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Town Clerk

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Tourism, Community and Publicity Committee

Core Membership: Cllr G. Caddy, Cllr M. Denney, Cllr M. Denney, Cllr M. Ellis, Cllr P. Evans, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr C. Reynolds, Cllr A. Wood

Notice is given of a meeting of the Tourism, Community and Publicity Committee to be held at the Council Offices, St Michael's Business Centre, Church Street, Lyme Regis on Wednesday 9 July 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
04.07.25

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

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

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

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

AGENDA

1. Election of Chairman and Vice-Chairman

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

2. Terms of Reference

To allow the committee to receive its terms of reference

3. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee

4. Apologies

To receive and record apologies and reasons for absence

5. Minutes

To confirm the accuracy of the minutes of the Tourism, Community and Publicity Committee meeting held on 16 April 2025

6. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

7. Dispensations

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

8. Matters arising from minutes of the previous meeting held on 16 April 2025

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.

9. Update Report

To update members on issues considered at previous meetings

10. Tourism, Community and Publicity Committee – Objectives

To allow members to review progress of the committee's 2024-25 objectives

11. Lyme Regis Post Office

To allow members to consider allowing the Waffle House to divert £7,500 of the council's 2025-26 revenue grant allocated to part-fund a post office clerk to fund capital infrastructure works required for the provision of the post office

To allow members to underwrite and, if necessary, fund further capital works up to £10,500 for the remaining post office infrastructure works, subject to satisfactory assessment of The Waffle House's financial viability

12. Fire Co-responder Service

To allow members to consider sending a letter to South Western Ambulance Service Trust to express concern about the phasing out of the Fire Co-Responder role

13. The Dorset Local Business Awards

To allow members to consider becoming the premier sponsor of the Dorset Local Business Awards in Lyme Regis

14. Further Enhancing Weddings at the Guildhall

To provide members with an update on the success of the project to enhance wedding packages at the Guildhall and to inform members of plans to further enhance the offering

15. Midsummer Party in the Park 2025 and Planning for 2026

To allow members to receive a debrief on Midsummer Party in the Park 2025 and to consider plans for the 2026 event

16. Housing Allocation Policy Consultation

To allow members to comment on Dorset Council's draft Housing Allocation Policy 2026-31 and to submit an online survey response to Dorset Council ahead of the consultation closing date of 24 August 2025

17. Pleasure Boat, Vessel and Boatperson Licencing Policy

To allow members to comment on Dorset Council's new Pleasure Boat, Vessel and Boatperson Licencing Policy and to submit an online survey response to Dorset Council ahead of the consultation closing date of 13 September 2025

18. Review of the Bursary Scheme for Local Young People

To provide members with review of the bursary scheme for local young people in 2024-25

19. Managing Consultation Exercises

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

20. Exempt Business

Committee: Tourism, Community and Publicity

Date: 9 July 2025

Title: Election of Chairman and Vice-Chairman

Purpose of Report

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

Recommendation

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

Background

1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.

4. Standing order 3.t states:

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

5. Standing order 8.a states:

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

6. Standing order 8.b. states:

'As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in

the same way, The town clerk or other officer cannot open or chair a committee or sub-committee meeting.

7. The election of the chairman and vice-chairman of the Tourism, Community and Publicity Committee will be reported to the Full Council on 6 August 2025.

John Wright
Town clerk
July 2025

Committee: Tourism, Community and Publicity

Date: 2 July 2025

Title: Terms of Reference

Purpose

To allow the committee to receive its terms of reference

Recommendation

The committee receives its terms of reference

Background

1. The terms of reference for the Tourism, Community and Publicity Committee, along with the general terms of reference that apply to all the council's committees is attached, **appendix 2A**.
2. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

John Wright
Town clerk
July 2025

Terms of Reference

2. Committees – General

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

7. Tourism, Community and Publicity

7.1 The purpose of the Tourism, Community and Publicity Committee is to take active steps to develop the town and people's perception of it. This includes the development and management of:

7.1.1 Tourism policies

7.1.2 Economic and business initiatives

7.1.3 Marketing and publicity

7.1.4 Community engagement

7.1.5 Responding to consultations by external organisations

7.1.6 Managing the process of consulting the community and third sector groups on policy development

7.1.7 Twinning

7.1.8 Arts and heritage

7.1.9 Tourism services

7.1.10 Events' management

7.1.11 Promotion and publicity of the town

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 16 APRIL 2025

Present

Chairman: Cllr P. Evans

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

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

24/172/TCP Public Forum

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

24/173/TCP Apologies

Cllr G. Turner – work commitments

It was noted Cllrs C. Aldridge, S. Cockerell and P. May had resigned from the committee.

24/174/TCP Minutes

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

24/175/TCP Disclosable Pecuniary Interests

There were none.

Cllr M. Denney arrived at the meeting at 7.01pm

24/176/TCP Dispensations

There were none.

24/177/TCP Matters arising from minutes of the previous meeting held on 5 March 2025

Barfleur Twinning Association

Cllr P. Evans said he had not received a response to the invitation to the mayor of Barfleur to attend the VE Day 80 celebrations. However, he was willing to travel to Barfleur with the twinning association in October to try to reinstate the twinning connection. He said an invitation had also been sent to the mayor of Cruelly in France because there had been a twinning association between the two football clubs for over 40 years, which had now finished. He said the council had been in contact and said they were very interested in initiating a twinning association.

The support services manager said if this was pursued, the town council could support the set-up of the twinning association between Lyme Regis and Cruelly, but it was better if the twinning association was detached from the council. She said generally the mayor would be the president of the association.

Town Council Magazine

The support services manager presented a copy of the May edition of LymeLiving to the members.

Stampede by the Sea

Cllr P. Evans said the art trail had been very popular since its installation in the town. He said he had received an email correspondence from a resident, which suggested the town council purchased the "Flock to the Seaside" sculpture as it featured painted seagulls, to highlight the seagull problem in Lyme Regis.

Sculpture Trail

The support services manager said Woodroffe School had sent photographs of the sculptures in development, and she would send them to members. She said the maquettes would be on display at the Jubilee Pavilion from Thursday 17 April and over the Easter weekend.

24/178/TCP Update Report

Tourism microsite

Members were concerned the latest website statistics from the tourism microsite showed a drop in visits to the site.

