



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 a meeting of the Tourism, Community and Publicity Committee to be held at the Guildhall, Bridge Street, Lyme Regis on Wednesday 10 April 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
03.04.24

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 21 February 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 21 February 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. Review of the Events on Council-owned Land Policy and Procedure

To allow members to review the Events on Council-owned Land Policy and Procedure

10. Review of the Busking Policy

To allow members to review the Busking Policy

11. Permission to Erect a Gazebo

To allow members to consider a request from the Oyster & Fish House to erect a 3m x 3m gazebo on the beach for approximately two hours on 4 May 2024 in order to serve canapes and drinks to wedding guests while photographs are taken on the beach

12. Free Parking Days

To allow members to agree non-charging days in Lyme Regis car parks

13. Bursary Scheme for Local Young People

To provide members with an evaluation of the bursary scheme for local young people

14. Managing Consultation Exercises

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

15. Exempt Business

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 21 FEBRUARY 2024

Present

Chairman: Cllr D. Ruffle

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

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

24/66/TCP Public Forum

H. Britton

H. Britton asked if the meeting was quorate.

Cllr D. Ruffle confirmed the meeting was quorate.

24/67/TCP Apologies

Cllr C. Aldridge
Cllr B. Bawden
Cllr D. Sarson – personal commitment
Cllr R. Smith – family commitment

24/68/TCP Minutes

Proposed by Cllr C. Reynolds and seconded by Cllr P. Evans, the minutes of the meeting held on 10 January 2024 were **ADOPTED**.

24/69/TCP Disclosable Pecuniary Interests

There were none.

24/70/TCP Dispensations

There were none.

23/55/TCP Matters arising from the minutes of the previous meeting held on 10 January 2024

Cllr M. Ellis arrived at 7:03pm

Annual event for residents

Cllr D. Ruffle said a meeting was held earlier in the week with G. Rabbitts of the Marine Theatre. He said G. Rabbitts had taken care of the open-air theatre, the food and drink, and the live music.

Cllr C. Reynolds asked how much input the council had in the event for residents.

Cllr M. Ellis said she was concerned and the town council should lead the organisation of the event.

The town clerk said the working group had given input to the meeting and direction of the event. He said the town council had the final say on decisions made but the working group had sought advice and guidance from professionals in the industry.

Cllr D. Ruffle said the location had been agreed as the gardens.

Cllr P. Evans asked if councillors would be involved in the running of the event on the day.

The town clerk said there would be an appeal for member volunteers circulated.

Business Group

The town clerk said he had met with the business group and discussed a list of specific things. He said they spoke about who does what at the council, including how it was organised, what members did and what officers' roles were. He said they wanted to work with the town council on a Christmas event, particularly with publicity. He said questions had been raised about car parks and highways and the business group were very conscious about the road closure before Christmas and how it had impacted trade. He said it had been a positive meeting.

Cllr M. Ellis asked if the business group were aware the minutes from the Travel and Transport Working Group mentioned pedestrianising Broad Street as she felt they should be aware of what had been discussed.

Jubilee Pavilion

The town clerk said A. Vian would be attending the strategy and finance meeting to discuss the costings of the restoration project and then a budget report would be taken to members.

23/56/TCP Update Report

Tourism microsite

The town clerk said he had spoken to the business group about sharing the microsite data, particularly the data from Visit Dorset and the analysis of tourism trends. He said the car park data was a good proxy indicator of how busy the town was. He said it was useful information as well as working with the Marine Theatre and the Lyme Regis Museum and sharing their data on visitor numbers.

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

Repairs' cafe

Cllr C. Reynolds asked why the Boat Building Academy (BBA) were planning to revisit the repair shop at Axminster.

The town clerk said the council had been actively working with the BBA since last summer and the launch of the repairs' cafe had again been delayed to April.

23/58/TCP To receive the minutes of the D-Day 80 Working Group meeting on 25 January 2024

Proposed by Cllr D. Ruffle and seconded by Cllr P. Evans, the minutes of the meeting held on 25 January 2024 were **ADOPTED**.

23/59/TCP Sculpture Trail

Cllr D. Ruffle said the council should follow Bridport Town Council's lead and manage the sculpture trail in-house.

Cllr M. Ellis said she was concerned about the extra workload on staff and the council had already committed to several projects.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** 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.

23/60/TCP Stampede by the Sea

Cllr D. Ruffle said the list of benefits to Lyme Regis were benefits the town already received.

Cllr M. Ellis said it was a large sum of money to spend on an advert, but she thought it was a good idea to have the sculptures in the town.

The town clerk said any decisions had to be considered against other objectives.

