



## **Lyme Regis Town Council**

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### **Strategy and Finance Committee**

Notice is hereby given of a meeting of the Strategy and Finance Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 13 March 2019 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
08.03.19

### **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. Apologies**

To receive and record apologies and reasons for absence

#### **3. Minutes**

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 30 January 2019

#### **4. 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.

#### **5. Dispensations**

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

- 6. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 30 January 2019**

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.
- 7. Update Report**

To update members on issues previously reported to this committee
- 8. Minutes of the Dorset Council working group meeting held on 26 February 2019 (attached)**
- 9. Corporate Plan 2018-23**

To present the Corporate Plan 2018-23
- 10. New Policies – Environment and CCTV**

To allow members to consider and approve the following policies: environment and CCTV
- 11. Plastic Products**

To allow members to consider its approach towards the use of plastic products
- 12. Dorset and East Devon National Park Proposal**

To allow member to consider its position on a proposal for a National Park for Dorset and East Devon
- 13. Grant Review, Lyme Regis Football Club**

To allow members to consider a request from the football club to defer the build of its grandstand to 2019, a project variation which removes the football club's proposal to widen its pitch and undertake drainage works, only, and to extend the qualifying period for receipt of grant from 31 March 2020 to 31 August 2020
- 14. Events' Management**

To consider a request from the proprietor of the amusement arcade for the council to require event organisers to take out a bond
- 15. Exempt Business**

**LYME REGIS TOWN COUNCIL  
STRATEGY AND FINANCE COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 30 JANUARY 2019**

**Present**

**Chairman:** Cllr S. Miller

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr Mrs C. Reynolds

**Officers:** Mrs A. Mullins (admin officer), Mr J. Wright (town clerk)

**Absent:** Cllr P. Ridley

**Guests:** Mr R. Brown, Mrs S. Brown, Dr P. Kelly (all Dorset National Park team)

**18/72/SF Public Forum**

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

**18/73/SF Apologies for Absence**

Cllr O. Lovell  
Cllr J. Scowen – holiday  
Cllr G. Turner – coastguard training  
Cllr S. Williams – holiday

**18/74/SF Minutes**

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, the minutes of the meeting held on 28 November 2018 were **ADOPTED**.

**18/75/SF Disclosable Pecuniary Interests**

There were none.

**18/76/SF Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

**18/77/SF      Matters arising from the minutes of the Strategy and Finance Committee meeting held on 28 November 2018**

**Audio recording of council meetings**

The town clerk said officers would be meeting with API Communications, the company which installed the existing recording system, on 14 February 2019 to discuss whether the existing system could be used.

Cllr D. Hallett asked if other companies should be approached as the existing system had not been up to standard.

The town clerk said the council had invested a lot of money in the system so the first step was to establish if it could be made to work to the council's requirements. If not, other companies would be approached.

**Power boat club**

The town clerk said there had still been no response from the power boat club's solicitor and as it stood, the Section 25 Notice would be implemented in May 2019. He said he would keep pressing the solicitors.

**Hydrock report**

The town clerk said Hydrock had identified either 19 or 21 February 2019 for a public consultation event on the draft report.

**18/78/SF      Update Report**

**Ambulance service**

Cllr Mrs M. Ellis said she was not entirely satisfied with the response from the chief executive of the South Western Ambulance Service NHS Trust and she believed it should be followed up with another letter.

**18/79/SF      Minutes of the Assets-on-and-around Monmouth Beach Car Park**

The town clerk said the bowls club representatives would be informed the issue of the bowls club car park would be discussed by the Full Council on 13 February 2019.

**18/80/SF      Dorset National Park**

Mrs S. Brown gave an update on the proposed Dorset National Park, highlighting two major developments since they had addressed the council in July 2016: the Glover Review which was asked to look at the position of new national parks, including Dorset; and local government reorganisation.

Mrs S. Brown said it would be important to demonstrate community support for the national park and she hoped the council would consider sending a letter of support.



Mrs S. Brown and Mr R. Brown answered questions from members on the following: the history of the campaign to secure a Dorset National Park; how the planning system would work under a national park authority, including the town council's role; how the national park authority would be funded; how the national park authority members are nominated/elected; how the authority would deal with land slippage and coastal defence works; whether the boundary of the national park would be outside coastal towns or not; and who the authority would be accountable to.

Mrs S. Brown said was Glover Review was expected to make recommendations in the autumn and the Government was expected to make an announcement on those recommendations in October. She said now would be an appropriate time to submit a supportive note of the benefits of a national park, and she would provide the town clerk with the address to submit comments to.

**18/81/SF Internal Audit Report, Visit One 2018/19**

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's recommendations and approve the management responses.

**18/82/SF New Policies**

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the following policies: control of substances hazardous to health (COSHH); Legionella flushing; management of personal protection equipment (PPE); electrical safety; portable appliance testing (PAT); and weed spraying.

**18/83/SF Investments, Cash Holdings and Loans**

Cllr B. Larcombe suggested the council considered paying off its loan with West Dorset District Council (WDDC) while it had the money, also relieving any future administration of any rise in interest rates on this loan.

The town clerk said the council had project commitments in 2019/20 of around £600k; this would significantly decrease the reserve. He said due to the uncertainty of local government reorganisation and the favourable interest rate on the loan, it was sensible to have money in reserve, rather than paying off the loan.

Cllr S. Miller said when quotes had been agreed for the two main 2019/20 projects – the seafront roof and refurbishment of Guildhall Cottage – the question of whether to pay off the WDDC loan should be brought back to the council. In the meantime, he asked the town clerk to look at the possibility of investing in gilts as there was a possibility this would give the council marginally more return than investing in banks.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the Lloyds fixed-term deposit of £100,900 maturing at the end of January 2019 be reinvested in a similar 12-month deposit at 1.00% (currently 0.65%) and that a further £100k of the balance of £590,312 in the Lloyds instant account be reinvested in a similar 12-month deposit: this will increase the interest on this sum from 0.05% to 1.00%; and that any decision to transfer a

further £100k from the Lloyds instant account to a 12-month deposit account be deferred until there is greater certainty about the 2018/19 year-end balance and the cost of the roof repair and office refurbishment projects.

**18/84/SF Financial Advice – Arrangement with Arlingclose**

Members noted the council's relationship with Arlingclose for the provision of financial advice had ended.

**18/85/SF Review of Arrangements with Other Local Authorities**

The town clerk said the council needed to give consideration to land relationships with WDDC, beach management and the tripartite agreement. He said although these issues were not on Dorset Council's agenda at the moment, it would be beneficial for the town council to have a clear understanding of what it wanted to achieve in these areas.

Cllr B. Larcombe asked how much the transitional relief was on business rates.

