



John Wright
Town Clerk

Lyme Regis Town Council

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Tourism, Community and Publicity Committee

Core Membership: Cllr C. Aldridge (chairman), Cllr D. Ruffle (vice-chairman), Cllr B. Bawden, Cllr M. Ellis, Cllr P. Evans, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith

Notice is given of the Tourism, Community and Publicity Committee to be held at the Guildhall, Bridge Street, Lyme Regis on Wednesday 21 February 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
16.02.24

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

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

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

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

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 Tourism, Community and Publicity Committee meeting held on 10 January 2024

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 minutes of the previous meeting held on 10 January 2024

To update members on matters arising from the previous 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 previous meeting.

7. Update Report

To update members on issues considered at previous meetings

8. Tourism, Community and Publicity Committee – Objectives

To allow members to review progress of the committee's 2023-24 objectives

9. To receive the minutes of the D-Day 80 Working Group meeting on 25 January 2024

10. Sculpture Trail

To allow members to consider how the sculpture trail will be managed in future

11. Stampede by the Sea

To inform members about the Stampede by the Sea project led by Weldmar Hospicecare and to discuss the council's involvement in the project

12. Publicising Council News and Achievements

To allow members to consider how the council can publicise its news and achievements

13. Dorset & Wiltshire Fire and Rescue Authority - Consultation of draft Community Safety Plan 2024-28

To inform members about the Dorset & Wiltshire Fire and Rescue Authority - Consultation of draft Community Safety Plan 2024-28

14. Managing Consultation Exercises

To inform members of recent, upcoming and ongoing public consultations and the decisions made following consultation

15. Seafront and Beach Concessions

To allow members to consider applications for beach and seafront concessions

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

16. 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 15 – Seafront and Beach Concessions

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 JANUARY 2024

Present

Chairman: Cllr C. Aldridge

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

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

Guests: D. Lockwood (Arts Development Company)

Absent: Cllr R. Smith

23/50/TCP Public Forum

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

23/51/TCP Apologies

Cllr C. Aldridge – holiday
Cllr M. Ellis

23/52/TCP Minutes

Cllr B. Bawden said the statement in minute number 23/39/TCP regarding the Totally Locally Update was incorrect and asked for it to be changed because she planned to pursue the project next year.

Proposed by Cllr D. Sarson and seconded by Cllr C. Reynolds, the minutes of the meeting held on 15 November 2023, with the above amendment, were **ADOPTED**.

23/53/TCP Disclosable Pecuniary Interests

There were none.

23/54/TCP Dispensations

There were none.

23/55/TCP Matters arising from the minutes of the previous meeting held on 15 November 2023

Annual event for residents

The support services manager said the results from the residents' event consultation showed preference for a big event taking place in either May or June. She said the most popular options were live music, food and drink, open-air theatre/cinema and the most

popular location was the Langmoor/Lister Gardens and the seafront/Marine Parade. She said a high proportion of residents who responded would be happy to pay for entry to an event with a subsidised discount on food and drinks. She said she had met with the town clerk and Cllr D. Ruffle to discuss ideas for the event and a report would be taken to the next meeting of this committee. She said June was the most popular month and provisional dates for the residents' event weekend were 15/16 June 2024 or 29/30 June 2024. She said the event should take place over two days to make full use of a stage. She said it was the Woodroffe School's centenary and the 200 year anniversary of the RNLI and it would be nice to include both organisations in the celebrations.

Weddings at The Guildhall

The support services manager said she and the administrative and community engagement assistant had a positive meeting with Dorset Registration Service and progress for weddings on the beach looked promising. She said the registration service were eager to get Lyme Regis approved for weddings on the beach, as the town would be the only beach-wedding venue in Dorset. She said it would require an outdoor linked area with a built premise, which needed to be a permanent structure and therefore the Langmoor Room, Performance Area or even a beach hut could work, if there was enough space for six people to fit in to sign the official documents. She said if the weather was awful the Guildhall would be a plan B option and the flat roof area above the amusement arcade was also an outdoor option. She said photographs had been taken and sent to the registration service and a site visit would take place shortly.

23/56/TCP Update Report

Tourism microsite

The support services manager said she had confirmation from Toad Hall Cottages they would offer a £300 holiday voucher as a prize for the photography competition through Visit Dorset. She said it would be launched in January and be advertised and promoted through an e-newsletter, social media and the website. She said it would provide lots of photographs to be used across the website and social media.

Business Group

The support services manager said she had spoken with Save Our High Street, who had been contacted by a trader in Lyme Regis who had asked for support in setting up a business association in the town. She said the organisation provide a range of support services to business groups, including administration support in the first three months, taking minutes, organising meetings, and helping to set up a committee. She said she had spoken about the support the town council could offer businesses, such as the business briefing and the Gateway scheme.

Cllr B. Bawden said she had meetings with Dorset Council in terms of the potential for funding support. She said if the business association was well set up and working well, they could apply to become a Business Improvement District (BID). She said she had forwarded this information on to the organisers of the Lyme Regis Business Association but hadn't heard how the inaugural meeting had gone.

Value of Tourism

The support services manager said the data from the survey had arrived a few hours before the meeting. She said it would be shared with members and other organisations that would benefit from the information.

23/57/TCP Tourism, Community and Publicity Committee – Objectives

Residents' Newsletter

The support services manager said the date with Royal Mail had now been confirmed and the second edition of the residents' newsletter was scheduled for w/c 26 February 2024.

Bursary Scheme

The support services manager said there would be a report to inform members of the bursary scheme progress at the end of year.