The support services manager said it would be investigated by Dorset Council and compared to the main Visit Dorset website statistics, to understand whether it was specifically related to the webcam. She said she would provide members with more information when it was available.

24/179/TCP Tourism, Community and Publicity Committee - Objectives

Sporting Lyme

The support services manager said there was a typing error on the Sporting Lyme event target completion date and it should read September 2026 as it was planned to hold the event between May and September 2026.

Improve noticeboards

The support services manager said officers had thought about locations for free-standing noticeboards and had found two suitable locations: a wall-mounted noticeboard at Bell Cliff and a free-standing noticeboard at the Anning Road playing field.

Members were in favour of these proposed locations.

24/180/TCP To receive the minutes of the Party in the Park Working Group meeting held on 26 March 2025

Proposed by Cllr G. Caddy and seconded by Cllr S. Larcombe, the minutes of the Party in the Park Working Group held on 26 March 2025 were **RECEIVED**.

24/181/TCP Additional Free Parking Days

Proposed by Cllr D. Holland and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the two additional non-charging days in Lyme Regis car parks in 2025 as suggested by Lyme Regis Business Association, the association has requested Saturday 11 and Sunday 12 October 2025.

24/182/TCP Static and Mobile Vendors' Concession

Members were satisfied that as there was no feedback from the wider membership of Lyme Regis Business Association, there appeared to be no objections.

Some members still had concerns about concessions conflicting with existing businesses and said full consideration would be taken when approving a concession.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to re-introduce a static and mobile vendors' concession and to invite applications.

The support services manager suggested this was advertised before the Full Council meeting so applications could be considered at that meeting, therefore this recommendation would be retrospectively considered by the Full Council.

24/183/TCP Sporting Lyme – Delegation of Members

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** Members delegate Cllrs G. Caddy, M. Denney, C. Reynolds, A. Wood and D. Holland to work on the organisation of Sporting Lyme

24/184/TCP Managing Consultation Exercises

Members noted the report.

24/185/TCP Additional Seafront and Beach Concession

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

24/186/TCP Exempt Business

a) **Additional Seafront and Beach Concession**

Some members were concerned with setting a precedent for considering late applications. They said they had turned down other applications because applications had arrived after the deadline.

A member asked why the applicant had missed the deadline.

The support services manager said the applicant had not been aware of the deadline or advertisement of the concessions.

Members **RECOMMENDED TO FULL COUNCIL** to refuse the additional application for the fitness and exercise concession.

The meeting closed at 7.27pm.

DRAFT

Committee: Tourism, Community and Publicity

Date: 9 July 2025

Title: Matters arising from the minutes of the previous meeting held on 16 April 2025

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

24/181/TCP – Additional Free Parking Days

Dorset Council has been informed of this council's chosen free parking days and has confirmed they are in line with the policy. These dates will now be advertised.

24/182/TCP – Static and Mobile Vendors' Concession

Following objections from local businesses at the Full Council meeting on 14 May 2025, the recommendation from this committee 'to re-introduce a static and mobile vendors' concession and to invite applications' was not carried.

24/183/TCP – Sporting Lyme – Delegation of Members

The delegated members met on 26 June 2025 to discuss plans for the festival, which will take place from May to September 2026, and to hear an update on the meeting that took place with sporting organisations on 5 June 2025.

There were 15 local organisations represented at the meeting and they were all very enthusiastic about the idea. It was agreed to meet with the organisations again in August, by which time they would have some initial ideas on the activities and events they could host as part of the festival.

The working group will meet again in September to discuss the ideas.

24/185/TCP – Additional Seafront and Beach Concession

The applicant was informed of the council's decision to refuse the request for a fitness and exercise concession and the reasons for this. The applicant was very disappointed and asked how she could appeal the decision. No appeal has been received.

Adrienne Mullins
Support services manager
July 2025

Committee: Tourism, Community and Publicity

Date: 16 April 2025

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 latest website stats are below:

	Jan	Feb	March	April	May	June	Total
2024 Total Views	44,556	39,095	52,261	56,571	59,336	67,245	637,870
2025 Total Views	29,228	28,287	31,838	36,356	41,436	39,338	206,483

Further discussions have taken place with Visit Dorset about why the number of visits to the microsite have dropped off. All destination sites in the country are seeing a downturn in stats, especially coastal destinations. This is being attributed to a change in user behaviour; there is now 'Google padding' at the top of all searches which has changed in recent months (it used to only appear every three or four searches) and the introduction of AI suggestions is all having an impact.

Social channels are seeing growth and this could again have an impact on website stats as visitors are using these platforms for research purposes.

We have finally established what the problem is with the Marine Theatre webcam. The router is in fact owned by this council and needs replacing. We have the new router and are waiting on BT to confirm an installation date.

As the webcam pages are so popular, officers would like members to consider installing another camera on the seafront, perhaps on the Marine Parade Shelters. This will be put forward as a possible objective for 2026-27.

There are currently features on the website about summer breaks in Lyme Regis, highlighting upcoming events, coastal adventures and Lifeboat Week. A feature is planned for Candles on the Cobb and 'embrace coastal bliss'. In the autumn, there will be a feature on nature and culture, which will tie in with the same feature on Visit Dorset. It is also hoped there are enough local events around the 250th anniversary of Jane Austen's birth to be able to put together a feature.

New advice around search engine optimisation means all the pages on the microsite will need to be re-written to have longer text, new headings and key words. Visit Dorset will do this over an extended period.

Visit Dorset's contract with website provider Simpleview, and therefore the microsite, will come to an end on 1 May 2026. The Visit Dorset team has started the process of securing a new contract and it is likely they will be able to procure a new contract directly with Simpleview, rather than having to go through a complex tender process. At this stage, Visit Dorset has asked if the council could indicate if it would be interested in continuing with the supply of a microsite after the current contract ends. Given the success and value of the microsite, the assistant town clerk has confirmed this council would be interested in continuing the partnership but this will of course be subject to receiving costings and formal consideration by the council.

Barfleur Twinning Association

The Barfleur contingent have indicated they would be pleased to host a group from Lyme Regis, including the mayor, but there have been no specific suggestions on when this would take place or what the visit would involve, although October was initially mooted.

The Lyme Regis/Barfleur Twinning Association will suggest potential dates and a more detailed proposal to the Barfleur group and will update us on progress.