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

Cllr B. Larcombe suggested a working group was formed to further discuss some of the key issues.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to form a working group to further consider the town council's relationships with other local authorities and form a clear view of the town council's position.

**18/86/SF Tourist Information Centre**

Cllr S. Miller said this matter had been brought back to the council as the circumstances had changed; it was previously understood WDDC intended to cease the provision of the tourist information centre (TIC) in Lyme Regis, but it had since confirmed it wanted to transfer it to Dorset Council as a going concern.

As Cllr G. Turner could not attend the meeting, he wrote a letter to members with his view that the council should continue to commit to the refurbishment of Guildhall Cottage, to include the ground floor currently occupied by the TIC, even though this would mean the town council paying WDDC a £16k settlement to vacate. He said the council should use the time between now and September, when the TIC would vacate, to plan and tender for the refurbishment work.

This view was supported by several members. Cllr D. Hallett was concerned this discussion included the possibility of the council office moving to the former Lloyds Bank building, which had already been dismissed by the council.

Cllr Mrs M. Ellis said the decision to refurbish Guildhall Cottage was made with no plans and without an idea of exactly what work would be required. As such, she said allowing the TIC to remain in the building until the end of March 2020 would give the council time to get detailed plans and costings.

Cllr Mrs C. Reynolds said the council should also give consideration to the TIC staff and how allowing the TIC to remain would secure their jobs for a little longer.

Cllr B. Larcombe said due to the failure of the negotiations with WDDC over the transfer of assets and services, he didn't believe there was any value in using the TIC as a negotiating position. He added the town council should not take on the TIC or its staff.

The town clerk confirmed there was no suggestion the council office moved to other premises or took on the TIC or its staff. He said as it was now known there would be material costs associated with serving notice on WDDC and WDDC's future plans for the TIC had changed, there was an obligation on him to bring this information to members.

Cllr R. Doney said he wanted the TIC to be maintained for as long as possible as it was a valuable function, and it should be allowed to remain while the council put together plans for the office refurbishment.

Cllr J. Broom said if the council served notice now, the TIC would still be running through the peak season and the council could then look to run its own tourist information service from April 2020.

It was proposed by Cllr B. Larcombe and seconded by Cllr J. Broom that the council pursues the refurbishment of the ground floor of Guildhall Cottage, to serve notice on West Dorset District Council as planned to vacate the ground floor currently occupied by the tourist information centre, with a view to taking back the space on 1 October 2019.

This motion was not voted on.

Cllr S. Miller said as the council would start a significant project on the roof of the shelters in the autumn, it would be prudent to allow WDDC to pass the TIC on to Dorset Council as a going concern. In the interim, the council could plan what it believed the TIC offering from the premises should be and aim for a negotiated position from 31 March 2020 where the council would not be liable to pay £16k.

Cllr Mrs M. Ellis requested a recorded vote on the following motion:

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to revisit the previous decision not to renew the lease with West Dorset District Council for the ground floor of Guildhall Cottage, and to allow the tourist information centre to continue operating from the premises for a further 12 months until 31 March 2020.

**Voted for** – Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr S. Larcombe

**Voted against** – Cllr J. Broom, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe

**Abstentions** – None

Cllr B. Larcombe asked for confirmation this would not change the existing resolution to refurbish the ground floor of Guildhall Cottage as a council office or re-visit any decision that the town council would not take on the TIC service.

Cllr S. Miller confirmed the TIC service would not be taken over by the town council.

**18/87/SF Election 2019**

The town clerk said the council would be running an event before purdah on 15 March 2019 for people who were thinking of standing for election to find out more about being a councillor. He said the council was obliged to actively promote the election and encourage people to stand, including promotion on social media and in the monthly newspaper column.

The town clerk spoke about the role of town council staff in the election process, as there was a suggestion the town council could receive nomination papers and hand deliver them to Dorset Council. He advised against this; if anything went wrong, it would be the responsibility of town council staff, and he felt the onus should be on the individual candidates to deliver their nominations.

Members agreed.

**18/88/SF Park and Ride 2018 and 2019**

The town clerk said the council had allocated an £11k budget to the park and ride for 2018 as it recognised the service may require underwriting. He said the service had operated at a loss during weekends in June and July.

Cllr J. Broom said the group ticket should be changed to include two adults and three children, which members generally agreed with.

It was noted that although the Charmouth Road park and ride had been very successful and this did question the need for the continued use of Sidmouth Road park and ride, the council had previously made a decision to wait for the Hydrock report before making a formal decision on Sidmouth Road.

The town clerk said there had been a few complaints about the pick-up point in Broad Street so officers were looking into a pick-up, as well as drop-off, point at Cobb Gate car park.

Cllr Mrs M. Ellis said the council should consider operating the park and ride on weekends in June and July if there were major events taking place.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to authorise officers to negotiate terms for a 2019 park and ride service from Charmouth Road with First Group, the providers of the service in 2018, with discretion to agree terms including group tickets, June and July weekends and pick-up and drop-off points.

**18/89/SF      List of Payments**

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for September and October 2018 for the sums of £131,500.21 and £68,238.76, respectively.

*The meeting closed at 8.59pm.*

DRAFT



**Committee:** Strategy and Finance

**Date:** 13 March 2019

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 30 January 2019

**Purpose of the Report**

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

**Recommendation**

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

**Report**

**18/77/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 28 November 2018**

**Audio recording of meetings**

The operations manager met with API Communications, the company which installed the existing recording system, on 14 February 2019. It is possible to use the existing system for audio recording, only. It is intended the test the effectiveness of the system at a future meeting, date to be confirmed.

**Power boat club**

On 3 October 2018, Kitson and Trotman wrote to the trustees/managing officers of Lyme Regis Power Boat Club enclosing Notice Pursuant to Section 25 of the Landlord and Tenant Act 1954.

On 12 February 2019, the trustees of the power boat club's solicitors, Porter Dobson, wrote to the council's solicitors, Kitson and Trotman, to confirm whether Kitson and Trotman was instructed to accept service of proceedings on behalf of the town council.

This means that if both parties are unable to agree on terms of the new tenancy or some elements of those terms then ultimately the court will set those terms.

Where terms are yet to be agreed but either party has applied to the court, the tenancy will be deemed to continue on the basis of the existing tenancy while the court process is ongoing.

## **AGENDA ITEM 6**

A report on this matter will be brought to the next meeting of this committee on 24 April 2019.

### **Hydrock report**

The public consultation days proposed by Hydrock have not been met. A final draft of the Hydrock report was received on 1 March 2019. The report will be reviewed by officers and circulated to members w/c 11 March 2019.

A consultation event will be arranged end-March/early-April and the report will be presented to this committee on 24 April 2019.