Coronation Bench

Cllr D. Sarson said The Boat Building Academy (BBA) would be inviting King Charles to see the coronation bench.

The support services manager said King Charles would be invited as he was an advocate for traditional crafts. She said the town council and the BBA would work together as a joint approach to create a programme of events for the King's visit, if it were to go ahead.

23/58/TCP To receive the minutes of the D-Day 80 Working Group meeting on 23 November 2023

Proposed by Cllr D. Ruffle and seconded by Cllr D. Sarson, the minutes of the meeting held on 23 November 2023, were **ADOPTED**.

23/59/TCP Sculpture Trail

The chairman invited D. Lockwood from the Arts Development Company (ADC) to speak on this item.

Cllr D. Ruffle said Cleo Evans had left the Arts Development Company, but she had offered to continue to collate and manage the sculpture trail on a freelance basis.

D. Lockwood said Cleo was unable to take on contracts that had been given to the ADC.

Cllr D. Ruffle said the other option would be to manage the sculpture trail in house.

D. Lockwood said the ADC could support the town council with management of the sculpture trail, including making relationships with other local authorities that managed their own sculpture trails and other organisations that managed outdoor public art. He said the council needed to think about the money being spent per year and how to leverage in more money, thinking about the overall spend on culture within the town.

Cllr C. Reynolds asked if the ADC were to help the town council manage the sculpture trail, would it provide contact details of the current artists or help to find contact details for new artists.

D. Lockwood said the ADC could provide contact information for the current artists and if the town council wanted to find new artists, the best way to do this would be to do a call out for local artists.

The support services manager said the initial report had been written before meeting with D. Lockwood. She said the members had not had the chance to review notes from the meeting and the working group would reconvene to discuss further and consider how to take the matter forward. She said a report with all the options would be brought to the next meeting of this committee.

Proposed by Cllr B. Bawden and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to repair and purchase the sculpture 'Juggler' at £510 and £2,050, respectively, to be funded from the additional £3,000 allocation to the sculpture trail in 2023-24.

23/60/TCP Visit Lyme Regis Membership Review

Cllr D. Ruffle said most businesses in the town would now have their own website or at least a presence on social media platforms, whereas years ago they would not have. He said the idea of using a website such as Visit Lyme Regis to advertise a business was outdated.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to keep the current charging structure for the Visit Lyme Regis website.

23/61/TCP Jubilee Pavilion

Members noted the report from A. Vian on the management of the Jubilee Pavilion.

Cllr P. Evans said there were a lot of things needed to be done to return the pavilion back to the welcome point it was before. He said it would be unfair to expect the volunteers to foot the cost of the restoration and the town council should pay for the restoration works listed. He said a starting point would be to receive a cost breakdown from A. Vian.

The support services manager said members had not discussed how the town council would approach the management of the pavilion. She said an agreement should be made regarding the tenure of occupation and costing. She said there was no budget set aside to make the necessary restorations. She said members needed to think about a review mechanism, whether members wanted to be provided with information on the building's use, whether there should be any restrictions on the use of the building and whether there should be a cap on the utility expenditure. She said she would approach A. Vian for some guidance and bring a report to the next meeting of this committee. She said it was important for the town council not to get involved in the micro management of the Jubilee Pavilion but ultimately the building was still a council asset.

Cllr C. Reynolds said it was a concern the report listed many things that would be reinstated, with no discussion on how or when it would be done.

The support services manager said a new town map was not necessary as the town council already produced a town map.

Members discussed the report and provided guidance to the support services manager to take forward with A. Vian on the management proposal.

The support services manager said the council had decided not to allow commercial use of the building but ultimately the management of the facility had been handed over to A. Vian.

23/62/TCP Grant Review, Bridport and District Citizens Advice

The support services manager said the service was well used and much needed.

Cllr C. Reynolds said the majority of the Citizens Advice team were volunteers but there were a few paid members of staff.

23/63/TCP Grant Review, Lyme Arts Community Trust

Members noted the report.

23/64/TCP Managing Consultation Exercises

Cllr B. Bawden said Dorset Council had very short deadlines on its consultation exercises, which would not provide an effective public response.

The support services manager said the Rural Services Network had launched a survey consulting on how public services have fared over the past three years in the town and parish. She said the closing date for the survey was very short and there was no time to go through the committee. She said she would share the survey with members and it was in the town council's interest to respond as they campaigned on behalf of rural services.

23/65/TCP Seafront WiFi

Proposed by Cllr D. Ruffle and seconded by Cllr B. Bawden, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to leave the existing arrangements for public and free-to-use seafront WiFi in place until the current hardware requires replacement or until 31 March 2025, whichever is earlier, at which point it be not replaced and the contract with Club WiFi ended, and for officers to finalise options and prices for achieving a separate, secure and improved link to the card reader at the mini-golf facility and report back as soon as that information is available.

The meeting closed at 8.26pm.

Committee: Tourism, Community and Publicity

Date: 21 February 2024

Title: Matters arising from the minutes of the previous meeting held on 10 January 2024

Purpose of Report

To update members on matters arising from the previous 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 previous meeting.

Recommendation

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

Report

23/55/TCP – Matters arising from the minutes of the previous meeting held on 15 November 2023

Annual event for residents

Cllr D. Ruffle, the town clerk and support services manager are meeting with the director of the Marine Theatre on 19 February 2024 to discuss ideas for the residents' event, which will be focused around live music, open-air theatre and food and drink in the gardens and on the seafront roof, as per the feedback received in the recent consultation.

