RESOLVED** to approve the annual membership subscriptions for the council and/or employees to advisory and professional bodies for the 2024-25 council year as follows:

Organisation
Dorset Association of Parish & Town Councils
Ancient and Honourable Guild of Mace Bearers
Institute of Cemetery & Crematorium Management
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)
Local Councils Update Communicorp
Society of Local Council Clerks
Chartered Institute of Personnel and Development
Association of Accounting Technicians
South West Councils
OFCOM (Radio Licence)
Information Commissioners Office
Survey Monkey
Institution of Occupational Safety and Health
Institute of Environmental Management and Assessment
Rural/Market Town Group
Mail Chimp
Canva
Parish Online
Zoom

24/16/C Co-option

The town clerk recommended co-option over a by-election and advised members to confirm the procedure now, rather than when the candidates were present. He said the last time the council co-opted, members decided to go straight to a vote and not to go into exempt business to discuss the candidates.

The town clerk said advice had been taken on what would happen if there was only one candidate; as per the council's co-option procedure, the advice was that person would be elected.

Proposed by Cllr C. Reynolds and seconded by Cllr C. Aldridge, members **RESOLVED** to proceed with co-option for filling the councillor vacancy.

Proposed by Cllr C. Reynolds and seconded by Cllr C. Aldridge, members **RESOLVED** that co-option candidates would be invited to give statements, members could ask questions and a vote would be taken in public without discussion.

Members agreed they would not set certain criteria for the candidates to meet as they didn't want to exclude anyone.

24/17/C Gardens' Working Group

The town clerk suggested the working group determined its terms of reference at its first meeting, to be approved by the Full Council, which could include the number of members on the group, when and where it met, and whether non-members could sit on the group.

Cllrs C. Reynolds, M. Ellis, C. Aldridge, B. Bawden and P. Evans said they would like to sit on the working group.

Proposed by Cllr C. Reynolds and seconded by Cllr C. Aldridge, members **RESOLVED** to form a gardens' working group and to appoint Cllrs C. Reynolds, M. Ellis, C. Aldridge, B. Bawden and P. Evans to the group.

24/18/C Letter of Support

Proposed by Cllr C. Aldridge and seconded by Cllr B. Bawden, members **RESOLVED** to approve a letter in support of Lyme Regis Development Trust's grant application to the Department of Levelling Up, Housing and Communities for a project to improve its heating system, lighting, insulation and the installation of photovoltaic roof panels.

24/19/C List of Payments

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** approve the schedule of payments in April 2024 for the sum of £171,721.66.

The meeting closed at 8.01pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 19
JUNE 2024

Present

Chairman: The Mayor, Cllr D. Ruffle

Councillors: Cllr B. Bawden, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr P. May, Cllr C. Prichard, Cllr C. Reynolds, Cllr G. Stammers, Cllr J. Trevena, Cllr G. Turner

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

24/20/C Public Forum

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

24/21/C Apologies for Absence

Cllr C. Aldridge – prior commitment

24/22/C Disclosable Pecuniary Interests

There were none.

24/23/C Dispensations

There were none.

24/24/C Internal Audit Report, Visit Two and Three 2023-24

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members **RESOLVED** to note the internal auditor's report and approve the management responses, and to note the number and priority levels of recommendations made to the council by the internal auditor 2019-20 to 2023-24.

24/25/C Conflicts of Interest

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members **RESOLVED** to confirm there are no conflicts of interest with BDO LLP for the year ended 31 March 2024 and to authorise the mayor and town clerk to sign the conflict of interest form on behalf of the council.

24/26/C Annual Governance and Accountability Return for the Year Ended 31 March 2024

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members **RESOLVED** to approve the Annual Governance and Accountability Return for the year ended 31 March 2024 and authorise the mayor and town clerk to authorise and sign the document on behalf of the council.

24/27/C Co-option

S. Larcombe and M. Plant each gave a presentation to the council and members asked questions of the candidates.

Cllr M. Ellis requested a signed ballot.

A first vote was taken and M. Plant received the lowest number of votes and was therefore eliminated.

Cllr M. Ellis requested a signed ballot.

A second vote was taken between S. Larcombe and R. Thompson and S. Larcombe received the highest number of votes.

S. Larcombe was therefore co-opted to the council.

The meeting closed at 7.29pm.

Committee: Full Council

Date: 17 July 2024

Title: Matters arising from the minutes of the extraordinary Full Council meeting held on 27 March 2024, the Annual Meeting of the council held on 15 May 2024 and the extraordinary Full Council meeting held on 19 June 2024

Purpose of the Report

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 29 March 2024, the Annual Meeting of the council held on 15 May 2024, and the extraordinary Full Council meeting on 19 June 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

24/12/C – Terms of Reference and Scheme of Delegation

The latest terms of reference and scheme of delegation has been emailed to members and published on the website.

23/14/C – Appointments to External Bodies

All the organisations have been informed who their member representative is. There is a report elsewhere on this agenda to allow members to make additional appointments.

24/17/C – Gardens' Working Group

The Gardens' Working Group had its first meeting on 2 July 2024 and the minutes are elsewhere on this agenda.

24/18/C – Letter of Support

A letter in support of Lyme Regis Development Trust's grant application to the Department of Levelling Up, Housing and Communities was sent by the mayor on behalf of the council.

24/26/C – Annual Governance and Accountability Return for the Year Ended 31 March 2024

The Annual Governance and Accountability Return (AGAR) has been submitted to the external auditor and was submitted by the required deadline.

The notice informing the public of the right to inspect the accounts, the unaudited AGAR and the subject to change declaration have been published on the council's website. This was actioned by the required deadline.

John Wright
Town clerk
July 2024

**Lyme Regis Town Council
Mayor's Announcements for Cllr David Ruffle
Meeting held on 17 July 2024**

- Saturday 18 May Attended an Anniversary Dinner at Lyme Regis Football Club along with the Mayoress. 50 Years of playing at Davey Fort.
- Tuesday 21 May
Friday 24 May Invited to and attended the AGM of Turn Lyme Green
Along with the Deputy Mayor, attended the unveiling of a photograph of former Town Clerk, Harry Williams. Gilly Warr, his daughter, unveiled the picture.
- Saturday 25 May Attended with the Mayoress and opened the annual Lyme Regis Art Society exhibition at the Malthouse Gallery. Inflicted a poem on them!
- Tuesday 4 June Along with the Support Services Manager, presented a gift of books to Woodroffe School, on a theme of the Second World War and D-Day. Also presented similar gift of books to children from Mrs Ethelston's (again, with Adrienne) who were attending the D-Day exhibition at the Visitor Hub. Along with the Mayoress and Deputy Mayor attended the launch of boats by the students of the Boat Building Academy. Another poem!
- Thursday 6 June Attended St Michael's school along with the Mayoress (who the children decided must be the Mayor's wife!) and the Deputy Mayor and presented another gift of books. We were made very welcome indeed. We were present at the War Memorial at 12 noon for the laying of wreaths (myself and Councillor Evans) to honour and remember the fallen. I read a poem I had specifically written for the occasion. From there to the plaque by the Town Map, where we remembered and appreciated with gratitude, the men of the First Battalion of the 16th Infantry Regiment of the US Army. A prayer was offered by Alan Vian. Along with the Mayoress, Deputy Mayor, Deputy Mayoress, the Town Clerk and other councillors I attended and took part in the Torchlight Procession. This culminated in the lighting of the Beacon, which was a very proud moment for the Mayoress and me. I would like to extend my personal thanks to Dennis Bye and Scott Graham who played the bugle and bagpipes respectively at each memorial and added so much to the day.
- Saturday 8 June Along with the Mayoress, I attended the performance of the Lympstone Military Wives Choir at Woodmead Halls. Two more poems! The Choir were outstanding and loved performing here in Lyme and expressed a wish to return.
- Sunday 9 June Along with the Mayoress, I attended the Over 70s Cream Tea at Woodmead Halls, despite being far too young! A poem duly followed. My thanks to all the hard-working volunteers who made it run like clockwork. Scones were being baked at 6.30am! That's dedication for you!

- Wednesday 12 June Mayor Making. Thank you to everyone who attended and the staff who were brilliant. Thank you to the Deputy Mayor, who filled in for Councillor Stammers so ably, despite various folk being confused when he announced that we had been living together for fifteen years, scandal averted though!
- Thursday 13 June Along with the Mayoress, was guest of honour at the second performance of the community play, A Midsummer Lyme's Dream at the Marine Theatre.
- Sunday 16 June Bowled the first wood at the 66th Annual Tournament at the Bowls Club. Dolores bowled the second wood, honours were even, I think. And, yes, there was a poem. Also invited as guests to the Sunday Lunch at the Football Club, along with Gill and Malcolm (Dolores's husband). A football themed poem received a hearing!
- Saturday 22 June Along with the Mayoress, attended an award ceremony at the Art Unlimited Gallery in Bridport. A Woodroffe School student, Kathryn Conway, received a cheque for £2,500 to help further her art studies. Also in attendance was Anne Rickard, the Mayor of Bridport.
- Sunday 23 June Attended the Civic Service at St Michael's, along with the Mayoress, Deputy Mayor, Deputy Mayoress, Town Clerk and other councillors and the Dorset Ward member. In the afternoon, along with the Mayoress, attended the Civic Service in Yeovil at the kind invitation of Andy Kendall, the Mayor of Yeovil.
- Saturday 29 June: Party In The Park! The weather complied. Everyone worked so hard to make it a success. The staff were brilliant! The acts were uniformly good. Thank you to the councillors who volunteered to act as stewards, it turned out not to be an onerous task. This is what could be called public engagement writ large. No poem on this occasion, but I sneaked in a song with Declan and Jodie! Next year: bigger and better!
- Tuesday 2 July A guest, along with the Mayoress, Deputy Mayor, Deputy Mayoress at the Lyme Regis Town Band 1940's Tea Party. Councillor Evans was in Noel Coward mode, resplendent in red velvet. I wore a 1920s outfit, being perpetually twenty years behind the times instead of the trend-setter I thought I was. A fabulous evening, although I felt compelled to inflict a poem on the assembled throng, by invitation I might add.
- Saturday 6 July Opened and welcomed everyone to the latest incarnation of the Sausage and Cider Festival, very well organised by the Lyme Regis Football Club aided and abetted by Lyme Bay Radio. Scrumpy/Grumpy and Cider/Internet Provider just didn't work so opted for an 'audience participation' football poem. Lyme Regis folk were very stoic, dancing in a torrential downpour (one of the benefits of cider I believe).

Sunday 7 July

Attended along with the Mayoress, the annual Coast to Coast Run organised by the Westland Motorcycle Club of Yeovil which raises funds for Headway Somerset, a charity which supports those with brain injuries, their families and carers. The event is always a Triumph (!). As you may have guessed, a motorcycle poem made an appearance.

LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 30 APRIL 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)

24/125/P Public Forum

J. Shepherd objected to **P/HOU/2024/01062** due to the Scale of the development, it was not in keeping with the street scene and the loss of public amenity due to the scale of the proposed development.

24/126/P Apologies for absence

There were none.

24/127/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr S. Cockerell the minutes of the meeting held on 19 March 2024 were **ADOPTED**.

24/128/P Disclosable Pecuniary Interests

There were none.

24/129/P Dispensations

There were none.

24/130/P Member planning recommendations

Noted.

24/131/P Matters arising from the minutes of the Planning Committee held on 19 March 2024 and from the planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 09.04.24.

There were none.

24/132/P Update Report

There were none.

24/134/P Planning and Licencing Applications

1. [P/HOU/2024/01755](#) (Received 08.04.24)

HOUSEHOLDER PLANNING PERMISSION

Demolish conservatory and erect single storey rear extension with rooflights.
Hole Cottage Charmouth Road Lyme Regis DT7 3UE

*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/LBC/2024/01761](#) (Received 10.04.24)

LISTED BUILDING CONSENT

Replacement windows and doors; re-rendering southeast and southwest elevations.
Pyne House 10 Broad Street Lyme Regis DT7 3QD

*The town council recommends **approval** of the application for the reinstatement of wooden windows that are sympathetic to the conservation needs and meet modern day building regulation standards.*

3. [P/VOC/2024/01765](#) (Received 10.04.24)

VARIATION OF CONDITION

Erect glazed infill extension to existing veranda (with variation of condition 3 of planning permission [WD/D/20/001210](#) to vary roof surface finishes)
Flat 4, Gatesfield, Sidmouth Road, Lyme Regis, DT7 3EQ

*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.*

4. [P/VOL/2024/01699](#) (Received 10.04.24)

VARIATION OF CONDITION - LISTED BUILDING CONSENT

Erect glazed infill extension to existing veranda (with variation of conditions 3 & 4 to planning permission [WD/D/20/001211](#) to vary roof surface finishes and roof lights).
Gatesfield, Flat 4, Sidmouth Road, Lyme Regis, Dorset, DT7 3EQ

*The town council recommends **approval** of the application for the reinstatement of wooden windows that are sympathetic to the conservation needs and meet modern day building regulation standards.*

5. [P/HOU/2024/01062](#) (Received 17.04.24)

HOUSEHOLDER PLANNING PERMISSION

Loft Conversion to include 4 dormer windows and side extension.

46 Lea Mount Talbot Road Lyme Regis DT7 3BB

*The Town Council recommends **refusal** of the submitted plans because the scale and design of the proposed extension, including the southwest gable roof design and the window in that gable, in conjunction with the natural ground levels, has an unacceptably adverse impact on the residential amenity of the neighbouring property, 51 Talbot Road.*

N.B. the town council would be minded looking more favourably on an amended design with a hipped roof to the southwest elevation.