### **18/85/SF – Review of Arrangements with Other Local Authorities**

The first meeting of the working group was held on 26 February 2019 and the minutes are at agenda item 8.

### **18/87/SF – Election 2019**

Two open events were held on 4 March 2019 for prospective councillors to find out more information about the council, the election and the role of a town councillor.

The election is being regularly promoted on social media and in the council's newspaper column.

### **18/88/SF – Park and Ride 2018 and 2019**

Terms have been negotiated with First Group for a 2019 park and ride service from Charmouth Road. The service is due to operate during the Easter holidays, subject to consent from the traffic commissioners.

John Wright  
Town clerk  
March 2019

**Committee:** Strategy and Finance

**Date:** 13 March 2019

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Ice cream parlour**

The lease expired on 28 February 2019 and an initial inspection of the premises has taken place. The property is in poor condition which, in part, is not attributable to the former tenant.

Further inspection will be undertaken and advice will be sought.

The council has two options: to undertake works, or to make remedial works a condition of the lease; the latter option will be reflected in the lease rent.

A full report on the ice cream parlour will be brought to this committee on 24 April 2019.

**Financial regulations**

Work to review the financial regulations has not been completed. It is intended to bring a report to the next meeting of this committee on 24 April 2019.

**General Data Protection Regulation**

Work to formulate a revised timetable for the implementation of GDPR has not been completed. It is intended to bring a report to the next meeting of this committee on 24 April 2019.

John Wright  
Town clerk  
March 2019

**LYME REGIS TOWN COUNCIL  
DORSET COUNCIL WORKING GROUP**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 26 FEBRUARY 2019**

**Present**

**Members:** Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds

**Officers:** Mrs A. Mullins (admin officer), Mr J. Wright (town clerk)

**1. Terms of reference, including election of chairman**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, Cllr S. Miller was **ELECTED** chairman of the Dorset Council working group.

Members accepted the terms of reference.

**2. Apologies**

Cllr J. Broom  
Cllr R. Doney  
Cllr J. Scowen

**3. Where is Dorset Council at?**

The town clerk gave a presentation outlining the following issues in relation to Dorset Council:

- Priorities
- The ongoing issue
- The money
- People

**4. Considerations for LRTC**

The town clerk gave a presentation outlining the following considerations for the town council:

- The impact on LRTC to-date, including assets and transfers, election costs, and grant funding to community groups
- Tripartite agreement
- WDDC loan
- Monmouth Beach car park – trailer park, accreted land, harbourmaster's store, winter boat storage
- Tourist information centre (TIC)
- LymeForward

**5. What next?**

Members discussed how best to engage with Dorset Council: officer to officer, councillor to councillor, councillors going to committees, or councillor to officer.

The town clerk said no decisions on relationships with Dorset Council needed to be made at this point; these were early issues for the new administration to consider. He said in the meantime, he could speak to the harbourmaster about the principle of a land swap.

Cllr S. Miller suggested the working group met again on 30 April 2019, with a focus on the land swap at Monmouth Beach and the TIC.

This was agreed by members

The town clerk said he would do some research on how other TICs operated in the meantime.

*The meeting closed at 8.19pm.*



**Committee:** Strategy and Finance

**Date:** 13 March 2019

**Title:** Corporate Plan 2018-23

**Purpose of Report**

To present the Corporate Plan 2018-23

**Recommendation**

Members approve the Corporate Plan 2018-23, appendix 9A

**Background**

1. The Corporate Plan 2018-23 is attached, **appendix 9A**.
2. The Corporate Plan reviews the council's performance against its objectives and details the issues the council will address.
3. The Corporate Plan is posted on the town council's website and made available to the public at the town council's office, the tourist information centre and the library.
4. Any recommendations from this committee will be considered by the Full Council on 20 March 2019.

John Wright  
Town clerk  
March 2019



# Lyme Regis Town Council

## Corporate Plan 2018-2023





# Foreword

## Cllr Michaela Ellis, Mayor of Lyme Regis



We are approaching the end of this administration and the number of council achievements continues to grow.

Over the last 12 months, the council has refurbished Marine Parade toilets, employed additional members of staff to maintain the town, and refurbished the war memorial.

Behind the scenes, the council has also continued to strengthen its governance and finance arrangements: the council received a clean bill of health from its external auditor, the precept was held at its current level for the eighth year in a row, the council's reserve has been increased to £1.4 million and it is forecasting a budget surplus at 31 March 2019.

In addition, the council has introduced new contracts for its employees and significantly improved its health and safety arrangements.

The council's financial strength has meant a continued programme of supporting local organisations; in any one year the council supports local organisations to the tune of £125,000. This includes annual funding provided to Marine Theatre, B Sharp, the Fossil Festival, The Hub and LymeForward

Other local organisations who benefitted from grant funding in 2018 include Lyme Regis Guides, Turn Lyme Green, Guitars on the Beach, and the Get Together Club

Inevitably, not everything went to plan in 2018: most notably, the agreed plan to transfer assets, including toilets and the tourist information centre, from West Dorset District Council to the town council was rejected by Dorset Council's shadow executive.

The council always welcomes views from the local community and would be pleased to see people at our council meetings.

We are looking forward to the local elections in May, when we hope to see some new faces joining the council, and a high turnout at the polls.





# The Challenges

The main challenge faced by the council in 2019 is the same as that faced in 2018; changes to local government in Dorset.



On 1 April 2019, the new unitary authority, Dorset Council, comes into being and new relationships will have to be forged.

These changes, along with the reduction in government funding to Dorset Council and restrictions on council tax increases create a dilemma for local councils like Lyme Regis Town Council, i.e., are they prepared to take on services that Dorset Council can no longer afford and, if so, how can these services be funded?

Already, Lyme Regis Town Council has found funds to ensure the future of the local town bus service, following the withdrawal of funding by Dorset County Council.

Furthermore, in response to Dorset County Council's policy decision to reduce highways' services, the town council has employed two lengthsman to take on this work.

## Our 2019/20 Objectives



The council has some exciting projects planned for the next year. The first phase of a major new lighting scheme in Langmoor and Lister Gardens will be implemented, drawing out key features of the gardens and illuminating pathways. Proposals for a second phase of illuminations will also be developed.

The roof above Swim, the antiques and crafts centre and amusement arcade will be made into more useable area, with a new surface, railings with glass infills, and water and power points. Work is due to start in November.

Henry's Way play area will be refurbished, with all-new inclusive play equipment and aimed at under 9s. This will be part-funded by the town council and also through Section 106 funding, relating to planning permissions for Lyme Regis developments.

The council commissioned a traffic and transport study of Lyme Regis and will be considering the findings of the survey, and what can practically be done to improve traffic issues in the town.