A verbal update will be given at the meeting.

Weddings at The Guildhall

After sending photographs of the proposed areas for beach/seafront weddings to Dorset Registration Service, their initial feedback was there is definitely potential for this to work both legally and practically. They particularly liked the prospect of having both a beach and beachfront option for couples and also liked the idea of using the seafront roof.

Representatives from Dorset Registration Service are carrying out a site visit on 20 February 2024 and will provide a further update once they have seen the locations in person.

23/56/TCP – Update Report

Business Group

Three members of Lyme Regis Business Association's executive committee met with members before the Full Council meeting on 7 February 2024. They asked to talk to the council about four main subjects: car parking (pricing), road closures and protocols, events and promotion of the town and branding.

No decisions or commitments were made at that meeting and further meetings will take place with the group.

23/57/TCP – Tourism, Community and Publicity Committee – Objectives

Coronation Bench

The Boat Building Academy (BBA) is temporarily deferring its plans to invite King Charles to Lyme Regis to see the coronation bench given his recent health news. However, they remain committed to pursuing this and the council will work with the BBA on any official invite.

23/59/TCP – Sculpture Trail

Invoices for the repair and purchase of the sculpture 'Juggler' have been received from the artist Clare Trenchard and are being processed by the finance team. The installation of the sculpture is currently being arranged with Clare and is expected to be in early-March, with an unveiling and accompanying press release.

23/60/TCP – Visit Lyme Regis Membership Review

Officers have confirmed with the Visit Dorset team that this council wishes to keep the current charging structure for the Visit Lyme Regis website

23/61/TCP – Jubilee Pavilion

A meeting took place with Alan Vian on 25 January 2024 to discuss an agreement for the future management of the Jubilee Pavilion, guided by comments made by members at the previous meeting of this committee.

It was agreed Alan Vian would provide further information to officers ahead of this committee meeting, specifically on costings to make improvements to the building. Some of this information has been provided but further details are required and a meeting is taking place with Alan Vian on 20 February 2024.

As this will have budgetary implications and there is no budget allocated for this, it is suggested a report is taken to the Strategy and Finance Committee meeting on 6 March 2024 when the costings will be available and members will be considering the priority two objectives for 2024-25.

23/65/TCP – Seafront WiFi

The recommendation from this committee was amended at the Full Council meeting on 7 February 2024.

This committee recommended we retain the existing wifi arrangements with Club Wifi until the hardware fails or until 31 March 2025, whichever is the earlier. However, Club Wifi works to a financial year ending on 31 January 2025, so the council doesn't want to pay for an extra year just to cover February and March 2025. As such, the recommendation was amended to 31 January 2025.

Adrianne Mullins
Support services manager
February 2024

Committee: Tourism, Community and Publicity

Date: 21 February 2024

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

Report

Tourism microsite

Visitor numbers remain up year-on-year, as follows:

	Jan
2022 views	
2023 views	23,306
2024 views	24,501

The photography competition was launched on 25 January 2024 and details can be found here <https://www.visit-dorset.com/lyme-regis/competitions/>. It has been promoted on the Visit Dorset and town council social media channels, the business briefing and in a dedicated Lyme Regis e-newsletter sent by Visit Dorset.

Within the first 13 days, 216 images had been entered into the competition and the standard was very good. A lot of the photos were also out-of-season, which will be useful. A further update on entry numbers will be provided at the meeting.

The dedicated Lyme Regis e-newsletter was received by 26,260 people and had an open rate of just over 36%, which is a good rate for this kind of communication. The competition was the highest clicked link, followed by the Toad Hall Cottages page and then the blog on Wonka.

2024 events

When the list of major events for 2024 was reported to this committee on 15 November 2023, the dates of several events were to be confirmed.

Lyme Splash Water Polo Sea Championship is taking place on 24 to 25 August, with the swim itself taking place on 8 September.

Oktoberfest is taking place from 25 to 26 October.

Adrianne Mullins
Support services manager
February 2024

Committee: Tourism, Community and Publicity

Date: 21 February 2024

Title: Tourism, Community and Publicity Committee – Objectives

Purpose

To allow members to review progress of the committee's 2023-24 objectives

Recommendation

Members note the report

Background

1. During the 2023-24 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.

Report

2. The objectives have been assigned to committees and members can review progress at each meeting.
3. This committee's 2023-24 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**.
4. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

John Wright
Town clerk
February 2024

APPENDIX 8A

Objective	Budget, £k	Completion date	Lead officer	Comments
Organise the coronation celebrations	20	April 2023	AM	<p>Report elsewhere on the agenda with a de-brief of the event and a budget summary.</p> <p>Completed. De-brief report went to TCP on 28 July 2023 and agreed the council would set up a working group to develop proposals for an annual residents' event.</p>
Introduce a beach volleyball facility	0.5	April 2023 April 2024	AM	<p>Volleyball nets and balls were not able to go out over the summer as there were no evening seafront attendants in post. Deferred to 2024.</p>
Support the sculpture trail	6	June 2023 Ongoing	MG MG/AM	<p>Coronation bench built and due for installation by 31 October 23. Installation delayed until mid-November.</p> <p>Bench installed and unveiled on 14 December 2023.</p> <p>Parklife community consultation event taking place on 30 September 2023. The consultation will inform the three-year plan for the sculpture trail.</p> <p>Working group met on 2 November 2023. Meeting to be arranged with Arts Development Company to discuss the future of the trail.</p> <p>Report considered by this committee on 10 January 2024 about the future delivery of the trail. The sculpture trail working group met on 24 January 2024 to consider this further and a report is elsewhere on this agenda.</p>
Introduce a bursary scheme with local clubs	30	June 2023 September 2023	AM	<p>The scheme was well received by the local groups who attended the meeting on 12 June 2023 and further information will be sent to those groups who couldn't make the meeting.</p> <p>Officers will be contacting groups to establish which ones would like to take part in the scheme and will then publicise the participating groups. One application has been received and approved. Bursary of £6k approved by TCP to the Boat Building Academy to support week-</p>