Proposed by Cllr D. Ruffle and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to the elephant sculptures for Stampede by the Sea 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.

23/61/TCP Publicising Council News and Achievements

Cllr P. Evans said the report was not a criticism; he felt the community engagement team had already improved the council's presence across social media and the council was far ahead of other local councils in the area. He said the news section on the website could be utilised as a platform to inform the public of council news more regularly than it was currently. He said the new administration could look to publicise all the good achievements of the council under the news section.

Cllr M. Ellis said a lot of people didn't use social media and more could be done but the staff members had improved the presence on social media platforms. She said the residents' newsletter was a good platform, but it was limited on information due to how many pages were printed.

The town clerk said in terms of employing staff to work on social media, the council had looked for staff with good social media skills and knowledge. He said he understood there was a void to fill, and the residents' newsletter could be revisited and developed further. He said it could be published monthly.

Cllr P. Evans said during the pandemic Lyme Online published Lyme Online Extra which consisted of eight pages. He said it reached a target audience who were not active on social media. He said the younger generation did not read printed papers.

Cllr C. Reynolds said the older generation struggled to use modern technology.

The town clerk said he thought the council had improved communication in the past 18 months by launching the digital briefing newsletters, as well as the residents' newsletter. He said he thought it could do more including working with local radio stations. He suggested the town clerk, support services manager and administrative and community engagement assistant could meet with Cllr P. Evans to discuss ideas to improve publicity and report back to this committee.

23/62/TCP Dorset & Wiltshire Fire and Rescue Authority - Consultation of draft Community Safety Plan 2024-28

Cllr M. Ellis declared a pecuniary interest.

Cllr P. Evans said responding to consultations put extra pressure on staff and he thought the consultations should be absorbed within the committee structure.

The town clerk said the council was asked to submit comments on a new consultation every two weeks. He said it would be a good idea to have a group of members in the new administration to take on responding to consultations on behalf of the council. He said it was currently his responsibility as the lead officer to work with at least two members to make comments on behalf of the council. He said he expected most organisations didn't respond.

As no one volunteered to respond to the consultation on the council's behalf, it was agreed volunteers would be sought at Full Council.

23/63/TCP Managing Consultation Exercises

Members noted the report.

23/64/TCP Seafront and Beach Concessions

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

23/65/TCP Exempt Business

a) Seafront and Beach Concessions

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to award the deckchair concession for 2024 to Gemma Manders, at the tender price offered, and to re-advertise the arts and crafts concession.

The meeting closed at 8.06pm.

Committee: Tourism, Community and Publicity

Date: 10 April 2024

Title: Matters arising from the minutes of the previous meeting held on 21 February 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

23/59/TCP – Sculpture Trail

Two sculptures, Juggler and Ripple, are due to be re-installed in the gardens.

Juggler was due to be installed on 11 March 2024 and a photo opportunity with the artist Clare Trenchard and members was arranged for this date. However, Clare was not entirely happy with the proposed site for the sculpture near to the community garden, where it had previously been located. With the more recent installation of the coronation bench and tree, she felt it would be too close to the bench and they would detract from each other.

Alternative sites were discussed and it was agreed the sculpture would be located on a grassed area near the Somers statue. The external works team is now preparing the site and installation will be re-arranged with Clare. A photo opportunity will be arranged after the election.

A site meeting also took place with Michael Fairfax, the artist of Ripple. This sculpture was previously near the mini golf hut but was taken down when the storage container was installed. It has been agreed Ripple will be re-installed near the table tennis area, where Ammonite was previously located. The external works team is also preparing this site and installation will be arranged with Michael.

23/60/TCP – Stampede by the Sea

A site meeting is being arranged with the event organiser to discuss potential sites for the elephants.

Although there wasn't support for the council to sponsor an elephant, there may be opportunities further down the line for the council to share sponsorship with other organisations and businesses. Officers will bring any opportunities to this committee for consideration.

23/61/TCP – Publicising Council News and Achievements

As agreed by this committee, Cllr P. Evans, the town clerk, support services manager and administrative and community engagement assistant met on 26 March 2024 to discuss ideas to improve publicity.

Due to the long lead time for producing the newsletter, taking into account writing the copy, designing the pages, printing, delivery to Swindon and delivery by Royal Mail to properties, it was agreed there was no value in producing it more regularly than quarterly. Having investigated various

means of delivery when re-introducing the newsletter, Royal Mail is the best and most cost-effective option.

There is potential to produce one-off flyers or bulletins for specific topics and to deliver them in the same way. A one-off mail drop will be going out in May to publicise the 20mph zone proposal. Residents can also receive the newsletter by email and there are 179 people signed up to this; this is the largest audience of the three council e-newsletters.