6. [P/HOU/2024/01879](#) (Received 18.04.24)

HOUSEHOLDER PLANNING PERMISSION

Proposed loft conversion, erect conservatory

13 Talbot Road Lyme Regis DT7 3BA

*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.*

Cllr. B Larcombe abstained from voting.

8. [P/LBC/2024/02165](#) (Received 23.04.24)

LISTED BUILDING CONSENT

Construct shower room on ground floor (minor amendment to consent [P/LBC/2023/04998](#))

6A Coombe Street Lyme Regis DT7 3PY

*The town council recommends **approval** of the application for the reinstatement of wooden windows that are sympathetic to the conservation needs and meet modern day building regulation standards.*

9. [P/HOU/2024/02152](#) (Received 23.04.24)

HOUSEHOLDER PLANNING PERMISSION

Proposed Loft Conversion

27 Talbot Road Lyme Regis DT7 3BB

*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.*

24/135/P

Licensing Applications

1. [LICENSING APPLICATION – GOOD FOOD DELI.](#) (Received 16.04.24)

Any representations must be received by 6 May 2024.

*The town council raises **no objection** to this licensing application.*

24/136/P Amended/Additional Plans

There were none.

24/137/P Withdrawn Applications

Noted.

24/138/P Planning Decisions

Noted.

24/139/P Planning Correspondence

Noted.

The meeting closed at 8:30pm

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 22 MAY 2024**

Present:

Chairman: Cllr G. Turner

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

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

Other members: Cllr D. Ruffle.

24/140/P Election of Chairman and Vice-Chairman

It was proposed by Cllr C. Aldridge and seconded by Cllr B. Bawden that Cllr G. Turner be chairman of the Planning Committee.

There being no other nominations, Cllr G. Turner was duly **ELECTED** as chairman for the ensuing year.

It was proposed by Cllr B. Bawden and seconded by Cllr D. Ruffle that Cllr be vice-chairman of the Planning Committee be deferred to the next planning meeting as there was a to allow for a greater membership to be present.

24/141/P Terms of Reference

Proposed by Cllr B. Bawden and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to delete the wording 'for the sale of alcohol' from comment 8.3 of the terms of reference.

24/142/P Public Forum

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

24/143/P Apologies for Absence

Cllr P. May
Cllr S. Cockerell
Cllr J. Trevena

24/144/P Minutes

Proposed by Cllr C Aldridge and seconded by Cllr G Turner, the minutes of the meeting held on 30 April 2024 were **ADOPTED**.

24/145/P Disclosable Pecuniary Interests

G Turner will abstain from voting on [P/FUL/2024/02219](#) and [P/LBC/2024/02281](#)

24/146/P Dispensations

There were none.

24/147/P Member planning recommendations

Noted.

24/148/P Matters arising from the minutes of the Planning Committee held on 30 April 2024.

There were none.

24/149/P Update Report

There were none.

24/150/P Planning and Licensing Applications

1. [P/PASO/2024/02269](#) (Received 24.04.24)

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

Installation of 40 Photovoltaic Panels on the front, south facing, pitched roof of two storey, Boat Building Academy.

Lyme Regis Marine Centre Monmouth Beach Lyme Regis DT7 3JN.

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/FUL/2024/02219](#) (Received 24.04.24)

FULL PLANNING APPLICATION

Erect replacement multi-use barn

Timbervale Caravan Park Charmouth Road Lyme Regis DT7 3HG

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/LBC/2024/02281](#) (Received 25.04.24)

LISTED BUILDING CONSENT

Repaint the external elevations of the house.

Treales House 3 Church Street Lyme Regis Dorset DT7 3BS

The town council recommends approval of the application because it is in accordance with the approved development plan, it does not involve material harm and doesn't compromise any important listed features.

4. [P/HOU/2024/02206](#) (Received 26.04.24)
HOUSEHOLDER PLANNING PERMISSION
Reinstatement of 2 storey extension; access from the ground floor kitchen to terrace with railings
6 Coombe Street Lyme Regis Dorset DT7 3PY
- The town council recommends approval of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the Conservation Area or heritage assets.*
5. [P/LBC/2024/02207](#) (Received 26.04.24)
LISTED BUILDING CONSENT
Reinstatement of 2 storey extension with new bedroom windows; access from the ground floor kitchen to terrace with railings; internal alterations including installation of wood burning stove, chimney liner and underfloor heating; external works to replace gutters and fascia.
6 Coombe Street Lyme Regis Dorset DT7 3PY
- The town council recommends approval of the application because it is in accordance with the approved development plan, it does not involve material harm and doesn't compromise any important listed features.*
6. [P/STA/2024/02495](#) (Received 08.05.24)
STATUTORY UNDERTAKER
Upgrading of the transformer 25/3423 to a 315KvA unit with dimensions of (1500mmx535mmx690mm). To support the upgraded transformer requires the replacement of poles 25L82Z/1 and 25L82Z/2, the current poles are creosote wood in construction with a height of 9m and 10m respectively. The new poles would be over 10% larger at 13m each in order for the transformer to remain compliant. Applicants Ref: 4683816
Charmouth Road Car Park Lyme Regis
- The town council recommends approval of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the Conservation Area or heritage assets.*
7. [P/PAEL/2024/02491](#) (Received 09.05.24)
PRIOR APPROVAL - ELECTRONIC COMMUNICATION NETWORK
The removal of the existing 17.8m mast with 3no. antennas and 1no microwave dish and its replacement with a 20m monopole with 3no. antennas, 1no. 0.6m dish and 1no 0.3m dish and ancillary equipment, the relocation of the existing 2no. equipment cabinets within the compound and development ancillary thereto.
CS12288521 (VF4199) CHARMOUTH ROAD LONG STAY CAR PARK CHARMOUTH ROAD LYME REGIS DT7 3DR
- 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/HOU/2024/02455](#) (Received 10.05.24)
HOUSEHOLDER PLANNING PERMISSION
Replacement and extension of existing first floor balcony terrace railings
Timberley Sidmouth Road Lyme Regis Dorset DT7 3ES

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/2024/02203](#) (Received 13.05.24)
LISTED BUILDING CONSENT
Add a wooden deck that will be next to an existing patio.
39 Church Street Lyme Regis Dorset DT7 3DA

The town council recommends approval of the application because it is in accordance with the approved development plan, it does not involve material harm and doesn't compromise any important listed features.

10. [P/HOU/2024/02202](#) (Received 13.05.24)
HOUSEHOLDER PLANNING PERMISSION
Add a wooden deck that will be next to an existing patio.
39 Church Street Lyme Regis Dorset DT7 3DA

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.

12. [P/LBC/2024/02417](#) (Received 14.05.24)
LISTED BUILDING CONSENT
Internal alterations to stairs and walls, externally change window to French doors.
Flat 64 Broad Street Lyme Regis DT7 3QF

The town council supports the application in principle and subject to the views of the Conservation Officer, but is surprised that white UPVC may be deemed a suitable material for replacement external doors or windows in a Listed Building, despite it matching other external windows in the same rear elevation.

13. [P/FUL/2024/02416](#) (Received 14.05.24)
FULL PLANNING APPLICATION
Change external window to French doors.
Flat 64 Broad Street Lyme Regis DT7 3QF

The town council supports the application in principle and subject to the views of the Conservation Officer, but is surprised that white UPVC may be deemed a suitable material for replacement external doors or windows in a Listed Building, despite it matching other external windows in the same rear elevation.

Licensing Applications

1. [LYME REGIS SAUSAGE FESTIVAL, LYME REGIS](#) (Received 15.05.24)
any representations must be received by 27 May 2024

The town council raises no objection to this licensing application.

24/151/P Amended/Additional Plans

There were none

24/152/P Withdrawn Applications

Noted

24/153/P Planning Decisions

Noted.

24/154/P Planning Correspondence

Noted.

The meeting closed at 8:30pm

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 11 JUNE 2024**

Present:

Chairman: Cllr G. Turner

Members: Cllr C. Aldridge, Cllr S. Cockerell, Cllr P. May.

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

24/155/P Election of Vice-Chairman

It was proposed by Cllr G. Turner and seconded by Cllr C. Aldridge that Cllr P. May be vice-chairman of the Planning Committee.

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

24/156/P Public Forum

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

24/157/P Apologies for Absence

Cllr B. Bawden – Illness
Cllr J. Trevena – Holiday

24/158/P Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr S. Cockerell the minutes of the meeting held on 22 May 2024 were **ADOPTED**.

24/159/P Disclosable Pecuniary Interests

There were none.

24/160/P Dispensations

There were none.

24/161/P Member planning recommendations

Noted.

24/162/P Matters arising from the minutes of the Planning Committee held on 22 May 2024.

There were none.

24/163/P Update Report

There were none.

24/164/P Planning and Licensing Applications

1. [P/HOU/2024/02705](#) (Received 31.05.24)
HOUSEHOLDER PLANNING PERMISSION
Proposed front extension and terrace over.
18 Portland Court Lyme Regis Dorset DT7 3ND

*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/FUL/2024/02625](#) (Received 20.05.24)
FULL PLANNING APPLICATION
Change of Use of the second floor of the building from C3 use to C1 use to provide two 'bed and breakfast' (B&B) rooms connected to the existing first floor B&B use.
32 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.*

3. [P/FUL/2024/02585](#) (Received 20.05.24)
FULL PLANNING APPLICATION
External alterations to create new window and doorway to rear to facilitate relocation of cellar.
60 Broad Street Lyme Regis DT7 3QF

*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.*

4. [P/LBC/2024/02586](#) (Received 20.05.24)
LISTED BUILDING CONSENT
Internal and external alterations to include new and replacement internal and external doors to main building to facilitate changes to former commercial kitchen and office, and new internal door to stand alone accommodation block to facilitate staff break out area and kitchen.
60 Broad Street Lyme Regis DT7 3QF

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, it does not involve material harm and doesn't compromise any important listed features.*

24/165/P Amended/Additional Plans

There were none.

24/167/P Withdrawn Applications

There were none.

24/168/P Planning Decisions

Noted.

24/169/P Planning Correspondence

Noted.

The meeting closed at 7:30pm.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 2 JULY 2024**

Present:

Chairman: Cllr G. Turner

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

Officers: M. Green (deputy town clerk), K. Newman (administrative assistant)

24/156/P Public Forum

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

24/157/P Apologies for Absence

Cllr J. Trevena – Holiday
Cllr S. Cockerell – Holiday

24/158/P Minutes

Proposed by Cllr P. May and seconded by Cllr G. Turner the minutes of the meeting held on 11 June 2024 were **ADOPTED**.

24/159/P Disclosable Pecuniary Interests

There were none.

24/160/P Dispensations

There were none.

24/161/P Member planning recommendations

None on this instance, will be going to the next meeting.

24/162/P Matters arising from the minutes of the Planning Committee held on 11 June 2024.

There were none.

24/163/P Update Report

There were none.

24/164/P Planning and Licensing Applications

1. [P/LBC/2024/03076](#) (Received 17.06.24)

Listed Building Consent

External works to replace windows, remedial works to roof and facias, installation of two roof lights to kitchen and replacement of existing render with lime render: internal works including replacement doors and windows, work to ceilings and plasterwork, damp proof course and membranes, rewiring, plumbing, replacement boiler and installation of log burner.

1 Georges Square Lyme Regis DT7 3PZ

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, it does not involve material harm and doesn't compromise any important listed features.*

2. [P/HOU/2024/03104](#) (Received 19.06.24)

HOUSEHOLDER PLANNING PERMISSION

Proposed Loft conversion, roof extension, 2 rear dormers and removal of chimney

9 Georges Square Lyme Regis DT7 3PZ

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

3. [P/VOC/2024/03320](#) (Received 19.06.24)

VARIATION OF CONDITION

Demolish garage, annex, WC, shed and removal of boundary wall. Erect 2No. dwellings with associated landscaping and create new access to highway including new dropped kerb. (with variation of condition 2 of application P/FUL/2022/03753 to amend plans).

10 Millgreen Court Lyme Regis DT7 3PJ

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

4. [P/HOU/2024/03245](#) (Received 25.06.24)

HOUSEHOLDER PLANNING PERMISSION

Erection of side extension and conversion of loft to include formation of dormer windows

46 Talbot Road Lyme Regis DT7 3BB

*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.*

24/165/P Amended/Additional Plans

There were none.

24/167/P Withdrawn Applications

Noted.

24/168/P Planning Decisions

Noted.

24/169/P Planning Correspondence

Noted.

The meeting closed at 7:32pm

DRAFT

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 JUNE 2024

Present

Chairman: Cllr S. Cockerell

Members: Cllr C. Aldridge, Cllr G. Stammers, Cllr G. Turner, Cllr J. Trevena, Cllr D. Ruffle

Other members: Cllr S. Larcombe

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

Guests: V. Elcoate, G. Roberts (River Lim Action Group), C. Matheson (Little Green Change) J. Leah (Dorset Climate Action Network)

24/01/ENV Election of Chairman and Vice-Chairman

It was proposed by Cllr G. Turner and seconded by Cllr J. Trevena that Cllr S. Cockerell is chairman of the Environment Committee.

Cllr S. Cockerell was duly **ELECTED** as chairman.

It was proposed by Cllr C. Aldridge and seconded by Cllr G. Stammer that Cllr J. Trevena is vice-chairman of the Environment Committee.

Cllr J. Trevena was duly **ELECTED** as vice-chairman.

24/02/ENV Terms of Reference

Members noted the terms of reference.

24/03/ENV Public Forum

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

24/04/ENV Apologies

Cllr P. May – holiday
Cllr C. Prichard – holiday

24/05/ENV Minutes

Proposed by Cllr G. Stammers and seconded by Cllr G Turner, the minutes of the meeting held on 28 February 2024 were **ADOPTED**.

24/06/ENV Disclosable Pecuniary Interests

There were none.

24/07/ENV Dispensations

There were none.