				<p><i>long woodworking courses for local young people, aged 18-25. Bursaries of £2k awarded to Woodroffe, St Michael's and Mrs Ethelston's Schools to support disadvantaged children.</i></p> <p><i>The scheme has been publicised and all participating organisations have been included in the publicity. Nine bursaries have been received and approved.</i></p> <p><i>Eleven bursaries have been approved via local organisations.</i></p>
Support the introduction of a repairs' cafe	15	<p>June 2023</p> <p>September 2023</p> <p>March 2024</p>	JW	<p><i>Further meeting being arranged with the Boat Building Academy and Lyme Regis Development Trust.</i></p> <p><i>A meeting took place with the principal of the Boat Building Academy on 20 September 2023. The Boat Building Academy aim to set up a repairs' café by early-2024 in their building.</i></p> <p><i>This timescale has been re-confirmed with the Boat Building Academy.</i></p> <p><i>A further email was sent to the Boat Building Academy (BBA) on 5 February 2024 to establish if they are still committed to helping the council deliver this project. The BBA has confirmed it is still committed to the project and is looking at a likely start point in April 2024. One of the BBA's trustees who is leading on this is talking with the team which runs the Axminster Repair Shop and the BBA is taking on a new volunteer coordinator who can hopefully push this forward.</i></p>
Enhance wedding packages	2	<p>September 2023</p> <p>January 2024</p>	AM	<p><i>Proposals will be progressed in partnership with the administrative and community engagement assistant and the external works team.</i></p> <p><i>Due to staff changes in the front desk team, the management of weddings has been re-assigned to another member of staff. This has delayed the implementation of this objective and a report will be brought to this committee on 15 November 2023.</i></p> <p><i>Report elsewhere on the agenda.</i></p>

				<p><i>Report considered by this committee on 15 November 2023. Officers are discussing the possibility of beach weddings with Dorset Registration Service. Enhanced wedding packages will be available from spring 2024.</i></p> <p><i>There was a very positive response from Dorset Registration Service about the possibility of weddings on the beach, as well as other areas on the seafront including the performance area and the flat roof. A site meeting is being arranged with them to explore these proposals further.</i></p>
Supporting local grant applications	TBC	December 2023	AM	<p><i>Estimated cost £3k. Officers are working on setting a date and venue for the first grant writing workshop.</i></p> <p><i>Bid-writing workshop to be held on 25 November 2023 at the Woodmead Halls.</i></p> <p><i>Bid-writing workshop was held on 25 November 2023 as planned, attended by c. 12 organisations. It was very successful and it was agreed another workshop would be held in spring 2024 for those who couldn't make the first session. Additional sessions will be held for organisations considering submitting funding applications.</i></p> <p><i>A further bid-writing session is planned for Saturday 16 March 2024. Further details TBC.</i></p>
Launching residents' newsletter	2	November 2023	AM	<p><i>Planning has started for the first residents' newsletter and it is aimed to issue the first edition in October 2023.</i></p> <p><i>Delivery of the first newsletter to start w/c 27 November 2023.</i></p> <p><i>First newsletter was delivered w/c 27 November 2023 as planned. The next newsletter is scheduled to go out w/c 26 February 2024, ahead of the pre-election period.</i></p> <p><i>The second newsletter has been completed and will be delivered w/c 26 February 2024.</i></p>

LYME REGIS TOWN COUNCIL

D-DAY 80 WORKING GROUP

MINUTES OF THE MEETING HELD ON THURSDAY 25 JANUARY 2024

Present

Members: Cllr P. Evans (chairman), Cllr D. Ruffle

Guests: A. Vian (town crier)

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

Apologies

Cllr M. Ellis

J. Hunt (Royal British Legion)

Minutes of the previous meeting held on 23 November 2023

Proposed by Cllr D. Ruffle and seconded by Cllr P. Evans, the minutes of the meeting held on 23 November 2023 were **APPROVED**.

Updates on actions from previous meeting

- A. Vian confirmed he would do the proclamation at three locations: the Guildhall, Three Cups and the seafront. He said he would also repeat the proclamation in the middle of the day as there might not be many people to hear it at 8am.
- AM said Uplyme Parish Council has confirmed it would not be doing anything to mark the anniversary so they were happy for the town council to contact Mrs Ethelston's Primary School about being involved.
- AM said St Michael's Primary School and Mrs Ethelston's Primary School had both confirmed they would be happy to read the official poem to pupils at 11am. There may be a possibility of the mayor attending one of the schools for this.
- AM said the headteacher at St Michael's felt the reading of the The Tribute would be too demanding for a primary school age child and it was also late in the evening on a weeknight.
- AM said there had been no response from Woodroffe School about the poem or The Tribute. One further attempt would be made to contact them and if there was no response, contact would be made with the Lym Valley Scouts/Powder Monkeys about the reading of The Tribute. A. Vian said he could offer support in reading out The Tribute, such as helping them to practice and use of the microphone.
- KN said Rev Sarah Godfrey had contacted the bellringers at St Michael's Parish Church and they would be happy to do a full or half peal of bells at 6.30pm.
- It was noted high tide on 6 June 2024 was at 9.21pm, cutting off access to the North Wall, and the torchlight procession would not be able to go through the gardens to the beach as there would be marquees on the seafront roof for the Fossil Festival. As such, A. Vian suggested the procession could start at the gin shop on the Cobb, move along the lower part of the seafront and end at the anchor, where the beacon could be lit. He said this location would be preferable as the public would be closer to those reading The Tribute, it would avoid any difficulties with having a PA system on the sand, and there was a raised area so the events could be seen well. This would mean starting the procession at 8.15pm, with a rolling road closure on Cart Road