With regards to the possible twinning with Cruelly, if the visit to Barfleur goes ahead, the mayor has arranged to also meet with the mayor of Cruelly to discuss this further.

Town council magazine

Since the last meeting, both the June and July editions have been published and were well received.

We continue to have issues with distribution. After problems with the May edition, a new company was engaged to deliver the June and July editions. There were yet more problems with the June distribution, with a significant number of properties not receiving the magazine. The company had initially outlined there were some properties they could not deliver to, but later claimed deliveries had been made to properties which we know did not receive them. This resulted in members and staff hand delivering to properties we were aware had been missed.

There is no doubt some properties did not receive the magazine but hopefully anyone who did not receive one was able to pick one up from the numerous community collection points.

As per the original commitment, we will only be delivering the magazines to every household for the first three editions (May, June and July). Due to the problems with the June distribution, the company's services are no longer required and officers are discussing a refund, as payment had to be made up front for two months' distribution.

Therefore, the July edition is being delivered either by members and staff or via the post, using the council's own franking machine. This is a considerable task and incurs additional expenditure but is deemed to be the most reliable way to get copies to every household.

From the August edition, only those who have requested a hard copy will have one sent to them, with 68 currently signed up. There are an additional 325 people who have asked for a copy to be emailed to them.

Sculpture Trail

The two Woodroffe School sculptures are now complete and we are discussing possible installation dates, likely to be mid-July. Some groundworks will be necessary to create the two plinths but this is no more than a day's work.

Lyme Regis Business Association

On 29 May 2025, an email was received from Lyme Regis Business Association chairman Rebecca De-Voisey and vice-chairman, Tom Robinson, as follows:

We write to you today to confirm that the Lyme Regis Business Association in its current form, has dissolved. We will continue to engage between ourselves as a business community but as an official body, will not be continuing.

We thank you for your previous support and willingness to engage with us. However we believe that unless this relationship is managed and engaged with completely, by our members, it risks becoming potentially damaging.

Given recent, high profile issues in the town, relating to businesses, we would suggest and encourage continued communication and consultation with the whole business community via your business circular. We will encourage all our members to sign upto it, I wonder if there's a way you can incorporate direct feedback via this method? For example, survey monkey is a really simple tool you could use in your emails.

Of course myself or Tom would be happy to talk to you about the Associations disbandment if you wish or about possible future communication methods between the council and the wider business community.

Youth Council

Following the recent tragic death of Justin Loveland, head of sixth form at Woodroffe School, progress on the Youth Council has understandably stalled. Officers have been in touch with the school to confirm the council would still like to pursue this initiative but appreciate this is not a top priority at the moment. We have asked that we are put in touch with the relevant person when the school has had an opportunity to consider who will take it forward.

VJ Day 80

The council is working with the Lyme Regis branch of the Royal British Legion, Lyme Regis Town Band, the town crier and the local vicar to put together an event to commemorate the 80th anniversary of VJ Day on Friday 15 August.

It was initially felt this anniversary wouldn't be marked in Lyme Regis, but it was later learned that many people locally didn't celebrate VE Day as the Devon and Dorset Regiment were still fighting in Japan, so they actually celebrated on VJ Day. There are also residents in Lyme who had family in concentration camps in Japan.

As such, it has been agreed there will be a Drum Head Ceremony in the performance area of the Marine Parade Shelters at 6.30pm on Friday 15 August. A drum head is essentially the making of an altar out of drums, with a Union Flag and Standard laid across, and is usually conducted in combat zones where there is no access to a church. Once built, it is used as a place of reflection, prayer and remembrance. A drum head also forms part of the Festival of Remembrance at the Royal Albert Hall.

The ceremony will include music from the town band, hymns accompanied by the town band, the Act of Remembrance, a two-minute silence, stories from local people whose relatives were involved in the conflict in Japan, and prayers.

This is not a civic event but the mayor will take part in the ceremony and all members are encouraged to attend.

Adrienne Mullins
Assistant town clerk
July 2025

Committee: Tourism, Community and Publicity

Date: 9 July 2025

Title: Tourism, Community and Publicity Committee – Objectives

Purpose

To allow members to review progress of the committee's 2025-26 objectives

Recommendation

Members note the report

Background

1. During the 2025-26 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.
2. At the Full Council meeting on 3 April 2025, the objectives were formally assigned to committees.

Report

3. Members can review progress on the objectives at each meeting.
4. This committee's 2025-26 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 10A**. Updates are highlighted in yellow.
5. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

Adrienne Mullins
Assistant town clerk
July 2025

APPENDIX 10A

Objective	Budget	Lead officer	Committee	Target completion date	Progress/comments
Invest in the sculpture trail	6	AM	TCP	July '25	<p>£4,500 allocated to The Woodroffe School to produce three sculptures; work in progress.</p> <p>Two sculptures have been chosen – the Dinosaur and the Octopus – and have been made by two local artists in partnership with A Level art students from Woodroffe School. An exhibition of the maquettes was held at the Jubilee Pavilion. Installation will take place mid-July.</p>
Undertake VE day events	1	AM	TCP	May '25	<p>Programme of events agreed. Preparations in a process.</p> <p>The programme of events was carried out as planned on 8 May 2025, including the town crier's proclamation, a service at the war memorial, a two-minute silence at the Jubilee Pavilion, a cream tea for the Over 70s, the parish church ringing out for peace, a torchlight procession and the lighting of the beacon on the North Wall. The feedback has been very positive and the mayor has written to those involved to thank them for their support.</p> <p>The council is now working with the Lyme Regis branch of the Royal British Legion on plans for VJ Day on 15 August 2025. Two meetings have taken place with the RBL, the town band, the local vicar and the town crier to firm up plans for an event on Friday 15 January at the Marine Parade Shelters. More details are included in the update report.</p>
Continue with the bursary scheme	5	AM	TCP	March '26	Scheme to be re-promoted to local organisations.