24/08/ENV Matters arising from previous meeting held on 28 February 2024

Members noted the report.

24/09/ENV Update Report

Members noted the report.

24/10/ENV Great Big Dorset Hedge update from Little Green Change

The chairman brought this item forward on the agenda and invited J. Leah from Dorset Climate Action Network (CAN) to speak.

J. Leah said more people were engaging with the project as a whole and that Dorset CAN had found it to be very successful. The project showed good outcomes, with people doing more planting as a result, and it had been an effective pilot project which could now be rolled out across the county.

The chairman invited C. Matheson from Little Green Change to speak and she presented her report on the project.

The operations manager said there would be a move from Dorset Council to declare a nature emergency in the future, which might open doors to additional funding available to the group down the line. He suggested declaring a nature emergency may be something this committee wished to discuss at a future meeting.

24/11/ENV Update on Bathing Water Quality Meeting 5

The operations manager said a further meeting (6) had taken place on 18 June 2024 and the minutes would be brought to the next meeting of this committee.

A member asked if South West Water were still intending to do the upgrades.

The operations manager said the upgrades had been scheduled for 2027, but there were no firm dates or details yet.

24/12/ENV Update from River Lim Action Group

The chairman invited G. Roberts from the River Lim Action Group to speak.

G. Roberts spoke about the ecological report on the river. He urged the council to remove the Himalayan Balsam and Japanese knotweed in the river near the lynch as health and safety issues meant the group had been advised to keep out of that part of the river.

G. Roberts said the group was discussing the clearing of the river with the Environment Agency, which would only clear vegetation that might cause further flooding.

The operations manager said the council could look at the weir to see how it could be addressed but ownership of the lynch was uncertain. It was agreed advice would be taken from the deputy town clerk.

It was agreed further updates would be brought to the next meeting.

24/13/ENV Carbon Literacy Organisation Accreditation

Members discussed the importance of maintaining the accreditation when new employees and members joined the council.

The operations manager said the accreditation was valid for three years so the council would need to revisit the training with the same frequency to ensure it was up-to-date with any new criteria.

It was noted former town councillor Belinda Bawden had delivered the training previously at no cost to the council, so this would potentially be a cost in the future. It was agreed further discussions would take place with Belinda Bawden about the process for ongoing training and accreditation.

Proposed by Cllr C. Aldridge and by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that the council publicises its silver level Carbon Literacy accreditation as much as possible on council website and in any other appropriate ways.

Proposed by Cllr C. Aldridge and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that the council looks into further carbon literacy training for new members and new employees to keep the silver accreditation up to standard.

It was agreed a report would be brought to the next meeting with further information about meeting the ongoing criteria.

As the carbon literacy logo would now be added to the council website, it was suggested Little Green Change's logo and information also be added.

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that the council includes Little Green Change's logo and information on the town council website.

24/14/ENV eRIB Round Britain update

Members noted the report.

24/15/ENV Update on Contaminated Land Strategy Consultation

Members discussed the best way to respond to the consultation and it was agreed the operations manager would contact all members to determine who would like to work with him on formulating a response on behalf of the council.

Cllr S. Larcombe indicated that he would like to be involved.

24/80/ENV Lithium Ion Battery Safety of eBikes and eScooters Parliamentary Bill

A member asked why the Bill only included bikes and scooters and not vehicles, as they might be more dangerous because they are kept indoors and at entrances to flats, which posed more risk.

Proposed by Cllr C. Aldridge and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council responds in support of the Lithium Ion Battery Safety of eBikes and eScooters Parliamentary Bill and to query why it only included bikes and scooters and not vehicles.

Meeting closed at 7.46pm.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 MAY 2024

Present

Chairman: Cllr G. Stammers

Members: Cllr C. Aldridge, Cllr B. Bawden, Cllr M. Ellis, Cllr P. May, Cllr C. Pritchard, Cllr C. Reynolds, Cllr J. Trevena, Cllr G. Turner

Other members: Cllr D. Ruffle

Officers: C. Austin (administrative and community engagement assistant), A. Mullins (support services manager)

24/01/HR Election of Chairman and Vice-Chairman

It was proposed by Cllr P. May and seconded by Cllr M. Ellis that Cllr G. Stammers is chairman of the Human Resources Committee.

Cllr G. Stammers was duly **ELECTED** as chairman.

It was proposed by Cllr P. May and seconded by Cllr C. Aldridge that Cllr C. Prichard is vice-chairman of the Human Resources Committee.

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds that Cllr. D Ruffle is vice-chairman of the Human Resources Committee.

Cllr C. Prichard was duly **ELECTED** as vice-chairman.

24/02/HR Terms of Reference

Proposed by Cllr D. Ruffle and seconded by Cllr G. Stammers, the terms of reference were **RECEIVED**.

24/03/HR Public Forum

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

24/04/HR Apologies

Cllr J. Trevena – holiday

24/05/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 27 March 2024

Proposed by Cllr P. May and seconded by Cllr D. Ruffle, the minutes of the meeting held on 27 May 2024, were **ADOPTED**.

24/06/HR Disclosable Pecuniary Interests

There were none.

24/07/HR Dispensations

There were none.

24/08/HR Matters arising from the minutes of the Human Resources Committee meeting held on 27 March 2024

Members noted the report.

24/09/HR Update Report

Evening Seafront attendant

The support services manager said the recruitment for the role was successful, with four applicants and three candidates interviewed. A new member of staff had been appointed and was to start employment with the council at the weekend. She said the process had also enabled officers to appoint temporary cover for sickness absence in the cleansing team.

24/10/HR Human Resources Committee – Objectives

Members noted the report.

24/11/HR Health and Safety Committee membership

Cllr G. Stammers said she was happy to continue on the committee. Cllr P. May expressed an interest to join the committee but said he would not be able to commit to a Thursday meeting day.

Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs G. Stammers and P. May are the member representatives on the Health and Safety Committee.

24/12/HR Civility and Respect Agenda and External Support

The support services manager said she would advise members to think about working on member behaviour and respect before signing a pledge that requires members to behave respectfully. She reminded members they did not think they were ready to sign the pledge

in the previous administration. She encouraged members to commit to team building to focus on a purpose and values. She said it would be beneficial to work with a consultant and then sign the pledge. She said three organisations had been approached to put forward proposals for this work.

Some members said signing the pledge should be a priority for the new administration as it would be a good approach to start positively and continue positively.

Other members raised concerns it was too soon to sign a pledge about respect and behaviour when some members were worried others would use it to complain to the monitoring officer.

Some members said it was important to work together to improve the bad reputation of the council, sign the pledge collectively and work together to build values.

Proposed by Cllr P. May and seconded by Cllr C. Prichard, members agreed to **RECOMMEND TO FULL COUNCIL** to ask officers to bring a report to the Full Council meeting on 17 July 2024 to allow members to consider the council's position with regard to the Civility and Respect agenda.

Proposed by Cllr G. Stammers and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to set up a panel consisting of the mayor, deputy mayor and chairman of the Human Resources to work in conjunction with the town clerk to finalise the specification and agree the appointment of consultants to undertake organisational development work with the council.

Proposed by Cllr P. May and seconded by Cllr C. Pritchard members agreed to **RECOMMEND TO FULL COUNCIL** to ask the town clerk to write a letter to the MP to increase cross-party awareness of the Civility and Respect project.

24/13/HR Pay Grade of Administrative and Community Engagement Assistant Post

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, 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.

24/14/HR Sabbatical Request

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, 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.

24/88/HR Equivalent Hours Request

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, 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.

24/15/HR Exempt Business

a) Pay Grade of Administrative and Community Engagement Assistant Post

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the council approves a change in the pay grade of the administrative and community engagement assistant post to spinal column point 10 to 13.

b) Sabbatical Request

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the council approves, subject to an agreement to be set in place by officers and subject to there being no extra cost to the council, an unpaid four-month career break for postholder 218 from October 2024.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that officers draft a policy on career breaks to be considered by the Human Resources Committee.

c) Equivalent Hours Request

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the equivalent hours request from postholder 215.

The meeting closed at 8.00pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 3 JULY 2024

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Ellis, Cllr S. Larcombe, Cllr C. Reynolds, Cllr D. Ruffle, Cllr G. Stammers, Cllr G. Turner

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

24/01/SF Election of Chairman and Vice-chairman

It was proposed by Cllr G. Turner and seconded by Cllr C. Aldridge that Cllr P. May is chairman of the Strategy and Finance Committee.

Cllr P. May was duly **ELECTED** as chairman.

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

Cllr C. Aldridge was duly **ELECTED** as vice-chairman.

24/02/SF Terms of Reference

Proposed by Cllr G. Stammers and seconded by Cllr C. Reynolds, the terms of reference were **RECEIVED**.

24/03/SF Public Forum

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

24/04/SF Apologies for Absence

Cllr P. Evans – illness
Cllr G. Caddy – holiday
Cllr J. Trevena – holiday
Cllr C. Prichard – holiday

24/05/SF Minutes

Cllr M. Ellis left the meeting at 7.04pm.

Proposed by Cllr C. Reynolds and seconded by Cllr C. Aldridge, the minutes of the meeting held on 24 April 2024 were **ADOPTED**.

24/06/SF Disclosable Pecuniary Interests

There were none.

24/07/SF Dispensations

There were none.

24/08/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 April 2024

Members noted the report.

24/09/SF Update Report

Park and ride

There was concern the park and ride site would be a possible location for travellers and whether the council had any safeguards to prevent this.

The town clerk said it was the landowner's responsibility to secure the site but the council would work alongside them to manage the procedures for dealing with any issues.

Cllr M. Ellis returned to the meeting at 7.08pm.

24/10/SF Strategy and Finance Objectives

Members noted the report.

24/11/SF Cash and Cheque Handling Policy and Procedure

The finance manager said the proposed policy and procedure outlined current practices but officers wanted to consolidate them into one document.

Proposed by Cllr G. Stammers and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the cash and cheque handling policy and procedure.

24/12/SF The Annual Review of the Fixed Asset Register

Members were concerned assets were listed at their purchase price and how this might affect any insurance claims if assets were not listed at their open market value.

The town clerk said these were the accountancy standards councils had to operate to but when an asset was insured, it was insured at its open market value.

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

24/13/SF Review of Insurance Cover

As the insurance included cover for assets 'at current value', a member asked what the total value was.

It was agreed this information would be emailed to members.

In response to a member question, the town clerk confirmed officers were satisfied with cover of up to £100,000 for business interruption.

24/14/SF Wedding Package Prices

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree charges for wedding packages at the Guildhall as follows:

- All inclusive (chair covers, chair sashes, LED candles, fairy lights, table centrepiece, table runner, beach hut) – £99
- Chair covers – £2 each
- Chair sashes – £1 each
- LED candles – £5
- Fairy lights – £5
- Table centrepiece – £10
- Table runner – £2

24/15/SF List of Payments

Proposed by Cllr D. Ruffle and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in May 2024 for the sum of £220,435.62.

24/16/SF Investments and Cash Holdings

The finance manager said one of the council's investments would reach maturity soon so officers would look at treasury management options with the chairman and vice-chairman of this committee.

24/17/SF Debtors

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

any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

24/18/SF Exempt Business

a) Debtors

Members noted the report.

The meeting closed at 7.28pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 19 JUNE 2024

Present

Chairman: Cllr P. Evans

Members: Cllr B. Bawden, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr S. Larcombe, Cllr P. May, Cllr C. Prichard, Cllr C. Reynolds, Cllr D. Ruffle, Cllr J. Trevena, Cllr G. Turner

Other members: Cllr S. Larcombe

Officers: C. Austin (administrative and community engagement assistant), A. Mullins (support services manager)

24/80/TCP Election of Chairman and Vice-Chairman

It was proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis that Cllr P. Evans is chairman of the Tourism, Community and Publicity Committee.

Cllr P. Evans was duly **ELECTED** as chairman.

It was proposed by Cllr M. Ellis and seconded by Cllr G. Caddy that Cllr C. Reynolds is vice-chairman of the Tourism, Community and Publicity Committee.

Cllr C. Reynolds was duly **ELECTED** as vice-chairman.

24/81/TCP Terms of Reference

Proposed by Cllr P. May and seconded by Cllr M. Ellis, the terms of reference were **RECEIVED**.

24/82/TCP Public Forum

K. Gollop

K. Gollop said he had been approached by a family who had visited the town for nearly 40 years who had complained about the state of the town, which he was covered in dust, rubbish and vegetation. He said he would also approach Dorset Council (DC) with these issues. He raised the following issues: lack of road sweeping, gutters full of vegetation, houses not being lived in or looked after on Coombe Street and Ozone Terrace, the derelict phone box at the bottom of Bell Cliff, the area underneath the Bell Cliff advertising boards not being swept for years, the state of the steps near the Jane Austen Gardens, the unsightly and smelly bins on Gun Cliff, and businesses putting tables and chairs outside where they could be storing their bins.

It was noted members were aware of the issues that needed to be put right and the bus shelter at Bell Cliff would be referred to the Town Management and Highways Committee.

K. Gollop was advised to report issues to DC, although some areas were the responsibility of Highways England.

Cllr B. Bawden left the meeting at 7.50pm.

24/83/TCP Apologies

Cllr C. Aldridge – prior commitment

24/84/TCP Minutes

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the meeting held on 10 April 2024 were **ADOPTED**.

23/85/TCP Disclosable Pecuniary Interests

There were none.

23/86/TCP Dispensations

There were none.

23/87/TCP Matters arising from the minutes of the previous meeting held on 10 April 2024

Members noted the report.

23/88/TCP Update Report

Sculpture trail

The support services manager said she was still waiting on a date for the installation of the Juggler sculpture.

Party in the Park

The support services manager encouraged members to support the event by helping to steward and promote it.

