



John Wright
Town Clerk

Lyme Regis Town Council

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Planning Committee

Core Membership: Cllr G. Turner (chairman) Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Denney, Cllr S. Larcombe, Cllr P. May.

Notice is given of a meeting of the Planning Committee to be held at the new council offices, at **St Michael's Business Centre, Lyme Regis** on Tuesday 24 June 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
19.06.25

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.

AGENDA

1. Election of Chairman and Vice-Chairman

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2025/26.

2. Terms of Reference

To allow the committee to receive its terms of reference.

3. 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.

4. Apologies

To receive and record any apologies and reasons for absence.

5. Minutes

To confirm the accuracy of the minutes of the Planning Committee held on 29 April 2025 (attached)

6. 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 and 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

7. Dispensations

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

8. Member Planning Recommendations

To note the planning recommendations

9. Matters arising from the minutes of the Planning Committee held on 3 June 2025

There are none.

10. Update Report

There are none.

11. Planning and Licencing Applications

To comment on planning and licensing applications submitted as per attached list including consideration of related correspondence.

12. Amended/Additional Plans

There are none.

13. Withdrawn Applications

There are none.

14. Planning Decisions

To note decisions of the planning authority on previously submitted planning applications as set out on the attached list.

15. Correspondence from Dorset Council (DC) regarding planning-related matters

To note or consider correspondence from Dorset Council

**Lyme Regis Town Council
Planning Committee – 24 June 2025
Election of Chairman and Vice-Chairman**

Committee: Planning

Date: 24 June 2025.

Title: Election of Chairman and Vice-Chairman

Purpose of Report

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2025/26.

Recommendation

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2025/26.
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2025/26.

Background

- 1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
- 2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
- 4. Standing order 3.t states:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.'

- 5. Standing order 8.a states:

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.'

6. Standing order 8.b. states:

‘As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor’s absence, the Deputy Mayor could officiate in the same way, The town clerk or other officer cannot open or chair a committee or sub-committee meeting.

7. The election of the chairman and vice-chairman of the Planning Committee will be reported to the Full Council on 06 August 2025.

John Wright
Town clerk
May 2025.

Committee: Planning

Date: 24 June 2025

Title: Terms of Reference

Purpose

To allow the committee to receive its terms of reference.

Recommendation

The committee receives its terms of reference.

Background

1. On 28 May 2025, the Full Council approved the terms of reference for its committees.
2. The terms of reference for the Planning Committee, **appendix 2A**, along with the general terms of reference that apply to all of the council's committees are attached, **appendix 2B**.
3. Any recommendations from this committee will be considered by the Full Council on 06 August 2025

John Wright
Town clerk
May 2025

8. Planning

8.1 The purpose of the Planning Committee is to ensure the long-term interests of the town as a whole are taken into account in policies and decisions of the town, district and county councils, in so far as planning and highways issues are concerned.

8.1.1 To make recommendations direct to Dorset Council on planning applications.

8.1.2 The chairman and vice-chairman of the committee have delegated authority to make recommendations directly to Dorset Council on the committee's behalf if a comment is required before the next meeting.

8.1.3 To comment on licensing applications received from Dorset Council for the sale of alcohol.

Terms of Reference

2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report may include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to Dorset Council on planning applications.
- 2.3 Each committee will:
 - 2.3.1 Elect its chairman and vice-chairman from among its membership;
 - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
 - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
 - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
 - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
 - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
 - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.
- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

**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)

Other members: Cllr P. Evans

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.

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 – 24 June 2025
Planning and Licencing 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
- 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
- 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
- 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
- 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
- 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
- 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 Regis DT7 3BY

**Lyme Regis Town Council
Planning Committee – 24 June 2025
Planning Decisions**

1. **P/LBC/2025/02028** (Decision date 30.05.25)
LISTED BUILDING CONSENT – GRANTED (Recommended Approval)
 Internal and external alterations including re-rendering of front and rear facades, replacement of kitchen roof, re-covering of main roof, reconstruction of dormer to rear, alterations to party walls to improve resistance to spread of fire
 27 Coombe Street Lyme Regis DT7 3PP

2. **P/HOU/2025/01698** (Decision date 29.05.25)
HOUSEHOLDER PLANNING PERMISSION – GRANTED (Recommended Approval)
 Erection of a single-storey rear extension
 19 North Avenue Lyme Regis DT7 3AY

3. **P/VOC/2025/01606** (Decision date 12.06.25)
VARIATION OF CONDITION – GRANTED (Recommended Approval)
 Construction of 13 Storage Units (with variation of condition 2 of Planning permission P/FUL/2023/06865 - amended plan to reposition footprint of storage units) (with variation to condition 1 of planning permission P/VOC/2024/02912 to relocate toilet block)
 Uplyme Road Business Park Uplyme Road Lyme Regis

4. **P/FUL/2025/01232** (Decision date 12.06.25)
FULL PLANNING APPLICATION – GRANTED (Recommended Approval)
 Change of use of building from storage (use class B8) to industrial (use class B2)
 The Lower Site Uplyme Road Lyme Regis