					Applications are continuing to be made via local organisations, with four applications made so far in 2025-26, benefitting eight young people. A report is elsewhere on this agenda to review 2024-25.
Promote and support The Woodroffe School Youth Council	4	AM	TCP	TBC	Initiative has stalled due to the tragic death of Woodroffe School head of sixth form Justin Loveland. More details are included in the update report.
Organise a mini-golf event	2	AM	TCP	October '25	Event to be planned for Halloween.
Organise a floral competition	1	AM	TCP	TBC	The event will be held in 2026 to allow time to publicise the competition and allows people time to plan their displays. The delegated members, Cllr P. Evans and M. Ellis, will be meeting to start making plans.
Organise a Sporting Lyme event	2	AM	TCP	September '25	An initial meeting took place with 15 local sporting organisations on 5 June 2025 and the delegated members met on 26 June 2025. More details are in the matters arising report.
Improve noticeboards	4	AM	TCP	June '25	Locations to be finalised and order placed in April. The two locations identified are Bell Cliff and Anning Road Playing Field.
Undertake newsletter enhancement	40	AM	TCP	May '25	First edition scheduled for 2 May 2025. The first three editions have been published and we are currently working on the August edition. There will not be a magazine in September as the commitment was to produce 10 a year. Due to staff leave in August, it would not be possible to produce an edition in September. There have been issues with the distribution company and more details are in the update report.

Committee: Tourism Community and publicity

Date: 9 July 2025

Title: Lyme Regis Post Office

Purpose of Report

To allow members to consider allowing the Waffle House to divert £7,500 of the council's 2025-26 revenue grant allocated to part-fund a post office clerk to fund capital infrastructure works required for the provision of the post office

To allow members to underwrite and, if necessary, fund further capital works up to £10,500 for the remaining post office infrastructure works, subject to satisfactory assessment of The Waffle House's financial viability

Recommendation

- a) Members allow the Waffle House to divert £7,500 of the council's 2025-26 revenue grant allocated to part-fund a post office clerk to fund capital infrastructure works required for the provision of the post office
- b) Members agree to underwrite and, if necessary, fund further capital works up to £10,500 for the remaining post office infrastructure works subject to satisfactory assessment of The Waffle House's financial viability

Background

1. On 5 February 2025, the Full Council resolved to award term grants for 2025-30. The term grant awards included a five-year allocation to The Waffle House to fund a post office clerk. The funding allocation is: £15,000 in year 1, £13,000 in year 2, £11,000 in year 3, £9,000 in year 4, and £7,000 in year 5.

Report

2. Discussions with The Waffle House on 4 July 2025 confirmed the post office counter is on schedule to open in September 2025 but there is now a capital funding deficit; £18,000 capital funding for infrastructure works anticipated from the Post Office Ltd is no longer available.
3. The Waffle House has confirmed it is breaking even but does not have the capital to fund these project costs and does not generate an operating profit to fund a £18,000 loan. The Waffle House has asked the council if it can help.
4. A relatively easy decision for the council is to allow The Waffle House to divert part of its revenue grant of £15,000 to capital infrastructure works; it has suggested £7,500. The rationale, the council funding is for one-year, but the position will not be filled until September 2025, therefore half of the revenue isn't required.
5. If the council agrees to this, there is still a £10,500 funding shortfall.
6. At the meeting on 4 July 2025, officers identified two funding sources that are currently open and whose criteria meet The Waffle House's funding requirements: Dorset Council's Capital

Leverage Fund and the UK Shared Prosperity Fund, administered by Dorset Council. The Waffle House is committed to making immediate applications to these funding bodies.

7. However, funding applications are no guarantee of success and if the applications fail, the town council could step in and approve a grant of £10,500 to meet The Waffle House's funding shortfall; this commitment would allow The Waffle House to proceed with the scheduled opening of its post office counter in September 2025.
8. This would be unbudgeted expenditure and runs counter to the council's reluctance to approve grant funding outside of its grant allocation cycles. It could be taken as an advance allocation from the council's next large capital grants' budget allocation in autumn 2025, but this would reduce the sum available to other organisations from £12,500 to £2,000 which is likely to result in criticism from organisations considering applications.
9. The council must also consider its financial exposure to this project; if a capital grant of £10,500 is approved, the total 2025-26 grant allocation to The Waffle House in 2025-26 is £25,500, with a further grant allocation of £13,000 in 2026-27. For this reason, the finance manger and town clerk will review The Waffle House's accounts to assess its financial viability and report to the Full Council on 6 August 2025.
10. If there are strong recommendations from this committee to the Full Council to allow The Waffle House to divert £7,500 revenue funding to capital expenditure and to support the underwriting of The Waffle House's remaining £10,500 infrastructure costs, officers propose The Waffle House is informed of the council's 'minded to' decision so as not to jeopardise the post office counter's implementation date
11. Any recommendations from this committee will be reported to the Full Council on 6 August 2025.

John Wright
Town clerk
July 2025

Committee: Tourism, Community and Publicity

Date: 9 July 2025

Title: Fire Co-responder Service

Purpose of the Report

To allow members to consider sending a letter to South Western Ambulance Service Trust to express concern about the phasing out of the Fire Co-Responder role

Recommendation

Members consider sending a letter to South Western Ambulance Service Trust to express concern about the phasing out of the Fire Co-Responder role

Report

1. In June 2025, South Western Ambulance Service Trust (SWAST) announced it would phase out the Fire Co-Responder role over the next 12 months, which sees firefighters as first responders in some medical emergencies.
2. SWAST has been developing and strengthening its Community First Responder (CFR) volunteering model in recent years, which would mean Fire Co-Responders are no longer required. The trust would save about £60 per call by using CFRs, who are only paid expenses.
3. However, the Fire and Rescue Services Association is concerned about the viability of some fire stations, as they depend on payments received for delivering medical care, with co-responder calls potentially outweighing the number of standard fire calls a station receives.
4. CFRs receive an enhanced level of clinical training and with clinical support from the trust, can administer pain relief and discharge patients at the scene. Due to the cost comparator between a Fire Co-Responder and a CFR and in a bid to achieve efficiency and value for money, SWAST is investing in increasing CFR volunteers across the south west.
5. As part of the transition, SWAST has invited Fire Co-Responders to train to become CFRs.
6. Fire Co-Responders are available at Lyme Regis Fire Station and there is some obvious disappointment among the crew. Several members have also expressed their concern and Cllr C. Reynolds asked if this matter could be added to this agenda.
7. Cllr Reynolds has contacted West Dorset MP Edward Morello about the issue. Cllr Reynolds said the MP is concerned about Lyme Regis and the rest of West Dorset losing their Fire Co-Responders. Cllr Reynolds is concerned that in areas like Lyme Regis, patients can wait several hours for urgent help, so Fire Co-Responders are vital. She feels this is of particular concern in the summer when the town's population swells.