Plans for a major refurbishment of the council offices will begin to take shape this year, with building work due to start in 2020.



# The Money

Lyme Regis Town Council is different from the majority of other councils in the country; it makes a surplus. It makes a surplus because it owns assets; over 90% of the council's income comes from these assets. The income from these assets gives the town council financial strength and independence. It has also allowed the town council to freeze the precept it charges to local householders and embark on the ambitious projects which are detailed elsewhere in the corporate plan. The precept in Lyme Regis has been held at the same level since 2010/11 and the council has a policy commitment not to increase it until at least April 2019.

The council is forecast a small surplus in 2018/19. This will add to the council's reserve, which stands at £1.4 million.

The council's annual budget for 2019/20 is £1.6 million. As well as an annual budget, the council has a medium-term financial plan which details its financial position over four years and runs concurrently with the life of the corporate plan, i.e. until 31 March 2023. This approach was adopted in late-2015 to allow the town council to properly consider its future income and expenditure and allow it to earmark funds for future projects.

The town council's surplus increases significantly from 2020/21 onwards. This coincides with the end of the town council's current grant agreements with organisations such as the Marine Theatre and the football club. The award of grants and the identification of new projects are timed to end on 31 March 2020 to allow a new administration, which will be elected in May 2019, to determine its own priorities and objectives.





**Committee:** Strategy and Finance

**Date:** 13 March 2019

**Title:** New Policies – Environment and CCTV

**Purpose of Report**

To allow members to consider and approve the following policies: environment and CCTV

**Recommendation**

Members approve the following policies: environment and CCTV

**Report**

1. The following policies have been drafted for review:
  - Closed Circuit Television policy, **appendix 10A**
  - Environment policy, **appendix 10B**

Matt Adamson-Drage  
Operations manager  
March 2019



## Policy

### CCTV Operation

#### References:

- A. Surveillance Camera Code of Practice 2013 introduced under Section 30 (1) (a) of the Protection of Freedoms Act 2012
- B. General Data Protection Regulations 2018
- C. Information Commissioners Office guidelines for CCTV

### 1. Introduction

- 1.1 This policy has been created to set out the purpose, operation and responsibilities of Closed Circuit Television (CCTV) surveillance undertaken by Lyme Regis Town Council (LRTC) and is based on the 12 guiding principles of the Surveillance Camera Code of Practice 2013 and in line with GDPR legislation.
- 1.2 LRTC takes its CCTV and GDPR responsibilities seriously and this policy sets out the rules for the operation of CCTV by this council.
- 1.3 Two independent CCTV consultants were consulted during the project in 2018 to confirm feasibility, operational requirement and privacy impact assessments of the upgraded CCTV system.

### 2. Background

- 2.1 LRTC installed a CCTV system in 2012 which covered the market area, performance area, in front of the two shops either side of the Jubilee Pavilion and the walkway above and behind the Jubilee Pavilion. In addition, a camera was sited above the front door of the council office due to damage caused to the Grade II\* listed Guildhall by passing traffic.
- 2.2 The council registered with the Information Commissioners Office in 2012.

### 3. Twelve Guiding Principles (Reference A)

- 3.1 Specified purpose, legitimate aim, pressing need.

*LRTC commissioned a new operational requirement document in 2018 through an independent specialist consultant. The purpose of the system is threefold: prevention and deterrence of anti-social behaviour; prevention and deterrence*

*of nuisance incidents; and reassurance for members of the community and visitors.*

3.2 Individuals' privacy, regular reviews.

*LRTC commissioned a privacy impact assessment in 2018 through an independent specialist consultant. The CCTV system has a privacy screening facility in use where private property is in the field of view of the cameras. The CCTV policy will be reviewed every two years.*

3.3 Transparency, contact points, access to Information.

*LRTC displays relevant legally compliant signage in all the areas CCTV is in use, which details how to contact LRTC.*

3.4 Clear roles and responsibilities, good governance arrangements.

*Only two LRTC officers are authorised to review camera footage: the town Clerk and the operations manager. The town clerk, as duty holder, is responsible for the CCTV system, and for day-to-day operations, the operations manager reviews footage as necessary.*

3.5 Must have rules and policy, communicated to all users.

*LRTC has written this policy to detail compliance with these 12 principles and it will be published on the LRTC website.*

3.6 Policy in place on information, information deleted when not needed.

*LRTC has an information policy in place, complies with GDPR and is registered with the Information Commissioner's Office. Camera footage is automatically overwritten every 30 days. All footage is deleted when no longer needed. Footage will be released on request to the police. Footage will only be released to private individuals if the footage requested shows no other person.*

3.7 Restricted access, clearly defined rules, specified purpose or law enforcement.

*Within LRTC only the town clerk and the operations manager have access to the footage. Dorset Police may monitor the footage from time to time, in accordance with LRTC's agreement to join the Dorset Councils' Community CCTV scheme in March 2019. At the time of writing, Dorset Police periodically monitors Dorchester, Weymouth and Bridport Councils' CCTV cameras as part of this scheme.*

3.8 Consider approved standards, maintain standards.

*LRTC is committed to meet the standards set out in these guidelines and GDPR. This policy is regularly reviewed. LRTC does not actively monitor the*

*live footage and therefore does not require a licence from the Security Industry Authority (SIA) for Public Space Surveillance.*

- 3.9 Safeguards, secure against unauthorised access.

*Access points in various locations for the footage are physically secure and where necessary electronically secure. Only the town clerk and the operations manager are authorised to review footage.*

- 3.10 Effective review and audit mechanism, ensure legal compliance, regular reports.

*This policy and the requirement for CCTV is reviewed every two years.*

- 3.10 Evidential value, legitimate aim.

*Footage requested by the police will be released.*

- 3.11 Supporting information, accurate, relevant

*Two independent consultants delivered a risk assessment, operational requirement and privacy impact assessment for the CCTV system in 2018. These are reviewed every two years in line with this policy.*

#### **4. Review**

This policy and associated documents will be reviewed every two years. The next review is due in March 2021.

Matt Adamson-Drage  
Operations Manager  
March 2019



## **Policy**

### **Environment**

#### **1. Introduction**

- 1.1 Lyme Regis Town Council recognises it has a responsibility to the environment beyond legal and regulatory requirements. It is committed to reducing its environmental impact and continually improving its environmental performance as an integral part of its strategy and operating methods, with annual reviews. The council will encourage the public, suppliers and stakeholders to do the same.
- 1.2 This policy will specifically refer to, but is not limited to; paper, energy, water, transport, maintenance, cleaning, monitoring and culture.

#### **2. Responsibility**

- 2.1 The town clerk has overall responsibility for ensuring the environmental policy is implemented and delegates day-to-day management of the policy to the operations manager. However, all employees have a responsibility in their area to ensure the aims and purpose of the policy are met.