It was acknowledged this was a good opportunity for members to meet the electorate and to create some positive PR. The staff were thanked for organising and promoting the event.

23/89/TCP Tourism, Community and Publicity Committee - Objectives

Beach Wheelchair

The support services manager said the replacement beach wheelchair would be delivered on Friday. She said the front desk team already had ideas on how to publicise the beach wheelchairs and the replacement wheelchair would be a good photo opportunity for members.

Members asked how much beach matting was available for accessibility.

The support services manager said beach matting was provided near the trampoline concession and on Monmouth beach, although it could only go so far as the beach was tidal. However, the beach wheelchairs were designed to be driven across the sand.

23/90/TCP D-Day 80 Commemorations

The staff and Cllr P. Evans were thanked for their hard work organising and advertising the events.

It was noted the Lympstone Military Wives Choir had said their performance at Woodmead Halls was their best concert yet and they would like to perform at Lyme Regis again.

23/91/TCP Sculpture Trail Working Group Membership

It was suggested the sculpture trail working group was combined with the gardens working group.

Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to integrate the sculpture trail working group into the gardens working group.

23/92/TCP eat:Lyme Regis

Members discussed issues which arose during previous events and noted the business group was not in favour of the event.

Some members said the public enjoyed the event and the council should consider the public view.

The support services manager said DC always consulted with the town council before permission was granted for any event. She said DC did not feel the previous event ran smoothly. She said the event organisers had gone ahead with the organisation of the event, including accepting payment from traders, without the go ahead from DC. She said the DC ward member, Cllr B. Bawden had offered to meet with the organisers, but the organisers had not accepted this offer.

Members agreed it was important to take the views of the business group into consideration because they were working hard to improve the relationship between the council and the local businesses.

Proposed by Cllr P. May and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that the council does not support eat:Lyme Regis.

23/93/TCP Free Parking Days

Members discussed the suggested dates in December and which events would benefit most from free parking.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the non-charging date in Lyme Regis car parks as Monday 23 December 2024.

23/94/TCP Request for Funding – Fireworks

Members asked why the Regatta and Carnival Committee could not apply for the funding through the grants' process.

The support services manager said the community grants were not available to grant-giving organisations, although she suggested it could be considered for a term grant when applications were invited later this year.

Members had concerns about using unbudgeted expenditure but acknowledged both residents and visitors enjoyed the displays, and they brought crowds of people into the town.

The support services manager reminded members they did not have to award what was requested and it was up to members to decide how much financial support they gave.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to contribute a total of £4,000 towards the cost of the summer and autumn fireworks' displays.

23/95/TCP Grant Review, Lyme Arts Community Trust

Members noted the report.

23/96/TCP Grant Review, The Hub

Members noted the report.

23/97/TCP Grant Review, Axe Valley and West Dorset Ring and Ride

Members noted the report.

23/98/TCP Grant Review, Bridport and District Citizens Advice

The support services manager said the Citizens' Advice Bureau was looking to bring an energy advice bus service to Lyme Regis and officers had suggested the Woodmead car park to accommodate this service.

23/99/TCP Grant Review, B Sharp

The support services manager reminded members about B Sharp' annual Busking Festival on Saturday 6 July 2024.

23/100/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 8.21pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 5 JUNE 2024

Present

Chairman: Cllr M. Ellis

Members: Cllr B. Bawden, Cllr G. Caddy, Cllr P. Evans, Cllr P. May, Cllr C. Prichard, Cllr C. Reynolds, Cllr G. Turner

Officers: M. Adamson-Drage (operating manager) M. Green (deputy town clerk), A. Mullins (support services manager), AK Mullins (property and projects assistant)

24/01/TMH Election of Chairman and Vice-Chairman

It was proposed by Cllr C. Reynolds and seconded by Cllr P. Evans that Cllr M. Ellis is chairman of the Town Management and Highways Committee.

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

Cllr M. Ellis was duly **ELECTED** as chairman.

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

It was proposed by Cllr C. Reynolds and seconded by Cllr P. Evans that Cllr G. Caddy is vice-chairman of the Town Management and Highways Committee.

Cllr G. Caddy was duly **ELECTED** as vice-chairman.

24/02/TMH Terms of Reference

Proposed by Cllr P. Evans and seconded by Cllr C. Reynolds, the committee's terms of reference were **RECEIVED**.

24/03/TMH Public Forum

N. Russell

N. Russell spoke in relation to agenda item 14, Lyme Regis Proposed Speed Measures and thanked the council and the Dorset Council ward member for addressing traffic issues. She said concerns raised previously about increased footfall on Timber Hill because of the new affordable housing were now a reality, with families with young children walking on a road with no footpaths, speeding traffic and children skateboarding

and roller-skating down. The road had limited visibility and was narrowed by hedges. A survey in 2020 showed 300+ cars daily, travelling an average of 38mph down and 34mph up. The re-routing of the coastal path and Covid had led to an increase in walkers, the road was used as a rat run, the park and ride had increased the number of buses using Charmouth Road and the number of cars using Timber Hill to avoid them. She said Timber Hill residents would like to see considered recommendations but asked that this led to action.

J. Edmonds

J. Edmonds spoke in relation to agenda item 13, Gazebo Refurbishment. She thanked the operations manager for his help so far on this issue. She said there were lots of cigarette ends in the gazebo and asked if they could be cleared up. She asked if the refurbishment of the gazebo could be paid for in the current year's budget. She said it was good to have the guttering cleared and graffiti scrubbed off.

N. Williams

N. Williams also spoke in relation to agenda item 13, Gazebo Refurbishment. He said they would like to see as much action as possible this year and leaving it would cost on everyone's part. He said they would keep pressing. He said they were engaging with the many local events to use the gazebo but a lot more needed to come from the council.

24/04/TMH Apologies

Cllr C. Aldridge – prior engagement
Cllr S. Cockerell – family commitment
Cllr D. Ruffle – family commitment
Cllr G. Stammers – family commitment
Cllr J. Trevena – holiday

24/05/TMH Minutes

Proposed by Cllr P. Evans and seconded by Cllr C. Reynolds, the minutes of the previous meeting held on 3 April 2024 were **ADOPTED**.

24/06/TMH Disclosable Pecuniary Interests

There were none.

24/07/TMH Dispensations

There were none.

24/08/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 3 April 2024

MUGA at Anning Road Playing Field

The deputy town clerk said due to further pipes being found across the field and the youth football's request to re-size the pitch to U13 league standards, officers were looking at moving the location of the MUGA to just below the play area. He said a more detailed report would be taken to the Full Council meeting on 17 July 2024.

The deputy town clerk said the proposed new location would mean it was closer to the flats at Pooles Court, but fewer properties would be affected overall. It was proposed to replace the catch netting with something far less intrusive so the situation may be improved for those residents.

Jubilee Pavilion roof works

The property and projects assistant said the contractors were due to be on site the following morning and were expected to be finished by 7 June 2024, although they would work on the weekend if not. The stonework would be started on 10 June 2024 and completed by 15 June 2024.

24/09/TMH Update Report

Park and ride 2024

The deputy town clerk said he was investigating a pay to park model but providing free travel on a park and ride service may be deemed to be anticompetitive and could generate complaints from other bus operators.

CCTV

The deputy town clerk said the town council's Planning Committee had recommended approval of the skatepark camera and mast and as Dorset Council (DC) was the landowner, the application would be considered by DC's Planning Committee on 20 June 2024. He said the planning officer was intending to recommend approval, but he was awaiting confirmation of this.

24/10/TMH Town Management and Highways Committee – Objectives

Members noted the report.

24/11/TMH Traffic and Travel Strategy Working Group membership

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs C. Aldridge, S. Cockerell, P. May, B. Bawden, G. Caddy and M. Ellis to the Traffic and Travel Strategy Working Group.

24/12/TMH Lyme Regis Proposed Speed Measures

The chairman agreed to bring this item forward on the agenda.

A member suggested speed bumps were installed or yellow lines were extended along Sidmouth Road to prevent parking. However, it was noted a traffic regulation order (TRO) request had already been made to DC for double yellow lines and speed humps would cost more and were no longer favoured, so were less likely to be implemented.

Some members were concerned about approving unbudgeted expenditure for the proposed speed survey and additional speed indicator devices, although it was noted there was £10,000 in the 2024-25 budget to implement recommendations from the Traffic and Travel Strategy Working Group, so this could fall under that.

Members discussed whether this should go to the working group, to make a recommendation to this committee, but officers advised this was not necessary.

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to use some of the budget set aside for recommendations from the Traffic and Travel Strategy Working Group to fund additional speed indicator devices for Sidmouth Road at a cost of up to £5,500 and a further speed survey by Dorset Council in Sidmouth Road at a cost of £295, and if necessary, to refer this back to the working group.

24/13/TMH CCTV Policy and Documents Review

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the CCTV policy and documents.

24/14/TMH Gazebo Refurbishment

The operations manager said broad costings had been obtained for the refurbishment of the gazebo, at £22,000 or £29-30,000, depending on the level of work required. The refurbishment would involve either removing the rear and side panels and leaving it as an open structure or repairing it 'as was'. He said this would require specialist carpentry work so it couldn't be carried out by the council's own workforce.

It was proposed by Cllr G. Caddy to demolish the gazebo and to build a house made of cob.

It was pointed out the council had previously reversed its decision to demolish the gazebo so this proposal could not go forward.

There was concern from some members about employing an extra gardener to look after the gazebo and the surrounding area and whether they would be responsible for policing the use of the gazebo, as existing staff had received abuse in the past.

The operations manager said employing an extra gardener was a suggestion from the community group and this hadn't been agreed by the council.

It was suggested officers could obtain further quotes for the refurbishment of the gazebo and in the meantime, it should be spruced up by the council's external works' team.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to ask officers to obtain further quotes for the replacement and removal of the rear and side panels of the gazebo, and to also investigate a structure made of cob.

24/15/TMH RNLI Parking Request

It was suggested that as most of the volunteers were likely to be Lyme Regis residents, they would already have residents' parking permits and therefore wouldn't require additional permits.

Cllr B. Bawden left the meeting at 7.57pm.

The operations manager said most of the volunteers were Lyme Regis residents, but some were not, although they could probably park on the slipway.

It was agreed the request could be brought back to the committee if it needed further consideration.

24/16/TMH Marine Parade Shelters' Roof Glass Panels

It was suggested the panels could be filled in, instead of being replaced, although it was pointed out that quotes for the filling in of the glass eye with polycarbonate had been very expensive, hence its ultimate replacement with concrete.

As it was a potential health and safety concern, members felt they shouldn't wait until next year's budget to replace the panels.

Proposed by Cllr G. Turner and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to replace glass panels in the roof of the Marine Parade Shelters as unbudgeted expenditure in 2024-25 due to health and safety concerns.

24/17/TMH Bowls' Club Advertising

Proposed by Cllr P. Evans and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request for advertising on the bowls club wall.

24/18/TMH Candles on the Cobb Management Committee

It was noted that although the original agreement for the building said the council would meet all costs of the building, as electricity costs had recently increased, Lyme Regis Football Club had met half of the bill.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the setting up of a committee for the

management of the Candles on the Cobb Pavilion, to include the council's appointed representative Cllr P. Evans, a representative from Lyme Regis Youth Football, a representative from the original Candles on the Cobb Pavilion group, and to seek one other member from the local community; to invite a representative from St Michael's Primary School to attend; and for the committee to be served by an officer of the council.

24/19/TMH Complaints, Incidents and Compliments

Members noted the report.

24/20/TMH Outdoor Gym Equipment

Proposed by Cllr M. Ellis 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.

24/21/TMH Harbour Store Tenders

Proposed by Cllr M. Ellis 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.

24/22/TMH Exempt Business

a) Outdoor Gym Equipment

A member asked if the equipment would function properly in the sea air.

The operations manager said the equipment would come with a warranty, but it would be a reduced warranty because of how close it was to the sea.

A member asked if planning permission would be required for the equipment.

The deputy town clerk said it was likely to be permitted development as a local authority, but he wouldn't rule out planning permission being required. He would check this.

Proposed by Cllr C. Reynolds and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the quote from Fresh Air Fitness for the installation of outdoor gym equipment.

b) Harbour Store Tenders

The deputy town clerk said there was a significant difference in the programme and start date between the two lowest tenderers and completing the works earlier could have several potential benefits. He suggested officers went back to the two companies to ask for suggestions on further cost savings and clarification about radon, as additional groundworks may be required if this was a development that required radon mitigation measures.

The deputy town clerk said he believed both quotes could be brought closer to the council's approved budget of £125,000. He suggested a further report was taken to the Full Council meeting on 17 July 2024 for a final decision.

Members agreed with the suggested course of action and supported the potential benefits of an earlier start date and shorter programme of works.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to have further discussions about the Harbour Store with the two lowest tenderers and to take a report to the Full Council on 17 July 2024 for a final decision.

The meeting closed at 8.23pm.

LYME REGIS TOWN COUNCIL

GARDENS WORKING GROUP

**MINUTES OF THE MEETING HELD ON TUESDAY 2 JULY 2024
AT 2PM IN LYME REGIS TOWN COUNCIL OFFICE**

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

Officers: M. Adamson-Drage (Operations Manager).

Item 1. Membership and Election of Chair.

Members decided that there was no requirement for a Chair for the working group.

The four councillors present would be the membership of the working group. Other town councillors would be invited to attend as required, as would experts from external bodies if required.

Item 2. Apologies.

None.

Item 3. Minutes.

This was the first meeting.

Item 4. Matters Arising.

This was the first meeting.

Item 5. Terms of Reference.

The following suggestions were agreed:

Meetings would last no more than 1 hour.

Minutes were to be reported to the following TMH committee.

Meetings would repeat no more than once every cycle of committee meetings.