managed by stewards located along the route. It was agreed this suggestion would be taken forward.

- A. Vian said the Regatta and Carnival Committee were prepared to manage the torchlight procession and would sell the torches in advance online and some on the day. Torches would be limited to 200.
- A. Vian said the event could be covered on the Regatta and Carnival Committee's insurance, although there would be a premium payable. It was agreed the town council would pay for this from the D-Day 80 budget.
- KN said she had checked the status of the red 'Lamp Light of Peace' and confirmed the money raised through their sale went towards putting on the D-Day anniversary events, it did not go to a charity. She confirmed there was no inscription on the lamps as it was intended for them to be used at future memorial events. KN said she had found an identical lamp for £9.99 and it was agreed 20 of these would be purchased from the D-Day 80 budget. She would also check how they were lit.
- AM said there had been no response from the fishermen about a possible flotilla in the bay. It was agreed further contact would be made.
- KN said she had spoken to Lyme Fish Bar about whether they might take part in the events as it was also National Fish and Chip Day. He said he liked the idea and would come back to the council with his thoughts. KN said she had not been able to get hold of Herbie's.
- PE said he had located two relatives of those involved in the war. It wasn't clear if there were six or nine men from Lyme Regis who died in the Battle of Normandy but Vernon Rattenbury was looking into this.
- PE said the Lympstone Military Wives Choir had been booked to perform at the Woodmead Halls on Saturday 8 June, a group of 20 who would be performing wartime and other appropriate music. A couple of representatives were coming to the hall in February to look at the venue. He said they would perform for 80 minutes, split into four parts, so he was looking for ideas of how to fill the intervals. The performance would cost £800, which would be paid for by the Lyme Regis branch of the Royal British Legion (RBL), and tickets would be £8, with the aim of selling 100. The RBL would also provide the refreshments for the choir and would pay for the cost of the hall. The RBL were meeting in February to discuss this further.
- JN said as the Fossil Festival was booked in at the Marine Theatre from 7 to 9 June, the film The Longest Day couldn't be shown on those dates. However, the theatre had offered 6 June instead and it was agreed there should be a matinee performance.
- PE confirmed there would be a service at the town's war memorial at midday on 6 June, when a cross would be laid for each man from Lyme Regis who had died in the war. This would be a 15 minute service to include a prayer and the Last Post. PE would check if there would be wreaths laid and would therefore need to be ordered.
- PE said Ian Marshall from the RBL had made contact with the piper and if he's available, he would hope to be in Lyme Regis for three days. If this person was unavailable, there may be someone else from Bridport available.
- It was not known if JH had made contact with The Rifles about their attendance.
- It was not known if ME had spoken to the Over 70s Christmas Dinner Committee about a cream tea.

Actions

- Make one more attempt to contact Woodroffe School about The Tribute and poem and if there is no response, contact Lym Valley Scouts/Powder Monkeys about the reading of The Tribute.
- Get permission to use the area around the anchor for the lighting of the beacon – AM
- Include the event in the Regatta and Carnival Committee's insurance and invoice the town council for the premium payable – AV
- Purchase 20 lamps at £9.99 each and check how they are lit – KN
- Make further contact with the Fishermen's Association about a flotilla of boats in the bay – AM

- Follow up contact with Lyme Fish Bar and Herbie's – KN
- Confirm with the Marine Theatre the showing of The Longest Day on 6 June as a matinee performance.
- Check if there will be wreaths laid at the service at the war memorial and if so, to order these – PE
- Confirm the availability of the piper with Ian Marshall – PE
- Ask JH if he had made contact with the Rifles – PE
- Ask ME if she had spoken to the Over 70s Christmas Dinner Committee about a cream tea – AM

Any other ideas?

As there was a plaque at Gun Cliff commemorating the American GIs on the 70th anniversary of D-Day, it was felt the regiment should also be invited to the 80th anniversary events.

It was agreed the US flag should be flown from the building at the top of Woodmead Road, the British flag should be flown from the Guildhall, and flags should be displayed on the seafront railings.

AV said there would be a D-Day exhibition at the Jubilee Pavilion and it was agreed this would be open from 1 to 6 June, so it would not interfere with the Fossil Festival. It was noted the exhibition would need to be manned. It was suggested years 5 and 6 pupils from St Michael's Primary School and Mrs Ethelston's could be invited to see the exhibition and it would be good if there were people available to talk to the children while they were there.

Actions

- Invite the US regiment to the events – PE
- Speak to Ian Marshall about flying the US flag at the top of Woodmead Road – PE
- Speak to the operations manager about flying the British flag on the Guildhall – AM
- Put flags on the railings on the seafront – AV
- Contact St Michael's Primary School and Mrs Ethelston's Primary School about visiting the exhibition – AV (St Michael's), AM (Mrs Ethelston's)
-

Date of next meeting

Tuesday 20 February, 3pm.

