



Lyme Regis Town Council

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John Wright
Town Clerk

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Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 6 August 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
01.08.25

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 Annual Meeting of the Council meeting held on 21 May 2025, adjourned to 28 May 2025 (attached)

8. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 18 June 2025

9. Matters arising from the minutes of Annual Meeting of the Council meeting held on 21 May 2025, adjourned to 28 May 2025 and the extraordinary Full Council meeting held on 18 June 2025

To inform members of matters arising from the minutes of the Full Council meeting on Annual Meeting of the Council meeting held on 21 May 2025, adjourned to 28 May 2025 and the extraordinary Full Council meeting held on 18 June 2025 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

10. Update Report

To update members on issues previously reported to this committee

11. Mayor's Announcements

12. Presentation – Jacqui Cuff, Rural Housing Enabling Officer

Jacqui Cuff, rural housing enabling officer, from Dorset Community Action will give a presentation about the government initiative, Rural Proofing England, and her remit in Lyme Regis

13. Planning Committee

To receive the minutes of the meetings held on **3 June, 24 June and 15 July 2025**, to note the committee's comments made on planning applications under the power delegated by Full Council, and to note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meeting on **13 May 2025**

14. Environment Committee

To receive the minutes of the meeting held on **16 July 2025** and consider the recommendations therein.

15. Human Resources Committee

To receive the minutes of the meeting held on **25 June 2025** and consider the recommendations therein.

16. Strategy and Finance Committee

To receive the minutes of the meeting held on **23 July 2025** and consider the recommendations therein.

17. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **9 July 2025** and consider the recommendations therein.

18. Town Management and Highways Committee

To receive the minutes of the meeting held on **2 July 2025** and consider the recommendations therein.

19. Appointments to Council Committees

To allow the council to appoint Cllr Graham Turner to the Tourism, Community and Publicity and Town Management and Highways Committees

20. Gardens' Working Group

To allow members to approve the continuation of the gardens' working group and determine its size and membership

21. The Annual Review of the Complaints' Policy and Procedure

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 5.j.xvii

To allow members to consider the volume and nature of complaints received

22. Location(s) for Council Meetings

To allow members to consider the location(s) for council meetings, including Full Council

23. SW Councils – What Next?

To inform members about attempts to organise member meeting in accordance with SW Councils' implementation plan and to allow members to consider the future of the project

24. Red Arrows' Display

To allow members to consider a proposal from the mayor to make a September 2025 application to The Red Arrows to display in Lyme Regis in summer 2026 and to approve the underwriting of the display up to a sum of £10,000 from the 2026-27 budget

25. Woodroffe School Proposal

To inform members of discussions with The Woodroffe School about opening its facilities to the public in the evening, weekend and school holidays

26. Dorset Local Plan

To inform members about the current position with the production of a new Local Plan for the Dorset Council area

27. Cadet Hut and Site

To inform members about the current position with the use of the Cadet Hut and surrounding land

28. Flexible Working Request

To provide an update on the flexible working request made by postholder 208 following the Human Resources Committee meeting on 25 June 2025, and to seek approval for the implementation of a revised rota and staffing structure, subject to the committee's earlier recommendations.

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. 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 – Flexible Working Request

Dorset councillor report for Lyme Regis Town Council

6 August 2025

1. Key public consultations

The public consultation on the **Dorset Council Local Plan options** opens on 18 August, alongside the Local Transport Plan and Economic Development Plan.

The Local Plan sets out opportunities for meeting the development needs of the Dorset Council area over the next 17 years.

The Local Plan will be Dorset Council's response to the Government's commitment to addressing the shortage of housing, to enable economic growth and deliver essential infrastructure to enable this growth. It will also set out how planning decisions will seek to conserve and enhance the environment, including measures to address climate change.

Dorset Council is seeking feedback on the identified opportunities to help us prepare for the next round of the local plan production process.

Citizen Space is Dorset Council's online consultation portal and our preferred route for receiving consultation responses. Libraries will have paper copies.

I will be combining councillor surgeries with 'pop-up' Local Plan, Local Transport Plan and Economic Development Plan sessions with leaflets and paper copies as follows:

Weds 20 August	2pm to 4pm	Charmouth Community Library
Thurs 21 August	10am to 12pm	Community Café in the Hub
Sat 23 August	10am to 12pm	Charmouth Community Library
Sun 24 August	Times tba	Jubilee Pavilion
Sat 13 Sept	10am to 12pm	Charmouth Community Library
Sun 14 Sept	Times tba	Jubilee Pavilion

[Dorset Council - Citizen Space](#)

Please contact us by email customerservices@dorsetcouncil.gov.uk or phone 01305 221000 if you need the survey in another format or would like to respond in a different way e.g. a paper survey.

Housing Allocation Policy Consultation

Closes 24 Aug 2025, Opened 2 Jun 2025

The Council has a public law duty to operate a Housing Allocation Scheme, like all local authorities.

This scheme explains how to register for housing, how applications are assessed, and how properties are allocated.

Dorset Council is required to periodically review its Housing Allocation Scheme. The current housing allocation scheme was introduced in 2021.

The Council intends to amend its Housing Allocation Schemes, so that it continues to meet legal requirements and good practice standards.

The proposed policy makes some changes that will affect households on the current housing register. We want to hear from as many people as possible to help shape the new policy.

Click here to see the [Dorset Council draft housing allocation policy](#).

Pleasure Boat, Vessel and Boatperson Licensing Policy Consultation

Closes 13 Sep 2025, Opened 20 Jun 2025

Dorset Council is proposing to introduce a new policy for the licensing of Pleasure Boats, Vessels and Boatpersons.

A new draft Policy has been prepared by officers for consultation. The policy is intended to give a fair, consistent and equitable approach across the Dorset Council area. This would give the Council, as Licensing Authority greater control over the licensing of pleasure craft and ensure that all operators and boatpersons are subject to the same application, enforcement and licence conditions regardless of where they trade.

We would therefore welcome your feedback on the [new draft policy](#).

Your responses will help shape the final Pleasure Boat, Vessel and Boatperson Licensing Policy decided by Dorset Council councillors.

Dorset National Landscape Management Plan Consultation

Closes 22 Sep 2025, Opened 14 Jul 2025

Dorset Council and its partners in the Dorset National Landscape Partnership have a statutory responsibility for reviewing and developing a 5-year management plan for the landscape. These are plans for the Dorset National Landscape Partnership and team, individual partner organisations, farmers and landowners, communities and businesses. The purpose is to set out how we all may contribute towards the conservation and enhancement of natural beauty in this special area. A new draft plan has been developed by the National Landscape team with input from a wide range of partners.

The plan has 8 chapters after a vision and foreword.

It is available to download or read online here: <https://dorset-nl.org.uk/resources/draft-management-plan-2026-31/>

You can also pick up a paper version at libraries in the Dorset National Landscape or request one from the team by contacting Caroline Richards caroline.richards@dorsetcouncil.gov.uk / 01305 224717

We want to hear from partners, Dorset residents and visitors to the landscape.

Have we prioritised what matters most?

Is there anything that we have missed, and have we addressed concerns for the future of your local landscape?

We welcome your feedback on the new draft plan.

Low Carbon Dorset Community Impact Survey

Closes 31 Dec 2025, Opened 20 Dec 2024 for Low Carbon Dorset grant recipients

[Low Carbon Dorset](#) is a Dorset Council programme helping local organisations reduce carbon emissions and save on energy costs.

Your community building recently received a grant from Low Carbon Dorset to install energy efficiency or renewable energy measures. We are keen to hear from you about whether you think these measures have improved the building.

Your feedback is crucial in showing the impact of our funded projects. By sharing your thoughts, you can help us secure future funding to support more community facilities.

Please take a few moments to complete our survey. Your responses will help us understand the benefits and experiences from the energy efficiency measures we've helped install.

Need a different format? Email us at lowcarbondorset@dorsetcouncil.gov.uk or call 01305 224261 for a paper version.

2. Recent press notices

Progress made in our climate and nature emergency response – 29 July

“Dorset Council has published its latest update on its efforts to tackle the climate and nature emergencies, showing strong progress in delivering their long-term strategy to protect the environment and reduce carbon emissions.

Find out more: <https://www.dorsetcouncil.gov.uk/news/strong-progress-made-in-dorset-s-climate-and-nature-emergency-response>”

Dorset Council pledges accountability and improvement in response to investigation reports - 28 July

Dorset Council acknowledges the seriousness of the findings from two critical investigations into urgent health and safety compliance work carried out between December 2022 and October 2024. The investigations were conducted by South West Audit Partnership (SWAP), an independent auditor, and have identified significant weaknesses in governance, financial controls, procurement practices, and oversight.

[Dorset Council pledges accountability and improvement in response to investigation reports - Dorset Council](#)

[News - Dorset Council](#)

3. Ward matters

3.1. Housing Needs survey for Lyme and Charmouth

The [Lyme Regis Community Land Trust](#) will lead the Housing Needs Community Steering Group to analyse and progress the findings from the Housing Needs survey, organised by the government's Rural Housing Enabler, Jacqui Cuff of Dorset Community Action and Dorset Council, probably in September.

The first meeting of the Steering Group was 31 July.

We will need help to deliver survey leaflets locally.

The Housing Needs survey for Charmouth was undertaken in the spring so results from Lyme will complement their findings as well as the results from the Uplyme Housing Needs Survey

3.2. Urgent repairs and the Cobb Phase 5 project

Update for the Harbour Users' Group from Matt Penny, Service Manager, Flood and Coastal Erosion Risk Management, Place, on 29 July.

Annual inspection and defects.

1. Following an annual inspection of the seaward Cobb high wall carried out by Dorset Council officers in spring 2025, areas of further and ongoing deterioration have been identified, with large open scour voids present at the base of the structure, at the Ginshop turn.

The void is located at an exposed section, thus Dorset Councils coastal engineers deem this repair to be urgent and required before the 2025/26 storm season. It should be noted that this repair work is separate to the proposed Phase 5 scheme.

2. Overall, three asset defects have been identified and can be located on the image below:

i. Undermining at Ginshop turn (urgent works required): Significant undermining has created a large void at the toe of the wall; 6m in length, 300mm in vertical opening, and more than 2m wide. This work will be prioritised for repair this year before the storm/winter season. Please note that this is a highly inaccessible location with health and safety hazards.

ii. Southern Arm displacement (being monitored): There are indications of mass mortar loss, and minor undermining of the toe, both within the visitor harbour section. These defects are being monitored and structural inspections have been undertaken.

iii. Cobb Building seawall (being monitored): The seaward wall has mass grout loss, missing blocks and overhanging blocks. This section of the Cobb is primarily a foundation structure for the commercial buildings. These defects are being monitored and structural inspections have been undertaken.

Cobb repair works, what happens next?

3. Dorset Council engineers are progressing potential repair options with the support of specialist consultants regarding the undermining at Ginshop turn.

4. The repair work is estimated to cost between £300,000-350,000. Dorset Council funding for this work is being sought and is currently under review.

5. A specialist engineering consultant has been procured. The consultant will review and recommend works to repair the void at the gin shop turn. They will then prepare a scope of works for remediation and assist with the procurement of a specialist contractor as well as supervise works on site.

6. Dorset Council intend to progress any construction works before the start of the winter storm season. An update on Phase 5, Lyme Regis Environmental Improvements. In addition to the repair works, plans continue for Phase 5, the Cobb stabilisation scheme. The key challenges are gaining appropriate advice from Historic England and identifying further funds to pay for the works.

7. Historic England Advice:

The project team are continuing discussions with Historic England for pre-application service advice and are currently awaiting feedback following submission of further supporting evidence by the project team.

It is vital that agreement with Historic England is reached prior to procuring consultancy services for detailed design. Their support is crucial not only for planning purposes but also for enhancing the likelihood of successfully securing external funding.

8. Funding:

In June 2025, the government launched a consultation 'Reforming our approach to floods funding' that sets out proposed changes to coastal defence funding via the Environment Agency.

The principles of the reform proposals provide an opportunity for Dorset Council to apply for additional government funding to alleviate the funding shortfall, following reforms taking place in 2026.

Once decisions on planned funding allocations are known, the project team shall assess the impact of any changes to the project.

9. Proposed timelines:

Dorset Council are planning to submit the necessary planning applications for construction in Summer 2026, to start building between Winter 2026 and Spring 2027, subject to progress of consenting applications and funding availability.

10. Engagement and Communication:

The project team will keep you updated with quarterly project updates on the 'Have Your Say' project page and update the Harbour Consultative and Advisory Groups at each meeting.

Dorset Coast Forum will be organising public engagement and awareness sessions in October or November, to keep everyone informed.

3.3. Current case work and other ward matters

- Council tax, including on second homes; business rates and pavement licenses; disease control; bin collections; requests on highways, transport, road safety and property matters.
- Progression of the long term 'Vision' for the town centre as submitted by LRTC to the Local Transport Plan by the Transport Planning team. A presentation to the town council has been offered but not yet taken up.
- Bus Stop Information System and replacement of faded/disappeared bus stop boxes.
- Early Years provision and possible multi-generational activities at the Children's Centre in Kingsway.
- Audit of social, voluntary and charitable groups in the area providing social support, with a view to identifying any gaps in provision with Dorset Council and/or Help and Kindness.
- Working with Dorset Council's co-ordinator to improve connections and idea-sharing between food security groups in West Dorset to build community resilience.
- Property and Assets ownership, maintenance responsibilities and asset transfer/licensing arrangements, alongside outstanding highways and other Place directorate matters are now being forwarded with a dedicated project manager.
- The Community Highways Manager and Officer met residents of Staples Terrace and the practice managers of the Lyme Regis Medical Centre with me and Cllr Aldridge on 29 July to discuss parking issues. Solutions will be sought through Magna and Dorset Council.
- I convened a meeting to share surface water drainage mapping data between the River Lim Action drainage expert; Dorset Council's coastal protection engineer; Lyme's geotechnical expert and the town council on 16 July. There is now better joint understanding of how best to progress the unblocking and long-term solution for the buried drains under the man-made sandy beach.

4. Contact Dorset Council

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 transport and accessibility; children's services; climate, environmental or nature recovery projects; or learn more about being a councillor.

For Town and Parish Councillors and Clerks

This email address townandparishenquiries@dorsetcouncil.gov.uk and telephone number 01305 221046 was set up for the Town and Parish Councillors and Clerks.

For Members of the Public

The webpage [Contact us - Dorset Council](#) has all the details of how to contact Dorset Council, including email - customerservices@dorsetcouncil.gov.uk, online reporting and 'phoning [01305 221000](tel:01305221000).

Opening times are Monday to Friday, 8:30am to 5pm.
For out of hours emergencies call: [01305 221000](tel:01305221000)

For any problems on the roads or pavements:

[Report a problem on a road or pavement - Dorset Council](#)

If you have any problems reporting the issue online email: customerservices@dorsetcouncil.gov.uk or call 01305 221000.