8. Cllr Reynolds would like the town council to consider sending a letter to SWAST to express its concerns.
9. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

Adrienne Mullins
Assistant town clerk
July 2025

Committee: Tourism, Community and Publicity

Date: 9 July 2025

Title: The Dorset Local Business Awards

Purpose of the Report

To allow members to consider becoming the premier sponsor of the Dorset Local Business Awards in Lyme Regis

Recommendation

Members consider approving £400 of unbudgeted expenditure to become the premier sponsor of the Dorset Local Business Awards in Lyme Regis

Report

1. The council has been approached by a company called Marketing West who organise The Dorset Local Business Awards to promote the range and quality of local businesses in the county.
2. The date of the Lyme Regis awards is Thursday 25 September 2025. The venue is the Lyme Regis Golf Club.
3. The award categories are:
 - Independent Business of the Year
 - Green/Eco Business of the Year
 - Outstanding Customer Service
 - New Business of the Year
 - Health, Beauty and Wellbeing Business
 - Young Entrepreneur/Rising Star
 - Best Place to Work
 - B2B Business
 - Family Business
 - My Favourite Business
 - Cafe/Pub/Casual Dining
 - Retail Business of the Year
 - Outstanding Community Support (this category is donated at no cost to a local charity).
4. The council has been approached about becoming the premier sponsor of the Lyme awards. The cost is £400, which is not budgeted.
5. In view of the poor relations between the council and local business, I thought this would be good publicity for the town council.
6. See **appendix 13A** for what they are offering for the £400 sponsorship fee.

7. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

Cllr Philip Evans
Mayor
April 2025

Premium Sponsors Package

Awards Ceremony Places	Five
Speaking at the beginning of the awards officially launching the awards event	Yes
Banners at the Awards	Four
Logo on the awards video wall close to stage area repeated every three minutes	Yes
The opportunity to on video wall close to stage area repeated every three minutes	Yes
Logo on screens before and after the awards ceremony	Yes
Sponsors Logo on the awards website in a premier position.	Yes
The sponsor receives the first category sponsorship at the awards and can choose their category in advance.	Yes
The sponsor announces their category winner and presents their award	Yes
Opportunity to have promotional items in Gold Bags	Yes
High profile on the awards social media posts	Yes
Guest List in advance if requested	Yes
Photo of the Sponsor launching the awards positioned at the beginning of our post awards online booklet sent to all sponsors and winners	Yes

Committee: Tourism, Community and Publicity

Date: 9 July 2025

Title: Further Enhancing Weddings at the Guildhall

Purpose of the Report

To provide members with an update on the success of the project to enhance wedding packages at the Guildhall and to inform members of plans to further enhance the offering

Recommendation

Members note the report and consider putting beach weddings forward as a possible objective for 2026-27

Background

1. Enhancing wedding packages for ceremonies at the Guildhall was an objective for 2024-25, with a budget of £2,000.
2. This project was spearheaded by administrative and community engagement assistant Kate Newman, who did a fantastic job in meeting her personal objective. This included introducing additional hire packages including flowers, candles, fairy lights, chair covers and chair sashes, designing a new brochure, holding a styled shoot at the Guildhall, setting up dedicated social media accounts for Guildhall weddings, advertising in bridal magazines, and enhancing the audio in the Guildhall.

Report

3. Members might like to know how successful the project has been so far.
4. The new brochure and additional hire packages were rolled out in August 2024 and in that year, we had two hire bookings totalling £171. Additional hire packages in 2025 so far total £1,473 and continue to climb.
5. All the enhancements have resulted in increased bookings and income, as follows:
 - 2022 – 30 bookings (suspected roll-over from Covid wedding postponements/cancellations)
 - 2023 – 19 bookings
 - 2024 – 25 bookings
 - 2025 – 40 bookings
 - 2026 – 7 (of which 2 have already committed to £99 additional hire package).
6. This is a great achievement and Kate should be congratulated.
7. Kate has more ideas she would like to pursue this year to further enhance weddings and we have agreed these as her personal objectives for 2025-26.

8. Kate has designed a logo for Guildhall weddings, which can be used in our brochure, in adverts and all our publicity. The logo is below:



9. Kate would also like to hold a wedding fayre at the Guildhall and we are aiming to hold this in early-autumn. Not only would we have the opportunity to dress the Guildhall for a wedding to showcase it to prospective hirers, but local businesses who take part would also have the opportunity to promote their services. There would be no charge for businesses to take part and we already have a good database of local suppliers who are featured in the brochure and assisted with the styled shoot.
10. The only expenditure we envisage is some bottles of bubbly and some paper gift bags so those attending can go away with some information and maybe free gifts provided by the suppliers. There is no allocated budget for this but as it will be minimal, this can be covered with an existing budget.

Beach weddings

11. Looking to the future, the idea of weddings on the beach has been something this council has previously discussed. At a meeting of this committee on 15 November 2023, when discussing weddings at the Guildhall, discussion turned to the possibility of beach weddings. It was recommended by this committee and subsequently resolved by Full Council on 13 December 2023 'to instruct officers to investigate the possibility of holding weddings on the beach and to report back to a future Tourism, Community and Publicity Committee meeting'.
12. Discussions then took place with the registrars at Dorset Council about the feasibility of this and locations and parameters were identified. Currently, there is nowhere in the Dorset Council area where a couple can get married on the beach. The registrars said they were very excited by the prospect of being able to hold ceremonies on Lyme Regis beach and said they had many couples who requested this.
13. This was put forward as an objective for 2025-26 but was not taken forward. Officers would suggest this is put forward as a possible objective for 2026-27.
14. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

Adrienne Mullins
Assistant town clerk
July 2025

Committee: Tourism, Community and Publicity

Date: 9 July 2025

Title: Midsummer Party in the Park 2025 and Planning for 2026

Purpose of Report

To allow members to receive a debrief on Midsummer Party in the Park 2025 and to consider plans for the 2026 event

Recommendation

Members note the assessment of Midsummer Party in the Park 2025 and delegate members to the working group to plan the 2026 event

Background

1. A residents' event was agreed as an objective for 2024-25 and a budget of £10,000 allocated. The first Party in the Park was held on 29 June 2024.
2. To allow forward planning, a sum of £10,000 was added to the budget for all future years, rather than having to agree it as an objective each year.
3. The working group, which included Cllr G. Caddy (chairman), Cllr S. Larcombe, Cllr A. Wood, the assistant town clerk and the communications assistant, held regular meetings between October 2024 and June 2025 to plan the event.