To discuss:

- The budget
- Ideas for something for the children to commemorate the occasion
- Involvement of care homes – perhaps live streaming the events

Committee: Tourism, Community and Publicity

Date: 21 February 2024

Title: Sculpture Trail

Purpose of Report

To allow members to consider how the sculpture trail will be managed in future

Recommendation

Members agree the council should manage the sculpture trail for one year in the first instance and to review the arrangement in February 2025, ahead of the 2025-26 financial year

Background

1. In November 2022, this committee recommended 'to allocate £6,000 in the 2023/24 budget for the sculpture trail in the gardens, using the same model as Bridport for the works around a theme chosen by the council and that Cllrs B. Larcombe, D. Sarson and C. Aldridge continue to work with the deputy town clerk to agree, in conjunction with the Arts Development Company, the precise basis of how the trail may be delivered in the future'. That recommendation was subsequently resolved by the Full Council on 14 December 2022.
2. Cllr C. Reynolds then replaced Cllr B. Larcombe on the working group.
3. The sculpture trail and associated projects have since been delivered by Cleo Evans from the Arts Development Company (ADC).
4. A report was considered by this committee on 10 January 2024 which gave a potted history of developments between 2022 and November 2023. It was also reported to that meeting that on 19 December 2023, an email was received from Cleo Evans, informing the council she had left ADC and she would be developing her own freelance work and arts practice.
5. Following a meeting between the sculpture trail working group and David Lockwood, the chief executive of ADC, on 9 January 2024, the notes from that meeting were reported to the previous meeting of this committee on 10 January 2024. David Lockwood also attended the meeting to answer any questions.
6. It was recommended by this committee on 10 January 2024 and subsequently resolved by the Full Council on 7 February 'to repair and purchase the sculpture 'Juggler' at £510 and £2,050, respectively, to be funded from the additional £3,000 allocation to the sculpture trail in 2023-24'.
7. However, members felt more detailed discussions needed to take place about the future management of the sculpture trail and it was agreed the working group would meet before the next meeting to discuss the next steps.

Report

8. The sculpture trail working group met on 24 January 2024 and the meeting was attended by Cllr C. Aldridge, Cllr C. Reynolds, Cllr D. Sarson and the support services manager.

9. Given David Lockwood's previous confirmation that ADC would no longer be able to deliver the sculpture trail, the options discussed were:
 - Working with ADC to find someone else to deliver the trail
 - Working directly with Cleo Evans to deliver the trail (this would need to be pursued via ADC due to agreements in place between the two parties)
 - The council managing the trail itself
10. The working group felt the council should at least try and manage the trail itself for one year and then review the situation.
11. As there are already four sculptures in place (soon to be five when 'Juggler' is reintroduced), members felt it would be manageable for the council to maintain the trail as it currently is and to add one or two pieces using the £6,000 budget for 2024-25.
12. There is also a sculpture called 'Ripple' in storage at the cadet hut. This used to be on display behind the mini golf hut but when the council put the storage container there, it had to be removed and a new site has not yet been identified. This sculpture could be reinstated with the help of the sculptor Michael Fairfax.
13. Members also felt there was scope to introduce sculptures in other parts of the town besides the gardens, which has been the case in the past, such as Lepers Well and at the town gateways. These are areas owned by the town council and would avoid the need for permissions from Dorset Council.
14. David Lockwood previously said he would be happy to provide contact details for the sculptors so direct contact can be made. Cllr C. Aldridge also said she knows two local sculptors and would be happy to have discussions with them.
15. The working group was also keen the council continues to work with Woodroffe School to enable students to create sculptures for the trail. An email has been sent to Richard Vine, head of art at the school, to discuss how this can be taken forward.
16. Contact has also been made with Bridport Town Council, as the town also has a sculpture trail and the council has previously worked with Cleo Evans and ADC to deliver this. The town clerk at Bridport has confirmed the council will also be delivering the trail itself, which includes commissioning the works with an annual budget of £2,000, which they hope to supplement with grant income.
17. Bridport's plan is to review the existing pieces each year and if necessary, pay the artists to retain them and use any remaining funds to commission new works. They will publish an invitation, including a brief and a budget, for artists to come forward with proposals. Then a small panel, probably an officer and a councillor, possibly with external input if needed, will consider the existing pieces to retain, any specifics for the brief and the submissions from artists.
18. This approach seems a sensible one and the working group feels this council should go along the same route, with the group doing the job of the panel.
19. This is the first year Bridport Town Council will be managing the trail so it will be helpful to compare notes.
20. If members agree to this approach, it is suggested it is reviewed in one year, ahead of the 2025-26 financial year when the next £6,000 budget for the sculpture trail will be available.

21. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

Adrianne Mullins
Support services manager
February 2024

Committee: Tourism, Community and Publicity

Date: 21 February 2024

Title: Stampede by the Sea

Purpose of Report

To inform members about the Stampede by the Sea project led by Weldmar Hospicecare and to discuss the council's involvement in the project

Recommendation

- a) Members agree, in principle, to the elephant sculptures being located on town council land, with final approval delegated to the town clerk, in consultation with the chairman of this committee and the Town Management and Highways Committee
- b) Members consider sponsoring an elephant sculpture, at a cost of £8,300, as a priority two objective for 2024-25

Report

1. Stampede by the Sea is an initiative being led by Weldmar Hospicecare in partnership with Wild in Art, an event which encourages the community and visitors to follow a route of boldly decorated elephant sculptures across Lyme Regis, Bridport and West Bay in spring 2025.
2. The six-foot elephants will be showcased at key landmarks and will be individually designed by local and national artists and schools. They will be sponsored by independent businesses. There will be around 30 elephants across the three locations.
3. The trail will start in March 2025 and will run for nine weeks, including the Easter holidays.
4. Once the trail has finished, the sculptures will be brought together for a final exhibition, before a charity auction to raise funds for Weldmar Hospicecare.
5. The overall aims of the trail are to generate funds and publicity for Weldmar, to create publicity and to bring income to the area, to drive footfall to the area, and to encourage and promote outdoor family time and physical activity. Awareness of Weldmar Hospicecare is not high in Lyme Regis, Bridport and West Bay so the trail will aim to increase brand awareness.
6. The charity chose an elephant for the trail for various reasons:
 - The Weldmar team works as a herd to care for individuals
 - Grief and death are often the 'elephant in the room'
 - An elephant never forgets
 - It was the biggest sculpture they could get!
7. There is also a learning and development programme attached to the project, where the charity will engage with local schools, including those in Lyme Regis. The school can buy an elephant (a smaller elephant than those on public display), which they decorate and keep for themselves. There may be an opportunity for local schools to apply to the council for help with funding this; each elephant will cost c.£1,000.

8. The trail will launch on 14 March 2024 with an event at the Electric Palace in Bridport, to which several members of this council will be invited. At the event, an elephant will be unveiled, corporate sponsors will be invited, and potential sponsors will be able to find out more information.
9. As a patron of the charity, actor Martin Clunes is also involved in this project.

How does this involve the council?

10. Some of the elephants will need to be located on town council land and permission will be required.
11. Each elephant will be secured on a plinth and the total weight will be 40kg. The sculptures are 5ft 3ins without the plinth and 6ft with the plinth.
12. A site visit will need to take place with a representative from Weldmar Hospicecare to discuss potential sites. Members are asked to agree, in principle, to the sculptures being located on town council land. It is suggested final approval is delegated to the town clerk, in consultation with the chairman of this committee and the Town Management and Highways Committee.
13. Some promotional photographs were taken around Lyme Regis recently to help get an idea of what they will look like, **appendix 11A**. These examples are smaller than those in the trail and have not been decorated.
14. The sculptures would be insured by Weldmar Hospicecare, which includes public liability cover of £20million.
15. The sculptures would be checked by volunteers for any damage or issues on a daily basis. It would be a nice gesture to suggest council staff can also report any issues if they see them.
16. The council can also help with promotion of the trail on its website, social media and email briefings.
17. There is also the opportunity for the council to sponsor an elephant. The cost to become an official sponsor is £8,300 but the council would not keep the elephant afterwards, as it would be auctioned. This has not been budgeted for but members may wish to consider this as a priority two objective for 2024-25.
18. The benefits of sponsorship, as well as further information about the trail, are at **appendix 11B**.
19. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

Adrianne Mullins
Support services manager
February 2024



Committee: Tourism, Community and Publicity

Date: 21 February 2024

Title: Publicising Council News and Achievements

Purpose of Report

To allow members to consider how the council can publicise its news and achievements

Recommendation

Members consider how the council can publicise its news and achievements

Report

1. After the demise of the LymeOnline community newspaper, it is doubtful that we will ever see a reporter at Guildhall meetings in the future on a regular basis.
2. The Bridport and Lyme Regis News, which now sells only a few hundred copies in Lyme/Uplyme, did send a reporter to a recent meeting of the Environment Committee but she did not write any stories. LymeOnline distributed 2,500 copies in Lyme and Uplyme on a fortnightly basis.
3. The fact is that local papers, which have suffered greatly in recent years with rising costs and declining advertising, no longer cover local government at parish level. Bridport Town Council and Dorchester Town Council rarely, if ever, see a reporter at meetings despite having newspapers in both towns.
4. A local democracy reporter, financed by the BBC, is attached to the Dorset Echo and covers the affairs of Dorset Council and has to make his copy available to all news outlets in Dorset. So occasionally we may see a Lyme story generated at county hall in the Bridport News but no regular coverage.
5. I have recently retired after nearly 60 years in journalism, 40 of them managing and editing local newspapers, and since being co-opted to the town council I am frequently asked this question: "With no local paper how are we going to know what the council is up to and how do we know who to vote for in the coming election?"
6. It's a good point. With regard to the election, there is only one option: aspiring candidates will have to publish an Election Address and deliver it to every address within the parish boundaries. That's quite an ask.
7. In recent elections, not all candidates have done this which may be the reason why so few bothered to go to the polls, the last time being 17%.
8. We have to accept that we have to find other ways in getting our message out to council taxpayers and this is where full use of social media becomes imperative. But Lyme has a predominant population of aged 65 and over, many of whom do not use social media.
9. This is not meant to be a criticism of this council's social media activity; in fact I think we are far ahead of local councils in using the world-wide web to keep the public informed.