Report thoughtless parking where it causes an obstruction or danger to drivers or pedestrians to Dorset Police on

- Report it online - [Report | Dorset Police](#)
- Calling 101
- Texting 999 if you have a hearing or speech impairment and have pre-registered with the emergencySMS service
- [Reporting anonymously via CrimeStoppers online or by phone at 0800 555 111](#)

Belinda Bawden

Dorset Council ward member for Lyme Regis and Charmouth

31 July 20

Appendix 1

Focus on Road Safety reporting

Dorset Council published a [news release](#) on 7 May encouraging readers to report small collisions or near misses to them using the online form.

[Tell us about small collisions or near misses to help us target road improvements - Dorset Council](#)

The key messages are:

Did you know you can report all collisions or near-misses online to Dorset Council, even if there is no injury or little damage and no police involvement?

Having information about damage-only, non-injury incidents and near-misses helps Dorset Council identify where road improvements are needed.

Near misses, which might be at low speed with another vehicle, a pedestrian or bike and dents, often go unreported. They may be minor, but lots of small incidents at the same location can highlight the need for changes. This might be something simple, like new signs, or bigger like a new junction design.

Find out how to [report your damage only collision or near miss to Dorset Council](#)

All information provided will only be used for gathering evidence to make road improvements. It will not be used for any other purposes.

Call 999 (Police/Ambulance/Fire) – For all collisions where someone is in danger, has potentially been seriously injured, you believe a serious offence has been committed, or the collision has caused a blockage or dangerous obstruction of the road

[Report a road traffic incident online to Dorset Police](#) – If anyone was injured but they do not require emergency treatment, or if there is no injury but you suspect that the other person may have committed a driving offence. You must report the collision to the police even if you were unable to exchange details at the scene.

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 21 MAY 2025

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr P. May, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

Officers: M. Green (deputy town clerk), S. King (finance assistant) A. Mullins (assistant town clerk), K. Newman (administrative and community engagement assistant), (AM Shepherd (administrative and community engagement assistant), J. Wright (town clerk)

Apologies: Cllr S. Cockerell, Cllr S. Larcombe

25/01/C To formally install a chairman of the council (Town Mayor)

Cllr C. Aldridge nominated Cllr P. Evans as mayor for the 2025-26 council year, seconded by Cllr M. Ellis.

There being no other nominations, Cllr P. Evans was **ELECTED** as mayor for the 2025-26 council year.

25/02/C To formally install a vice-chairman of the council (Deputy Town Mayor)

Cllr P. Evans nominated Cllr M. Ellis as deputy mayor for the 2025-26 council year, seconded by Cllr D. Holland.

There being no other nominations, Cllr M. Ellis was **ELECTED** as deputy mayor for the 2025-26 council year.

Proposed by Cllr D. Holland and seconded by Cllr A. Wood, members **RESOLVED** to adjourn the meeting until 7pm on Wednesday 28 May 2025.

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 28 MAY 2025

Present

Chairman: Cllr M. Ellis

Councillors: Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Denney, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

The deputy mayor, Cllr M. Ellis read out the town prayer.

25/03/C Public Forum

M. Sheldon

M. Sheldon, treasurer of St Michael's Parish Church, spoke in support of the church's application for a large capital grant. He said the relationship with the council was much appreciated and the church was now applying for £5,124 for a flagpole. The current one was in disrepair and had to be taken down.

Cllr M. Denney arrived at the meeting at 7.04pm.

M. Sheldon said the church was installing toilets this year and would have its quinquennial inspection in 2026, which would demand expenditure, so they didn't have the funds available to fund 50% of the flagpole, as per the council's criteria for large capital grants. He said the church was a Grade I listed building, built in the 12th century and was probably the oldest building in Lyme Regis. They felt there should be a decent flagpole and flag in Lyme Regis so visitors could see it as it was statement of the town. There was an option to put the flagpole on top of the tower but this would be a major health and safety risk in taking it up and down. The church had asked for contributions from other organisations and had been awarded £400 from the Rotary Club but an application to the Royal British Legion had not been successful.

A member asked if there was any way the church could contribute to the project as it put the council in a difficult position to fund more than 50% of the total cost.

M. Sheldon said the church was going to do some fundraising but it was facing significant expenditure already for the toilets and any outcomes of the quinquennial inspection. As it was such an old building, he felt an exception could be made.

C. Flett

C. Flett, interim chair of LymeArts Community Trust, spoke in support of the trust's application for a large capital grant for the Marine Theatre. She said the application was for a grant of £6,412.88, the outstanding balance for backstage toilets and wash basins. She said the Marine Youth Theatre presented a great opportunity for children aged four

to 18 and they currently had 120 members. However, the current toilet facilities were inadequate and did not comply with safeguarding, so additional measures currently had to be put in place to be able to use them. This was becoming increasingly difficult as the Youth Theatre was given more opportunities to perform, such as the recent production of a Christmas Carol, when there were young performers alongside a professional company. In this instance, they had to use licensed chaperones to allow the young people to use the toilets. She said the Marine Theatre would be grateful for financial support to complete the backstage toilets, to provide a more secure environment and extend its production offer further, particularly to community groups. She said the Youth Theatre's summer production of the Little Mermaid would be the first opportunity to make use of these facilities.

25/04/C Dorset Council Matters

The ward member, Cllr B. Bawden sent her apologies for the meeting.

25/05/C Questions from Councillors

Cllr D. Holland

Cllr D. Holland asked why double yellow lines couldn't be installed in Broad Street car park to stop people blocking the access to Drake's Way? He said Dorset Council had previously said there was no funding for this but had recently announced it had grant funds available.

25/06/C Apologies for Absence

Cllr C. Aldridge – holiday
Cllr P. Evans – holiday
Cllr C. Reynolds – illness
Cllr G. Stammers – illness

25/07/C Disclosable Pecuniary Interests

There were none.

25/08/C Dispensations

There were none.

25/09/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 5 February 2025

Proposed by Cllr A. Wood and seconded by Cllr D. Holland, the minutes of the extraordinary Full Council meeting held on 5 February 2025 were **ADOPTED**.

25/10/C To confirm the accuracy of the minutes of the Full Council meeting held on 14 May 2025

Proposed by Cllr P. May and seconded by Cllr G. Turner, the minutes of the Full Council meeting held on 14 May 2025 were **ADOPTED**.

25/11/C Matters arising from the minutes of the Full Council meeting held on 14 May 2024

Members noted the report.

25/12/C Update Report

There were no updates.

25/13/C Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

Proposed by Cllr P. May and seconded by Cllr M. Denney, members **RESOLVED** to reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence.

25/14/C Terms of Reference and Scheme of Delegation

It was noted any references to the support services manager should be amended to assistant town clerk following a change in designation.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to approve the terms of reference and scheme of delegation, with any references to the support services manager to be amended to assistant town clerk.

25/15/C Appointments to Council Committees

Proposed by Cllr M. Ellis and seconded by Cllr D. Holland, it was **RESOLVED** to appoint members to committees for the 2025-26 council year as follows:

- **Environment** – Cllr P. May, Cllr S. Cockerell, Cllr N. Hampton-Rumbold, Cllr S. Larcombe, Cllr A. Wood, Cllr M. Denney, Cllr G. Turner, Cllr C. Aldridge, Cllr G. Stammers
- **Human Resources** – Cllr G. Caddy, Cllr M. Ellis, Cllr G. Stammers, Cllr C. Reynolds, Cllr S. Cockerell
- **Planning** – Cllr P. May, Cllr S. Cockerell, Cllr G. Turner, Cllr S. Larcombe, Cllr M. Denney, Cllr C. Aldridge
- **Town Management and Highways** – Cllr P. May, Cllr N. Hampton-Rumbold, Cllr S. Larcombe, Cllr G. Caddy, Cllr A. Wood, Cllr M. Ellis, Cllr D. Holland, Cllr C. Reynolds, Cllr C. Aldridge, Cllr P. Evans, Cllr G. Stammers, Cllr S. Cockerell
- **Tourism, Community and Publicity** – Cllr N. Hampton-Rumbold, Cllr G. Caddy, Cllr D. Holland, Cllr A. Wood, Cllr M. Denney, Cllr M. Ellis, Cllr P. Evans, Cllr C. Reynolds, Cllr G. Stammers

25/16/C Appointments to External Bodies 2025-26

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, members **RESOLVED** to appoint members to external bodies for the 2025-26 council year as follows:

- **A35 Parish Group** – Vacant
- **Charmouth Road Allotments Association** – Cllr S. Larcombe (liaison)
- **DAPTC (Western Area Committee and Larger Councils)** – Cllr C. Aldridge (participating), Cllr P. May (substitute member)

- **LymeArts Community Trust** – Cllr M. Denney (liaison)
- **Lyme Regis/Barfleur Twinning Association** – Cllr P. Evans (participating)
- **Lyme Regis Charities** – Cllr M. Ellis and Cllr G. Caddy (participating)
- **Lyme Regis Harbour Consultative Group** – Cllr D. Holland (participating), Cllr C. Reynolds (substitute member)
- **Lyme Regis Museum** – Cllr G. Caddy (participating)
- **Lyme Regis/St George's Twinning Association** – Cllr P. Evans (participating)
- **Lyme Regis Society** – Cllr C. Aldridge (participating)
- **RNLI Lifeboat Guild** – Cllr G. Turner and Cllr G. Caddy (participating)
- **Royal British Legion** – Cllr G. Stammers (participating)
- **Rural Market Town Group** – Vacant
- **Youth Council** – Cllr C. Reynolds (participating)

It was noted the organisations in receipt of a term grant had been appointed a member representative in April 2025 when the grants were awarded and the representatives would remain in position for the 2025-26 council year.

25/17/C Review of the Council's and/or Employees' Memberships of Other Bodies

It was noted the council had also recently taken out a subscription to Flipbook, page-turning software for the council magazine, so this needed to be added to the list.

A member asked if the council still used Zoom as it was primarily using Teams.

The town clerk said it was still used several times a month.

Proposed by Cllr P. May and seconded by Cllr G. Caddy, members **RESOLVED** to approve the annual membership subscriptions for the council and/or employees to advisory and professional bodies as follows:

Organisation	Annual subscription (current)
Dorset Association of Parish & Town Councils	£989.76
Ancient and Honourable Guild of Mace Bearers	£10
Institute of Cemetery & Crematorium Management	£100
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)	£236
Society of Local Council Clerks	£418
Chartered Institute of Personnel and Development	£176
Association of Accounting Technicians	£228 £228
South West Councils	£598.80
OFCOM (Radio Licence)	£75
Information Commissioners Office	£35
Survey Monkey	£320
Amazon	£95

Institute of Environmental Management and Assessment	£162.00
Rural/Market Town Group	£126.00
Mail Chimp	£12.40 per month
Canva	£10.99 per month
Zoom	£12.99 per month
Flipbook	£7 per month

25/18/C Review of Standing Orders

Proposed by Cllr P. May and seconded by Cllr D. Holland, members **RESOLVED** to approve the standing orders.

25/19/C Large Capital Grant Awards

The town clerk said Lyme Regis Business Association had since withdrawn its application, which meant the council had a budget available to meet the two other applications, although this did not mean the council had to approve them.

The town clerk confirmed LymeArts Community Trust's application was compliant with the requirements. He said the application from St Michael's Parish Church was not compliant because it had applied for 100% of the project costs, but the council's rules said organisations could only apply for 50% of the project costs. He added that the council could consider whether to suspend that requirement, but it might set a precedent in doing so. If members were looking for a compromise, he suggested the church could be asked to make a contribution, such as 10%.

Members recognised the importance of the church having a flagpole but felt it should make a contribution to the costs so the council wasn't funding the entire project.

It was noted the contribution from the Rotary Club for £400 had expired but this could be re-applied for and it was noted the church intended to carry out some fundraising.

A member suggested the council asked the church to make a 10% contribution but if funds were raised elsewhere, they would not claim the entire amount from the council.

It was noted all large capital grants had to be spent by 31 March 2026.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to suspend paragraph 4.2 of the council's large capital grants' policy and award a large capital grant of £4,638.60 to St Michael's Parish Church, with a requirement for the church to raise the remaining 10%, i.e. £515.40, on the understanding the church will seek funds elsewhere and will only claim the balance from the council.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members **RESOLVED** to award a large capital grant of £6,412.88 to LymeArts Community Trust.

25/20/C Council Lapel Badges

Members agreed with the principle of the lapel badges but it should be optional whether to wear them.

It was suggested members should also have the option of council clothing and a polo shirt, fleece and all-weather jacket was suggested.

The town clerk said he would bring costings back to the council.

Proposed by Cllr P. May and seconded by Cllr G. Caddy, members **RESOLVED** to approve the requests for lapel badges, approve unbudgeted expenditure of up to £150, exclusive of VAT, and approve the suggested design.

The meeting closed at 7.50pm.

DRAFT

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 18
JUNE 2025**Present****Chairman:** Cllr P. Evans**Councillors:** Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner**Officers:** N. Cleal (finance manager), A. Mullins (assistant town clerk), J. Wright (town clerk)**25/19/C Public Forum**

There were no members of the public present.

25/20/C Apologies for Absence

Cllr D. Holland
Cllr S. Larcombe – work commitments
Cllr P. May – family commitments
Cllr A. Wood – family commitments

25/21/C Disclosable Pecuniary Interests

Cllr C. Reynolds declared a non-pecuniary interest in agenda item 8, Skate Park Committee Refund, as she was a member of the committee.

25/22/C Dispensations

There were none.

25/23/C Internal Audit Report, Visit Three 2024-25

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members **RESOLVED** to note the internal auditor's report, to approve the management responses, and to note the number and priority levels of recommendations made to the council by the internal auditor 2020-21 to 2024-25.

25/24/C Conflicts of Interest

The finance manager said as far as officers were aware, there were no conflicts of interest with BDO LLP, the council's external auditors, but this needed to be formally confirmed.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** to confirm there are no conflicts of interest with BDO LLP for the year ended 31 March 2025

and to authorise the mayor and town clerk to sign the conflict of interest form on behalf of the council.

25/25/C Annual Governance and Accountability Return for the Year Ended 31 March 2025

The finance manager highlighted some important sections of the Annual Governance and Accountability Return (AGAR) and confirmed the relevant section had been signed by the town clerk prior to the meeting.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Caddy, members **RESOLVED** to approve the Annual Governance and Accountability Return for the year ended 31 March 2025 and to authorise the mayor and town clerk to authorise and sign the document on behalf of the council.

25/26/C Skate Park Committee Refund

Cllr C. Aldridge asked who the skatepark committee was and whether they had terms of reference.

Cllr C. Reynolds, a member of the skatepark committee, said she could provide this information to members if they wished.

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members **RESOLVED** to approve a refund of £3,033.05 to a newly constituted skatepark committee.

The meeting closed at 7.11pm.