The first newsletter after the election will include councillor profiles to introduce the new council to the town. This will hopefully familiarise the community with their local representatives and help them put faces to names.

It was also agreed officers would write more press releases, which will be sent to local newspapers and published on the council website and social media pages. Reporters rarely attend council meetings so this is an opportunity to supply stories to the local press.

It was suggested members should try and make themselves available to the community at local events. Few people attend council meetings and consultation events so perhaps members should go out to the community, instead of expecting them to come to us. Officers are happy to co-ordinate this and make members aware of events they might like to attend. Councillor surgeries have been tried and failed in the past but going to places where people gather, such as the Welcome Café and Talking Café, would encourage conversation.

It was suggested a council blog could be launched. This would be a much more fun and informal platform for the council to share stories and pictures on its day-to-day activities.

Photo opportunities with and visits to recipients of community grants will continue to be arranged. This has been a good way of getting members out into the community and it is hoped more members will get involved in future.

23/64/TCP – Seafront and Beach Concessions

The awarding of the deckchair concession has been confirmed to Gemma Manders. She will confirm when she intends to start operating the concession, although it is expected to be in July.

The arts and crafts concession will be re-advertised w/c 15 March 2024.

Adrienne Mullins
Support services manager
April 2024

Committee: Tourism, Community and Publicity

Date: 10 April 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

The photography competition was launched on 25 January 2024 and closed on 27 February 2024. There were 362 entries and judging was carried out by the senior tourism marketing officer from Visit Dorset, the support services manager and one of the administrative and community engagement assistants who is also a professional photographer.

The entries were shortlisted to five photographs and further judged by the office team. The winner was Josh Trowbridge, with his photograph of the Cobb at sunrise, **appendix 7A**.

A gallery of our favourite photos is on the Visit Lyme Regis website at <https://www.visit-dorset.com/lyme-regis/explore-discover/your-lyme-regis/>, with a link from the homepage.

Annual event for residents

A further meeting took place between the support services manager and the director of the Marine Theatre on 20 March 2024 to discuss the kinds of performers we would like to see at the event on Saturday 29 June 2024.

The theatre director is making enquiries with some local bands and will report back on availability and cost. The band will perform on the shelters roof in the evening and the performance will be free.

She is also making enquiries about a circus style performance during the day, which will be suitable for families but might also appeal to older children/young teens. This will also be a free performance on the shelters roof.

The Marine Theatre will run an outside bar, which will also be located on the roof. Discussions have started taking place with Lyme Regis Business Group about whether any local businesses will be able to provide food at the event. Food and drink will be paid for by those attending.

Lyme Regis Business Group

Regular meetings are now taking place with Lyme Regis Business Group, with agendas agreed in advance and actions agreed at meetings.

At the most recent meeting on 14 March 2024, among the topics discussed were a Christmas event in the town, park and ride, free parking days, pulling in external funding, the proposed 20mph zone, the residents' event, the mayor's civic night, joint training opportunities, and sharing information and data.

The next meeting will focus on the Christmas event, planned events for 2024-25, the residents' event, a regular market and environmental initiatives.

Jubilee Pavilion

The agreement for the future use of the Jubilee Pavilion was considered by the Strategy and Finance Committee on 6 March 2024 as there were cost implications involved in re-establishing the pavilion as a welcome point.

The principle terms of an agreement with Visitor Support Hub, the group running the welcome point, were agreed by the committee and resolved by the Full Council on 13 March 2024.

The welcome point opened on Friday 29 March 2024.

Weddings at The Guildhall

Representatives from Dorset Registration Service have now carried out a site visit. In our initial discussions, several suggestions were made for a suitable 'built premises', which included the performance area, a beach hut and the Langmoor Room.

Having looked at all the options, Dorset Registration Service felt the Langmoor Room would be the best option for the built premise. However, this council has since made the decision to temporarily locate the gardening team in the Langmoor Room while the new amenities hut is being built.

Officers will have further discussions with Dorset Registration Service about the options following this development.

Adrienne Mullins
Support services manager
April 2024



Josh Trowbridge
PHOTOGRAPHY

Committee: Tourism, Community and Publicity

Date: 10 April 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 1 May 2024.