#### **3. Aims**

- 3.1 Comply with all and exceed, where possible, all regulatory requirements.
- 3.2 Continually improve and monitor environmental performance.
- 3.3 Continually improve and reduce environmental impacts.
- 3.4 Incorporate environmental factors into council decision-making.
- 3.5 Increase employee awareness and training.

#### **4. Pollution**

- 4.1 The council will:
  - 4.1.1 Identify, adopt and promote technologies to reduce the emissions of greenhouse gases, within council properties and the wider community.



- 4.1.2 Minimise and, where possible, eliminate the release of any pollutant which may cause damage to health and the environment.

**5. Paper and office supplies**

5.1 The council will:

- 5.1.1 minimise the use of paper in the office.
- 5.1.2 seek to buy recycled and recyclable paper products.
- 5.1.3 reuse and recycle all paper where possible.
- 5.1.4 evaluate the need and environmental impact of products we purchase.
- 5.1.5 favour more environmentally-friendly and efficient products wherever possible.
- 5.1.6 reuse and recycle everything it is able to.

**6. Energy and Water**

- 6.1 The council will reduce the amount of energy used as much as possible.
- 6.2 Lights and electrical equipment will be switched off when not in use.
- 6.3 Heating will be adjusted with energy consumption in mind.
- 6.4 The energy consumption and efficiency will be taken into account when purchasing new products.

**7. Transport**

7.1 The council will:

- 7.1.1 reduce the need to travel where possible.
- 7.1.2 promote the use of travel alternatives such as email and phone conferencing.
- 7.1.3 accommodate the needs of staff using public transport or bicycles where possible.
- 7.1.4 favour 'green' vehicles where possible when considering replacements and consider installing electric charging points for its vehicles and in its car parks.

**8. Cleaning, maintenance and waste**

- 8.1 Cleaning materials used will be as environmentally friendly as possible.
- 8.2 The council will favour 'green' machinery where possible when considering replacements.
- 8.3 The council will manage unavoidable waste and use licensed and appropriate organisations to dispose of waste.
- 8.4 The council will minimise waste by the best practicable environmental option by eliminating, reducing, reusing, composting and recycling.

**9. Gardening**

- 9.1 The council will garden organically where possible and limit the use of chemicals to the essential where organic gardening is not time or cost-effective.
- 9.2 The council will favour 'green' machinery where possible when considering replacements.

**10. Natural and Built Environment**

- 10.1 The council will:
  - 10.1.1 Protect, conserve and enhance the environment including landscape character, habitats and heritage.
  - 10.1.2 Promote bio-diversity and local distinctiveness and the conservation of both renewable and non-renewable resources.

**11. Culture**

- 11.1 The council will:
  - 11.1.1 involve staff in the implementation of this policy, for greater commitment and improved performance.
  - 11.1.2 provide staff with relevant environmental training.
  - 11.1.3 work with the public, suppliers and contractors to improve their environmental performance.
  - 11.1.4 use local labour and materials where available to reduce CO2 and help the community.

**12. Monitoring and review**

- 12.1 The council will continually improve and monitor environmental performance by complying with and exceeding, where possible, all regulatory requirements.

The council will continually improve and reduce environmental impacts, incorporate environmental impacts into decision-making and increase employee awareness and training.

12.2 This policy will be reviewed at least annually.

**Implementation date: 20 March 2019**

**Review date: March 2020**

**Committee:** Strategy and Finance

**Date:** 13 March 2019

**Title:** Plastic Products

**Purpose**

To allow members to consider its approach towards the use of plastic products

**Recommendation**

- a) The council takes its lead on the use of plastic products from Plastic Free Lyme Regis
- b) Members support Plastic Free Lyme Regis' Sea Front Action Plan, appendix 11A
- c) Members agree to reinforce the non-use of plastic products through its event management policy and procedure

**Background**

- 1. The council's approach towards plastic products has been raised by members. Among the suggestions made is the council should use the leverage it has with organisations to promote the non-use of single-use plastics.
- 2. Leverage could be applied to organisations and individuals who have leases, licences and concessions with the council, and those who run events and activities for which council consent is required.
- 3. A lot of work has already been done in this area by Plastic Free Lyme Regis (PFLR) which is an initiative by Turn Lyme Green. Following an application by Turn Lyme Green, PFLR received a £1,500 grant from the council in 2018.
- 4. In developing its own approach, it is important the council pays proper regard to PFLR.
- 5. To understand the approach and work undertaken by PFLR, meetings took place on 7 February and 1 March 2019. At these meetings PFLR was represented by Grenville Barr, Heather Britton and Jo Smith Oliver; the council was represented by the town clerk and Cllr R. Doney; Cllr Doney is the council's participating representative on PFLR's steering group.
- 6. At both meetings PFLR stressed its approach was about 'changing hearts and minds'; PFLR did not believe that 'coercion' was the most effective way to change behaviour toward the use of plastic products. PFLR did not believe including conditions in council leases and licences reflected its approach on the non-use of plastic products. However, PFLR did believe event organisers

## AGENDA ITEM 11

should be encouraged not to use plastic products through the council's event planning process.

7. Discussion took place about PFLR's Sea Front action Plan, **appendix 11A**. The council has a part to play in this action plan and should endorse it<sup>1</sup>.
8. The work undertaken by PFLR is beneficial to Lyme Regis and links between the two organisations should be strengthened through regular six-monthly meetings.
9. Any recommendations from this committee will be considered by the Full Council on 20 March 2019.

John Wright  
Town clerk  
March 2019

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<sup>1</sup> On 27 March 2019, the Full Council will consider a grant application from Turn Lyme Green to support PFLR's Sea Front Action Plan

## PLASTIC FREE LYME REGIS

### Sea Front Action Plan



The Plastic Free Lyme Regis (PFLR) initiative by Turn Lyme Green, with support from Lyme Regis Town Council, resulted in Lyme Regis gaining the SAS Plastic Free Communities award on 21st June 2018. The Plastic Free Strategic Group continues to encourage additional businesses to join the 16 who are already part of the SAS scheme and run activities and events in the town.

As the sea-front in Lyme Regis is the busiest part of the town for the majority of the year, PFLR want to focus more attention on that area.

Our aim for Lyme Regis Sea Front in 2019 is to:

- Assist sea front businesses, residents and visitors in reducing the amount of single-use plastic they use.
- Improve recycling and waste management on the Marine Parade.
- Create innovative events to raise awareness of the 'Plastic-Free' message.