Committee: Full Council

Date: 6 August 2025

Title: Matters arising from the minutes of Annual Meeting of the Council meeting held on 21 May 2025, adjourned to 28 May 2025 and the extraordinary Full Council meeting held on 18 June 2025

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on Annual Meeting of the Council meeting held on 21 May 2025, adjourned to 28 May 2025 and the extraordinary Full Council meeting held on 18 June 2025 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

25/14/C – Terms of Reference and Scheme of Delegation

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

25/15/C – Appointments to Council Committees

The committee memberships have been updated on the council website, including the chairmen and vice-chairmen.

The committee chairmen and vice-chairmen are as follows:

Environment

Chairman – Cllr S. Cockerell

Vice-chairman – Cllr P. May

Human Resources

Chairman – Cllr M. Ellis

Vice-chairman – Cllr G. Caddy

Planning

Chairman – Cllr G. Turner

Vice-chairman – Cllr P. May

Strategy and Finance

Chairman – Cllr P. May

Vice-chairman – Cllr M. Ellis

Town Management and Highways

Chairman – Cllr M. Ellis

Vice-chairman – Cllr G. Caddy

Tourism, Community and Publicity

Chairman – Cllr P. Evans

Vice-chairman – Cllr C. Reynolds

25/16/C – Appointments to External Bodies 2025-26

All the organisations have been informed who their member representatives are and their contact details provided.

25/18/C – Review of Standing Orders

The updated standing orders have been published on the website and emailed to members.

25/19/C – Large Capital Grant Awards

St Michael's Parish Church and LymeArts Community Trust were informed in writing on 3 June 2025 of their successful grant award.

25/20/C – Council Lapel Badges

The lapel badges have arrived and have been handed out to members. Any member who has not yet had a badge can collect one from the office.

25/25/C – Annual Governance and Accountability Return for the Year Ended 31 March 2025

The Annual Governance and Accountability Return was submitted to the external auditor on 27 September 2025, before the deadline on 30 September 2025. The relevant documents which had to be displayed on the council website were also displayed on 27 September 2025.

Adrianne Mullins

Assistant town clerk

July 2025

Committee: Full Council

Date: 6 August 2025

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Disposal of council offices

The formal marketing of the council's former office building will commence very shortly via Alder King. Alder King were chosen because they have both local knowledge and regional/national 'reach'. There is an expectation that interest will come from beyond just the local area.

Details are being finalised, and the one outstanding input is a drone shoot showing the building and its setting. This is in the process of being organised.

Best and final offers will be invited by a date yet to be agreed, but probably mid to late September. Various criteria may be applied in determining 'best value' when making any choice of purchaser, but particular emphasis is likely to be given to lack of conditionality, given some of the potential issues involved.

It is already generally known that the building is 'for sale' and advanced interest is being shown by several parties. If members are approached directly by any interested parties, then please refer them to the deputy town clerk in the first instance who, in turn, will relay any relevant information to Alder King.

A further report will be brought to the next meeting of Full Council in September.

Mark Green
Deputy town clerk
July 2025

Mayor's Engagements for May, June and July 2025

Thursday 8 May 2025	Attended VE Day celebrations including laying of wreath at the war memorial, two-minute silence, cream tea for the senior citizens, torchlight procession and lighting of the beacon.
Saturday 10 May 2025	Accompanied by the mayoress, opened the B Sharp Busking Festival. Accompanied by the mayoress, opened the Lyme Regis Art Group annual exhibition at The Malthouse.
Thursday 13 May 2025	Invited to a meeting of the Parkinsons Support Group to talk about The Lyme Link town bus.
Sunday 1 June 2025	Accompanied by the mayoress, attended a concert by the Taunton Deane Male Voice Choir at St Michael's Parish Church in aid of the RNLI.
Friday 6 June 2025	Accompanied by the mayoress, attended the annual presentation night of Lyme Regis Football Club.
Sunday 8 June 2025	Accompanied by the mayoress and several councillors, led the Civic Service at St Michael's Parish Church.
Thursday 12 June 2025	Attended the annual meeting of the Lyme Regis/St George's Twinning Association.
Saturday 14 June 2025	Accompanied by the mayoress, attended the presentation of a bursary to Woodroffe School pupil Penny Solway at Art Unlimited in Bridport.
Sunday 15 June 2025	Attended the unveiling of a stone plaque at the Garden Pavilion in Langmoor Gardens.
Saturday 21 June 2025	Accompanied by the mayoress, attended the coffee morning organised by the Lyme Regis/St George's Twinning Association at the Jubilee Pavilion.
Sunday 22 June 2025	Accompanied by the mayoress, attended the opening of the annual tournament at Lyme Regis Bowling Cub.
Thursday 26 June 2025	Attended the launching of new boats at the Lyme Regis Boat Building Academy.
Saturday 5 July 2025	Accompanied by the mayoress, opened the Sausage & Cider Festival at Lyme Regis Football Club.

Tuesday 8 July 2025	Accompanied by the mayoress, attended the summer party of the Parkinsons Support Group at Teas & Cream, near Axminster.
Saturday 12 July 2025	Accompanied by the mayoress, attended the opening of the Lyme Morris Day.
Tuesday 22 July 2025	Attended the unveiling of a sculpture by Woodroffe School pupils in Lister Gardens.
Wednesday 23 July 2025	Accompanied by the mayoress, attended the Somers Day procession, twinning lunch and service at Whitchurch Canonorum Church.
Saturday 25 July 2025	Accompanied by the mayoress, opened the 2025 Lifeboat Week, started the running race along the seafront and presented the cup for the first home team in the bath tub race.

**Lyme Regis Town Council
Planning Committee – 13 May 2025
Planning Recommendations**

The planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 13.05.25.

P/FUL/2025/02326 and P/LBC/2025/02332

29 Marine Parade, Lyme Regis, DT7 3JF

Retention of Existing Canopy (Applications for planning and listed building consent)

The town council recognises the importance of supporting the local economy and local businesses, especially in challenging economic conditions. However, it recommends the refusal of this application because the current awning is unattractive and out of keeping with the character and general appearance of both the property concerned and this area of the seafront, close to the historic harbour and Cobb. To assist the business through this season, the town council further recommends that they be given until 31 October 2025 to replace the awning with something of a design and appearance more in keeping with the location. (N.B. this application was subsequently resubmitted and members maintained their recommendation of refusal but extended the recommended period for compliance to 31 October 2026).

P/HOU/2025/02399

Abbeyfield House Silver Street Lyme Regis DT7 3HS

Demolish timber storage shed and erect single storey two-bay garage and workshop

The town council recommends approval of the application subject to conditions restricting its use to domestic garage and specifically precluding its commercial/business use or for residential purposes.

P/VOC/2023/02551

Lyme Regis Golf Club Timber Hill Lyme Regis Dorset DT7 3HQ

Modification of conditions of planning permission 1/D/13/000972 for improvements to existing golf driving range and practice area including amended scheme for the re-profiling of the playing surface through the importation and placement of uncontaminated sand, naturally occurring soils and inert waste (Variation of condition 3 of p.p. WD/D/17/000991– (Time Limit – Completion of Development) to extend the end date to 18/08/2023).

The town council raises no objection to the application but reiterates its earlier concerns about the routing of HGV traffic to and from the site and the origin of materials being deposited at the site, which we understood were intended to be solely from the locality/Dorset. (see attached letter).

P/ADV/2025/02522

45 Broad Street Lyme Regis DT7 3QF

Fit new Logo to existing fascia and new projecting sign

The town council recommends approval of the application because it is in accordance with adopted policies and has no detrimental impact on the appearance of the property or general area.

P/VOC/2024/06786

5 Overton Close Timber Hill Lyme Regis DT7 3HQ

Erect a first floor extension to include balcony, front porch and associated works and landscaping (with variation of condition 2 of P/HOU/2023/00174 - to amend ridge height, include solar panels and additional roof light and amend landscaping scheme; and discharge condition 3 to agree external facing materials)

The town council reiterates its previous comments about earlier applications and recommends refusal of this application because the requested variation would be of an overbearing nature and scale, impact negatively on the residential amenity of adjoining properties in general and number 4 in particular and on the street scene and is not in keeping with the character or scale of existing properties in the area. It is noted the applied for variation is retrospective and for development 'as built' and it must be for the planning authority to determine how best to deal with this situation.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 03 JUNE 2025**

Present:

Chairman: Cllr G. Turner

Members: Cllr C. Aldrige, Cllr S. Larcombe, Cllr P. May.

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

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

It was proposed by Cllr S. Larcombe and Seconded by Cllr S. Cockerell that the election of chairman and vice chairman be deferred to the next meeting on 24 June 2025.

It was proposed by Cllr S. Larcombe and Cllr S. Cockerell that Cllr G. Turner chaired the meeting on 3 June 2025.

24/141/P Terms of Reference

Noted

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 – Holiday
M. Denney

24/144/P Minutes

Proposed by Cllr S. Larcombe and seconded by Cllr S. Cockerell, the minutes of the meeting held on 29 April 2025 were **ADOPTED**.

24/145/P Disclosable Pecuniary Interests

There were none.

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 29 April 2025.

There were none.

24/149/P Update Report

There were none.

24/150/P Planning and Licensing Applications

1. P/LBC/2025/02592 (Received 13.05.25)

LISTED BUILDING CONSENT

Replace all windows and French doors (which are double glazed) with white painted hardwood double glazed windows to match existing and carry out minor internal alterations

Flat 8 Stile House Stile Lane Lyme Regis DT7 3JD

*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/2025/02405 (Received 14.05.25)

LISTED BUILDING CONSENT

Replacement of flat roof and replace guttering to address water ingress on the Northern side of the property. Remove failed render from the external party wall and repair wall as necessary before re-rendering. Repair flashing onto neighbouring roof. (Town Mill Bakery). Repair small sash window and replace flashing like-for-like. Address stonework under failed window cills on two larger first floor windows.

4A Coombe Street Lyme Regis 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.*

3. P/LBC/2025/02347 (Received 20.05.25)

LISTED BUILDING CONSENT

Internal and external works to include the replacement of roof slates, battens and rafters, insulation, underlay and fibreglass flat roofs, repairs to chimney; repairs to internal walls and ceilings.

Shire End, Centre House Cobb Road Lyme Regis DT7 3JP

*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/2025/02523 (Received 21.05.25)

LISTED BUILDING CONSENT

Fit new logo to existing fascia, add new projecting sign; remove modern shop fittings, wall linings and drop in grid ceiling tiles, redecorate and fit new lighting and heating, ventilation and air conditioning

45 Broad Street Lyme Regis DT7 3QF

Cllr S. Larcombe left the room due to a cleaning contract with Whitestuff.

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

5. P/HOU/2025/02826 (Received 22.05.25)

HOUSEHOLDER PLANNING PERMISSION

Replacement roof including new rooflights.

9 Sherborne Lane Lyme Regis DT7 3NY

The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.

6. P/LBC/2025/02827 (Received 22.05.25)

LISTED BUILDING CONSENT

Replacement roof including new rooflights. Minor internal alterations to enlarge kitchen and create new shower room. Replace rear sliding doors with bifold doors

9 Sherborne Lane Lyme Regis DT7 3NY

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

7. P/FUL/2025/02625 (Received 22.05.25)

FULL PLANNING APPLICATION

Change UPVC windows and doors to wooden framed windows and doors

Flat 64 Broad Street Lyme Regis DT7 3QF

The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.

8. P/LBC/2025/02624 (Received 22.05.25)

LISTED BUILDING CONSENT

Internal alterations to stairs and walls, externally change UPVC windows and doors to wooden framed windows and doors

Flat 64 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.*

9. P/FUL/2025/02770 (Received 27.05.25)

FULL PLANNING APPLICATION

Conversion and renovation of house to form two separate dwellings plus creation of additional holiday letting unit in garden

1 Sunnybank Marine Parade Lyme Regis DT7 3JE

The town council recommends approval of the application with the caveat that the fire and safety concerns of the building control officer are properly addressed.

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 7:45pm

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 24 JUNE 2025**

Present:

Chairman: Cllr G. Turner

Members: Cllr C. Aldridge, Cllr S. Cockerell Cllr M. Denney, Cllr S. Larcombe

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

Other members: Cllr P. Evans

25/01/P Election of Chairman and Vice-Chairman

It was proposed by Cllr S. Larcombe and seconded by Cllr C. Aldridge 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 G. Turner and seconded by Cllr S. Cockerell 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.

25/02/P Terms of Reference

Proposed by Cllr S. Cockerell and seconded by Cllr G. Turner, Members RECEIVED the Terms of Reference of the Planning Committee.

25/03/P Public Forum

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

25/04/P Apologies for Absence

Cllr P. May – Prior engagement

25/05/P Minutes

Proposed by Cllr G. Turner and seconded by Cllr C. Aldridge, the minutes of the meeting held on 03 June 2025 were **ADOPTED**.

25/06/P Disclosable Pecuniary Interests

There were none.

25/07/P

Dispensations

There were none.

25/08/P

Member planning recommendations

Noted.

25/09/P

Matters arising from the minutes of the Planning Committee held on 03 June 2025.

There were none.

24/10/P

Update Report

There were none.

25/11/P

Planning and Licensing Applications

1. **P/HOU/2025/02836 – Received 04.06.25**
HOUSEHOLDER PLANNING PERMISSION
Erect enclosed porch and replacement garage
Timberley Sidmouth Road Lyme Regis DT7 3ES

The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.

2. **P/LBC/2025/03169- Received 09.06.25**
LISTED BUILDING CONSENT
Replacement sashes to first floor double hung sash window in first floor rear bedroom
18 Sherborne Lane Lyme Regis DT7 3NY

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

3. **P/HOU/2025/03371 – Received 12.06.25**
HOUSEHOLDER PLANNING PERMISSION
Replace pitched roof over existing single storey extension with roof terrace on rear elevation and external alterations
27 Woodmead Road Lyme Regis DT7 3AB

The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.

4. **P/LBC/2025/03349 – Received 16.06.25**
LISTED BUILDING CONSENT
Retain exposed masonry to first, second and third floor flats and repointing
21 Marine Parade Lyme Regis DT7 3JF

*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/FUL/2025/03348 – Received 16.06.25

FULL PLANNING APPLICATION

Retain exposed masonry to first, second and third floor flats and repointing
21 Marine Parade Lyme Regis DT7 3JF

*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.*

6. P/LBC/2025/03347 – Received 17.06.25

LISTED BUILDING CONSENT

Render brick wall to south elevation and undertake works to create a channel between the Gables wall and the adjacent stone wall, which will take rainwater away to an existing drain at the eastern end of the wall.
The Gables 13 Church Street Lyme Regis DT7 3DB

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

7. P/FUL/2025/02676 – Received 17.06.25

FULL PLANNING APPLICATION

Removal of garage and reconstruction of larger balcony to include replacement balustrade.
Sea Breeze Long Entry Lyme

*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.*

25/12/P Amended/Additional Plans

There were none.

25/13/P Withdrawn Applications

There were none.

25/14/P Planning Decisions

Noted.

25/15/P Planning Correspondence

Noted.