John Wright
Town clerk
April 2024

Objective	Budget, £k	Completion date	Lead officer	Comments
Organise the coronation celebrations	20	April 2023	AM	<p><i>Report elsewhere on the agenda with a de-brief of the event and a budget summary.</i></p> <p><i>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.</i></p>
Introduce a beach volleyball facility	0.5	April 2023 April 2024 June 2024	AM	<p><i>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.</i></p>
Support the sculpture trail	6	June 2023 Ongoing	AM	<p><i>Coronation bench built and due for installation by 31 October 23. Installation delayed until mid-November.</i></p> <p><i>Bench installed and unveiled on 14 December 2023.</i></p> <p><i>Parklife community consultation event taking place on 30 September 2023. The consultation will inform the three-year plan for the sculpture trail.</i></p> <p><i>Working group met on 2 November 2023. Meeting to be arranged with Arts Development Company to discuss the future of the trail.</i></p> <p><i>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.</i></p> <p><i>Agreed at the previous meeting of this committee on 21 January 2024 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. Installation of 'Juggler' was due to take place on 11 March 2024 but there were issues with the location; an</i></p>

				<p><i>alternative site has been agreed and will be prepared by the external works' team. Discussions have also taken place with the sculptor of 'Ripple' to arrange re-installation near the table tennis area.</i></p>
<p>Introduce a bursary scheme with local clubs</p>	30	<p>June 2023</p> <p>September 2023</p>	AM	<p><i>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.</i></p> <p><i>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-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 and a round-up of the kinds of funding requests received is elsewhere on this agenda. A budget of £5,000 has been agreed to continue the scheme in 2024-25</i></p>
<p>Support the introduction of a repairs' cafe</p>	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</i></p>

				<p><i>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> <p><i>A further update has been requested from the Boat Building Academy – any verbal updates will be given at the meeting.</i></p>
Enhance wedding packages	2	September 2023 January 2024	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> <p><i>Accessories such as chair covers, candles and dried flowers have been purchased and couples will be able to hire these as part of a wedding package. A styled shoot in the Guildhall is being arranged for April, with local wedding suppliers taking part. A report will be taken to the Strategy and Finance Committee meeting on 24 April 2024 to allow members to approve the charges for enhanced wedding packages.</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</i></p>

				<p>Woodmead Halls.</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 took place on Saturday 16 March 2024 and was attended by four local organisations. Officers are now considering how best to arrange opportunities for organisations to get one-to-one support with completing applications.</i></p>
<p>Launching residents' newsletter</p>	<p>2</p>	<p>November 2023</p>	<p>AM</p>	<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> <p><i>The third newsletter will go out in June 2024 after the elections.</i></p>

Committee: Tourism, Community and Publicity

Date: 10 April 2024

Title: Review of the Events on Council-owned Land Policy and Procedure

Purpose

To allow members to review the Events on Council-owned Land Policy and Procedure

Recommendation

Members review the Events on Council-owned Land Policy and Procedure and suggest any amendments

Background

1. The Events on Council-owned Land Policy and Procedure was introduced in September 2018.
2. The policy and procedure was due to be reviewed in September 2021 but this did not happen due to Covid.

Report

3. There are proposed amendments to the policy and procedure, **appendix 9A**, which have been shown in red on the document. The changes are to reflect current practice.
4. Members may wish to suggest further amendments.
5. Any recommendations from this committee will be considered by the Full Council on 1 May 2024.

Adrienne Mullins
Support services manager
March 2024

Policy

Events on Council-Owned Land

1. Purpose

1.1 To establish guidelines for events held on council-owned land.

2. Policy

2.1 For events held on council-owned land:

- priority will be given to local organisations
- charitable and not-for-profit organisations can receive subsidised charges for use of council-owned facilities
- the charge for commercial organisations who use council-owned facilities for events is at the discretion of the town clerk, ~~in consultation with the chairmen of the Tourism, Community and Publicity, Town Management and Highways, and Strategy and Finance Committees.~~
- only one major event can take place at any one time
- ~~a rolling three-year forward plan of events will be held. The forward plan will be reviewed in autumn each year by the Tourism, Community and Publicity Committee and approved by the Full Council.~~ A list of major events will be reviewed by the Tourism, Community and Publicity Committee in autumn each year, for noting only.
- New major events would not normally be approved unless six months' notice is given.
- if an organisation does not adhere to the approved event management plan, it may be disqualified from holding future events.

Supporting Procedure

This policy is supported by an Events on Council-Owned Land procedure

Implementation date: 1 May 2024

Review Date: May 2027

John Wright
Town clerk
May 2024

Procedure

Events on Council-Owned Land

Background

~~This procedure is based on recommendations from the Tourism, Community and Publicity Committee to the Full Council which were approved by resolutions on 19 September 2018.~~

The procedure should be read in conjunction with the Events on Council-Owned Land Policy.