It was decided that for quoracy, a minimum of two members must be present.

The officer would take the minutes.

Item 6. Reason for the working group.

Members discussed the need for the working group and remit. All agreed the group was required. Along with the obvious areas of discussions around gardening, planting and trees; the sculpture trail, circular display flower bed, memorial benches, memorial trees, lamp columns, lighting and the gazebo was to be included. Also, the amenities area; including the outdoor gym, mini-golf, table tennis and putting green area were decided to be within the remit of the working group.

Item 7. What we do now.

The operations manager showed the members the current planting schematics. Members asked about the current programme of works in the gardens, in particular the stripped bed in the tiers, which was in preparation for the imminent gardens path trial. The operations manager explained about the high number of flower beds and the gardening burden.

Members requested information on the timeline and details of the budget for the regeneration of the flower beds across the gardens. They also agreed that the current budget for this work should be extended indefinitely to continue to regenerate the gardens on a continual basis.

Item 8. Suggestions for discussion.

Signage, QR codes, signboards, the community garden and the sculpture trail would be discussed at future meetings.

Members spoke about the possibility of a new planting scheme which would require a design from an external contractor and potentially with input from the councils' structural engineer. It would be important to ensure slope integrity on the tiers with appropriate planting chosen for their root structure. Members agreed this would be a costly exercise and require a budget should they wish to achieve a new design. Members also discussed a mixture of traditional and wildflower planting and a herb garden.

The cinema wall was discussed and Cllr Reynolds had been in touch with Woodroffe School.

Members had some concern that the community garden would struggle to continue indefinitely without volunteer support. Cllr C. Reynolds was commended for her hard work in keeping the bed going.

Lighting in the gardens was discussed. Cllr M. Ellis asked about the coloured lights in the trees. The operations manager explained they would go back on when the amenities hut project was completed. Members generally agreed that further lighting in the gardens would be a good idea, such as uplighting sculptures, key features, lighting steps and perhaps another major lighting project.

The putting green area was discussed. The operations manager showed the members the plan for the gym equipment which was to be put on the top tier. Cllr C. Aldridge spoke about using the other tier area for educational purposes, maybe signboards, and members generally spoke about the possibility of a childrens' play area.

Other ideas included a project similar to the recent Axminster Town Council scarecrow idea/competition. Cllr P. Evans spoke about re-invigorating the best gardens/gardener/plants competitions of the past and including details of the gardens projects in the regular newsletter.

Item 9. Next Meeting Date.

The next meeting date was not set but would occur after the next Town Management and Highways Committee in September 2024.

The meeting ended at 3:00pm.

Committee: Full Council

Date: 17 July 2024

Title: Appointments to Council Committees

Purpose of Report

To allow the council to appoint Cllr Sean Larcombe to committees

Recommendation

The council appoints Cllr Sean Larcombe to the Environment Committee, Human Resources Committee, Planning Committee, Tourism, Community and Publicity Committee and Town Management and Highways Committee

Background

1. Councillors have the opportunity each year to serve on all committees. Membership of the Strategy and Finance Committee is mandatory for all members.

Report

2. Cllr Sean Larcombe has indicated he would like to be appointed to the Environment Committee, Human Resources Committee, Planning Committee, Tourism, Community and Publicity Committee and Town Management and Highways Committee

Adrienne Mullins
Support services manager
July 2024

Committee: Full Council

Date: 17 July 2024

Title: Appointments to External Bodies 2024-25

Purpose of Report

To allow the council to make additional appointments to external bodies

Recommendation

The council makes additional appointments to external bodies

Background

1. At the Annual Meeting of the council on 15 May 2024, members were appointed as council representatives to various external bodies.
2. Members must decide whether they wish to be lead members or participating members on external bodies. Lead members wouldn't necessarily attend external bodies' meetings but would be their main link with the council. There is an expectation participating members would attend and take part in the organisations' meetings.

Report

3. At the meeting on 15 May 2024, no appointment was made to the Charmouth Road Allotments' Association.
4. In addition, there are further vacancies on the Lyme Regis/Barfleur Twinning Association and the Rural Market Town Group following the resignation of Cllr B. Bawden¹.
5. Members are asked to make appointments to these three external bodies.

Adrienne Mullins
Support services manager
July 2024

¹ Although Cllr C. Prichard has also resigned, she was not appointed to any external bodies.

Committee: Full Council

Date: 17 July 2024

Title: Governance Arrangements, the Civility and Respect Agenda and the Appointment of Consultants to Undertake a Cultural and Behavioural Change Programme

Purpose of Report

To inform members of the progress on the appointment of consultants to assist the council in undertaking a cultural and behavioural change, to consider the council's position with regard to the Civility and Respect agenda, and to consider how best to take forward any changes to the council's governance structure.

Recommendation

Members note the report and integrate the Civility and Respect agenda and any changes in governance arrangements into the cultural and behavioural change programme

Background

1. On 29 May 2024, the Human Resources Committee reviewed and considered its position on the Civility and Respect agenda and considered the proposal for appointing a consultant to undertake cultural and behavioural work with the council.
2. The Human Resources Committee made three recommendations to this meeting of the Full Council:

‘To ask officers to bring a report to the Full Council meeting on 17 July 2024 to allow members to consider the council's position with regard to the Civility and Respect agenda.

To set up a panel consisting of the mayor, deputy mayor, and chairman of the Human Resources Committee to work in conjunction with the town clerk to finalise the specification and agree the appointment of consultants to undertake organisational development work with the council.

To ask the town clerk to write a letter to the MP to increase cross-party awareness of the Civility and Respect project.’

3. Recommendations one and two, along with a previous resolution of the Full Council on 13 March 2024 are related and interdependent.

Report

Appointing Consultants

4. On 7, 21 and 28 June 2024, the mayor, deputy mayor, chairman of the Human Resources Committee, the support services manager and the town clerk met to consider initial proposals from three consultants: South West Councils, the Local Government Resource Centre (LGRC) and Hoey Ainscough Associates Ltd.

5. The panel's assessment is in each instance, the proposals focussed too much on organisational analysis and not enough on the design and implementation of proposals to effect cultural and behavioural change; the town clerk will ask the consultancy companies to submit modified proposals.
6. Based on the revised proposals submitted, a consultant will be appointed with a target start date of early-autumn 2024.

Civility and Respect Agenda

7. The Civility and Respect agenda has a good fit with the cultural and behavioural changes the council is seeking.
8. Part of the resolution from the Human Resources Committee on 29 May 2024 to this meeting asks, 'officers to bring a report to the Full Council meeting on 17 July 2024 to allow members to consider the council's position with regard to the Civility and Respect agenda.' The Civility and Respect agenda report presented to the Human Resources Committee on 29 May 2024 is attached, **appendix 22A**.
9. The panel believes the timing of the council's adoption of the Civility and Respect agenda should be informed by the work of the cultural and behavioural change programme, i.e., there is no point signing up to the Civility and Respect agenda if there is low confidence in the council's ability to adhere to it and in the knowledge that any instance of non-compliance could create controversy which could undermine the council's overall cultural and behavioural change programme.

Governance Arrangements

10. Linked to any cultural and behavioural change programme is structural change, i.e., the governance arrangements, policies, procedures, and working practices that inform the council's operation.
11. On 6 March 2024, the Strategy and Finance Committee considered a report on governance arrangements. Part of the Strategy and Finance Committee's recommendation to the Full Council on 13 March 2024 was, '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. The minutes of that meeting are attached, **appendix 22B**.'
12. The panel's view is structural changes should be led and informed by the cultural and change programme. The panel is clear that structural change should not be a substitute for achieving cultural and behavioural change; it should complement the process.

John Wright
Town clerk
July 2024

Committee: Human Resources

Date: 29 May 2024

Title: Civility and Respect Agenda and External Support

Purpose of Report

To review the Civility and Respect agenda, to consider the council's position with regard to the Civility and Respect agenda, and to consider a proposal for employing an external organisation to undertake organisational development work with the council

Recommendation

The council determines its position on the Civility and Respect agenda and agrees to set up a panel consisting of the mayor, deputy mayor and chairman of Human Resources to work in conjunction with the town clerk to finalise the specification and agree the appointment of consultants to undertake organisational development work with the council

The Civility and Respect Agenda

Background

1. The Civility and Respect agenda was first considered at this committee on 12 April 2023; for ease of reference the report is attached, **appendix 12A**.
2. The Civility and Respect agenda is a response from representative organisations² across the sector to what they perceived to be a lacklustre government response to the 2019 report, Local Government Ethical Standards; the Committee on Standards in Public Life had highlighted numerous areas of concern, not least of which related to standards of behaviour from elected members.
3. The project has six work streams: governance, collaboration, enabling, intervention, legislative and training.
4. At the centre of the Civility and Respect agenda is the Pledge. The Pledge is a voluntary public statement which signs a local council up to essential policies and procedures and, more importantly, to behaviours which will improve the dynamics and performance of the organisation, its culture and public perception.
5. The council's performance against the pledge's criteria is detailed in **appendix 12A**.
6. The report to this committee on 12 April 2023 identified considerations, including suggestions, about the council's approach towards the Pledge; these still hold true:
 - Member behaviour is a live issue for Lyme Regis Town Council. If the council signs the pledge, it must commit itself to its conditions and members must unconditionally adhere to them.
 - There is little point in signing up to something if you know in your heart of hearts that either you or your organisation will fail to comply with its conditions; this undermines the town council's credibility and the credibility of a national initiative which others are passionately committed to.

² Parish and town councils, the National Association of Local Councils (NALC), county associations, the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW).

- Accusations inside or outside the council chamber about breaches of the pledge won't do anything to promote the council's reputation.
 - A more measured approach might be to keep member behaviour under review and sign the pledge when there is enough of a consensus that behaviours are sufficiently under control.
 - As well as modifying behaviour and keeping it under review until the election in May 2024, the council could prepare a lessons learnt and suggestions' paper for the new administration.
7. Following a recommendation from this committee, on 15 May 2023 the Full Council resolved:
- 'that members recognised the principles outlined in the Civility and Respect pledge and officers prepare a draft pledge which is adapted to fit the organisation and ready for the new intake of councillors to sign up to in 2024.'
8. On 13 December 2023, the Full Council received a report, 'Preparing for a New Administration'. The report suggested a further report should be brought to the Annual Meeting of the council in May 2024 to, 'introduce the new administration to the Civility and Respect project and that the report would include the model pledge.'
9. A copy of the model pledge is attached, **appendix 12B**.
10. The report is brought to this meeting rather than the Annual Meeting of the council because of its overlap with an associated council initiative, the appointment of consultants to undertake development work.
11. The town clerk recommends these two projects are merged.

Organisational Development

12. Approximately 18 months' ago, the council sought to engage consultants to help it overcome the behavioural difficulties it was experiencing. At that point in time, the council could not engage a suitably qualified consultant.
13. On 13 December 2023, as part of the 2024-25 budget-setting process, the Full Council approved a £20,000 budget for organisational development work.
14. Officers have had initial discussions with three organisations about providing this work: South West Councils, the Local Government Resource Centre, and Hoey Ainscough Associates.
15. The town clerk has provided each organisation with an overview of the town council, along with the purpose of the exercise and the expected outcomes; the purpose and outcomes are based on previous discussions with members.

Purpose

- the development of a shared purpose(s)
- the development of shared values
- team building
- conflict management and resolution
- structural, cultural and behavioural change
- perception management.

Outcomes

- The active engagement of all members in the 'transformation' process
 - A shared and owned common purpose(s)
 - A shared and owned set of values
 - A shared commitment to the standards that will be adhered to by members and officers
 - A significant improvement in member behaviours inside and outside the council chamber
 - An agreed internal mechanism for conflict resolution
 - A material improvement in the perception of the electorate and those the council works with.
16. Based on the work required and the budget available, the town clerk's working assumption is that the council will purchase approximately 20 days' consultancy and up to eight of these days will involve member and officer contact.
17. This project is at an early stage and to progress it, it is proposed the mayor, deputy mayor, and chairman of this committee work alongside the town clerk to develop the consultant specification and appoint the consultant.
18. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

John Wright
Town clerk
May 2024

23/94/SF Governance Arrangements

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

Members gave their views on the three issues mentioned.

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

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

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

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

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

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

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

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

Committee: Full Council

Title: Monitoring Officer Report

Purpose of Report

To allow members to receive Dorset Council's monitoring officer's report and findings following a Code of Conduct complaint against Cllrs Ellis and Reynolds

Recommendation

Members note the report

Background

1. Some of the parties involved in a recent Code of Conduct complaint have approached the town clerk to request the complaint hearing is formally reported to the council.
2. Following a Code of Conduct complaint made by Cllrs Aldridge and Bawden against Cllrs Ellis and Reynolds, an investigation was commissioned by Dorset Council's monitoring officer. The investigation into the complaint was subsequently considered by Dorset Council's Audit and Governance (Hearing) Sub Committee³ on 22 February 2024. The hearing was held in open session and the information contained in this report is in the public domain.
3. For information, the reports and documents considered by the sub-committee are attached, **appendix 23A**, and the minutes of the sub-committee meeting are attached, **appendix 23B**.
4. The sub-committee made three findings:
 1. "Due to insufficient evidence the Sub-committee finds no disrespect and no breaches of the Code of Conduct by Cllrs Ellis or Reynolds in relation to a home visit and subsequent meetings and emails;
 2. No bullying and no breach of the Code of Conduct by either Cllr Ellis or Cllr Reynolds in respect of their conduct during meetings on 4 October 2022, 25 January 2023, 15 February 2023;
 3. Cllr Ellis and Cllr Reynolds did not bring Lyme Regis Town Council into disrepute and did not breach the Code of Conduct."