The meeting closed at 7:45pm

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 15 July 2025**

Present:

Chairman: Cllr G. Turner

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

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

25/16/P Public Forum

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

25/17/P Apologies for Absence

Cllr S. Larcombe – Sickness

25/18/P Minutes

A member requested an amendment to minute number 25/01/P to make it clear that Cllr P. May was elected as the vice chairman of the committee.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, the minutes from the meeting on 24 June 2025, with the above amendment, were **ADOPTED**.

25/19/P Disclosable Pecuniary Interests

There were none.

25/20/P Dispensations

There were none.

25/21/P Member planning recommendations

Noted.

25/22/P Matters arising from the minutes of the Planning Committee held on 24 June 2025.

There were none.

25/23/P Update Report

There were none.

1. **P/FUL/2025/03346 – Received 23.06.25**

FULL PLANNING APPLICATION

Render brick wall to south elevation and undertake works to create a channel between the Gables wall and the adjacent stone wall

The Gables 13 Church Street Lyme Regis DT7 3DB

The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.

2. **P/ADV/2025/03534 – Received 26.06.25**

ADVERTISEMENT CONSENT

Installation of non-illuminated signage

41 Silver Street Lyme Regis DT7 3HR

The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.

3. **P/FUL/2025/03535 – Received 26.06.25**

FULL PLANNING APPLICATION

Erection of single storey side extension with 2 conservation style rooflights; alterations to doors, windows and rooflight; new boundary fence and gate; removal of outbuilding

41 Silver Street Lyme Regis DT7 3HR

The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.

4. **P/FUL/2025/02326 – Received 30.06.25**

FULL PLANNING APPLICATION

Retention of Roof Terrace Awning

Poco Pizza 29 Marine Parade Lyme Regis DT7 3JF

The town council recognises the importance of supporting the local economy and local businesses, especially in challenging economic conditions. However, it recommends the refusal of this application because the current awning is unattractive and out of keeping with the character and general appearance of both the property concerned and this area of the seafront, close to the historic harbour and Cobb. To assist the business through this and the following season, the town council further recommends that they be given until 31 October 2026 to replace the awning with something of a design and appearance more in keeping with the location.

5. **P/LBC/2025/02332 – Received 30.06.25**
LISTED BUILDING CONSENT
Retention of Roof Terrace Awning
Poco Pizza 29 Marine Parade Lyme Regis DT7 3JF

The town council recognises the importance of supporting the local economy and local businesses, especially in challenging economic conditions. However, it recommends the refusal of this application because the current awning is unattractive and out of keeping with the character and general appearance of both the property concerned and this area of the seafront, close to the historic harbour and Cobb. To assist the business through this and the following season, the town council further recommends that they be given until 31 October 2026 to replace the awning with something of a design and appearance more in keeping with the location.

6. **P/HOU/2025/03760 – Received 03.07.25**
HOUSEHOLDER PLANNING PERMISSION
Apply external cladding to south facing façade
5-6 Anchor House Monmouth Street Lyme Regis DT7 3PX

The town council recommends refusal of the application on the grounds that the application of cladding is out of character for the conservation area and neighbouring properties.

7. **P/HOU/2025/03112 – RECEIVED 10.07.25**
HOUSEHOLDER PLANNING PERMISSION
Remove roof and replace with mansard roof. Changes to glazing including amended dormers on the rear
Maroc House, 2 Coram Court Lyme Regis DT7 3GE

The town council decided to defer its recommendation for this application until such a time they could grant access to the Dorset Planning Portal, as the website was not accessible. It will be taken to the next planning meeting on 5 August 2025.

25/25/P Amended/Additional Plans

There were none.

25/26/P Withdrawn Applications

There were none.

25/27/P Planning Decisions

Noted.

25/28/P Planning Correspondence

Noted.

The meeting closed at 8:00pm

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 16 JULY 2025

Present:

Chairman: Cllr S. Cockerell

Members: Cllr C. Aldridge, Cllr P. May, Cllr M. Denney, Cllr G. Stammers, Cllr A. Wood, Cllr S. Larcombe, Cllr G. Stammers

Officers: K. Newman (administrative and community engagement assistant), S. O'Connell (operations manager), J. Wright (town clerk)

Guests: G. Roberts (River Lim Action Group), Vicki Elcoate (River Lim Action Group)

25/01/ENV Election of Chairman and Vice-Chairman

It was proposed by Cllr P. May and seconded by Cllr G. Stammers that Cllr S. Cockerell is chairman of the Environment Committee.

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

It was proposed by Cllr A. Wood and seconded by Cllr G. Stammers that Cllr P. May is vice-chairman of the Environment Committee.

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

25/02/ENV Terms of Reference

Members agreed to receive the terms of reference.

25/03/ENV Public Forum

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

25/04/ENV Apologies

Sean Larcombe – family commitment

25/05/ENV Minutes

It was noted Cllr G. Stammers was recorded as being in attendance twice.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, the minutes of the meeting held on 23 April 2025, with the above amendment, were **ADOPTED**.

25/06/ENV Disclosable Pecuniary Interests

There were none.

25/07/ENV Dispensations

There were none.

25/08/ENV Matters Arising

Environment Objectives

A member asked the chairman when last the council reviewed its own performance against its environmental policy.

The operations manager said he would find out and advise at the next meeting.

Lighting in the Lister and Langmoor Gardens

A member asked if there was any further progress on the lighting in the gardens.

The operations manager said this was currently in review.

25/09/ENV Update Report

Electric vehicle charging

A member asked about the feasibility for a Dorset Council (DC) rapid charger, even if it was only 50kw.

The operations manager said he would discuss the capacity issue this with the deputy town clerk but any decisions on the capacity of electric vehicle charging points would be Dorset Council's.

Use of Biodiesel/HVO in council vehicles

The operations manager said biodiesel should be in use by 25 July 2025.

Carbon Literacy Organisation Accreditation

A member asked if there was a carbon literacy renewal course that needed to be taken every few years.

The town clerk said this was optional but not compulsory. The town clerk said the last round of training was not taken up by any members. He said up-to-date training slides could be sent to members and evening training dates were being considered for members.

25/10/ENV River Lim Action Group Report

The chairman brought this item forward on the agenda.

G. Roberts from River Lim Action Group presented the report and thanked the town council for their continued support.

He said whilst there was a slight improvement in water quality there were still issues with discharge from Marine Parade. He said river water quality was improving slightly and there was a better response from South West Water.

He said the Environment Agency had notified owners along the River Lim that it was no longer responsible for maintenance and that a fee would apply going forward. G. Roberts said the RLAG would be seeking political input and legal advice and had already written to the local MP. He hoped the town council would adopt the same stance and write to the Environment Agency and challenge them on the matter.

The town clerk said legal advice needed to be sought first but his opinion was the Environment Agency was likely acting lawfully.

G Roberts said Himalayan balsam was starting to appear below Gosling Bridge and asked the council if it could remove it as the location was inaccessible and slightly dangerous.

The town clerk said the standing arrangement was for volunteers to remove the Himalayan Balsam and the council to then remove the debris.

G. Roberts asked for confirmation of the arrangement in writing.

G. Roberts gave an update on the fish passage and said there was an ongoing dispute between the Environment Agency and the Town Mill.

Cllr P. May declared a non-pecuniary interest as was a Town Mill trustee.

It was suggested a meeting could be held between the Town Mill, the Environment Agency, RLAG and the town council to progress this.

Proposed by Cllr C. Aldridge seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council facilitates a meeting between the Environment Agency, Town Mill, River Lim Action Group and Lyme Regis Town Council to discuss issues with the fish passage in the river.

Cllr P. May abstained from voting.

G. Roberts said the grant from East Devon National Landscape to support further work by the Farming and Wildlife Advisory Group to work with farmers and landowners to reduce pollution had been approved.

25/11/ ENV Environment Committee – Objectives

2030 Carbon Net Zero Plan

It was noted further clarity was required on the funding set aside for improvements to the river and the term grant to RLAG.

The town clerk said he would present a report to the next meeting.

Electric hedge trimmers

The operations manager said the next demonstration would take place on Friday 18 July 2025.

Follow up on EPC recommendations

The town clerk said work on EPCs had been undertaken and details on the proposed improvements would be presented to the next meeting.

Undertake biodiversity projects

The operations manager said bird boxes had been installed in the woodland walk and an owl box would be added soon.

Undertake a hydro feasibility study

The town clerk said a report from c.2007 had been found during the office move, which stated that hydroelectric power was not feasible.

25/12/ENV Co-option

It was proposed by Cllr P. May that the council adopts the following policy for co-opting members to the Environment Committee:

1. At the last Environment Committee meeting of the council year members can decide how many places they wish to advertise for non-members to sit on the committee in the following council year. If members do not make a decision, the default number of places is 6 (as stipulated in the committee's terms of reference).

2. The availability of the agreed or default number of places for non-members to sit on the committee will be publicised in suitable accessible local media at least 4-6 weeks before the first Environment Committee Meeting of the new council year [the Meeting]. Officers will decide the appropriate means of publicising the places, however, options could include the council's website and the council's magazine.

3. Non-members who wish to apply to sit on the committee must supply a CV and a declaration (see clarification below) that they meet the requirements to be appointed, at least 1 week before the Meeting. No more than two people from one organisation can apply.*

4.1 If the number of valid applicants is less than or equal to the number of agreed spaces, then they will automatically be appointed as non-voting members of the Environment Committee.

4.2 If more applications than the advertised spaces are received, then at the Meeting, a two- or more stage voting process will be entered into.

Members cast a single vote for their preferred candidate in one or more rounds of voting. The purpose of each voting round is to eliminate the candidate with the lowest number of votes until the number remaining is equal to the available spaces. Those remaining applicants will then be appointed as non-voting members of the Environment Committee.

5. Members of the Environment Committee will have the right to vote to remove non-members in any subsequent Committee meeting by a majority vote.

**Each candidate must provide a written declaration to certify they meet the eligibility criteria set out in s79 of the Local Government Act 1972 and are not disqualified under s80 of the 1972 Act.*

This motion was not seconded.

The town clerk said the committee needed to decide arrangements for the remainder of this year.

The town clerk said his priority was to protect the council and members and non-members of this committee, especially as previous non-members of the committee were members of community groups in receipt of funding from the council. He advised members to take his advice and that of the Dorset Association of Parish and Town Councils. He said it was possible the council could come under scrutiny from the auditor and/or the public if it pursued the proposal outlined earlier.

The town clerk suggested the starting point should be for the council to issue a public notice, asking for applications from those interested in becoming non-members and that applications should be considered at the next meeting of this committee.

Proposed by Cllr P. May and seconded by Cllr M. Denney, members **RESOLVED** to issue a public notice for the co-option of non-members to the Environment Committee and that applications should be considered at the next meeting of the Environment Committee.

Proposed by Cllr M. Denny and seconded by Cllr C. Aldridge, members **RESOLVED** the co-option of three members.

As the previously co-opted members were no longer on the committee, it was clarified that they could continue to contribute as guests.

25/13/ENV Appointment of Members to the Net Carbon Zero Emissions Working Group

The operations manager suggested quarterly meetings.

The town clerk suggested a working group meeting was held before the next meeting of this committee to discuss funding ideas for the budget-setting process.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that the working group to oversee the action plan to obtain net carbon zero emissions by 2030 is continued.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that V. Elcoate and J. Breeze be invited to sit on the working group together with Cllr P. May and Cllr S. Cockerell.

25/14/ENV To receive the minutes of the Bating Water Quality Meeting on 24 June 2025

The operations manager said a response had been received from South West Water to the letter sent by the council regarding concerns about Environment Agency data, and he read the response out.

Proposed by Cllr P. May and seconded by Cllr M. Denney, the minutes from the bathing water quality meeting held on 24 June 2025 were **RECEIVED**.

25/15/ENV Action Plan for Achieving Net Carbon Zero Emissions by 2030

The town clerk reiterated another working group meeting would be held before the next committee meeting.

25/16/ENV EcoVend Reverse Vending Recycling Machines

The operations manager felt this could be a beneficial initiative for the council and would likely benefit local community and businesses, although it would involve a lot of work to deliver and set up.

It was suggested there was a trial of the machine before the council committed to it.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that an EcoVend machine is considered as part of the 2026-27 budget-setting process and instruct officers to undertake a feasibility study.

25/17/ENV Planning and Costings for the Biodiversity Plan

Members agreed that a biodiversity audit should be put forward as an objective in the 2026-27 budget.

24/18/ENV Draft Local Nature Recovery Strategy

It was noted Dorset Climate Action Network had done a lot of work on this and there wasn't much mention of hedgerows; it was suggested this was included in the response. It was also noted water quality was not sufficiently addressed in the strategy.

Proposed by Cllr S. Cockerell and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate the response to Dorset Council's draft local nature recovery strategy to the town clerk in consultation with Cllr P. May and V. Elcoate.

25/19/ENV Food Security

It was suggested a few members of the committee looked at the paper in detail and emailed their suggestions to the chairman and vice-chairman by 1 September 2025.

25/20/ENV Solar Roofs Update

It was noted the public event had been a success, generating lots of interest from residents.

A Greener Open Homes would take place at the end of September and it was requested information about this was included in LymeLiving.

The town clerk said the deadline for the the August edition had passed and there was no September edition, but publicity could be given via the council's social media channels, website and noticeboards.

Members noted the report.

The meeting ended at 9pm.

DRAFT

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 25 JUNE 2025

Present

Chairman: Cllr M. Ellis

Members: Cllr G. Caddy, Cllr S. Cockerell, Cllr C. Reynolds, Cllr G. Stammers

Other members: Cllr P. Evans

Officers: A. Mullins (assistant town clerk), S. O'Connell (operations manager), J. Wright (town clerk)

25/01/HR Election of Chairman and Vice-Chairman

The mayor, Cllr P. Evans opened the meeting for the election of the chairman.

It was proposed by Cllr C. Reynolds and seconded by Cllr G. Caddy that Cllr M. Ellis is chairman of the Human Resources Committee.

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

It was proposed by Cllr M. Ellis that Cllr G. Stammers is vice-chairman of the Human Resources Committee.

It was proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers that Cllr G. Caddy is vice-chairman of the Human Resources Committee.

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

25/02/HR Terms of Reference

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

25/03/HR Public Forum

There were no members of the public present.

25/04/HR Apologies

None.

25/05/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 8 April 2025

Proposed by Cllr G. Stammers and seconded by Cllr G. Caddy, the minutes of the meeting held on 8 April 2025, were **ADOPTED**.

25/06/HR Disclosable Pecuniary Interests

There were none.

25/07/HR Dispensations

There were none.

25/08/HR Matters arising from the minutes of the Human Resources Committee meeting held on 8 April 2025

Members noted the report.

25/09/HR Update Report

Civility and Respect Agenda and External Support

It was noted an email had been sent to members, with three potential dates for the follow-up session with South West Councils.

25/10/HR Human Resources Committee – Objectives

Members noted the report.