Procedure

~~1.1 All major events taking place on council-owned land are part of a three-year rolling programme.~~

~~1.2 A three-year rolling programme will be compiled by the town clerk: in September each year, the town clerk will write to the organisers of new events who have expressed an interest in holding an event on council-owned land. Organisations who respond must provide an event summary.~~

1.3 The three-year rolling programme will be reviewed in autumn each year by the Tourism, Community and Publicity Committee and approved by the Full Council. It may be necessary to approve the dates of events two years in advance. A list of major events will be reviewed by the Tourism, Community and Publicity Committee in autumn each year, for noting only. New major events would not normally be approved unless six months' notice is given.

1.4 In approving events, the Tourism, Community and Publicity Committee will take the following in to consideration:

- priority will be given to local organisations
- charitable and not-for-profit organisations can receive subsidised charges for the use of council-owned facilities
- the charge for commercial organisations who use council-owned facilities for events is at the discretion of the town clerk, ~~in consultation with the chairmen of the Tourism, Community and Publicity, Town Management and Highways, and Strategy and Finance Committees.~~
- only one major event can take place at any one time
- ~~a rolling three-year forward plan of events will be held. The forward plan will be reviewed in autumn each year by the Tourism, Community and Publicity Committee and approved by the Full Council.~~
- New major events would not normally be approved unless six months' notice is given.
- if an organisation does not adhere to the approved event management plan, it may be disqualified from holding events in future.

~~1.5 Following the autumn decision of the Tourism, Community and Publicity Committee and Full Council, organisations will be notified if consent has been approved; there is no right of appeal against the decision of the Full Council.~~

1.6 Any council facilities required for an event must be booked and paid for six calendar months in advance of the event.

- 1.7 In late November/early December each year, event organisers will be invited to a meeting to review the previous season's events and to identify improvements for the following year.
- 1.8 Two months before each event, the event organiser must complete an event plan, appendix 1, and submit it to the town clerk.
- 1.9 One month before the event, the event plan will be reviewed by a panel, which consists of the chairman of Town Management and Highways, the chairman of Tourism, Community and Publicity, the town clerk and the event organiser. The police and fire and rescue will be invited to this meeting. Final approval of the event plan is delegated to the town clerk.
- 1.10 Ahead of the event, the members' briefing will include an event summary.
- 1.11 During major events, the operations manager, the deputy town clerk, the town clerk or **the support services manager** will be available or in attendance.
- 1.12 On the first working day after an event, a debrief will take place and the event organiser will be notified of any areas of non-compliance with the approved event management plan.
- 1.13 Any material non-compliance will be reported to the Tourism, Community and Publicity Committee, which can make recommendations to the Full Council to ultimately disqualify an organisation from holding future events.

Implementation: 1 May 2024

Review: May 2027

John Wright

Town clerk

May 2024

Committee: Tourism, Community and Publicity

Date: 10 April 2024

Title: Review of the Busking Policy

Purpose

To allow members to review the Busking Policy

Recommendation

Members review the Busking Policy and suggest any amendments

Background

1. The Busking Policy was last reviewed in May 2021 and is due for review in May 2024.

Report

2. The policy is attached, **appendix 10A**. There are no suggested amendments from officers but members may wish to suggest some.
3. Any recommendations from this committee will be considered by the Full Council on 1 May 2024.

Adrienne Mullins
Support services manager
March 2024



John Wright
Town Clerk

LYME REGIS TOWN COUNCIL
Town Council Offices, Guildhall Cottage, Church Street
Lyme Regis, Dorset. DT7 3BS

Tel: (01297) 445175 Fax: (01297) 443773
Email: enquiries@lymeregistowncouncil.gov.uk

LYME REGIS TOWN COUNCIL

BUSKING POLICY

Busking is permitted at the three sites listed below. Anyone wishing to busk at these sites must apply for a permit at the council office: permits will be valid for six months. Buskers are required to contact the council office at least 48 hours before performing to help prevent a double booking with scheduled fundraising activities or other buskers.

Buskers with a valid permit can move between sites.

Priority will be given to Lyme Regis residents under 25 years' old.

Conditions

Buskers must:

- Spend no more than one hour at any one site; this time includes performing breaks
- Display the permit granted to them by Lyme Regis Town Council
- Perform between the hours of 10am and 8pm, only

Buskers must not:

- Cause a nuisance to other seafront users or businesses
- Amplify their music to a level which may cause a nuisance
- Use any pre-recorded music
- Busk where a pre-arranged fundraising event is taking place, unless the performance is part of that event and has been agreed with the event organisers
- Park any vehicle on Marine Parade or Cart Road beyond the turning circle

The busking sites are:

- The Cobb Gate end of Marine Parade
- Opposite the Performance Area, Marine Parade Shelters
- The junction of Langmoor and Lister Gardens

If these conditions are breached, the buskers' permit will be revoked.