### Sea Front Action Plan 2019.

Over the coming months we will:

1. Target sea front businesses, including those with council controlled leases/licences/concessions\*, to encourage them to join the SAS award scheme by replacing 3 items of Single-Use Plastic with a more eco-friendly alternative.
2. To link traders with others to gain advantages of bulk ordering e.g. for disposable food containers.
3. Encourage the Public Houses to consider using greener/innovative options to the disposable plastic glasses currently used for outside drinking.
4. Encourage all traders to join the PFLR 'Supporters Scheme', criteria: A commitment to sustainability and the careful management of resources and utilities (which may include reducing the use of plastic), and involved in Turn Lyme Green.
5. Work with the Town Council and Dorset Waste Partnership (DWP) to investigate other waste bin options and assess their suitability for the Lyme Regis seafront.
6. Work with the Town Council to develop waste disposal and recycling stickers on seafront bins to inform users of the towns' green approach to waste disposal.
7. Run a green based art project during Carnival Week in the Shelters to raise awareness of plastic issues. In June give local artists an opportunity to display appropriate work in the Pavilion .
8. Run an 'Environment Day' during Carnival week on the seafront in liaison with Dorset Waste Partnership and Litter Free Coast & Sea.
9. Run a branded 'keep' cup/reusable bag initiative to raise awareness of the impact of disposable cups & bags and to promote Lyme Regis' green credentials.
10. Participate in the Fossil Festival.

\* Council owned leases: Amusement Arcade, Antiques Centre, Harbour Inn beach area, National Trust, and the outside table spaces for the Alcove, Ocean View, Old Boathouse, Mollies, Largigi and the Café on the Cart Road. Concessions include: Kayaks, Trampolines and Hair braiding.  
N.B. BoYLos and SWIM are already SAS award holders.



**Committee:** Strategy and Finance

**Date:** 13 March 2019

**Title:** Dorset and East Devon National Park Proposal

**Purpose of Report**

To allow member to consider its position on a proposal for a National Park for Dorset and East Devon

**Recommendation**

Members consider its position on a proposal for a National Park for Dorset and East Devon and instruct the town clerk

**Background**

1. On 13 July 2016, the Full Council received a report on proposals for the creation of a national park. The report was supported by a presentation by Richard and Sandra Brown from the Dorset and East Devon National Park Team.
2. The Full Council resolved: 'to support the further evaluation of the potential benefits of the creation of a National Park for Dorset and East Devon.'
3. On 30 January 2019, this committee received a presentation from Sandra Brown from the Dorset and East Devon National Park Team.
4. Sandra Brown updated members on the Glover Review which was looking at the creation of new national parks. The Glover Review is expected to make recommendations in the autumn and the Government is expected to make an announcement on those recommendations in October 2019.
5. Discussion took place on: the history of the campaign to secure a Dorset National Park; how the planning system would work under a national park authority, including the town council's role; how the national park authority would be funded; how the national park authority members are nominated/elected; how the authority would deal with land slippage and coastal defence works; whether the boundary of the national park would be outside coastal towns or not; and who the authority would be accountable to.
6. Sandra Brown said it was important to demonstrate community support for the national park and she hoped the council would consider sending a letter of support to the Glover Review.
7. This council hasn't formed a policy position on the Dorset and East Devon National Park; before any letter is drafted, the council needs to determine if it supports a Dorset and East Devon National Park.

John Wright  
Town clerk  
March 2019

**Committee:** Strategy and Finance

**Date:** 13 March 2019

**Title:** Grant Review, Lyme Regis Football Club

**Purpose of Report**

To allow members to consider a request from the football club to defer the build of its grandstand to 2019, a project variation which removes the football club's proposal to widen its pitch and undertake drainage works, only, and to extend the qualifying period for receipt of grant from 31 March 2020 to 31 August 2020.

**Recommendation**

- a) Members approve the request from the football club to defer the build of its grandstand from 2018 to 2019
- b) Members approve the football club's proposal not to widen the football pitch and undertake drainage works, only, in 2020
- c) Members approve the extension of the grant period from 31 March 2020 to 31 August 2020 to allow drainage works to the football pitch to be completed and that any remaining grant allocation following the erection of the grandstand is allocated to this project

**Background**

1. Following consideration by this committee on 29 June 2016, on 13 July 2016 the Full Council approved the grant agreement for Lyme Regis Football Club.
2. The purpose of the grant is to allow the football club to:
  - extend the football pitch and construct a covered area for spectators
  - extend the clubhouse to accommodate a kitchen
  - tarmac the car park and replace the roadside perimeter fencing
3. The grant allocation is up to £25,000 per annum in 2016-17, 2017-18, 2018-19 and 2019-20. With the town council's consent, funding not committed in any one year can be transferred to the following year.
4. For each project, Lyme Regis Football Club must have in place a budget of £12,000 which will be used for the first payment: this represents the football club's commitment to allocate £36,000 to the three projects.
5. The grant agreement requires the town clerk and the councillor representative on Lyme Regis Football Club's Development Sub-Committee, Cllr S. Miller, to 'meet with one or more of the football club's sub-committee members to be appraised of design, procurement and works' progress against each project and

the overall budget' and to report any material issues arising out of these discussions to this committee.

6. The first project, the kitchen extension, was completed in the financial year 2017-18. The total cost of the project was £60,000; the council contributed £48,000 and the football club contributed £12,000.
7. A council contribution of £52,000 is available for the remaining two projects. These projects must be completed by 31 March 2020.
8. On 29 March and 24 May 2018, meetings took place between football club officials, Cllr Miller and the town clerk to review the football club's projects for 2018 and 2019. At these meetings, the football club indicated it wanted to review its projects.
9. The programmed project for 2018 was the pitch extension and the construction of a covered area for spectators. In 2018, the football club wanted to restrict this project to the building of a 60-seater grandstand. The cost of this project was estimated at £28,000: the council's contribution was estimated at £16,000 and the football club would contribute £12,000.
10. The programmed project for 2019 was tarmacking the car park and replacing the roadside perimeter fencing. The football club wanted to replace this project with a project to improve the overall drainage of the ground and to widen the pitch. The football club's request is informed by the exceptional wet weather which meant the club couldn't host a home fixture for 19 weeks in 2016-17.
11. Following consideration by this committee, the football club's request was approved by the Full Council on 11 July 2018.

### Report

12. On 27 February 2019, Cllr S. Miller and the town clerk met with Philip Evans MBE, president and life member of Lyme Regis Football Club to review these projects. Philip Evans provided notes of that meeting, **appendix 13A**.
13. Philip Evans explained after receiving advice and listening to the concerns of supporters, the original proposal to build the grandstand on the north side of the pitch was abandoned and a new planning application was submitted to build the grandstand on the south side of the pitch, **appendix 13B**. This meant the football club couldn't build the grandstand until summer 2019.
14. Philip Evans also explained that expert advice had been taken from the Football Association about pitch drainage and that the cost of this project alone would require the remainder of the council's grant allocation, i.e., the proposal to widen the pitch wouldn't go ahead. Council consent is required to agree this project variation.
15. The football club will not be able to start drainage works until May 2020; this is outside the grant agreement deadline for completing all projects, i.e., 31 March

## **AGENDA ITEM 13**

2020. Council consent is required to extend the revised project completion date; a revised deadline of 31 August 2020 is proposed.