25/11/HR To receive the minutes of the Health and Safety Committee meeting on 12 June 2025

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, the minutes of the Health and Safety Committee meeting on 12 June 2025 were **RECEIVED**.

25/12/HR Health and Safety Committee Membership

It was noted Cllr P. May was not a member of the Human Resources Committee but wished to remain a member of the Health and Safety Committee. Cllr G. Stammers said she also wished to remain a member.

It was noted any member could ask to be on the committee at the Full Council meeting as the requirement was for at least two members.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs P. May and G. Stammers to the Health and Safety Committee.

25/13/HR Health and Safety and Compliance Paperless System

The operations manager said the My-Compliance Management System was an alternative to the Lifeguard system, which the council had previously agreed to use, and explained the benefits of it. He said the team would still be able to use the tablets already purchased. He added that My-Compliance was within the agreed budget but it gave the council more scope. As he had used this system in a previous role, he would be able to support the set-up and training.

Proposed by Cllr G. Stammers and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the implementation of My-Compliance Management System to support the council's ongoing operations, compliance and health and safety responsibilities.

25/14/HR Flexible Working Request

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, 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.

25/16/HR Exempt Business

a) Flexible Working Request

Members were supportive of the request and wanted to accommodate an employee who had worked for the council for many years, but were also mindful of the impact on service delivery.

The town clerk asked members to consider if there were any compromises to fulfil both the employee's request to work less hours and to maintain the service.

The assistant town clerk said the council was required to consult with the employee in making its decision. Any position arrived at during this meeting should be a 'minded to' decision, with further discussions to subsequently take place with the employee, and a further report to Full Council on 6 August 2025 for a final decision.

Members noted the employee was willing to be flexible and for any new arrangements to take effect when his team was back to full strength.

The assistant town clerk suggested a part-time role could be put to the employee, as it would be difficult to recruit to a role which only offered a day here and there, whereas a part-time role would be more attractive.

Members felt this would be a good compromise.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to be open to the flexible working request from postholder 208 but to ask officers to have further discussions with the employee to try and reach a compromise that would allow the council to maintain service delivery and meet the employee's request for flexible working, with an update to be brought to the Full Council meeting on 6 August 2025.

The meeting closed at 8.09pm.

DRAFT

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 23 JULY 2025

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Denney, Cllr M. Ellis, Cllr P. Evans, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

25/01/SF Election of Chairman and Vice-chairman

It was proposed by Cllr G. Turner and seconded by Cllr M. Ellis 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 C. Reynolds and seconded by Cllr D. Holland that Cllr M. Ellis is vice-chairman of the Strategy and Finance Committee.

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

25/02/SF Terms of Reference

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

25/03/SF Public Forum

There were no members of the public present.

25/04/SF Apologies for Absence

Cllr S. Cockerell – holiday
Cllr S. Larcombe – work commitments

25/05/SF Minutes

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, the minutes of the meeting held on 19 March 2025 were **ADOPTED**.

25/06/SF Disclosable Pecuniary Interests

There were none.

25/07/SF

Dispensations

There were none.

25/08/SF

Matters arising from the minutes of the Strategy and Finance Committee meeting held on 19 March 2025

Beach replenishment

The town clerk said it was still unsure if Dorset Council (DC) would carry out the replenishment, although there was a chance it would happen in the autumn. DC was proposing to use a pressurised system of dredging the harbour, with the beach replenishment as a separate process. This method was cheaper but could disturb marine life and affect water quality.

25/09/SF

Update Report

Members noted the report.

25/10/SF

Strategy and Finance Objectives

Members noted the report.

25/11/SF

The Annual Review of the Communications/PR Policy and Procedure

A member asked for clarification over the arrangements for the council magazine, Lyme Living, as the policy and procedure, which now included a reference to the magazine, wouldn't be reviewed until August 2026, but it wasn't yet agreed if the magazine would continue beyond March 2026.

It was confirmed that if the magazine did not continue, the relevant section could be removed from the policy at the next review.

Proposed by Cllr M. Denney and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended Communications/PR Policy and Procedure.

25/12/SF

Information Policy

Proposed by Cllr A. Wood and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Information Policy.

25/13/SF

Budget Performance, 1 April – 30 June 2025

The finance manager said this report was a review of the first quarter and the forecast position at the end of the financial year; so far, the position was positive, with forecasted income up £60k on budget. There had been £15k of unbudgeted expenditure so far, which was something for members to consider when moving into objective-setting.

It was noted the majority of the unbudgeted expenditure was due to a recommendation from the Tourism, Community and Publicity Committee to approve set-up costs for the post office at the Waffle House.

Cllr G. Stammers declared a pecuniary interest as she worked at another post office branch.

A member asked where the budget for Party in the Park was listed.

The finance manager said as this was part of the council's normal expenses, not an objective, it did not appear as a separate budget line.

Another member had asked for a breakdown of the expenditure for Party in the Park to be provided to the Tourism, Community and Publicity Committee so members could decide if it was value for money.

The town clerk said staff timesheets were now in for July so the final costings could be provided.

25/14/SF Flowbird Update

The finance manager said following IPS's offer to borrow a Flowbird machine to develop the technology, IPS were willing to verbally accept full financial and legal liability for claims but they were not willing to put this in writing. As such, she would not recommend accepting this offer.

Members agreed the offer should not be accepted and indicated they would like the replacement of the Monmouth Beach machines from Flowbird to IPS to be an objective for 2026-27.

The finance manager said there had been no issues with the IPS machines at Woodmead car park, there had been no customer complaints and no discrepancies.

25/15/SF Investments and Cash Holdings

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to note the cash position at the end of June 2025 and to close the NS&I Wilkinson's investment account.

25/16/SF List of Payments

A member asked that the utilities bills were listed by the area or building they related to in future.

Proposed by Cllr G. Turner and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in April, May and June 2025 for the sums of £246,191.87, £355,697.70 and £254,406.16, respectively.

25/17/SF Debtors

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

25/18/SF Exempt Business

a) Debtors

The finance manager said since writing the report, agreement had been reached with Dorset Council on payment for the accreted land, which was expected soon.

A member asked if the debt related to parking permits was being resolved.

The finance manager said it was not resolved and officers would enter into discussions with the council's solicitor, with the possibility of taking it to the small claims court.

The meeting closed at 7.28pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 JULY 2025

Present

Chairman: Cllr P. Evans

Members: Cllr G. Caddy, Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr S. Larcombe, Cllr C. Reynolds, Cllr A. Wood

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

25/01/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 P. Evans and seconded by Cllr M. Ellis that Cllr C. Reynolds is vice-chairman of the Tourism, Community and Publicity Committee.

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

25/02/TCP Terms of Reference

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, the committee's terms of reference were **RECEIVED**.

25/03/TCP Minutes

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the meeting held on 5 March 2025 were **ADOPTED**.

25/04/TCP Public Forum

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

25/05/TCP Apologies

There were none.

25/06/TCP Minutes

Proposed by Cllr A. Wood and seconded by Cllr C. Reynolds, the minutes of the meeting held on 16 April 2025 were **ADOPTED**.

25/07/TCP Disclosable Pecuniary Interests

Cllr M. Ellis declared a pecuniary interest in agenda item 12, Fire Co-responder Service, as her husband was a fire co-responder in Lyme Regis.

25/08/TCP Dispensations

There were none.

25/09/TCP Matters arising from minutes of the previous meeting held on 16 April 2025

There were none.

25/10/TCP Update Report

Barfleur Twinning

The assistant town clerk said there would be no visit to Barfleur in October.

Cllr P. Evans said he had planned a visit to Cruelly in Normandy, in October and would visit the mayor in Barfleur to ascertain the future of the ongoing relationship between towns.

Webcam

The assistant town clerk said the ongoing problem with the webcam was waiting on the assistance of BT to fix the connectivity issues. She said the webcam pages were very popular, and it would be beneficial to install a new webcam on the seafront. She suggested this was put forward as an objective for 2026-27, which members were in support of.

LymeLiving

The assistant town clerk said a refund had been received from the company assigned to deliver the June and July editions.

Sculpture Trail

The assistant town clerk said Woodroffe School students would be painting the Garden Pavilion in the week commencing 14 July 2025. She said the sculptures would be installed the same week, potentially on Wednesday 16 July, confirmation was awaited.

VJ Day 80

Cllr P. Evans asked members to keep the date of Friday 15 August 2025 in the diary and to attend the commemoration event as a mark of respect. He said he had attempted to find family members of the three men from Lyme Regis who lost their lives in Burma. He said there would be family members present at the service.

25/11/TCP Tourism, Community and Publicity Committee - Objectives

Members noted the report.

25/12/TCP Lyme Regis Post Office

The town clerk said if members decided not to proceed with diverting the revenue grant to the Waffle House, it would delay the opening of a post office in the town. He said the infrastructure works were dependant on funding received from the town council and Waffle House was unlikely to receive other funding sources available to them, without the town council's support.

Members raised concerns about the Waffle House opening hours, as it was closed on Sundays and Mondays. As the Lyme Link bus service ran on a Monday into the town, residents would want to access the post office on this day.

Some members suggested postponing the funding, but the town clerk said the infrastructure works had been scheduled to start in August, ready for the post office counter to open in September.

A member said residents wanted a post office in the town and the funding should be taken from the reserves instead of the grant funding pot because it could stop other small groups and organisations accessing funding.

A member said the council should support this project because the community, including the business community, want and need a Post Office in the town. He said there were funds available and to not support this request would cause damage to the reputation of the council.

Members raised concerns about Waffle House leaving the premises in the future and suggested the town council could run the post office counter if Waffle closed down. It was noted the Waffle House had a 10-year lease on the building.

The town clerk said it was important the council understood the Waffle House's financial viability before approving any further funding. Based on what he had been told, the town clerk expected the Waffle House's accounts would suggest it was breaking even but not generating any material surplus. If this was the case, the council must understand the financial exposure it is entering in to before committing further funding.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to allow the Waffle House to divert £7,500 of the council's 2025-26 revenue grant allocated to part-fund a post office clerk to fund capital infrastructure works required for the provision of the post office.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the council underwrites and, if necessary, fund further capital works up to £10,500 for the remaining post office infrastructure works, subject to satisfactory assessment of The Waffle House's financial viability by the finance manager and town clerk.

Cllr M. Ellis left the meeting at 7.29pm in line with her pecuniary interests.

25/13/TCP Fire Co-responder Service

Members expressed concern that due to the decision by South Western Ambulance Service Trust, there would only be one Community First Responder based in Lyme Regis who was on duty three days a week.

Members agreed 24-hour cover, seven days a week was not sustainable for one person.

Members agreed Cllr C. Reynolds and Cllr A. Wood would work together with officers to write the letter of concern to the trust.

Proposed by Cllr M. Denney and seconded by Cllr D. Holland, members agreed to **RECOMMEND TO FULL COUNCIL** that the council sends a letter to South Western Ambulance Service Trust to express concern about the phasing out of the Fire Co-Responder role.

Cllr M. Ellis returned to the meeting at 7.36pm.

25/14/TCP The Dorset Local Business Awards

Members asked what the sponsorship paid for.

The assistant town clerk said the sponsorship would cover the cost of the event and enable attendees to attend the event at no cost. She said a council representative would be invited to speak at the beginning of the event.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve £400 of unbudgeted expenditure to become the premier sponsor of the Dorset Local Business Awards in Lyme Regis.

25/15/TCP Further Enhancing Weddings at the Guildhall

The assistant town clerk praised the fantastic job and effort the administrative and community engagement assistant had given to improving the weddings offer at the Guildhall. She was bursting with ideas, which included a wedding fair at the Guildhall where local businesses would be invited to attend and showcase their products and offer.

The assistant town clerk said beach weddings were the logical next step and Lyme Regis would be the only place Dorset where couples could get married on the beach. She said the project would need to be included as an objective for 2026-27 as providing this service would entail additional cost.

Members asked that their compliments were given to the administrative and community engagement assistant for her enthusiasm and the work she had put into improving weddings at the Guildhall.

Members were in favour of the proposed Guildhall logo.

Cllr M. Ellis left the meeting at 7.48pm.

The assistant town clerk said the sandy beach was owned by the town council but weddings on the beach would require a building or room with three sides. She suggested using the Langmoor Room or Marine Parade Shelters.

Cllr M. Ellis returned to the meeting at 7.49pm.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to put forward beach weddings forward as a possible objective for 2026-27.

25/16/TCP Midsummer Party in the Park 2025 and Planning for 2026

A member expressed concern over the lack of advertising for the event and the expenditure was higher due to staffing the event.

Members said the layout worked better last year when the live music and children's entertainment were in different areas.

Members said the cinema evening was fantastic but said it should not be on the longest day of the year next year as it was too light at the start of the film. Members said the event worked better when it was located at the football club.

Members praised the commitment of the staff during the event, and said they worked tirelessly cleaning the toilets and helping the event to run smoothly. A member expressed concern that staff had to purchase their own food and suggested they could be allowed a free meal next year.

A member said a food trader had withdrawn from the event two weeks prior due to having received a nasty letter from local businesses saying the trader was not welcome and taking income away from local business.

The assistant town clerk said the film screening was a risk but the working group was conscious the event was aimed at families and therefore did not want to make the screening too late. She said decision to hold the event in the gardens had been agreed as a direct result of public consultation held in 2022. She praised the communications officer and said she had worked hard to market the event over several months, with banners, posters and advertising boards made specifically for the event. She said communications had also been sent to all local schools and publicised in both the May and June editions of LymeLiving magazine. She said the new working group could take all suggestions on board for next year's event.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate Cllrs G. Caddy, S. Larcombe and N. Hampton-Rumbold, the assistant town clerk and the communications officer to the working group to plan Party in the Park 2026.

25/17/TCP Housing Allocation Policy Consultation

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate the final online survey response to Dorset Council's draft Housing Allocation Policy to the town clerk in consultation with Cllr C. Reynolds, Cllr M. Ellis, and Cllr M. Denney.

25/18/TCP Pleasure Boat, Vessel and Boatperson Licencing Policy

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate the final online survey response to Dorset Council's Pleasure Boat, Vessel and Boatperson Licencing Policy to the town clerk in consultation with Cllr D. Holland and Cllr G. Caddy.

25/19/TCP Review of the Bursary Scheme for Local Young People

The assistant town clerk said she was proud of this scheme, and it had helped a considerable number of local young people. She suggested this was continued as an objective for 2026-27.

Members raised concerns St Michael's Primary School did not take up the offer of funding from the scheme.

The assistant town clerk said the school had been invited to the initial meeting to inform local groups and organisations about this initiative but had cancelled at the last minute. Two emails had been sent to the headteacher to offer the funding but had not been responded to. However, she was keen to get the school involved and would try contacting them again.

25/20/TCP Managing Consultation Exercises

The assistant town clerk said members should note the outcome of the consultation on remote attendance and proxy voting at meetings, which would soon become possible with new legislation. However, it would be down to each council to decide whether to implement it.