Implementation date: 1 May 2024

Review Date: May 2027

Committee: Tourism, Community and Publicity

Date: 10 April 2023

Title: Permission to Erect a Gazebo

Purpose of Report

To allow members to consider a request from the Oyster & Fish House to erect a 3m x 3m gazebo on the beach for approximately two hours on 4 May 2024 in order to serve canapes and drinks to wedding guests while photographs are taken on the beach

Recommendation

Members consider the request and instruct the town clerk

Background

1. This report is being submitted to this committee because the timescales involved mean that it cannot be presented to the Town Management and Highways Committee, Strategy and Finance Committee or Full Council.

Report

2. On 2 April 2024, the town clerk received a request, **appendix 11A**, from the Oyster & Fish House to erect a 3m x 3m gazebo for approximately two hours on 4 May 2024 at the Cobb end of the beach. The purpose of the gazebo is to serves canapes and drinks for 40 guests while wedding photographs are taken.
3. Whilst this decision needs to be formally approved by a resolution of the Full Council on 1 May 2024, if this committee recommendation supports the request, the town clerk will inform the Oyster & Fish House they can proceed.
4. Any recommendations from this committee will be considered by the Full council on 1 May 2024.

John Wright
Town clerk
April 2024

From: Jo Harris

Sent: Tuesday, April 2, 2024 12:33 PM

To: Lyme Regis Town Council Town Clerk <townclerk@lymeregistowncouncil.gov.uk>

Cc: Lyme Regis Town Council Deputy Town Clerk <deputytc@lymeregistowncouncil.gov.uk>; Lyme Regis Town Council Admin <admin@lymeregistowncouncil.gov.uk>

Subject: Wedding 4th May - The Oyster & Fish House

Importance: High

Hi John

I hope you are well and had a good easter.

I have a request for you for 4th May...We have a wedding for 40 people at the Fish House that morning, which will run all day. They are going to the beach after the ceremony to have their photos with their guests.

Ideally, we would like to serve them their drinks and canapes while they are having their photos, but I am sure I would need permission from the council for this. The reason they have asked to do this is because they were due to use the Deck, as this wedding was booked 2 years ago, when the deck was still up. So, we are doing all we can to accommodate their special day, as close to the plans they had initially booked for.

Apologies for the short notice in asking – I had to take sudden extended leave over the last 8 weeks and just returned from compassionate leave after losing my Dad rather suddenly, so this is why I haven't been in touch till now. I sure you understand. The discussion about the reception only happened just before I took my Dad to hospital the first week of Feb, so I was then unable to contact you.

There will be no money exchanging hands for the food and drink on the day as this is already paid for, so I don't believe we would need a TEN. The couple have just asked if we can serve them their trays of canapes and drinks while they are on the beach having photos. The photos themselves will take place anyway, as it's not up to us where they have their photos taken, but I know many couples have their pics taken in the gardens, on the beach and on the Cobb.

What I would like to do is just put up our small Gazebo (3m x3m) so that we have somewhere to take our food and drink to from the restaurant. There is nothing hot being served – just cold canapes and drinks.

I would be very grateful for any assistance you can give us on this.

Many thanks

Jo

Jo Harris

Communications & Events Manager

Coastal Marks

Please note I work part-time hours Monday and Wednesday mornings

www.theoysterandfishhouse.co.uk

Committee: Tourism, Community and Publicity

Date: 10 April 2024

Title: Free Parking Days

Purpose of the Report

To allow members to agree non-charging days in Lyme Regis car parks

Recommendation

Members agree the non-charging dates in Lyme Regis car parks and instruct officers to liaise with Dorset Council Parking Services

Background

1. Each year the town council nominates non-charging days for Lyme Regis Dorset Council car parks. Traditionally, the town council has applied the non-charging days to Woodmead Car Park, only.
2. Dorset Council introduced a new policy in February 2021 as follows:

To support the local economy, Dorset Council will give a total of six free parking days in Dorset Council car parks. This is made up of the following:

- At the request of the town or parish council free parking in all Dorset Council car parks for four days each year, for events which generate valuable footfall for that town. These four days cannot be used in December
- At the request of the town or parish Council free parking in all Dorset Council town centre car parks for that town on one weekday in December
- Free parking in all Dorset Council town centre car parks on Small Business Saturday in December.

No other days in December will be considered unless the town council or other organisation(s) are willing to meet the cost of the lost income at an amount to be calculated by the council's parking team based on average weekend costs for that time of year.