John Wright
Town clerk
July 2024

³ The Audit and Governance Sub-committee is arranged on an ad-hoc basis for the consideration and determination of any allegations relating to the Member Code of Conduct (including town and parish councils). The sub-committee consists of three Dorset Council councillors taken from the membership of the Audit and Governance Committee.

Committee: Full Council

Date: 17 July 2024

Title: Releasing Further Objectives

Purpose of Report

To allow members to consider priority 2 projects that couldn't be funded in the 2024-25 budget and to identify from those projects those which the council wants to undertake in 2024-25, up to a budget sum of £30,000

Recommendation

Members identify from the projects, detailed in paragraph 2, those which it wants to undertake in 2024-25, up to a budget sum of £30,000

Background

1. As anticipated, the budget outturn at 31 March 2024 exceeded the prudent forecast provided to the Strategy and Finance Committee on 6 March 2024. Therefore, I am comfortable with the release of a £30,000 to fund priority 2 objectives which were not approved during the 2024-25 budget-setting process.
2. The unfunded priority 2 objectives are:

Committee	2 Seagull solutions	3,000
Committee	2 Addition of King Charles to chains	2,124
Officer	2 Protective case for maces	10,000
Priority three 23/24	2 Solar panels on council buildings	10,000
Priority three 23/24	2 West and east store doors	15,000
Priority three 23/24	2 Employee benefits' package	10,000
Priority three 23/24	2 Electronic noticeboards	3,000
Priority three 23/24	2 Improve welcome signs	2,000
	Priority 2 total	55,124

Report

3. Members are asked to approve further objectives for 2024-25, up to a budget sum of £30,000.

Naomi Cleal
 Finance manager
 July 2024

Committee: Full Council

Date: 17 July 2024

Title: Operations Manager Recruitment

Purpose of Report

To allow members to consider changes to the operations manager job description and person specification, to approve a recruitment timetable and to identify two members to be part of the appointment process

Recommendation

Members approve the proposed changes to the operations manager’s job description and person specification, appendix 25A and 25B, approve the recruitment timetable detailed in paragraph 4 of this report and identify two members to be part of the appointment process

Background

1. The appointment of the council’s operations manager involves members in a review of the job description and person specification, agreeing the recruitment timetable and identifying members to be part of the recruitment process.

Report

2. On 17 June 2024, the council’s operations manager, Matt Adamson-Drage, resigned. The operations manager post requires three months’ notice; Matt’s last working day will be on or around 4 September 2024. The exact date depends on the timing of leave and the amount of TOIL accrued.
3. Attached, **appendix 25A and appendix 25B**, are the proposed operations manager’s job description and person specification. Deletions are crossed out and additions are in red. The changes reflect changes in project management and the environmental responsibilities the post has acquired over the last few years.
4. The proposed appointment timetable is:

Advert placed	Thursday 18 July 2024
Closing date for applications	12 noon Monday 12 August
Interviews	Friday 16 August
5. Officers propose advertising the vacancy in the following newspapers⁴, Bridport and Lyme Regis News, the Sidmouth Herald, Midweek Herald, Exmouth Journal, Chard and Ilminster News. It will also be advertised on the town council’s website, noticeboards and social media channels, Indeed, and the jobs’ pages of SW Councils, DAPTC and Dorset Council.
6. Ideally, the panel should have no more than four members. The town clerk suggests two of the following councillors are on the appointment panel: the mayor or deputy mayor, along with either

⁴ The advert will appear in all the associated newspapers and their websites.

the chairman of the Town Management and Highways Committee, the chairman of the Environment Committee or the chairman of the Human Resources Committee. The other two panel members should be the town clerk and the support services manager.

John Wright
Town clerk
July 2024



Lyme Regis Town Council

Job Description

Job Title	Operations manager	Grade	SCP 30-33 £38,223 to £41,418 (pay award pending)
Section	External works	Hrs	37 hours' per week
Reporting To	Town clerk	Working Pattern	Monday to Friday, with some evening, weekend and bank holiday working as required

Job Purpose

- ~~To be responsible for all aspects of the repair and maintenance of the council's properties and open spaces and any other properties managed by the council.~~ **To be responsible for all aspects of the response repair and day-to-day maintenance of the council's properties and outdoor spaces.**
- **To develop cyclical plans for the repair or replacement of the council's assets.**
- ~~To manage the external works' team and external contracts to ensure the effective maintenance and development of the council's properties and outdoor spaces.~~ **To manage the external works' team and associated contractual relationships.**
- ~~To act as the lead officer for one or more council committee.~~ **To be the lead officer for one or more council committees and working groups.**

Main Duties

- **To comply with legislation.**
- To work as part of the council's senior management team.
- To lead, manage, develop, and motivate the external works' team.
- To manage budgets, ~~assets~~, resources, projects, and change.
- To positively ~~promote~~ **represent** the town with residents, visitors, stakeholders, and external partners.
- To manage the cyclical, programmed and reactive maintenance.

- To ~~draft~~**write** reports and make recommendations to council committees.
- ~~To be the lead officer for at least one council committee.~~ **To be the lead officer for one or more council committees and working groups.**
- ~~Prepare specifications and method statements for works and, where external contractors are required, oversee the tendering and monitoring processes.~~
- To maintain an inventory and oversee the regular inspection and maintenance of the council's machinery, tools and equipment.
- To ~~act as~~ **be** the council's health and safety officer and fire safety officer.
- To ~~play an active role~~ **participate** in the council's civic and community events' programme, as required.
- **To implement and take forward the council's climate action plan.**
- Any duties commensurate with the post.

Dimensions

- Line management responsibility for ~~up to 20 members of staff~~ **the external works team.**
- Responsibility for health and safety, fire safety and security ~~at council properties~~ **of the council assets.**
- Responsibility for machinery, equipment and tools.

Supervision and Work Planning

- The post holder is responsible to the town clerk

Contacts

- The public
- Elected members
- Other employees
- Consultants and contractors
- External organisations
- Representatives of local organisations

General

- This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out.
- Duties may vary from time to time without changing the character of the post or the level of responsibility.

Special Notes or Conditions

- The post holder will be expected to attend meetings of the council as required and to be available if an emergency situation arises out of normal working hours

July 2024



Lyme Regis Town Council

Person Specification

Job Title	Operations manager	Grade	SCP 30-33 £38,223 to £41,418 (pay award pending)
Section	External works	Hrs	37 hours' per week
Reporting To	Town clerk	Working Pattern	Monday to Friday, with some evening, weekend and bank holiday working as required

Assessment Criteria	Essential	Desirable
Educational qualifications	GCSEs or equivalent to include English and mathematics, minimum grade C	Level 4 NVQ or equivalent in building services or similar A degree or relevant professional qualification A health and safety qualification An environmental qualification
Work-related experience and associated vocational training	Experience of grounds' maintenance and building technology Experience of grounds' and building maintenance Preparation of specifications and other contract documentation An understanding of contract documentation Experience of letting contracts and supervising contractors Experience of managing staff	Experience of horticultural/landscaping work
Knowledge	Building and construction IT literate	Lyme Regis and locality Understanding of budgets

	<p>Some knowledge of personnel procedures and employment law</p> <p>Understanding of budgets</p>	<p>Personnel procedures and employment law</p> <p>Health and safety requirements</p> <p>Environmental issues and carbon reduction initiatives</p>
Personal skills and qualities	<p>Good writing written and communication skills</p> <p>Strong numerical, analytical and problem solving skills</p> <p>Ability to lead and motivate staff</p> <p>Strong team-worker</p> <p>Ability to work under pressure</p> <p>Ability to organise and prioritise own work, that of others, and ensure deadlines are met</p> <p>Good negotiating and influencing skills</p> <p>Good project management skills</p> <p>Instils trust, respects confidentiality, and inspires confidence</p> <p>Ability to develop strong relationships and promote the council's interests with external organisations</p> <p>Balances assertiveness with flexibility</p> <p>Possesses a 'can-do' attitude</p> <p>Committed to diversity and equality of opportunity</p>	
Special working conditions	<p>Ability and willingness to work outdoors in inclement weather conditions</p>	

	Willing to work weekends, bank holidays and evenings Current full driving licence	
--	--	--

June 2024

Committee: Full Council

Date: 17 July 2024

Report: 20mph Speed Limit

Purpose of Report

To allow members to consider the outcomes of the public consultation on the proposed 20mph speed limit

Recommendation

Members consider the outcomes of the public consultation on the proposed 20mph speed limit and instruct officers

Background

1. Various reports have been considered by the Town Management and Highways Committee about the Speed Watch initiative, the principle of introducing 20mph speed limits in Lyme Regis, and the requirement for speed surveys to support any 20mph application.
2. On 4 October 2022, the committee supported, in principle, the introduction of 20mph speed limits in Lyme Regis, where possible and this was resolved by the Full Council on 26 October 2022.
3. On 14 February 2024, the committee received a report, attached at **appendix 26A**, asking members to consider the zone, criteria, process, timetable, enforcement, budget, and indicative costs of a 20mph speed limit in Lyme Regis. It was recommended by the committee, and subsequently resolved by the Full Council on 13 March 2024, to support the 20mph zone across Lyme Regis and to add Timber Hill as it falls outside the proposed zone'.

Report

4. As part of the application process, Dorset Council requires evidence of the level of community support. To obtain this, this council carried out a public consultation.
5. The consultation was launched on 29 April 2024, with all feedback collated via the online consultation tool Survey Monkey. Our methods of consultation were as follows: a flyer drop to every property in the DT7 3 area via Royal Mail, social media posts, website posts, a press release, hard copies of consultations in various locations and posters on noticeboards.
6. The deadline for responses was 31 May 2024, by which time we had received 1,131 responses. This is by far the most responses we have ever received to a consultation, with the closest being 366 responses to our objectives' consultation in August 2022.
7. A full analysis of the results, compiled by the administrative and community engagement assistant, is at **appendix 26B**.
8. In summary, 721 respondents (63.86%) were not in favour of the 20mph speed limit and 396 (35.08%) were in favour.

9. However, we are aware the consultation was posted on a Facebook group called 'Climate Con', encouraging its members to object to the proposal. Following the Facebook post, there was a spike in responses on 12 May 2024. On this day, 298 people responded, of which 250 were visitors (85%), 22 were residents (7%), 15 were workers (5%) and seven were businesses (2%).
10. There is no doubt this spike has skewed the results so members may wish to consider whether to eliminate the data from this day. If so, it would also mean discounting the views of 44 residents, workers and businesses.
11. If we were to eliminate all results from this day (both the 14 in favour and the 283 not in favour of a 20mph speed limit), the overall results would show 438 people are not in favour of the proposal and 382 are in favour of the proposal.
12. Officers are also aware of some delivery issues with the flyer. We have evidence flyers were not delivered to some properties in Timber Hill, Sidmouth Road, Somer Fields, Lym Close and Sherborne Lane. It is not clear if the entire roads were missed out or random properties in these roads.
13. A complaint was lodged with Royal Mail, which carried out an internal investigation into the non-delivery. The investigation was inconclusive. As the flyer was not tracked, Royal Mail has said there will be occasions where human errors occur and the investigation showed there was no widespread delivery issue. However, Royal Mail apologised and credited £50 to the council's account as a gesture of goodwill.
14. Although we are aware of these issues, the response rate to the consultation was still significant enough to provide a good sample of views. The consultation was publicised in a variety of ways and with 1,131 responses, it is clear it reached a significant part of the town.
15. The survey asked respondents if they agreed with the suggested area for the proposed 20mph zone and if no, what changes they would suggest to the proposed area, e.g. extending or reducing the area. Further analysis of the results suggests although the majority of respondents would not be in favour of the proposed 20mph scheme, a significant amount would be in favour of speed restrictions in a limited area, such as outside schools and the play park. There is too much data (683 responses to this particular question) to analyse in detail, but the responses to this question have been provided separately to members.
16. The council's current position is to support the introduction of 20mph speed limit in Lyme Regis. Following the public consultation, members are asked to confirm if they still wish to go ahead with the application.
17. The advice from Dorset Council is for this council to consider the consultation views and if necessary, to seek advice from them if this council wishes to consider revising the extent of the scheme.