The meeting closed at 8.33pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 2 JULY 2025

Present

Chairman: Cllr M. Ellis

Members: Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr P. Evans, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Stammers, Cllr A. Wood

Officers: M. Green (deputy town clerk), A. Mullins (assistant town clerk), S. O'Connell (operations manager), J. Wright (town clerk)

25/01/TMH Election of Chairman and Vice-Chairman

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

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

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

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

25/02/TMH Terms of Reference

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

Cllr G. Stammers arrived at 7.03pm.

25/03/TMH Public Forum

J. Edmonds

J. Edmonds spoke in relation to agenda item 13, Café in the Gardens. She said she had been asked by the local newspaper for a comment on the proposal, due to her association with the gardens. She had provided a comment to the press in relation to a story about the town 'booming', but she didn't feel the town was booming in terms of community, although it was in terms of tourism. She said there needed to be more local shops for local people, and acknowledged businesses couldn't be forced to open, but she encouraged the council to think about the community when considering change of use for units.

Cllr B. Bawden

As the Dorset Council (DC) ward member, Cllr B. Bawden said DC had reconsidered its decision on the booking system for the household recycling centre in Bridport and decided on a phased introduction. She said this was the sensible compromise she had asked for at the outset, because Bridport doesn't experience the problems that the booking system was to be used for. The phased introduction at other sites in Dorset would allow DC to gather real world data to assess the system's impact in Dorset.

With regards to the parking review at agenda item 14, Cllr B. Bawden said she had sent a list of parking issues to the relevant DC officer, but she was now aware the remit of the review was car parks, to determine the highways' budget. However, she would still pursue the long list of issues in the meantime.

Cllr B. Bawden said DC was working on the Lyme Regis traffic and travel 'vision', as determined in 2024, and there would be public consultation on this in August. She said DC would explain the possible options and timescales to town councillors to understand the potential long-term outcomes.

With regards to Phase 5 repairs to the Cobb, Cllr B. Bawden said there was no change from DC, Historic England was still being chased for a response and the consultant's reported was awaited to draw down funding. It was hoped construction work would start in winter 2026/spring 2027. The project team would do quarterly updates and would update the harbour advisory groups. Public awareness sessions would take place later in the year.

With regards to beach replenishment, Cllr B. Bawden said DC was still waiting for a reply from the Marine Management Organisation (MMO). There had been too much of a delay to carry out the work before summer, so DC was now targeting the autumn, which fitted better with the need to bolster the beach before the winter storms.

S. Burns

S. Burns said he was the tenant of The Terrace Café, as per the request in the agenda for outside seating and licensing, and he would be happy to answer any questions about the request.

T. Mayers (read out by an officer)

As chairman of the Cobb Traders, he said the group wished to object to item 13 on the agenda, the proposal for a council-run café facility serving the Lister and Langmoor Gardens. He said Cobb Traders questioned whether constructing and operating a café was an effective use of public money, particularly when the town was already well served with cafes, restaurants and takeaway businesses. He said in doing so, Lyme Regis Town Council would be running a café in direct competition with existing local businesses, some of which were council tenants paying rent, while others paid fees to the council, for instance pavement licence charges. He said the council would have an unfair commercial advantage, particularly if the café benefitted from privileged access to funds and resources for operation and marketing. He said a precedent was set by the council when it forced Mark Hix to remove his outside decking area, and the council was on record saying, 'the public gardens should be kept free of commercial development for the enjoyment of local residents and visitors.' He said the construction and operation of a café would be in contravention of this position.

R. Thomas (read out by an officer)

R. Thomas spoke on the same agenda item and said he was opposed to the provision of a council run café serving the Lister and Langmoor Gardens. He understood the gardens were gifted to the town to provide a tranquil green space and this was largely the case at the moment, which was well received in what was understandably an otherwise commercial bustling town. He felt it would be wrong for the council to go against the terms of the gifting. He said despite this, there was already a cafe in the gardens, Lyme Terrace Café. He said there were many excellent cafes all over the town, many of which were local businesses and would obviously suffer with the additional unnecessary competition, with the Good Food Café having already closed down. He said cafes invariably led to litter. He said the council workers did a remarkable job picking up litter all year round and currently coped even when it was holiday season, with the gardens being pretty litter free. Everyone he had discussed this proposal with was against it and he felt he was expressing the views of the silent majority. He hoped councillors would do the same and represent their constituents' views by rejecting the proposal.

J. Breeze (read out by an officer)

J. Breeze spoke in relation to the same agenda item and said she was opposed to the proposed café in the gardens. She said it would encroach on a public area of green with the potential for yet higher levels of littering. She said there was an excess of food outlets in town, around 25 plus, and the town did not need another, especially when there were already some in the near vicinity. She said the council should be supporting local businesses, not competing against them.

25/04/TMH

Apologies

Cllr N. Hampton-Rumbold – work commitments
Cllr D. Holland

25/05/TMH

Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr G. Caddy, the minutes of the previous meeting held on 9 April 2025 were **ADOPTED**.

25/06/TMH

Disclosable Pecuniary Interests

There were none.

25/07/TMH

Dispensations

There were none.

25/08/TMH

Matters arising from the minutes of the Town Management and Highways Committee meeting held on 9 April 2025

Broad Street Bin Store

A member asked officers to chase this up again with DC as the bins on Gun Cliff looked unsightly.

The town clerk clarified that the bin store would not replace the bins on Gun Cliff, it would provide extra capacity.

Suggestion for Revised Traffic Arrangements in Lyme Regis

Members discussed whether the report with proposals and costings from DC should be considered by the Traffic and Travel Strategy Working Group or this committee. It was agreed the report would be brought to this committee.

The deputy town clerk said he had spoken to DC's transport team, who were keen to provide the town council with more context to the proposals; they didn't want to present them as two schemes in isolation, but rather how they fitted into their vision for the town.

25/09/TMH

Update Report

The Three Cups

The deputy town clerk said Palmer's property agent said progress had been made with a potential development partner and planning permission and Listed Building Consent had now been granted for the replacement of the main entrance pillars.

MUGA

A member asked if netting would be installed around the field to stop balls going into surrounding gardens.

The deputy town clerk said officers were looking at options, with the intention to bring this to members and then to consult with local residents. If the majority of residents were in favour of having netting, this was the likely outcome.

Harbour Store

A member asked if biodiesel, which was stored at the Harbour Store, was being used in council vehicles yet.

The operations manager said a third quote had to be obtained but officers were now in a position to proceed.

Day Hut Site at Monmouth Beach

The deputy town clerk said the replacement hut would cost £3,790 + VAT, which was below the £6k budget.

Signage from A35 and other related transport issues

A member said the sign on the traffic island in Cobb Square was damaged and she had asked DC to rectify this, who said it was the town council's responsibility. She asked if officers could look into this.

Chalet Site at Monmouth Beach

The deputy town clerk said the council was in a dispute situation and solicitors were involved on both sides.

Lyme Link

The deputy town clerk said the town bus had incurred about £35k expenditure to date, which was below the £55k budget.

Footpath Repairs in Lister and Langmoor Gardens

The deputy town clerk clarified that the total budget for the proposed works was £200k, as £100k had been deferred from a previous financial year as well as the similar amount in the 25/26 budget. However, the project was expected to come in significantly under budget.

25/10/TMH Town Management and Highways Committee – Objectives

Disposal of the council's Church Street office

The deputy town clerk said the office would be marketed via property agents Alder King, chosen because of their regional and national reach, as well as their local knowledge. He said officers needed to clear some remaining things from the office before it could be marketed. The method for disposal – tender or auction – had not yet been agreed but commencement of marketing would start at the end of July.

Undertake joint works to the Lynch with Dorset Council

The deputy town clerk said this project had been discussed with the DC property manager but there wasn't an agreement about how the project might be taken forward. He said as an adjacent landowner, the Town Mill might have some responsibilities but the previous scheme was jointly funded by the former Dorset County Council, the former West Dorset District Council and the town council. It was hoped a similar agreement could be reached again.

Cllr P. May declared a non-pecuniary interest as a trustee of the Town Mill.

The town clerk said he and the mayor were meeting with the leader of DC on 18 July 2025 so this issue would be added to the list of issues to discuss.

25/11/TMH Traffic and Travel Strategy Working Group membership

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

25/12/TMH Bridport Household Recycling Centre

It was noted DC had reversed its decision on the Bridport Household Recycling Centre (HRC) and the booking system would be phased in at some sites in Dorset.

However, some members were concerned DC would decide to introduce the booking system at Bridport HRC further down the line, so it was important for this council to agree a formal position on the issue.

There was also concern there had been no public consultation on the changes.

Members were concerned DC was considering the system for all HRCs in Dorset, and although it was acknowledged it might benefit some sites, they felt it was unnecessary at Bridport HRC, where the current arrangements worked very well. There was concern there seemed to be a drive from DC to introduce blanket policies across the area, without looking at the specifics.

The town clerk said the council had previously raised with DC that every town was different and suggested this could also be discussed at the meeting with the leader of DC.

Proposed by Cllr C. Reynolds and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to write to Dorset Council to register Lyme Regis Town Council's objection to any future introduction of a booking system at Bridport Household Recycling Centre.

25/13/TMH Café in the Gardens

Cllr M. Ellis said this proposal was following a suggestion for a takeaway outlet, so parents could get a drink or snack while their children were using the amenities area, which would create additional revenue to put back into the town.

Several members agreed a small takeaway outlet would be acceptable but were not in favour of a café.

Members were generally not in favour of a café because of issues around potential littering, the desire to maintain the area as a peaceful space, competition with existing businesses, concerns around further commercialisation of the gardens, and the council's previous decision not to allow the Oyster and Fish House to extend into the gardens.

Proposed by Cllr C. Reynolds and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** not to take forward the proposal for the provision of a council-run café facility serving the Lister and Langmoor Gardens.

25/14/TMH Review of Parking Issues by Dorset Council

The deputy town clerk said the scope of DC's review had been clarified; while the council could still feed back general comments about other parking issues, the scope of this review was off-street parking charges. He said if members had specific parking issues or ideas, to let him know and he would relay them to the ward member and the relevant DC officer.

25/15/TMH Public Electric Barbecues on the Beach

Members had several concerns about the barbecues, including who would be responsible for cleaning and maintaining them, that they might be subject to vandalism, they would create a safety issue for children, they would take up space, they didn't look very attractive, and that the council would be liable for any accidents.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue the proposal to install fixed public-use barbecue units on Lyme Regis beach.

25/16/TMH Seafront Signage

Members agreed signage around the town could be improved and made more accessible and cohesive.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to agree a review of town-wide signage, including the seafront, be considered as part of the 2026-27 budget-setting process.

25/17/TMH Dorset and Somerset Air Ambulance Clothing Banks

Proposed by Cllr C. Reynolds and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to agree in principle to the request from the Dorset and Somerset Air Ambulance Charity (DSAA) to place clothing donation banks on Lyme Regis Town Council land, subject to agreeing the specific locations at Anning Road Playing Field and Woodmead car park, but to review the situation if no suitable locations can be found.

25/18/TMH Use of the Former Lister Room (now Terrace Café) – Outside Seating and Licensing Requests

The deputy town clerk said DC had granted the café a licence to sell alcohol without going through the normal consultation process, which meant it had not come to the town council to comment as the local authority. Under the terms of the lease, he said there were two separate provisions: the premises shouldn't be open beyond 11pm and the prohibition of the sale of alcohol, unless specifically approved by the town council. He said the town council's consent for the sale of alcohol was still required, despite the granting by DC of a licence.

The deputy town clerk said the requested gazebo or shading would not involve the gardens and would be on the private terrace, which is within the tenant's leased area. The tenants were looking to have a discussion with the council about what kind of structure might be acceptable and he therefore suggested authority be delegated to the town clerk, in consultation with the chairmen and vice-chairmen of this committee and the Planning Committee to agree something acceptable.

A member asked if the sale of alcohol would be limited to those eating at the café or whether customers would be able to have just a drink.

The chairman invited S. Burns to respond. He said they didn't want to open as a bar full-time, but people had asked them to hold events at the café, so they would like to open two evenings a week between May and September until 10pm or for planned events. He said they would like to be able to serve drinks, even if a customer wasn't having food.

Members were concerned that customers would be allowed to take away alcoholic drinks and didn't feel this was necessary, with concerns including littering and use of plastic cups.

There were concerns any permanent cover would spoil the view and several members felt umbrellas would be sufficient.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** that authority is delegated to the town clerk in consultation with the chairmen and vice-chairmen of the Town Management and Highways and Planning Committees to consider the Terrace Café's requests for a covering over the outside seating area and to sell a limited range of alcohol, on condition that if a unanimous position cannot be agreed, the matter be brought back to members for further consideration, and with the restriction that alcohol cannot be consumed off the premises.

25/19/TMH Outcome of Tender Submission – Woodland at Dragon's Hill

Members noted the report.

25/20/TMH Ground Monitoring at Monmouth Beach and Lister and Langmoor Gardens

Members noted the report.

25/21/TMH Charity Collections on Council-Owned Land

Members were in favour of charity collections in the gardens if it was part of a wider event, such as the fireworks, but did not agree with people standing on town council land with collection pots.

It was clarified that charities could currently book the Marine Parade Shelters for a charity collection, but they would be restricted to this area and would have to pay for the use of any areas.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to maintain the current policy and restrict charity collections to the Marine Parade Shelters, other than when collections take place as part of a major event.

25/22/TMH Complaints, Incidents and Compliments

Members noted the report.

The meeting closed at 8.26pm.

Committee: Full Council

Date: 6 August 2025

Title: Appointments to Council Committees

Purpose of Report

To allow the council to appoint Cllr Graham Turner to the Tourism, Community and Publicity and Town Management and Highways Committees

Recommendation

The council appoints Cllr Graham Turner to the Tourism, Community and Publicity and Town Management and Highways Committees

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.
2. Appointments to committees for the 2025-26 council year were made at the annual meeting of the council on 28 May 2025.

Report

3. Cllr Graham Turner has since indicated he would like to be appointed to the Tourism, Community and Publicity and Town Management and Highways Committees. Members are asked to approve the appointments.

Adrianne Mullins
Assistant town clerk
July 2025

Committee: Full Council

Date: 6 August 2025

Title: Gardens' Working Group

Purpose of the Report

To allow members to approve the continuation of the gardens' working group and determine its size and membership

Recommendation

Members approve the continuation of the gardens' working group and determine its size and membership

Background

1. At the Full Council on 1 May 2024, members considered a report on the establishment of a working group for the gardens and resolved:

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

2. The last gardens' working group meeting took place 26 November 2024 and agreed the working group should meet twice a year; the working group agreed the next meeting should take place in September 2025 to contribute to the budget-setting process.