Report

3. Small Business Saturday is on 30 November 2024.
4. This leaves five days throughout the year, one of which must be a weekday in December.
5. In the past, Dorset Council has allowed free parking in all of its Lyme Regis car parks on the selected days. This council has allowed free parking in Woodmead car park, only. Members may wish to consider extending this to Monmouth Beach car park but there are obvious budget implications involved.
6. Although the aim of the free parking days is to support the local economy, there is a balance to strike; on the town's busiest days, usually when there is an event taking place, we would expect the car parks to be full. Taking Woodmead car park as an example, offering free parking when we expect the car park to be full would represent a loss of c.£2,000 per day. It is therefore important to choose the right events for free parking days.

7. Events which have been supported with free parking in the past include the Fossil Festival, the Big Coronation Party, Remembrance Sunday, the Christmas lights' switch-on, the Christmas Tree Festival and Carols Round the Christmas Tree.
8. This year, these events are taking place on the following dates (with the exception of the coronation party):
 - Fossil Festival – Saturday 8 and Sunday 9 June
 - Remembrance Sunday – Sunday 10 November
 - Christmas lights' switch-on – Saturday 23 November
 - Christmas Tree Festival – Friday 13 to Sunday 15 December
 - Carols Round the Christmas Tree – Monday 23 December
9. The first day of the Christmas Tree Festival is a Friday and Carols Round the Christmas Tree is a Monday, so either could be allocated as the weekday in December (also see paragraph 10).
10. Officers have also consulted with Lyme Regis Business Group. They would support free parking days for the Christmas lights' switch-on and Small Business Saturday and have also suggested the following dates:
 - Summer Solstice – Friday 21 June
 - Sunday 24 November – the day after Christmas lights' switch-on to run an extended Christmas event. If this date isn't possible, they would suggest Friday 22 November instead
 - Monday 1 December (the Monday after Small Business Saturday)
11. Members are asked to consider all the proposed dates and suggest any others.
12. Any recommendations from this committee will be considered by the Full Council on 1 May 2024

Adrienne Mullins
Support services manager
April 2024

Committee: Tourism, Community and Publicity**Date:** 10 April 2024**Title:** Bursary Scheme for Local Young People**Purpose of the Report**

To provide members with an evaluation of the bursary scheme for local young people

Recommendation

Members note the report

Background

1. The council approved a budget of £30,000 in 2023-24 to introduce a bursary scheme for children and young people in Lyme Regis. The budget was initially set at £20,000 but increased by £10,000 to help young people with business start-ups. Although there was no take-up for the business start-up funding, the rest of the scheme has been successful.
2. As the cost-of-living crisis continued, the council made the funding available to help young people who would otherwise be unable to take part in local clubs and activities, pay subscriptions and buy equipment to pursue their interests.
3. A meeting was held with local organisations in June 2023 to tell them about the scheme. The meeting was well attended and the bursary scheme warmly received.
4. To let local families know about the availability of the bursaries, we publicised the scheme so even if children were not already involved in a local organisation, they were aware of the opportunity for bursaries.
5. The organisations were invited to make applications to the council for existing members whose families were struggling to pay for them and where appropriate, to have discreet conversations with members who they felt would benefit from financial support.
6. To apply, organisations were asked to make a written request for support, outlining how much funding was required and what it was for. They were also asked to confirm the beneficiary was a young person living in Lyme Regis. To avoid any embarrassment and maintain discretion, we did not require names and addresses.

Report

7. Since June 2023, the council has awarded 11 bursaries to young people involved with six different organisations, totalling £1,519.50.
8. A summary of the organisations, the amounts requested and the purpose of the bursary is as follows:

Organisation	Purpose	Amount
Marine Theatre	To fund the annual fee for Youth Theatre	£360
1 st Lym Valley Scouts	To purchase uniform and subs for the term	£83

B Sharp	To pay for Boombox sessions for two children and Hub Jam sessions for two children	£270
Lyme Regis Youth Football	To pay for annual membership fees for two children	£150
Marine Theatre	To fund the pro-rata annual fee for Youth Theatre and to purchase a hoodie and t-shirt	£360
Lyme School of Ballet	To fund the autumn and spring term classes for an existing student	£189
Powder Monkeys Explorer Sea Scout Unit	To pay for a member to go on a camp trip and pay for their term's subs	£107.50