Report

4. Midsummer Party in the Park 2025 was held in Lister Gardens and on Marine Parade on Friday 20 June and Saturday 21 June, making it a two-day event for the first time.
5. On Friday 20 June, there was open-air cinema in the Lister Gardens, with an inflatable screen located on the seafront roof, showing the film Wonka. The whole cinema set-up was provided by a company called Cinema Hire 4U, which included a technician to manage it. This took away a lot of the hassle and I would recommend this company is used in future, if open-air cinema is repeated. It was a complicated process to obtain the licence from Filmbank Media but now an account has been set up, licences for any future screenings should be much more straightforward.
6. The film was scheduled to start at 8.30pm. We knew this would be a risk as sunset was at 9.28pm, but as it was aimed at families, we felt we couldn't start any later than this. As the weather was so good on the day, it was simply too light at 8.30pm to start the film. We delayed the start as long as possible and felt 9pm was as late as we could go.
7. The screening was well received and there were several hundred people watching. The feedback has been very positive, the film choice a popular one given part of it was filmed in Lyme Regis, and we have been asked when the next open-air cinema will be.
8. On Saturday 21 June, the 'main stage' was on the seafront roof. A gazebo purchased for the 2024 event was available for performers to shelter under as it was another very hot day. It has been suggested we could consider a simple stage for next year's event so this is something for the working group to consider.

9. On the main stage, we had a music and science show by Strawberry Jam, followed by an exotic animal show by Mad 4 Animals. Although both performances were excellent, audience numbers were not as high as hoped, possibly because the weather was so hot that people did not want to sit in the sun or were on the beach. Mad 4 Animals arrived late due to some confusion over where he should park and as such, his show was cut from one hour to 45 minutes to allow the bands to start on time.
10. Rainbow Gecko were located at the top of the gardens, on a flat area in front of the mini golf. Bubble Fairie did face painting from her bell tent and had a queue of children from start to finish. Bubble Man did his bubble show and constantly had a group of children around him. Both said they really enjoyed the event.
11. Sporty Stars set up four inflatable activities on the lower part of the former putting green – a mini bouncy castle, axe-throwing, foot darts and basketball. All the activities were in constant use from start to finish, with children queuing to have a go. Sporty Stars had their own staff managing this so it all went smoothly. They did arrive a bit late due to heavy traffic so were not ready until about half an hour after the start of the event.
12. Seven food traders were booked to attend, located in the Marine Parade Shelters. Spud Pod pulled out two weeks before the event due to issues with their catering van, and Spice and Rice pulled out the day before their event as their van was off the road. However, we still had Arty Bakes, Tortilla Cantina, Flame Cave Pizza, Pancake Pod and Milly's Ice Cream. With the exception of Milly's, which operated from a trike so was able to move around the gardens, the others were in the shelters as they all operate from trailers or vehicles, which are not allowed on the seafront roof and wouldn't be able to manoeuvre around the gardens. Some were busier than others but said business picked up in the evening when it was cooler and people were leaving the beach.
13. There were two bars, one provided by Lyme Regis Football Club which was available on both the Friday night and Saturday and was located on the seafront roof, and another provided by Polar Pup, which was only available on the Saturday and located in the shelters. The football club bar was open for the whole event, but the Polar Pup bar closed early. The location of the football club bar could be reviewed – it was as far west as it could go on the roof, which was possibly a bit out of the way.
14. In the evening, there were four performers on the main stage: Joanna Cooke, JAWES, Jess and Finn, and Mama Feelgood. The music was well received, with the performances getting livelier as the day went on.
15. The bands and their equipment were managed by an external stage manager. Unlike last year, the stage manager did not MC between acts, which was a definite disadvantage. There was also no one to MC between the children's entertainment or to play background music in between acts, which would have helped bring everything together and got the audience involved more. As a result, the whole event seemed a bit disjointed at times. This is something we need to consider for next year.
16. Mini golf was free for everyone throughout the event. The course was extremely busy all day and was popular with families.
17. Council staff and members were marshals at the event and provided practical support. Everyone received a briefing and were able to communicate via the radios. There were some unexpected challenges but no major issues to deal with. Parking was reserved at Monmouth Beach for those taking part in the event so two marshals were based here on shifts for the earlier part of the day to manage this.

18. At the time of the event, we were experiencing problems with the cleaning company that looks after the Marine Parade toilets so they were in a very poor state. As such, the staff team did four cleans on Saturday and one on the Friday night.
19. Security was provided by an external company, with two operatives on duty on Friday and Saturday and one overnight on Friday to look after the bar. They were discreet, happy to chat to partygoers, and there were no incidents that required their intervention. There were two lost children, who were not attending the event, but they assisted with both incidents and were responsible for finding one of them.
20. First aid was provided by local company Rapid EMS. There was one first aid incident but this was not directly associated with the event. A child hurt himself using the outdoor gym equipment and this was dealt with expertly by Rapid EMS.
21. It is estimated around 2,000 people attended the event across the day, with around 400 people on site at any one time. There was a mixture of local residents and visitors and the audience profile changed from families during the day to mainly groups of adults and couples in the evening.
22. Comments from those on the day and later on social media suggested everyone enjoyed the event, with the good weather certainly helping to make it a success.
23. Reusable plastic cups with the event branding were used at the bars. 500 cups were ordered and there are around 200 left, which can be re-used next year.
24. T-shirts with the event branding were available to those volunteering or working and there is a stock of all sizes left over which can be re-used next year.
25. Planning for the 2026 event should start early so it is suggested members are appointed to the working group at this meeting. The first meeting will take place in October 2025.
26. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

Adrienne Mullins
Assistant town clerk
July 2025

Committee: Tourism Community and Publicity

Date: 9 July 2025

Title: Housing Allocation Policy Consultation

Purpose of Report

To allow members to comment on Dorset Council's draft Housing Allocation Policy 2026-31 and to submit an online survey response to Dorset Council ahead of the consultation closing date of 24 August 2025

Recommendation

Members consider Dorset Council's draft Housing Allocation Policy, offer their views and delegate the final online survey response to the town clerk in consultation with three members identified by this committee

Background

1. Dorset Council is legally charged with administering a range of housing duties, including the operation of a scheme for the allocation of social rented housing.
2. In 2021, Dorset Council introduced a five-year first housing allocations' scheme; the new housing allocations' scheme which is being consulted on will operate from 2026-31.
3. Dorset Council's overall vision for housing is set out in its housing plan. The vision is, 'to ensure its residents have access to affordable, suitable, secure homes where they can live well as part of sustainable and thriving communities.' Dorset Council's aims for its housing allocation scheme to contribute to its vision, by:
 - making best use of social housing available to let
 - ensuring those most in need of social housing are prioritised for it
 - allocating social rented housing to people whose housing need cannot be met by the commercial housing market.