16. Any recommendations from this committee will be considered by the Full Council on 20 March 2019.

John Wright  
Town clerk  
March 2019

# **LYME REGIS FOOTBALL CLUB**

## **Project Fortify, Davey Fort. Development Programme**

**UPDATE - March 2019, following a meeting between the Town Clerk, John Wright, and Councillor Stephen Miller, representing Lyme Regis Town Council, and Philip Evans MBE, President and Life Members of Lyme Regis Football Club, represented the Chairman, Howard Larcombe, who was unavailable due to work commitments.**

## **Phase Two - Erection of Grandstand**

Originally it was the intention for the Grandstand be erected on the North Side of the football pitch, cut into the bank. Planning permission was sought and obtained for this but we were subsequently advised that it would be foolhardy to cut into the bank because of the weight of the sloping fields behind the site and the instability of the plateau.

There were also concerns among supporters that bad weather coming in off the sea would blow straight into the grandstand and there could be access problems with the construction being so far away from the clubhouse.

The club then decided to switch the location to the southern side of the Davey Fort with the grandstand sited midway between the clubhouse and the dug-out. A new planning application had to be submitted with a geo-technical report which was commissioned from Peter Chapman. Mr Chapman had an 8-12 week schedule of work but has now completed the report which has been sent to West Dorset District Council Planning Department. Planning Officer Bob Burden has confirmed verbally that he sees no problems with the application providing the geo-technical report is positive which we believe it to be so. Mr Burden has also confirmed that he expects the planning application to be dealt with within the eight week statutory period so we would expect to get planning permission by the second week in May.

We have located a suitable construction (see illustration) which would provide 63 seats and three spaces for wheel chairs which would be erected on a concrete raft with reinforced polystyrene foundations to keep the weightload to a minimum. A concrete path would have to be laid from the clubhouse to the grandstand. The grandstand would be constructed in a manner that could be taken down and removed quickly should there ever be any subsidence issues.

Matches at the Davey Fort often attract 100-plus spectators and currently there is only a small covered area. The grandstand will attract greater support which will benefit the takings in our clubhouse.

## **Funding**

We understand that the Town Council have earmarked £16,000 for Phase 2 of the project and the club has already raised its match-funding of £12,500, making a total of £28,500 which would cover the planning costs, purchase and erection of the grandstand, footings, purchase of seats and laying the path. Detailed costings will be provided before construction starts and the club will employ the services of a civil engineer, not connected with the club, to act as project manager. It will take six weeks to order and construct the grandstand so we envisage that the project would be completed by the end of June.

## **Phase Three - Drainage of the pitch**

Originally it was intended that phase three would be the tarmacking of the car park and erection of better fencing around the site. However, following the heavy rain over the Christmas period and into the new year of 2016-2017 when the club were unable to play a match for 19 weeks due to the pitch being flooded, re-

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sulting in a great loss of revenue from the clubhouse, it was agreed to investigate the possibility of using the third tranche of the Town Council grant to replace the drains. We consulted Dorset FA who sent one of the top ground experts in the country to inspect the pitch and give a view on possible schemes which would deal better with the barrage of water which cascades down from the fields above the Davey Fort. The advice was that it would be possible but it would be expensive, running into a five-figure sum. A specification for the work was provided by the expert and the project has gone out to three recommended tenders. These are expected any day now.

## **Funding**

We understand that following the payment of £16,000 towards phase town there will be a further £40,000 available from the grant to make up the full £100,000 offered for Project Fortify in its entirety. We have already started fundraising for our phase-three match funding and will have a further £12,500 towards this, making a total of £52,500. We have also been advised by Dorset FA that the project would be eligible to further funding from the Football Foundation, possibly another £10,000, making a total of £62,500. A grant application to the Football Foundation will be submitted as soon as the tenders are received and a suitable contractor appointed. It would also be the club's intention to appoint a professional expert in ground maintenance etc, not a member of the club, to act as project manager.

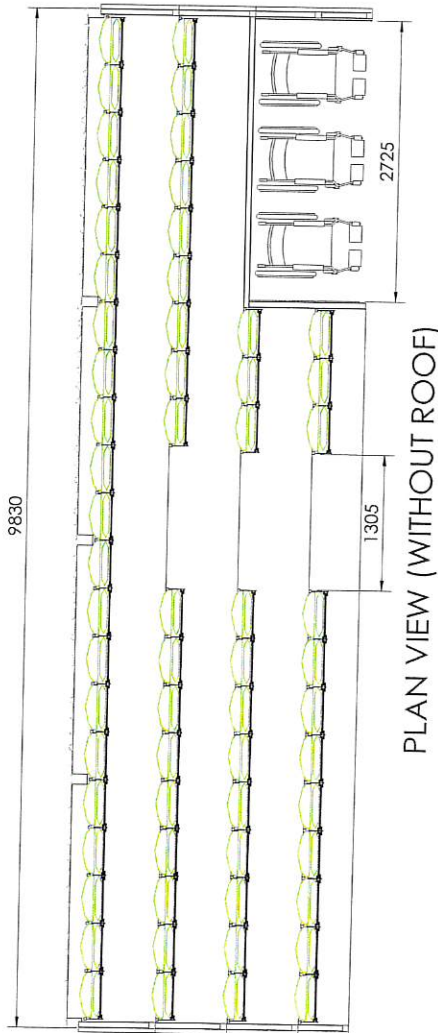
Should an acceptable solution be found and the necessary finance raised, it is thought a start could be made on the work in May 2020 and completed in time for the beginning of the 2020-2021 season.

The Football Club is very grateful to the Town Council for its generosity in helping the club to provide better facilities for both players and spectators at the Davey Fort.