Report

3. Members are asked to approve the continuation of the gardens' working group and determine its size and membership

John Wright
Town clerk
July 2025

Committee: Full Council

Date: 6 August 2025

Title: The Annual Review of the Complaints' Policy and Procedure

Purpose of Report

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 5.j.xvii

To allow members to consider the volume and nature of complaints received

Recommendation

- a) Members approve the complaints' policy and procedure
- b) Members note the volume and nature of complaints received since May 2024

Background

1. Standing order 5.j.xvii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
2. The policy and procedure are attached, **appendices 21A and 21B**.
3. There is one proposed amendment at section 4.1.2 of the procedure, as well as the implementation and review dates.
4. Paragraph 2.3 of the policy states a report on the volume and nature of complaints will be presented alongside the annual policy review.
5. Since May 2024 when the complaints' policy and procedure was last reviewed, 28 complaints were received about town council operations, compared with 158 the previous year. There has only been one 'official' complaint dealt with through the complaints policy and procedure. Where complaints concerned other organisations, complainants were directly referred to those organisations.
6. The complaints made to Lyme Regis Town Council were:

Dogs	5
Seagulls	2
Beach huts	1
Gardening	1
Parking	3
Accessibility	3 ¹
Staff	1
Non-residents permits	2

¹ Two of which were related to the Fossil Festival

Park and ride	1
Traffic	1
Town bus	2
Rats in gardens	1
KIOSK chairs in the way	1
Travellers	1
SWIM steps oily	1
Lyme Rocks crates in way	1
Withdrawal of Marine Theatre funding	1
Total	28

Adrienne Mullins
 Assistant town clerk
 July 2025

Complaints Policy

1. Introduction

- 1.1 Standing order 5.j.xvii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
- 1.2 This policy sets out the rationale for a complaints' policy and provides a definition of what qualifies as a complaint and what doesn't qualify as a complaint. The process for administering complaints is detailed separately in a procedure.

2. The Rationale

- 2.1 The council recognises that mistakes and misunderstandings occur and that such instances can consume a disproportionate amount of time and can have an adverse affect on the council's reputation. The approach adopted in this policy and attached procedure is about complaint rectification, resolution and learning.
- 2.2. An effective complaints' management system can make good any mistakes and misunderstandings and help to maintain and build relationships with those with whom we work. Towards this end, the town clerk will provide members with an annual report that identifies the number and type of complaints received. The policy objectives are to:
 - 2.2.1 Provide a fair complaints' procedure which is clear and easy to use
 - 2.2.2 Publicise the existence of its complaints' procedure so that people know how to contact us to make a complaint
 - 2.2.3 Make sure that everyone in the council knows what to do if a complaint is received
 - 2.2.4 Make sure complaints are investigated fairly and in a timely way
 - 2.2.5 Make sure that complaints are, wherever possible, resolved and that relationships are repaired
 - 2.2.6 Gather and use information to help us improve what we do.
- 2.3 To achieve this last policy objective an annual report will be presented to the council on the volume and nature of complaints. The report will be presented alongside the annual review of this policy.

3. The Definition

- 3.1 For the purpose of this policy, a complaint is defined as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:
 - 3.1.1 We have done something wrong
 - 3.1.2 We have not done something we should have done
 - 3.1.3 We have not treated someone in a professional or civil manner
 - 3.1.4 We have not achieved a standard that we have set for ourselves.

4. Complaints that are Excluded

- 4.1. This policy excludes certain types of complaints:

- 4.1.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures
- 4.1.2 Complaints against councillors; these are dealt with by Dorset Council's monitoring officer
- 4.1.3 If it is a year or more since the complainant became aware of the issue
- 4.1.4 A previous or similar complaint has been made and considered
- 4.1.5 It is a persistent or vexatious complaint with no grounds
- 4.1.6 The complaint is being made to cause disruption or annoyance.

5. Review

- 5.1 This policy will be reviewed in **August 2025** or sooner if there are changes in legislation or best practice.

Supporting Procedure

This policy is supported by a complaints' procedure.

Implementation date: **6 August 2025**

Review Date: **August 2025**

John Wright
Town clerk
August 2025

Complaints Procedure

1. Introduction

- 1.1 This procedure should be read in conjunction with the council's complaints' policy. The emphasis in this policy is on rectification and resolution, and this is reflected within this procedure.
- 1.2 The procedure isn't a substitute mechanism for resolving relatively minor issues: these should be addressed as part of the day-to-day operation of the council. It is a mechanism for addressing major service failures, persistent service deficiencies, and poor attitude.
- 1.3 The council defines a complaint in its complaints' policy as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:
 - 1.3.1 We have done something wrong
 - 1.3.2. We have not done something we should have done
 - 1.3.3. We have not treated someone in a professional or civil manner
 - 1.3.4. We have not achieved a standard that we have set for ourselves.
- 1.4. The complaints' policy excludes certain types of complaints:
 - 1.4.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures
 - 1.4.2 A complaint by a member against an employee; these matters are dealt with under the council's disciplinary and grievance procedures
 - 1.4.3 Complaints against councillors; these are dealt with by Dorset Council's monitoring officer
 - 1.4.4 If it is a year or more since the complainant became aware of the issue
 - 1.4.5 A previous or similar complaint has been made and considered
 - 1.4.6 It is a persistent or vexatious complaint with no grounds
 - 1.4.7 The complaint is being made to cause disruption or annoyance.
- 1.5 Consequently, if issues can be dealt with outside this policy to the satisfaction of a complainant, then this procedure should not be deployed.

2. The Procedure

- 2.1 Complaints should normally be addressed to the town clerk.
- 2.2 The town clerk will decide who should consider and respond to the complaint: this will normally be the deputy town clerk, the operations manager, finance manager, support services manager or the town clerk.
- 2.3 If the complaint is specifically about the town clerk, the complaint should be addressed to the Mayor. The Mayor will decide how the complaint should be investigated.
- 2.4 Acknowledgement of all complaints will take place within three working days.

- 2.5 The town clerk will also appoint a member of staff, who has no involvement in the complaint, to contact the complainant to clarify the precise nature of the complaint, to establish what the complainant wants the council to do to, and to discuss the process and timescale for resolution. This member of staff will not be involved in investigating or responding to the complaint: their role is to act as the complainant's 'friend'.
- 2.6 If the complaint is about council policy which is being considered, the complainant will be advised that they should raise their concerns during the public forum of the relevant council committee meeting where the issue is under consideration.
- 2.7 If the complaint is about existing council policy or the absence of a policy, the complainant will be advised that they should raise the matter during the public forum of a Full Council meeting where any issues can be raised, regardless of whether or not it is on the agenda.
- 2.8 If a policy decision has already been made by the council, the complainant will be informed that the issue will not be re-opened for six months from the decision date unless there are exceptional grounds.
- 2.9 If the complaint is about any other aspect of council's business or service they will normally receive a response from the investigating officer within 10 working days.

3. Appeal

- 3.1 A complainant has the right to appeal against a decision. The appeal should normally be made within 20 working days of being notified of the decision. The appeal will be heard by a panel of three members which will be constituted from the Mayor and committee chairmen.
- 3.2 The panel will normally consider the appeal within 20 working days of notification and will inform the complainant of their decision within 10 working days.
- 3.3 If it isn't possible to respond within 10 working days, the complainant will be written to explaining why a response can't be provided and will be given a revised timescale.

4. Complaints against council employees

- 4.1 The process will follow the same as 2.1, 2.2, 2.3, 2.4 and 2.5
- 4.2 The complainant will normally receive an acknowledgement from the investigating officer within 5 working days.
- 4.3 An investigation will take place, which may involve meetings with the complainant, the employee complained against and anyone else with information relevant to the complaint. The investigating officer will inform the complainant and the employee complained against of the outcome of the investigation.
- 4.3 A complainant and the employee complained against has the right to appeal against a decision. The appeal should normally be made within 20 working days of being notified of the decision. The appeal will be heard by a panel of three members.
- 4.4 The panel will normally consider the appeal within 20 working days of notification and will inform the complainant of their decision within 10 working days.

- 4.5 If it isn't possible to consider the appeal within 20 working days or to inform the complainant of the decision within 10 working days, the complainant will be written to explaining why there has been a delay and they will be given a revised timescale.

5. Review

- 5.1 This procedure will be reviewed in **August 2026** or sooner if there are changes in legislation or best practice.

Supporting Policy

This policy is supported by a complaints' procedure.

Implementation date: 6 August 2025

Review Date: August 2026

John Wright
Town clerk
May 2024

DRAFT

Committee: Full Council

Date: 6 August 2025

Title: Location(s) for Council Meetings

Purpose of Report

To allow members to consider the location(s) for council meetings, including Full Council

Recommendation

Members determine the location(s) for council meetings, including Full Council

Background

1. Historically, all council meetings have been held at the Guildhall. During discussions with Lyme Regis Development Trust about the council's office move to St Michael's Business Centre, additional office space became available at St Michael's Business Centre and the council was able to include a dedicated meeting room in the project specification.

Report

2. The meeting room in St Michael's Business Centre is large enough to hold committee and Full Council meetings. It has the advantage of good acoustics, modern audio and tv facilities, and it can accommodate a 'horseshoe' table configuration which allows all councillors to have sight of the public. The room can comfortably accommodate 14 members, four staff, and six members of the public which should be fine for almost every meeting.
3. At a push, the tables can be reconfigured and up to 20 members of the public could be accommodated in the room but this this would be tight.
4. From time-to-time, there will be meetings that consider controversial issues. Based on previous experience, the meeting room at St Michael's Business Centre could not accommodate every member of the public who wanted to make representation and/or hear what the council had to say on such issues and, of course, we cannot always predict public turn out at council meetings.
5. Historically, when there has been a large public turnout at a meeting, it has been at Full Council; the Guildhall has always been able to accommodate meetings with major public participation.
6. The Guildhall also has historical significance and association with this council and its non-use for council meetings may draw criticism and result in its under-utilisation.

John Wright
Town clerk
July 2025

Committee: Full Council

Date: 6 August 2025

Title: SW Councils – What Next?

Purpose of Report

To inform members about attempts to organise member meeting in accordance with SW Councils' implementation plan and to allow members to consider the future of the project

Recommendation

Members consider the future of its engagement with SW Councils and instruct officers

Background

1. On 17 July 2024, a panel was set up to finalise the specification and agree the appointment of consultants to undertake organisational development work with the council; the team included the mayor, the chairman of the Human Resources Committee, the support services manager and the town clerk.
2. On 21 October 2025, SW Councils were appointed to undertake development work with the council.
3. During December 2024 and January 2025, SW Councils undertook its 'analysis' into the issues faced by the town council and provided feedback to members and managers on 2 April 2025.
4. At the feedback meeting, the panel, in consultation with SW Councils, were asked to determine how the project should be taken forward and bring a report to the Full Council.
5. The panel met on 17 April and 1 May 2025 to consider the original brief to SW Councils and SW Councils' project proposals, which included a timeline.
6. Views were also sought at the chairmen's meeting on 14 April 2025.
7. On 14 May 2025, a report was submitted to the Full Council which outlined the panel's position, i.e., further work was required to identify those who were mainly responsible for the negative survey responses, and that the project should remain true to its original brief, i.e., identifying the council's purpose, its values and a mechanism for managing conflict resolution.
8. SW Councils' proposed implementation plan, which was referred to at the Full Council on 14 May 2025, was circulated to members on 22 May 2025, **appendix 23A**.

Report

9. Since Full Council on 14 May 2025, officers have made two attempts to organise member meetings to consider SW Councils' implementation plan.

10. The first attempt to arrange a meeting was for 24 June 2025; the following responses were received:
 - Confirmation of attendance: Cllrs Stammers, Evans and Aldridge
 - Confirmation of non-attendance: Cllrs May, Holland, Caddy and Wood
 - No response: Cllrs Ellis, Cockerell, Denney, Hampton-Rumbold, Larcombe and Turner
 - Not willing to participate: Cllr Reynolds.
11. The second attempt to arrange a meeting gave members the option of one of three days; the rationale, the day with the greatest member availability would be chosen.
 - Confirmation of attendance on at least one day: Cllrs Stammers, Aldridge, Cockerell, Holland, May and Evans
 - Confirmation of non-attendance on any day: Cllr Caddy
 - No response: Cllrs Ellis, Denney, Hampton-Rumbold and Turner
 - Not willing to participate: Cllrs Larcombe, Wood and Reynolds.
12. With low-levels of attendance confirmation, relatively high levels of no responses and an increase in the number of councillors unwilling to participate in this project, there appears to be little enthusiasm among members to proceed. Unless instructed by members, officers will not make any further attempts to pursue this project.
13. Member responses to the proposed events have been fed back to SW Councils.
14. The project expenditure to date is £6,510 against a budget of £20,000.

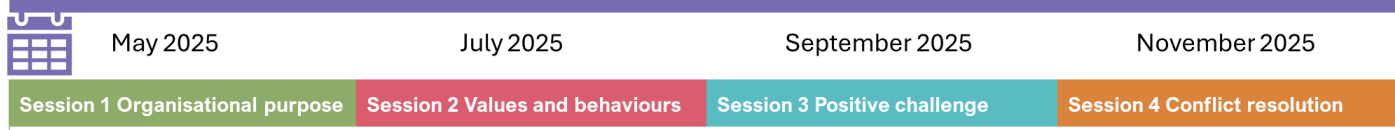
John Wright
Town clerk
July 2025

Vision and leadership (phase 2)

Overview

We suggest a four-part facilitated series of 2-hour sessions, held in-person, spaced across 6 to 8 weeks. Each session builds on the last, enabling the group to progress from understanding and openness to co-creation and commitment.

Phase 2



Session 1 Purpose Mapping

Purpose: to move from individual perspectives to a shared purpose
Aim: visualising, describing and agreeing what makes us a successful council
Outcome: drafting a collective purpose based on our common vision
Follow-up: endorsement of the collective purpose

Activity goal:	move from individual motivations to a shared mission
Activity preparation (before the session):	ask participants to think about the following statements and to bring their responses for discussion: <i>"Why did I stand for council? What impact do I want to make? What do I want to be recognised for by the other councillors?"</i> or <i>"Why do I want to work for the council? What impact do I want to make? What do I want to be recognised for by my colleagues?"</i>
Activity task:	<ul style="list-style-type: none"> • Share their answers in pairs/threes • Combine the groups into fours/sixes to discuss how their individual motivations reflect on the council purpose • Groups write a collective answer to: <i>"What is the purpose of this council?"</i>
Activity output:	A draft purpose statement and agree someone (or a councillor and an officer jointly) who will define this and bring back to the next session for collective agreement

Session 2 Values and Behaviours in Practice

Purpose: to co-create a set of values and define acceptable/unacceptable behaviours
Aim: discussing difficult situations and applying values in practice
Outcome: drafting organisational values with behaviour descriptors and examples
Follow-up: embedding values into behaviours and conduct

Activity goal:	identify shared values
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Activity preparation (before the session):	provide a list of 30–50 value words (e.g., honesty, respect, service, courage) and ask participants to select the top 5 values they believe should define the council
Activity task:	<ul style="list-style-type: none"> • In small groups, agree a group top 5 • Feedback to entire group • Facilitator gathers most commonly chosen values across all groups.
Activity output:	4–6 agreed core values agreed and someone (or a councillor and an officer jointly) volunteers to produce these and bring back to the next session

Activity goal:	define behavioural expectations
Activity preparation (before the session):	participants think about behaviours that they have witnessed or experienced that are ok and some that are not ok. Aim to come up with around three of each and be prepared to discuss
Activity task:	<p>In groups of 4 to 6 (both councillors and officers in each group), groups create two flipcharts:</p> <ul style="list-style-type: none"> • “This is OK” – behaviours they expect to see • “This is NOT OK” – behaviours that undermine professionalism • Facilitator leads discussion with the full group on common themes and tensions asking "What values are upheld or violated here? What would a values-led response look like?"
Activity output:	Examples agreed of behaviours that align with, or undermine, each value as a draft behaviour framework to accompany the values

There is potential to invite the monitoring officer to this (or one of the other sessions) to discuss repercussions of not-complying with agreed behaviours.