Report

4. Dorset Council's draft housing allocation scheme is available [here](#) and needs to be read in conjunction with the [online survey](#).
5. The survey either draws out changes to the 2021-25 policy and/or introduces new considerations, they include: local connections, the banding system, including categorisation within each band, removal of the 'older persons housing no connection' category, removal of the 'housing related debt' category, unacceptable behaviour, guarantor requirements, income and savings thresholds, refusal criteria, quotas, overcrowding criteria and direct lets.
6. Members are asked to offer their views on Dorset Council's Housing Allocation Policy and delegate the final online survey response to the town clerk in consultation with up to three members identified by this committee.

7. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

John wright
Town clerk
July 2025

Committee: Tourism Community and Publicity

Date: 9 July 2025

Title: Pleasure Boat, Vessel and Boatperson Licencing Policy

Purpose of Report

To allow members to comment on Dorset Council's new Pleasure Boat, Vessel and Boatperson Licencing Policy and to submit an online survey response to Dorset Council ahead of the consultation closing date of 13 September 2025

Recommendation

Members consider Dorset Council's Pleasure Boat, Vessel and Boatperson Licencing Policy, offer their views and delegate the final online survey response to the town clerk in consultation with three members identified by this committee

Background

1. Pleasure Boat Licensing is covered under s.84 of the Public Health Acts Amendment Act 1907 (as amended).
2. There are currently existing licensing arrangements for pleasure boat licensing in the former Purbeck and East Dorset Council administrative areas.

Report

3. Dorset Council intends to introduce a new Pleasure Boat, Vessel and Boatperson Licensing Policy covering the whole of the Dorset Council administrative area.
4. A new draft policy has been prepared by officers to be published for consultation to give a fair, consistent and equitable approach across the Dorset Council area. The policy would give Dorset Council, as the licensing authority, greater control over the licensing of pleasure craft and ensure all operators and boatmen are subject to the same application, enforcement and licence conditions regardless of where they trade.
5. The policy does not regulate activities which fall under the jurisdiction of the Weymouth, Bridport or Lyme Regis Harbourmaster or sea going vessels outside of the harbourmaster's jurisdiction, which are licensed by the Maritime and Coastguard Agency (or certifying authority).
6. The policy is broken down into six main sections with an additional five annexes which need to be reviewed before survey questions can be answered.
7. The definition of pleasure craft includes paddleboards and canoes/kayaks, and it isn't currently clear how the suggested arrangements might 'fit' with this council's granting of local concessions for 'non-motorised watersports'. The local concessions are within the physical area of jurisdiction of the Lyme harbourmaster, but this council's granting of concessions within that area is provided for by the historic 'Tripartite Agreement', the terms of which Dorset Council has previously agreed to honour. Officers will seek clarification prior to the meeting.

8. Members are asked to offer their views on Dorset Council's new Pleasure Boat, Vessel and Boatperson Licencing Policy and delegate the final online survey response to the town clerk in consultation with up to three members identified by this committee.
9. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

John Wright
Town clerk
July 2025

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

To provide members with review of the bursary scheme for local young people in 2024-25

Recommendation

Members note the report

Background

1. The council introduced a bursary scheme in 2023-24 to help children and young people who would otherwise be unable to take part in local clubs and activities, pay subscriptions and buy equipment to pursue their interests.
2. In 2023-24, a budget of £20,000 was allocated and 11 bursaries were awarded to young people involved with six different organisations, totalling £1,519.50.
3. 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. Woodroffe School accepted the £2,000 allocation but unfortunately, St Michael’s and Mrs Ethelston’s did not take up the offer.
4. Woodroffe School provided a report on how the funding was spent and this was reported to this committee on 25 September 2024. The bursary supported 25 students in year 7 to attend an outdoor adventure camp.
5. A further £6,000 was allocated 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 was reported to this committee on 25 September 2024.
6. The bursary scheme was continued in 2024-25, with a budget of £5,000.

Report

7. In 2024-25, 16 bursaries were awarded to young people involved in five different organisations, totalling £1,416.80. A summary of the bursaries is as follows:

Organisation	Purpose	Amount	Date claimed
B Sharp	To fund Hub Jams and Boombox sessions for four students for the spring and summer terms	£460	29/04/2024
Lyme School of Ballet	Pre-exam class fees and Royal Academy of Dance exam fee	£143	24/06/2024
Lyme School of Ballet	Grade 1 RAD Ballet exam and associated	£107	11/07/2024

	class fees		
Lyme Regis Town Band	To pay the term fees for the training band for one junior member	£35	17/09/2024
Powder Monkeys ESSU	To purchase a uniform hoodie for one member	£22.80	08/10/2024
1 st Lym Valley Scout Group	To purchase a jumper and polo shirt and subs for a term for one member	£78	19/10/2024
Lyme School of Ballet	To pay fees for one student for one half term	£54	08/11/2024
Lyme School of Ballet	To pay fees for one student for one term	£99	30/12/2024
Lyme School of Ballet	To pay fees for one student for one term	£108	31/12/2024
Lyme Regis Town Band	To pay the term fees for the training band for one junior member	£35	15/01/2025
Powder Monkeys Explorer Sea Scout Unit	To pay for one member to attend camp and associated travel costs	£103	18/01/2025
1 st Lym Valley Scout Group	To pay for one member to attend camp and associated travel costs	£125	19/03/2025
1 st Lym Valley Scout Group	Subs for one member	£47	25/03/2025