Adrienne Mullins
Support services manager
July 2024

Committee: Town Management and Highways

Date: 14 February 2024

Report: 20mph Speed Limit

Purpose of Report

To allow members to consider the zone, criteria, process, timetable, enforcement, budget, and indicative costs of a 20mph speed limit in Lyme Regis

Recommendation

Members consider the report and instruct officers

Background

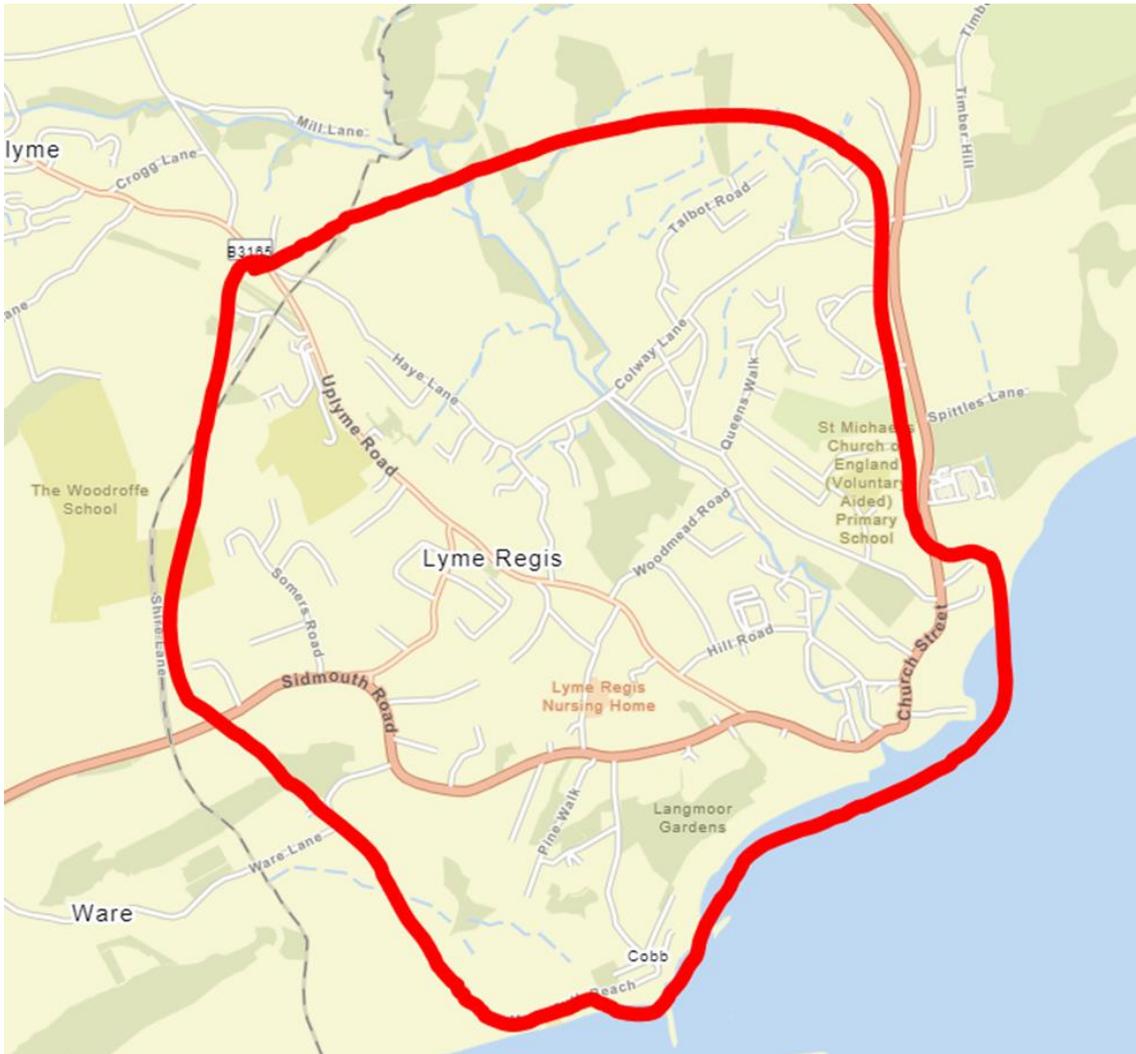
1. On 4 October 2022, the Town Management and Highways Committee received a report on a speed watch initiative and the, in principle, introduction of 20mph speed limits in Lyme Regis, where possible.
2. The committee recommended to the Full Council, 'to support the Speed Watch initiative and agree to purchase one camera for the volunteer Speed Watch team and to support, in principle, the introduction of 20mph speed limits, where possible, in Lyme Regis and instruct officers to feed back to Dorset Council.
3. The recommendation was approved by resolution of the Full Council on 26 October 2022.
4. On 19 April 2023, the Town Management and Highways Committee received a report on Dorset Council Highways Meeting and Highways Issues.
5. The committee recommended to the Full Council, 'to conduct five potential speed indicator device site surveys at a cost of £950 from the external works' budget.'
6. The recommendation was approved by resolution of the Full Council on 17 May 2023.
7. On 20 September 2023, at the Town Management and Highways Committee, members considered short-term proposals from the Travel and Transport Working Group, the proposals included the introduction of a 20mph speed limit for Lyme Regis.
8. At that meeting, members agreed to recommend to Full Council, 'to approve the speed survey locations as Sidmouth Road, Queens Walk, King's Way, Silver Street, Charmouth Road, and Anning Road and to add Timber Hill as an additional location, at a cost of £200 plus VAT.'
9. The recommendation was approved by resolution of the Full Council on 25 October 2023.
10. The Dorset Council ward member, Cllr B. Bawden and officers have been in discussions with Dorset Council about the possibility of introducing a 20mph speed limit in Lyme Regis.

Report

11. Department for Transport guidance states that 20mph schemes may have, “environmental benefits as, driving more slowly at a steady pace will save fuel and reduce pollution, unless an unnecessary low gear is used.”
12. Department for Transport guidance also states, “Important benefits of 20mph schemes include the quality of life and community benefits, and encouragement of healthier and more sustainable transport modes such as walking and cycling”.

The proposed 20MPH speed limit zone

13. Dorset Council’s proposed 20mph speed limit zone is detailed below:



14. On Charmouth Road, the 20mph would start on the approach to the existing priority build outs.
15. On Sidmouth Road, the 20mph limit would start slightly west of Blue Waters Drive, creating a 30mph buffer zone from the 40mph limit.
16. On Uplyme Road, the 20mph would start at the county boundary with Devon, reducing the speed limit from 30mph.

Process

17. A copy of the process for assessing a 20mph limit or zone is attached, **appendix 16A**.
18. The town council or local ward member completes a community-led 20mph request form and sends it to Dorset Council's road safety team.
19. Dorset Council's road safety team check the form against the eligibility criteria and determines whether it is met or not.
20. If the proposal meets the eligibility criteria, it must be assessed as a high priority by Dorset Council's road safety team to be progress to the Speed Limit Order (SLO) programme.
21. If the proposal meets Dorset Council's road safety team's criteria but is not assessed as a high priority, the town council can pursue a community funded process, i.e., the community and or the town council pays for the introduction of the 20mph speed limit.
22. When the funding is secure, the proposal is added to the SLO programme.
23. If the proposal does not meet Dorset Council's road safety team's eligibility criteria, the request does not proceed.

The application, evidence gathering and timetable

24. A copy of the application form is attached, **appendix 16B**.
25. Before the application is submitted, Dorset Council will undertake six speed surveys within the 20mph zone, see paragraph 8. These are planned for late March-April 2024 and will involve radars monitoring vehicle speeds for 24 hours a day for seven days.
26. Dorset Council also want other evidence, including:
 - public support – petitions, surveys, doorstep feedback. Anecdotal evidence is accepted
 - Speedwatch data – dates, vehicle counts, volunteers involved
 - speed indicator data for Sidmouth Road, Charmouth Road and Timber Hill
 - evidence of any reports or consultation exercises.
27. The application is likely to be considered by Dorset Council's 20mph Panel in June-July 2024. The application will be considered against Dorset Council's eligibility criteria.

The eligibility criteria

25. The key criteria that Dorset Council's road safety team consider in making decisions on local speed limits are history of collisions, road geometry and engineering, road function, composition of road users (including existing and potential levels of vulnerable road users), existing traffic speeds and road environment.

Enforcement

26. There are no additional or identified resources for enforcing a 20mph speed limit.

Budgets and Cost

27. In 2022-23, Dorset Council Local Transport Plan (LTP) allocated a budget of £75,000 for the delivery of 20mph schemes. Budget availability for 2024-25 will be determined by Dorset Council later this month; a material increase is not anticipated.
28. The Full Council considered a 2024-25 budget of £50,000 for project proposals from the Travel and Transport working group and this committee; this budget was not approved by the Full Council on 13 December 2023 and was deferred for further consideration by the Strategy and Finance Committee on 6 March 2024⁵.
29. If the town council was to fully fund the introduction of a 20mph speed limit, it would have to cover the cost of investigation, design, purchase, installation, future maintenance (maintenance is paid for by a single commuted sum). Any abortive costs would have to be met by the town council in full.
30. Dorset Council officers estimate the cost at up to £25,000 plus Traffic Regulation Order (TRO) costs of £2,000; Dorset Council officers have advised the TRO cost could increase if there are significant objections to a 20mph application.

Where is this project at and what needs to be done?

31. The 20mph speed limit application form is with Cllr B. Bawden. The application cannot be submitted until Dorset Council's speed surveys are complete; these take place in March-April 2024.
32. Dorset Council has said it requires 12 months of data from the community Speedwatch team.
33. Data and support from the community is required, e.g., the business community, residents' groups, schools, the police, etc.
34. Any application for a 20mph speed limit should be considered alongside other traffic calming measures; this is particularly important if the application fails to meet Dorset Council's eligibility criteria.
35. The 20mph project is being driven by Cllr B. Bawden. The future ownership and management of tasks associated with the 20mph speed limit application need to be determined and understood, this includes the town council's policy position and support for the application and project implementation.
36. Any proposal to proceed with the implementation of a 20mph speed limit must be properly costed; town council officers fear the estimate provided by Dorset Council might be too light.
37. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

John Wright
Town clerk
February 2024

⁵ Because not all the project proposals for 2024-25 could be funded from the 2024-25 budget, on 13 December 2023, the Full Council deferred 13 projects to the Strategy and Finance Committee on 6 March 2024 for further consideration. Since 13 December 2023, three further projects have been added to this list. By 6 March 2023, officers will have a better understanding of the 2023-24 financial performance and the council may be able to approve further projects.

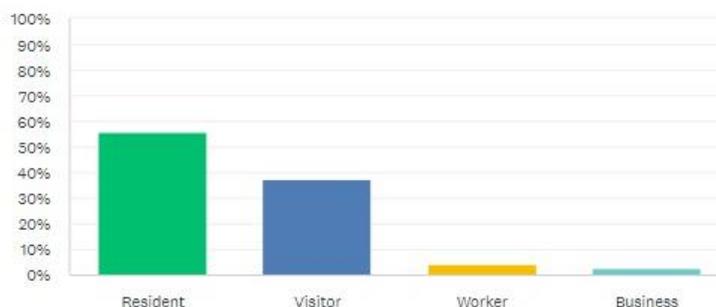
20mph public consultation – analysis of results

A summary of analysis of main questions and data trends provided below.

Q1) Are you a resident, visitor, worker or business in Lyme Regis?

Results show 1,125 out of 1131 answered this question. A total of 627 residents, 420 visitors, 50 workers and 28 businesses.

Answered: 1,125 Skipped: 6



ANSWER CHOICES	RESPONSES
Resident	55.73% 627
Visitor	37.33% 420
Worker	4.44% 50
Business	2.49% 28
TOTAL	1,125

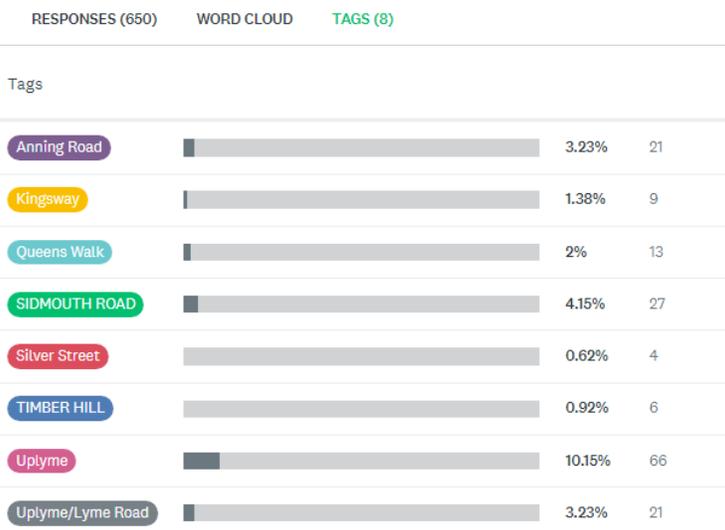
Q2) If you are a resident, which street do you live in?

Results show, 650 out of 1,131 respondents answered this question. Residents were asked which road they live on, a breakdown of respondents for Anning Road, Kingsway, Queens Walk, Sidmouth Road, Silver Street, Timber Hill, Lyme/Uplyme Road and Uplyme are displayed.

4 respondents out of 1,131 live on Silver street. Results are shown in percentage and number of responders in the figure shown.

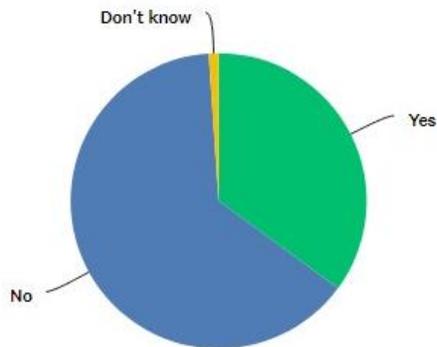
If you are a resident, which street do you live in?

Answered: 650 Skipped: 481



Q3) Do you support the principle of a 20mph zone in Lyme Regis?

Answered: 1,129 Skipped: 2



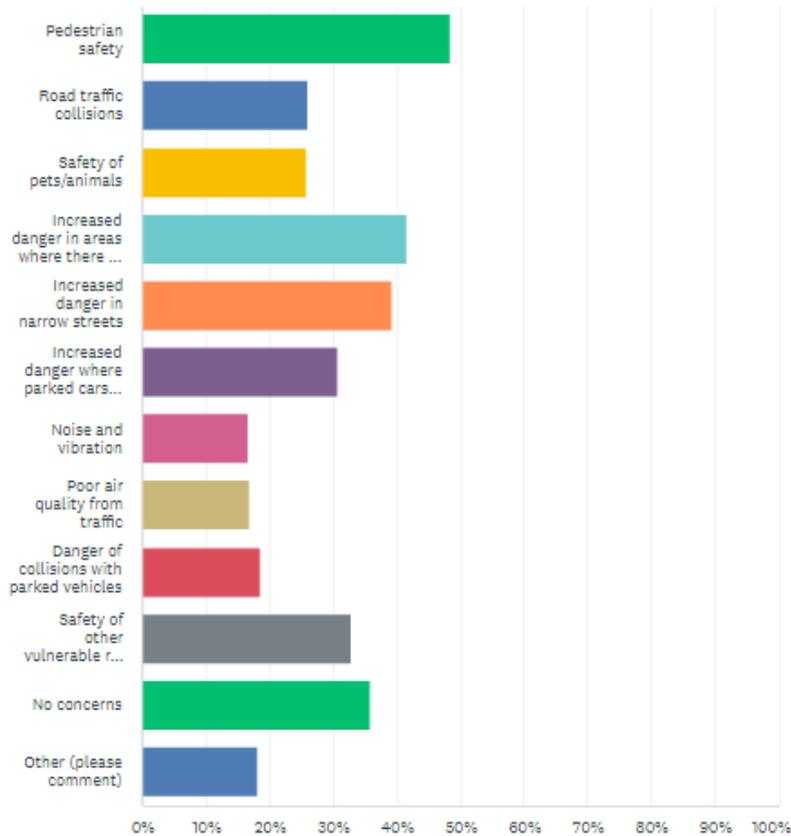
ANSWER CHOICES	RESPONSES
Yes	35.08% 396
No	63.86% 721
Don't know	1.06% 12
TOTAL	1,129

Results show out of 1,131 only 2 respondents skipped this question. With 721 (63.86%) of respondents not in favour of the 20mph speed limit. It is not possible to find out which respondents were residents, visitors, businesses, or workers on this question, due to the design of the survey, without going through each individual response.