11. Three applications were turned down. One because the applicant was not a Lyme Regis resident, one because the applicant was an adult and one because the applicants took part in an extracurricular activity beyond the group's normal activities.
12. A further £2,000 was allocated to each of the local schools – Woodroffe School, St Michael's Primary School and Mrs Ethelston's Primary School. Decisions on the allocation of these funds were delegated to the schools and we asked that each school provided a short summary of expenditure to the council at the end of the financial year.
13. Woodroffe School has accepted the £2,000 allocation but unfortunately, St Michael's and Mrs Ethelston's did not take up the offer, despite a meeting and two further attempts to make contact.
14. Due to the Easter holidays, it has not been possible to obtain a summary of expenditure from Woodroffe School so this will be reported to a future meeting of this committee.
15. Following consideration by this committee on 28 June 2023, it was agreed to allocate £6,000 from the bursary fund to the Boat Building Academy to support short courses for Lyme Regis people aged 16-25 years' old. A summary of how this funding was spent is at **appendix 13A**.
16. Total expenditure for the bursary scheme in 2023-24 is therefore £9,519.50.
17. Due to the success of the scheme, a further £5,000 has been allocated in the 2024-25 budget to continue the bursaries.
18. Any recommendations from this committee will be considered by the Full Council on 1 May 2024

Adrienne Mullins
Support services manager
April 2024

Mr John Wright
Clerk to Lyme Regis Town Council
Lyme Regis
DT7 3BS

February 2024

Dear John

Boat Building Academy, Taster, Short and Other Courses

Further to our discussion some time ago, I am writing to provide an update of our plans for spending the money that the Town Council has generously allocated to the BBA.

In response to an earlier bid, the Council has allocated £1000 for 'Taster Days' for students from Woodroffe School.

We offered and planned that these would take place in 2023, but the school was unable to organise the session and fit them in with their timetable in time. However, we have engaged further with Woodroffe since the start of the new school year and they have confirmed that they are very committed to participating in this initiative and we now have a series of dates confirmed in April and June for up to 24 students to attend a number of Taster sessions.

The £1000 will therefore contribute towards the costs of running these sessions.

With regard to the second grant of £6000, which was aimed at enabling some Woodroffe students who were enthusiastic after the Taster Days, to attend some of our Short Courses, clearly as the Tasters did not take place, neither did the planned Short Courses for students.

However, we still plan to offer these for the current cohort of students who will attend the Tasters in April.

I can confirm that using separate funding, we did run three Taster Day sessions in 2023 for Beaminster School students, which were a huge success, and more groups of their students are returning again this year, so we know that our 'Taster Day Model' works.

In addition, I have had extensive discussions with Dan Watts, the Head of Woodroffe and we now have a group of 6 children who are disengaged and have challenges with the classroom style of teaching. The children will attend sessions at the BBA, for one day per week over a period of 6 weeks. These sessions are now underway and will finish at the end of March.

Dan Watts has agreed to match-fund the sessions. The daily cost is £5100 for 6 days with Woodroffe contributing £2550.

I hope you agree that this initiative is very worthwhile and could be successful in providing these students with a very different outlet and method of learning, which could have positive benefits and results. Likewise, some of these students may be attracted to the Short Courses and in due course, even one of the main boatbuilding or furniture making courses, with the benefit if required, of up to high percentage bursaries that we can now offer.

You will appreciate that for the BBA to commit to this new initiative will take staff time and materials and therefore have a cost to us. I hope the Town Council are agreeable to us claiming the £6000 for these courses, with any balance, still being used to help fund short courses for Woodroffe students, as originally planned.

Although we have had a slower start with Woodroffe than originally planned, I am now very pleased with the way our relationship has developed and with the enthusiasm that Dan Watts and his team are now showing for the opportunities that the BBA can offer the local school community. The recent Coronation bench project and a run of assemblies that I talked at have further cemented the relationship between Woodroffe and the BBA.

I hope that the Town Council will therefore agree to join us in what would be a three-way partnership project, by agreeing for the allocated funding to be used in this way.

Many thanks again for your support for the BBA and these initiatives at helping local young people.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Will Reed', is centered within a light gray rectangular box.

Will Reed
Director

Committee: Tourism, Community and Publicity

Date: 10 April 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:
 - Dorset Council – Call for Sites
 - Dorset Council – Better Days – Day Opportunities
 - Dorset Council – Active Travel Infrastructure Plan
 - 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 1 May 2024.

Adrienne Mullins
Support services manager
April 2024

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
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’.	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 that completion of the survey is delegated to the town clerk in consultation with three members from the committee	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.

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	On 1 February 2024, the Dorset Police and Crime Panel unanimously approved plans to increase the Dorset Policing precept. Members agreed the increase of £13 for a band D household. 1,984 people responded to the online survey and of those, 75% agreed Dorset Police requires additional funding and 57% said they would pay more.
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	No update.
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	N/A	Consultation still open.