8. An additional £2,000 was allocated to Woodroffe School in 2024-25 and this is being used to pay for some year 7 students to attend an outdoor adventure camp in Mendip. A report will be provided by the school and brought to this committee.
9. Total expenditure for the bursary scheme in 2024-25 was therefore £3,416.80.
10. Due to the success of the scheme, a further £5,000 has been allocated in the 2025-26 budget to continue the bursaries. So far this year, four applications have been made, benefitting eight young people.
11. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

Adrienne Mullins
Assistant town clerk
July 2025

Committee: Tourism, Community and Publicity

Date: 9 July 2025

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 Council – Street Trading Policy
 - Ministry of Housing, Communities and Local Government - Enabling Remote Attendance and Proxy Voting at Local Authority Meetings
 - DEFRA – Reform of Bathing Water Regulations 2013
 - Ministry of Housing, Communities and Local Government - Strengthening the standards and conduct framework for local authorities in England
 - Dorset Council – Street Lighting Policy Consultation
 - Dorset Council – Extension of The Lyme Regis Anti-Social Behaviour Related Public Space Protection Order 2022
 - Dorset Council - Pleasure Boat, Vessel and Boatperson Licencing Policy
 - Dorset Council – Housing Allocation Policy Consultation
 - Dorset Council - Draft Local Nature Recovery Strategy Consultation
2. **Appendix 19A** 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 6 August 2025.

Adrienne Mullins
Assistant town clerk
July 2025

APPENDIX 19A

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	15/08/25	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’.	<p>The consultation has been extended from 1 January 2025 to 4 April 2025.</p> <p>Dorset Council will be assessing submissions received before 20 December 2024, in 2025. Sites submitted after 20 December 2024 will likely be assessed at a later date.</p> <p>While the Dorset Council 'call for sites' 2024 is now closed, sites that may have potential for new homes (including for the settled and Traveller communities), and employment development can still be submitted through the online form. The deadline for this has now been extended from April 2025 to 15 August 2025.</p>
Dorset Council – Better Days – Day Opportunities	11/03/25	09/06/25	Dorset residents	Social media and website	N/A	<p>Dorset Council consulted on their proposed changes to the way in which day opportunities are delivered in Dorset.</p> <p>Dorset Council will now begin collating all the feedback received over July and August and take a report with the conclusions to cabinet in the autumn.</p>

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	The Active Travel Infrastructure Plan was considered by Dorset Council’s Place and Resources Overview Committee on 21 November 2024. Due to the scale of the work that was needed across Dorset, this will be brought back to a future Overview Committee meeting.
Dorset Council – Draft Street Trading Policy	04/11/24	26/01/25	The public and stakeholders	Social media and website	Report considered by the Strategy and Finance Committee on 27/11/24 and agreed officers would respond in consultation with the chairman of the Strategy and Finance and Town Management and Highways Committees	The Draft Street Trading Policy will be considered by Dorset Council’s Licensing and Gambling Acts Committee on 15 March 2025 and agreed the statutory advertising process for street designations.
Ministry of Housing, Communities and Local Government - Enabling Remote Attendance and Proxy Voting at Local Authority	24/10/24	19/12/24	Local authorities in England	N/A	Report considered by the Strategy and Finance Committee on 27/11/24 and agreed the response would be delegated to the	The government published the consultation outcome on 5 June 2025. The conclusion and next steps is as follows: <i>The government is of the view that in-person authority meetings remain vital for local democracy,</i>

Meetings

town clerk, Cllrs S. Cockerell, P. Evans and P. May

but that hybrid and remote attendance, and proxy voting, will enable local authorities in England to develop more modern, accessible, and flexible working practices.

We have carefully considered arguments for and against remote attendance and proxy voting, and we plan to legislate to support permanent provision in relation to both policies, when parliamentary time allows.

On remote attendance, we plan to permit local authorities to develop their own locally appropriate policies, if they decide to hold remote meetings.

On proxy voting, we plan to require principal (unitary, upper and second-tier) councils to implement proxy voting schemes, to provide consistency for members who are absent when they become a new parent, or for serious or long-term illness. We plan for this requirement to apply to meetings of full council. For all other meetings, proxy voting may be used but will not be required, and substitute or pairing schemes may be more appropriate. We plan for other local authorities not listed above to be enabled but not required to implement proxy voting schemes, for any of their meetings,

						<p><i>in the context of member absences for serious or long-term illness or becoming a new parent.</i></p> <p><i>We plan to work collaboratively with the sector to develop clear and supportive guidance in relation to both remote attendance and proxy voting policies.</i></p>
DEFRA – Reform of Bathing Water Regulations 2013	12/11/24	23/12/24	The public and stakeholders	Community briefings	Report considered by the Environment Committee on 20 November 2024 and agreed officers would respond in consultation with Cllrs P. May and S. Cockerell and G. Barr from the River Lim Action Group	The government posted the consultation outcome on 12 March 2025. More information can be found here .
Ministry of Housing, Communities and Local Government - Strengthening the standards and conduct framework for local authorities in England	18/12/24	26/02/25	Local authorities in England	N/A	Report to be considered by the Strategy and Finance Committee on 29 January 2025	No update.

Dorset Council – Street Lighting Policy Consultation	24/03/25	04/05/25	The public	Social media and website	Report considered by the Town Management and Highways Committee on 9 April 2025 and agreed a response would be delegated to Cllrs S. Cockerell and M. Ellis with the town clerk	No update.
Dorset Council – Extension of The Lyme Regis Anti-Social Behaviour Related Public Space Protection Order 2022	24/02/25	20/04/25	The public and stakeholders	Social media and website	Report considered by the Town Management and Highways Committee on 9 April 2025 and no comments made	On 1 July 2025, Dorset Council extended the PSPO by a period of three years.
Dorset Council - Pleasure Boat, Vessel and Boatperson Licencing Policy	20/06/25	13/09/25	Stakeholders	Social media and website	Report elsewhere on this agenda to allow members to be delegated to formulate a response.	Consultation still open.
Dorset Council – Housing Allocation Policy Consultation	02/06/25	24/08/25	Residents in housing need and organisations with a view on affordable housing	Social media and website	Report elsewhere on this agenda to allow members to be delegated to formulate a response.	Consultation still open.

Dorset Council - Draft Local Nature Recovery Strategy Consultation	07/05/25	30/07/25	Residents and organisations	Social media and website	Report to be taken to the Environment Committee on 16 July 2025 to allow members to be delegated to formulate a response.	Consultation still open.
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