The results from **Q7 “What concerns you about speeding vehicles? Tick all that apply.”** Show pedestrian safety is of top concern with 530 (48.49%) of respondents ticking this option. Increased danger in areas with no pavements came in second with 455 (41.63%) respondents ticking this option. Full results are displayed in the image below.

What concerns you about speeding vehicles? Tick all that apply.

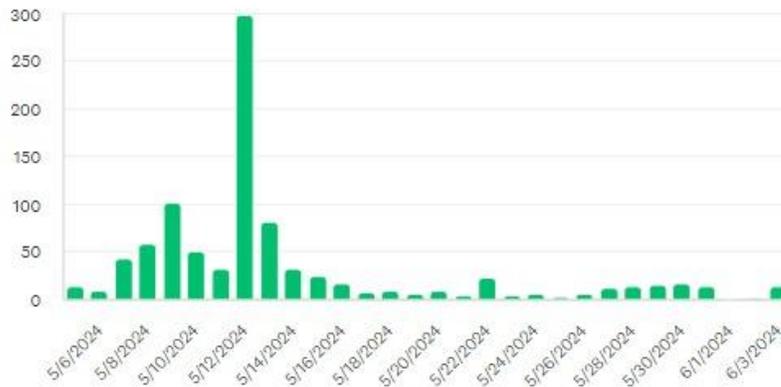
Answered: 1,093 Skipped: 38



ANSWER CHOICES	RESPONSES
▼ Pedestrian safety	48.49% 630
▼ Road traffic collisions	25.98% 284
▼ Safety of pets/animals	25.89% 283
▼ Increased danger in areas where there are no pavements	41.63% 455
▼ Increased danger in narrow streets	39.25% 429
▼ Increased danger where parked cars limit pavement space	30.74% 336
▼ Noise and vibration	16.56% 181
▼ Poor air quality from traffic	16.93% 185
▼ Danger of collisions with parked vehicles	18.48% 202
▼ Safety of other vulnerable road users, e.g. cyclists, horse riders, motorcyclists	32.75% 358
▼ No concerns	35.86% 392
▼ Other (please comment)	Responses 18.12% 198
Total Respondents: 1,093	

Trend Analysis:

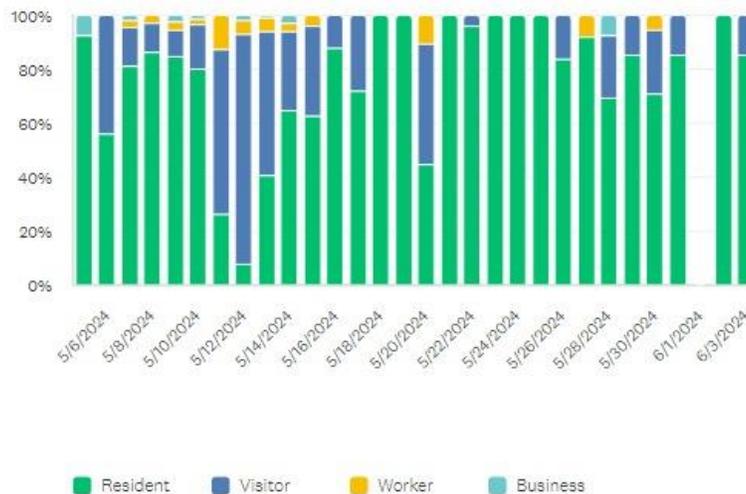
Looking at data trend results of the survey – there was a spike in results on May 12 2024, this was the day our Facebook post was shared to a “climate con” page. 298 respondents responded on this day. This is displayed in the graph below.



Analysing trend results for Q1 displays the results in percentage and by day in the image below.

Are you a resident, visitor, worker or business in Lyme Regis? (tick all that apply)

Answered: 1,125 Skipped: 6 First: 4/29/2024 Zoom: 5/5/2024 to 6/3/2024

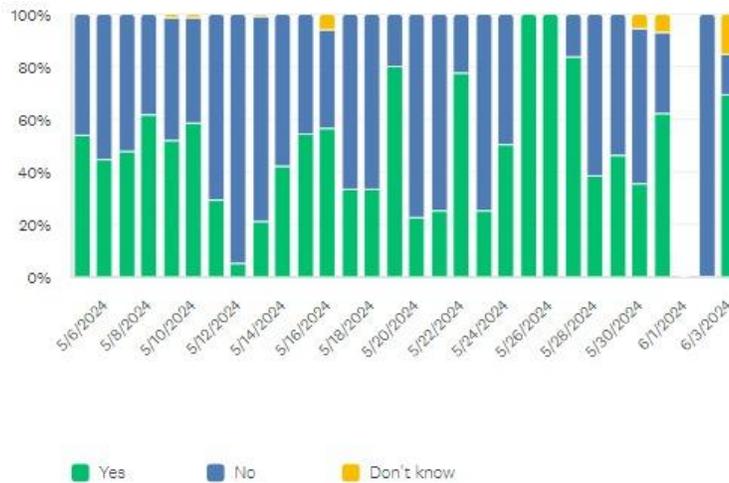


This image shows the spike day had predominantly visitor respondents. A total of 250 visitors (85%), 22 residents (7%), 15 workers (5%) and 7 businesses (2%) responded to this question – this question could have more than one respondent for each category. If members decide to discount 250 respondents to this question, it would mean discounting genuine residents, workers and businesses who responded on this day also.

Similarly, looking at the trend analysis of Q3 “Do you support the principle of a 20mph zone in Lyme Regis?”

Do you support the principle of a 20mph zone in Lyme Regis?

Answered: 1,129 Skipped: 2 First: 4/29/2024 Zoom: 5/5/2024 to 6/3/2024

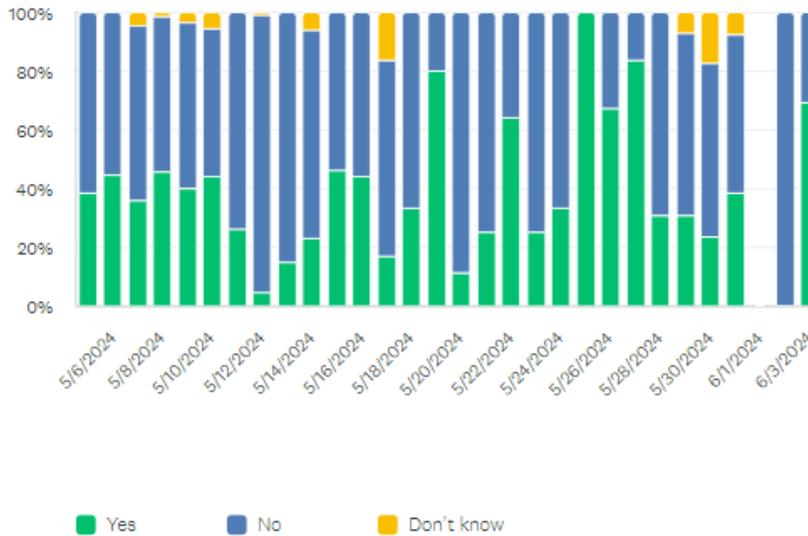


The results show a total of 283 (95%) of respondents on this day were not in support of the 20mph zone, which in comparison to other days is a very high number of respondents.

Analysis of Q4 “Do you agree with the suggested area for the proposed 20mph zone?”

Do you agree with the suggested area for the proposed 20mph zone?

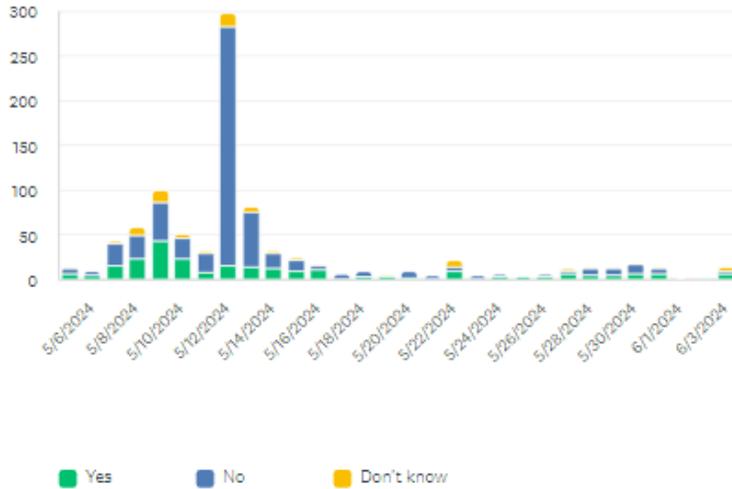
Answered: 1,128 Skipped: 3 First: 4/29/2024 Zoom: 5/5/2024 to 6/3/2024



A total of 1,128 answered with only 3 respondents who skipped this question. With an average percentage of 40% for and 60% against the proposed zone. A total of 13 (4%) responded as “Yes”, 279 (94%) responded as “No” and 4 (1%) responded as “Don't know”.

Trend Analysis of Q6 “Would you support a 20mph speed limit in Timber Hill?”. A total of 1,126 respondents answered this question.

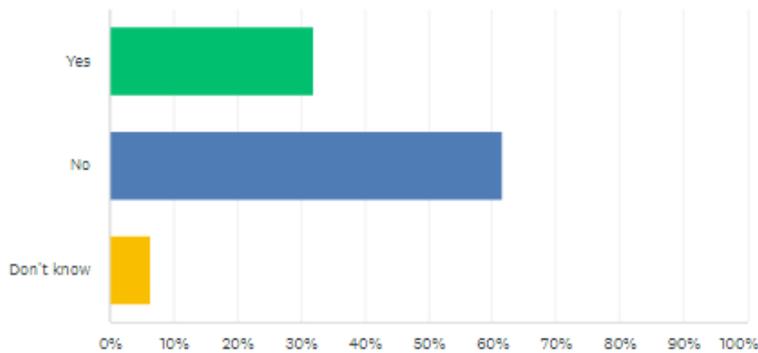
Answered: 1,126 Skipped: 5 First: 4/29/2024 Zoom: 5/5/2024 to 6/3/2024



On the day the spike occurred, 268 respondents said “No”, 15 respondents said “Yes” and 14 respondents said “Don’t know. To compare data we can look at two days before the spike on 9 May 2024 where 14 respondents said “Don’t know”, 44 respondents said “No” and 42 respondents said “Yes”, and two days after the spike occurred on 14 May 2024 where 2 respondents said “Don’t know”, 17 respondents said “No” and 12 respondents said “Yes”.

Analysis of Q17 “Uplyme Parish Council has agreed a proposal to Devon County Council for a 20mph limit from the Dorset border to the Cook’s Mead mini-roundabout to improve road safety in the village. Do you agree?”

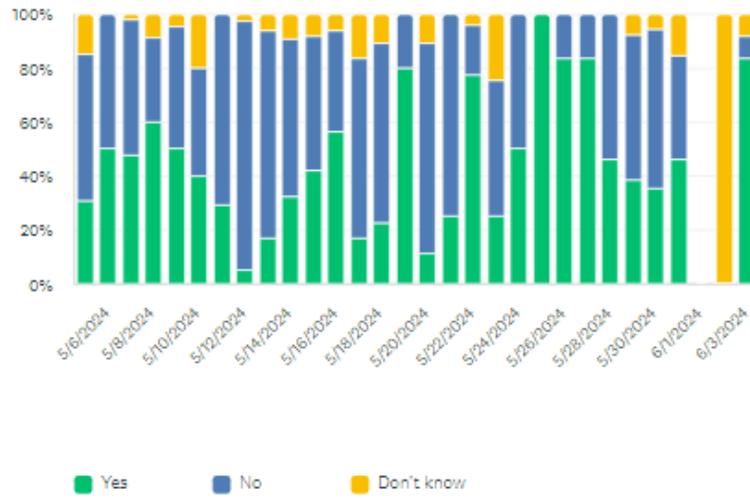
Answered: 1,122 Skipped: 9



ANSWER CHOICES	RESPONSES
Yes	32.09% 360
No	61.59% 691
Don't know	6.33% 71
TOTAL	1,122

The results show a total of 1,122 respondents out of 1,131 answered this question. Suggesting that Uplyme residents were not the only residents to respond. 691 (61.59%) were not in support. Looking at the trend analysis for this question:

Answered: 1,122 Skipped: 9 First: 4/29/2024 Zoom: 5/5/2024 to 6/3/2024



On the day the spike occurred, 12 May 2024, a total of 275 (93%) were not in support, 14 (5%) responded with “Yes” and 8 (3%) responded with “No”.