10. The best way for the people of Lyme to keep abreast of council affairs is to attend council meetings but we all know that is not going to happen.
11. The continuation of a newsletter is an excellent initiative and I was impressed with the last issue published in the autumn which I believed has been welcomed by the public. But there is a limit to how much information we can impart on a quarterly basis.
12. The event section on our website is excellent, listing the many activities and events that make Lyme such a vibrant community and is much appreciated by local organisations which find it difficult to advertise their events.
13. There is also a section for council news to be recorded and I think this is one area we could improve if the manpower is available. At the moment, an average of one news release per month is uploaded. This platform was well used to keep the public informed of the recent Bell Cliff situation but there are many council decisions and initiatives which get little or no promotion at all.
14. I think we should aim to put up at least one news release per week, promoting their presence on our other social media platforms.
15. I appreciate the council staff have more pressing duties. But this council gets very little plaudits for the good work it does and we need to find a way of publicising this to the widest possible audience.
16. I understand Dorchester Town Council employs a part-time employee to concentrate exclusively on social media and this is something which this council may wish to consider.
17. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

Cllr Philip Evans
February 2024

Committee: Tourism, Community and Publicity

Date: 21 February 2024

Title: Dorset & Wiltshire Fire and Rescue Authority - Consultation of draft Community Safety Plan 2024-28

Purpose of Report

To inform members about the Dorset & Wiltshire Fire and Rescue Authority - Consultation of draft Community Safety Plan 2024-28

Recommendation

Members provide comments in response to Dorset & Wiltshire Fire and Rescue Authority's consultation of the draft Community Safety Plan 2024-28 and delegate one or two members to work with the support services manager to answer the survey questions on the council's behalf

Report

1. Dorset & Wiltshire Fire and Rescue Authority is consulting on its Community Safety Plan 2024-28, which sets out the key challenges and risks facing the authority over the coming years. This is their high-level strategic plan.
2. With future financial uncertainty, the plan details what they intend to carry on doing and what they intend to review and do differently, in order to continue to provide a high level of service to communities.
3. The council is invited to view the draft plan www.dwfire.org.uk/draft-csp-2024-28-consultation and the accompanying video, which provides a short overview.
4. The consultation period runs from 9 February until 3 May 2024 and feedback is invited through a short set of questions on the [website](#).
5. It is suggested members provide some comments at the meeting and one or two members are delegated to work with the support services manager to answer the questions on behalf of the council.
6. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

Adrianne Mullins
Support services manager
February 2024

Committee: Tourism, Community and Publicity

Date: 21 February 2024

Title: Managing Consultation Exercises

Purpose

To inform members of recent, upcoming and ongoing public consultations and the decisions made following consultation

Recommendation

Members note the report

Report

1. The following public consultations affecting residents and services in Dorset have recently taken place, are coming up, ongoing, or have been completed:
 - East Devon District Council – East Devon Local Plan 2020 to 2040
 - Dorset Council – Call for Sites
 - Dorset Council – Better Days – Day Opportunities
 - Dorset Council – Active Travel Infrastructure Plan
 - Dorset Council – News Magazine Survey
 - Dorset Police and Crime Commissioner – Dorset Policing Precept 2024/25
 - Dorset Council and BCP Council – Local Transport Plan Opportunities and Issues
 - Dorset & Wiltshire Fire and Rescue Authority – Draft Community Safety Plan 2024-28
2. **Appendix 14A** details the start and end dates, who has been consulted, how the town council promoted the consultation, the council's response to the consultation (if any), and the decision made or an update on the consultation if a decision has not yet been made.
3. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

Adrianne Mullins
Support services manager
February 2024

APPENDIX 14A

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
East Devon District Council – East Devon Local Plan 2020 to 2040	08/11/22	15/01/23	The public, stakeholders	Social media, website and community briefing	Report to Full Council on 14 December 2022 and Cllrs B. Bawden and C. Aldridge delegated to work with deputy town clerk on the council's response	The consultation closed on 15 January 2023 and there have been no updates on the next stage.
Dorset Council – Call for Sites (in preparation for Dorset Council Local Plan)	13/03/23	01/03/24	The public and stakeholders	Social media, community and business briefings, website	Report considered by the Full Council on 17 May 2023 and resolved 'to support the principle of an appropriate allocation of Strawberry Fields through the Local Plan process'.	Consultation still open. While the formal 'Call for Sites 2023' closed on 1 July 2023, sites for assessment may still be submitted to Dorset Council. However, Dorset Council will prioritise the assessment of sites received before 1 July 2023, with submissions received after this date likely to be assessed in 2024.
Dorset Council – Better Days – Day Opportunities	22/09/23	08/12/23	Dorset residents	Social media and website	N/A	Dorset Council is analysing the responses and will share what it has learned as early as possible in 2024.
Dorset Council – Active Travel Infrastructure Plan	11/12/23	18/01/24	The public and stakeholders	Social media and website	Report to the Town Management and Highways Committee on 3 January 2024, with a recommendation	Any barriers to active travel or new routes will be examined by Dorset Council. Responses will be analysed and a report published in mid-2024.

					that completion of the survey is delegated to the town clerk in consultation with three members from the committee	
Dorset Council – News Magazine Survey	16/10/23	31/01/24	Dorset residents	Social media, website and members' briefing	N/A	No update.
Dorset Police and Crime Commissioner – Dorset Policing Precept 2024/25	19/12/23	26/01/24	Dorset residents, businesses, councillors and MPs	Social media and website	N/A	No update
Dorset Council and BCP Council – Local Transport Plan Opportunities and Issues	22/01/24	03/03/24	All communities who live and work in Dorset	Social media, website and public open event on 20/02/24	Response delegated to the Traffic and Travel Working Group	Consultation still open.
Dorset & Wiltshire Fire and Rescue Authority – Draft Community Safety Plan 2024-28	09/02/24	03/05/24	The public and stakeholders	Social media and website	Report on this agenda suggesting a response is delegated to two members and an officer	Consultation still open.