Session 3 Positive challenge

Purpose: to establish approaches for challenging poor behaviour positively
Aim: agreeing principles of positive challenge and respectful confrontation
Outcome: identifying pathways for addressing issues, proposals for improving governance protocols
Follow-up: holding individuals to account for disrespectful behaviour and/or not taking responsibility for addressing inappropriate behaviour in others

Activity goal:	explore root causes of the conflict and potential solutions
Activity task	Group mediation activity

Session 4 Conflict resolution

Purpose: to establish mechanisms for resolving disagreements
Aim: introduction of a structured model to resolve disagreements constructively
Outcome: mapping ongoing preventative measures to address future drift from agreed

	behaviours
Follow-up:	taking stock of improvements and areas that require ongoing focus
Activity goal:	improve communication and relationships
Activity task	Group mediation activity

Final output

- A volunteer is required to draw up a summary of agreements including the collectively agreed purpose; the organisation values; examples of expected behaviours and unacceptable behaviours; a summary of approaches for dealing with breaches of behaviour. This summary can be viewed as an informal charter that is added to after each session

Ground rules

- All sessions require respectful engagement and participation
- Tensions displayed during the sessions are addressed
- Side-discussions and comments following the sessions are forbidden (all views are shared and resolved within the session)
- Discussions and timings kept on track to ensure conclusions are reached

Session	Activities	Delivery
Prep	Planning meeting to agree phase 2 with John, Adrienne, Mayor and Fay	Fay
1	Facilitated 2-hour discussion, preparation, travel time and follow-up	Peter
2	Facilitated 2-hour discussion, preparation, travel time and follow-up	Peter
3	Facilitated 2-hour discussion, preparation, travel time and follow-up	Ian
4	Facilitated 2-hour discussion, preparation, travel time and follow-up	Ian
Recap	Recap meeting and discussion of next steps with John, Adrienne, Mayor and Fay	Fay

Potential of a fourth (fine-tuning session)

Follow-up with a pulse survey to check-in on progress and determine if things have improved, if further intervention is required, or if a different approach/escalation is required.

Committee: Full Council

Date: 6 August 2025

Title: Red Arrows' Display

Purpose of Report

To allow members to consider a proposal from the mayor to make a September 2025 application to The Red Arrows to display in Lyme Regis in summer 2026 and to approve the underwriting of the display up to a sum of £10,000 from the 2026-27 budget

Recommendation

Members approve an application to bring The Red Arrows to Lyme Regis and approve underwriting the project up to a sum of £10,000 from the 2026-27 budget

Report

1. This report is being brought to the Full Council ahead of the 2026-27 budget-setting process because a request to bring The Red Arrows' display team to Lyme Regis in 2026 must be made in September 2025.
2. Attached, **appendix 24A**, is a report from the mayor which outlines his proposal to bring the Red Arrows to Lyme Regis in the summer of 2026; 2026 marks the 200th anniversary of the Lyme Regis RNLI.
3. The cost of a Red Arrows' display is estimated at £17,000. To cover the cost of the display, the mayor will re-establish the '100 Club' and seek sponsorship; the previous '100 Club' raised £8,000 and a similar income is assumed for 2026.
4. Income from sponsorship cannot be guaranteed and for this reason, the council needs to underwrite the project. A sum of £10,000 is proposed.

John Wright
Town clerk
July 2025

PROPOSAL TO APPLY FOR A DISPLAY FROM THE RED ARROWS IN THE SUMMER OF 2026 WHEN LYME REGIS LIFEBOAT STATION CELEBRATES ITS 200TH ANNIVERSARY

I BROUGHT the Red Arrows to Lyme Regis in the early 1970s when I was Secretary of the Lyme Regis Regatta and Carnival Committee. There followed a period of 40 years when the Red Arrows appeared in Lyme as part of Lifeboat Week every year, raising tens of thousands of pounds for the RNLI.

In the early 2000s the Ministry of Defence decided it could no longer afford to give flying displays free and they contracted out the process of charging a fee for the Arrows to appear at various air shows and other events to an outside body.

Losing the Red Arrows display, which attracted thousands of people to Lyme, was a big blow to the Lifeboat Week, the organisers deciding they could not warrant the cost of £16,000 which was being charged with the RNLI being charity.

In a bid to be able to raise that sort of money I formed an organisation called The Red Arrows 100 Club. Members had to donate £100 and for that amount they received a Red Arrows Tie or Scarf and were invited to watch the display from a marquee that was erected on the top of the Marine Parade shelters where champagne and canapes were served.

I set a target of getting 100 people donating £100 to become a member, therefore raising £10,000. In the end we managed to get 80 members contributing £8,000 and we were successful in getting Lyme Bay Holidays, when it was owned by the Matthews family to sponsor the event for a fee of £8,000.

We managed to do this for two years, the displays attracting huge audiences but our application was rejected in year three because it was decided that the Red Arrows should support events and communities that had never had a display before.

I was recently approached by the RNLI Crew to see whether I could help them get the Red Arrow to return to Lyme as part of next year's celebration of the 200th anniversary of the Lyme Lifeboat Station with support from the Town Council.

I told them I was prepared to relaunch the Red Arrows 100 Club and approach the council to support the application by offering financial support.

The council is currently under fire from the business community for lack of support and being able to bring the Red Arrows back to Lyme, a move that would attract many thousands of visitors to our town which would boost local trade.

My proposal is that the council looks favourably on such a proposal and will consider financial support once it was established that an application for the Red Arrows to appear in Lyme had been confirmed.

Philip Evans
May 2025

Committee: Full Council

Date: 6 August 2025

Title: Woodroffe School Proposal

Purpose of the Report

To inform members of discussions with The Woodroffe School about opening its facilities to the public in the evening, weekend and school holidays

Recommendation

Members consider the report and consider its adoption through the budget-setting process

Report

1. Early discussions have taken place with The Woodroffe School about opening the school's facilities to the public in the evening, weekend and school holidays; these are referred to in a letter from Dan Watts, head teacher, **appendix 25A**.
2. Facilities included in the discussions are the school's sports' hall, dance studio, main hall, fitness suite, sports' pitches, tennis courts, netball courts, classrooms and multi-use games' area.
3. The proposal is the school makes the facilities available and ensures they are clean and fit for purpose and the council operates the booking system and employs staff to manage the facilities out of school hours.
4. Detailed costings are required but the town clerk estimates they will be in the region of £30,000 per annum; the cost will be offset by a 50% share of the income received from the hire of the facilities
5. Access to these facilities confer significant benefits to our community.
6. There's still more work to be done, i.e., due diligence, detailed costings, risk assessments and insurance, but none of these are believed to be major obstacles.
7. Providing members see merit in this project proposal, a more detailed report will be considered as part of the budget report to the Strategy and Finance Committee on 15 October 2025.

John Wright
Town clerk
July 2025

Community Cohesion

A Joint Project Between 'The Woodroffe School' and 'Lyme Regis Town Council'

Background:

Lyme Regis is a small rural community located on the beautiful West Dorset Jurassic Coast.

The community benefits from its location through the many visitors arriving to temporarily enjoy what we access throughout the year. The visitors provide valuable income which is used to support residents through numerous community schemes.

Given the size of Lyme Regis and the complexity of the surrounding landscape, community facilities can be hard to access. In some cases, this means residents must leave the community to pursue interests and activities not offered locally.

The Woodroffe School has facilities that could support increased demand within the community and/or, which could be used to offer services and activities not currently available.

Lyme Regis Town Council has experience and expertise in facilities letting and management.

Combined, both organisations could provide a significantly improved local offer.

What can the school offer?

The Woodroffe School operates over 39 term-time weeks from 8:30am until 5:45pm, 5 days a week. There are additional times when the school is open beyond the above for events such as parent's evenings and school performances and during the school holidays for sports camps.

However, there remains a significant amount of time where the facilities could be used more extensively in the evenings, at weekends and during school holidays.

Facilities such as our sports hall, dance studio, main hall, fitness suite, sports pitches, tennis courts, netball courts and classrooms, could be utilised by the local community.

What can the Town Council offer?

The Town Council has considerable expertise in facilities management, facilities booking, and community-based initiatives to support increased local activity. This skill set would be highly effective in facilitating an increased and broader set of opportunities for the benefit of the local community. Moreover, the access to an increased and larger range sports facilities would be of benefit to local clubs and individuals, supporting the promotion of healthy active lifestyles.



The project:

The project works by combining the resources/expertise of both the school and the Town Council.

- The Woodroffe School would supply the facilities and ensure they are clean and fit for purpose.
- The Town Council would provide an online booking system, take electronic payments and manage the facilities during use i.e. employ staff to manage the facilities onsite during use by paying customers.

The money raised will be used to offset the expenses of the school and the Town Council. At the end, should there be any money remaining, this would be divided 50/50.

The intention of the project is not for the school or the Town Council to make money from each other. This is a genuine partnership arrangement where the costs are to be covered by the project itself, leaving any profit to be shared equally.

The benefits:

The Woodroffe School

- The school builds links with the community beyond those that already exist.
- The facilities are used for the benefit of the community, which includes our students and their families.
- Working in partnership with the Town Council could lead to the improvement of the facilities available to all.
- Any surplus income would support the school.

Lyme Regis Town Council

- The Town Council further strengthens their links with the school.
- Links are expanded and/or further strengthened between the community, clubs and organisations.
- The increased access to facilities benefits the community, allowing them to participate in a wider range of activities more regularly e.g. tennis.
- Working in partnership with The Woodroffe School could lead to the improvement of the facilities available to all e.g. floodlit facilities for evening use during the winter.
- The partnership with The Woodroffe School supports the Town Council's targets around activity and engagement.
- Any surplus income would support the school.

Considerations:

Before embarking on a project of this nature, it is important to consider implications around service level agreements, insurance, liability and accountability. Whilst these are steps to overcome, they should not prove to be a hindrance to a project that can have benefits on multiple levels to a diverse range of individuals and/or groups.

Committee: Full Council

Date: 6 August 2025

Title: Dorset Local Plan

Purpose of the Report

To inform members about the current position with the production of a new Local Plan for the Dorset Council area

Recommendation

Members note the current position with the production of a new Local Plan for the Dorset Council area

Report

1. Dorset Council had identified the need to produce a new Local Plan covering the whole of its area immediately it came into being in April 2019. It was noted that many of the 'old' district Local Plans were already dated, some as old as 2002. This left the area potentially vulnerable to speculative development in unallocated locations. For a variety of reasons, initial work to produce a new Plan was delayed, but is now moving ahead towards an anticipated adoption date in 2027.
2. At a presentation to town and parish councils in Dorchester on 14 July 2025, officers from Dorset Council explained the current context for the Plan, and the next stages in its production. It was noted the current government had increased the housing target for the Dorset Council area from around 1,800 dwellings per year to almost 3,300, a massive increase and one which would be extremely challenging to meet. Nonetheless, Dorset Council was required to produce a Plan to meet this target if it were to be found 'sound' at the final examination by a government-appointed inspector.
3. The next stage of the process will be a public consultation about the options for delivery of the Plan, including site options. Town and parish councils will receive this consultation in mid-August and have until mid-October to respond.
4. The implications for Lyme Regis are unknown at this stage but, given the challenge of finding sites suitable to accommodate such a large number of dwellings each year, it may be that sites in Lyme will be identified to contribute towards this target. It is known that a number of local sites have been assessed. The local options could, potentially, include at least one site in which the town council has an ownership interest.
5. The intention is to bring a detailed report to the 10 September meeting of Full Council, by which time the options for Lyme will be known and officers will have had time to carry out some initial assessment of those options.

Mark Green
Deputy town clerk
July 2025

Committee: Full Council

Date: 6 August 2025

Title: Cadet Hut and Site

Purpose of the Report

To inform members about the current position with the use of the Cadet Hut and surrounding land

Recommendation

Members note the current position with the use of the Cadet Hut and surrounding land

Report

1. The town council owns all the land off Lym Close edged red on the plan attached as **appendix 27A**. It includes the Cadet Hut building used by the outside works team as a store and work base for many years.
2. It has been noted in previous reports to the Health and Safety Committee that this concrete framed building includes a concrete asbestos panelled roof and is the subject of movement and cracking, largely as a result of local ground subsidence. It was partly for these reasons and concerns that the decision was made to invest in the new harbour store building.
3. As part of the ongoing monitoring of the Cadet Hut site and building by Peter Chapman, geotechnical engineer, he noted a recent and significant increase in ground movement and a corresponding deterioration in the condition of the building. As a result, he recommended in writing to the council that the building be emptied and its use cease. This recommendation has been acted on with immediate effect and the building is now empty and unused.
4. This has resulted in some short-term measures to accommodate materials and equipment previously stored in the Cadet Hut and there may be a need to purchase at least one shipping or similar container. This will be the subject of a more detailed report to the Town Management and Highways committee in September, as will any other implications and consequences of the closure of the building, including its demolition and the costs associated with that work.
5. In the short term, the staff and other parking which takes place in the area is unaffected. There is already approval for the undertaking of a feasibility study to consider potential alternative uses of the site and land. The allocated budget of £4k is now unlikely to be enough to complete this work given the need to undertake significant ground investigation to better understand the recent ground movement and potential mitigation measures and their impact on potential uses.
6. In the meantime, South West Water (SWW) announced on 28 July 2025 major works in Lyme to separate surface and foul water drainage and to improve storage and attenuation facilities; all with a view to improving water quality and reducing foul discharges. This may include attenuation tanks in the vicinity of Gosling Bridge and Jericho, and it is possible the council's land could play some role in helping to deliver these facilities.
7. It is intended to provide a further full report to the 10 September 2025 meeting of Full Council about SWW's plans, by which time more information will be available, including a copy of the presentation given on 28 July 2025. Based on the information provided on 28 July 2025, some

work may start as early as this autumn and continue through to 2027. The first stage is likely to involve the construction of new surface water drains in various highways around the town.

Mark Green
Deputy town clerk
July 2025

Extent of Property For Sale
 Lim Close/Gosling Bridge land
 Date: 29/07/2025