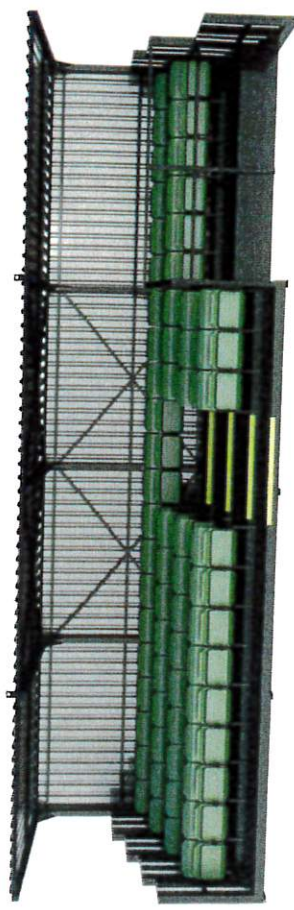
***Philip Evans, March 7th 2019***



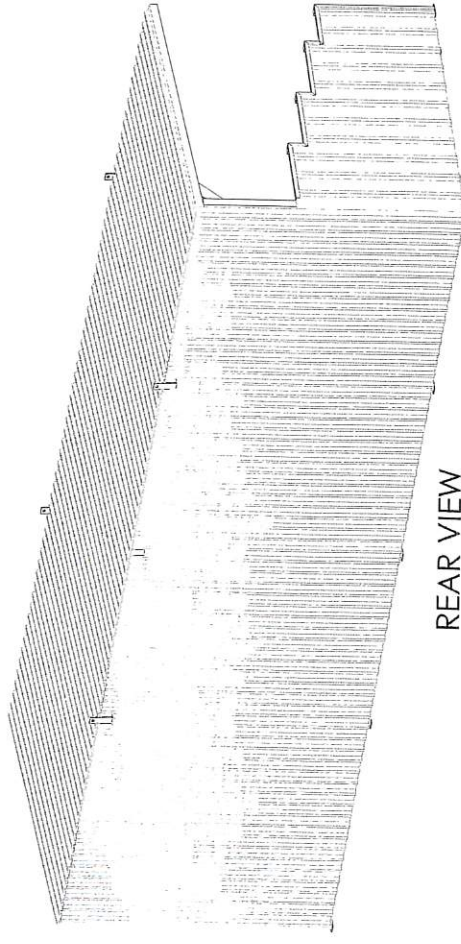
# ARENA SPORTS STAND



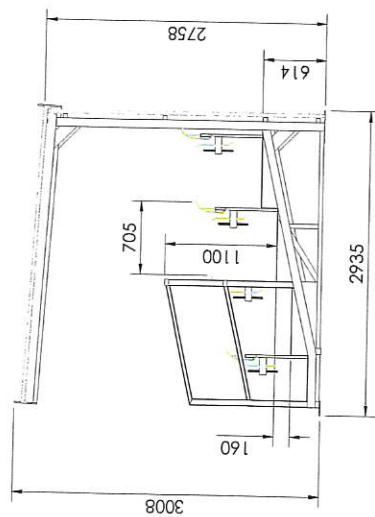
PLAN VIEW (WITHOUT ROOF)



FRONT VIEW  
N.T.S.



REAR VIEW



TYPICAL SECTION

**SEATING CAPACITY:**  
63 TIERED TIP-UP SEATS  
3 WHEELCHAIR POSITIONS

DRAWN DBP	DATE 29/08/2018	CHECKED	DATE	THE DRAWING IS THE PROPERTY OF ARENA SEATING COPYRIGHT © ARENA SEATING. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR DISCLOSED EITHER WHOLLY OR IN PART, BY OR TO ANY PERSON WITHOUT THE WRITTEN CONSENT OF ARENA SEATING	DRAWING NUMBER S-63&3	REV. 1	SCALE 1:50@A3
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**Committee:** Strategy and Finance

**Date:** 30 March 2019

**Title:** Events' Management

**Purpose of the Report**

To consider a request from the proprietor of the amusement arcade for the council to require event organisers to take out a bond

**Recommendation**

Members consider the request from the proprietor of the amusement arcade for the council to require event organisers to take out a bond and instruct the town clerk

**Background**

1. Following consideration by this committee on 20 June 2018 and 1 August 2018, on 19 September 2018 the Full Council approved the events' management policy and procedure.
2. On 5 February 2019, the town clerk received an email from the proprietor of the amusement arcade on Marine Parade about event issues, **appendix 14A**.
3. Most of these issues can be dealt with through the event planning procedure, but the introduction of a bond requires council approval, i.e. it's a policy decision.
4. A bond, or to be more precise a contract or performance bond, is a surety bond issued by an insurance company or a bank to guarantee satisfactory performance by a contractor.
5. This instrument is usually applied to building or development contracts and may not be entirely appropriate to offer surety for the type of events that take place in Lyme Regis.
6. If the council wants surety from event organisers, then a deposit scheme may be more appropriate, i.e. the council will take a deposit from the event organiser and the deposit will be returned providing the event organiser has complied with the terms and conditions of the deposit scheme.
7. If the council introduces a deposit scheme, its terms and conditions would be drawn from the council's procedure and event plan pro-forma, e.g. compliance to vehicle movement, waste management requirements, etc.
8. Before introducing a deposit scheme, here are issues the council should consider.

## AGENDA ITEM 14

9. How much should the deposit be, and should this be the same for every event or should it vary by size or commerciality?
10. To have any meaningful effect and to cover reasonable administrative costs incurred by the council, a deposit would need to be at least £500. Many of the events in Lyme Regis are run by volunteers who may not have access to this amount of money and/or could not afford to put this amount of money at risk without affecting the viability of the event.
11. This may affect the willingness of some organisations to run events in the town.
12. Monitoring compliance and assessing the financial value of any breach of these conditions could be problematic.
13. Evidence would have to be available to demonstrate the terms and conditions of the deposit scheme had been breached and that the extent of the breach constituted restitution through the deposit scheme. Then a monetary value would have to be assigned to the breach.
14. This could prove to be time-consuming, costly and acrimonious. An appeal procedure would need to be added to the council's existing procedures to review officer decisions.
15. Finally, any money held by the council would be subject to Money Laundering Regulations.
16. Any recommendations from this committee will be considered by the Full Council on 20 March 2019.

John Wright  
Town clerk  
February 2019

**Adrianne Mullins**

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**From:** George Symonds  
**Sent:** 05 February 2019 09:49  
**To:** John Wright  
**Cc:** MichaelaEllis; Matt Adamson-Drage; johnbroom  
**Subject:** Summer events

Good morning John

Regarding summer events staged above the amusement arcade. Some of these events were a complete nuisance to me and detrimental to my business, they completely blocked my entrance, and the entrance to the toilets, with vehicles (as witnessed by Councillors Broom and Reynolds). The people from the street food festival were sending their staff to use all my change machines, this is not acceptable, I am not a bank and I have to pay to get change as would they if they'd have bothered to bring their own. Can you put some kind of condition on the paperwork related to people attending these events that they are to respect other businesses and not cause obstruction and nuisance to them. Perhaps they could put up a cash bond so if they didn't comply to conditions then the Council could withhold this bond if they didn't leave the site as they found it. For example the rubbish left behind from the food festival last year was appalling.

Yours Sincerely,  
George Symonds