



John Wright
Town Clerk

Lyme Regis Town Council

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Town Management and Highways Committee

Core Membership: Cllr J. Broom (chairman), Cllr J. Scowen (vice-chairman), Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr G. Turner, Cllr S. Williams

Notice is hereby given of a meeting of the Town Management and Highways Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 18 April 2018 commencing at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
13.04.18

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 any apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 28 February 2018 (attached)

4. Disclosable Pecuniary Interests

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

5. Dispensations

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

6. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 28 February 2018

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 inform members about progress on significant works and issues

8. Request to Trade in Lister and Langmoor Gardens

To allow members to consider a request to sell ices and cold drinks from a purpose-built mobile tricycle in Lister and Langmoor Gardens

9. Request for Free Parking Spaces in Monmouth/Cabanya Car Parks

To allow members to consider a request from Lyme Regis Boat Building Academy to allow staff to park in Monmouth/Cabanya car park for free during the winter season

10. Beach Hut Replacement

To allow members to consider proposals to replace the Cart Road beach huts

11. Charmouth Road Park and Ride facility

To inform members about the latest position on Charmouth Road park and ride site

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

12. View Road Access Arrangements

For members to note the existing arrangements controlling access over the council-owned road to the rear of View Road expire early next year and that officers will now commence consideration of how best to deal with access rights and other associated issues in future with a view to bringing a comprehensive report to a meeting of this committee later in the year

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

13. Security and Alarm Review

To allow members to consider the security and alarm review, consider three quotes for the upgrade and installation of the alarms, and approve a contractor to carry out this work

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

14. Land to the rear of Ocean View, Marine Parade, Lyme Regis

To allow members to consider proposals to agree the boundary alignment at the rear of Ocean View, Marine Parade, Lyme Regis

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

15. Complaints and Incidents

16. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

a) Agenda item 11 – Charmouth Road Park and Ride Facility

b) Agenda item 12 – View Road Access Arrangements

c) Agenda item 13 – Security and Alarm Review

d) Agenda item 14 - Land to the rear of Ocean View, Marine Parade, Lyme Regis

Committee: Town Management and Highways

Date: 18 April 2018

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 28 February 2018

Purpose: 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

19/96/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 17 January 2018

Harbour dredging

Further to questions raised by a member at the last meeting, the beach rake will pick up stones up to a certain size. Anything bigger is moved manually by the operator.

The dredging work was completed to programme during mid-March but much of the deposited material has subsequently been removed by storm action.

This is causing some issues for the operation of the beach rake and also affects the public use of the sandy beach. Options are currently being looked into and the engineer who managed the dredging project has been contacted.

Lease assignment for the Antiques Centre

The paperwork for this will be completed very shortly.

At the last meeting, a member raised the issue of 'A' boards on the raised walkway in front of the centre and whether this was prohibited in the lease.

The lease is silent on the particular issue of 'A' boards but does prohibit any advertising signs being affixed to the building unless to advertise the antiques centre itself.

There is also a general provision stating that the tenant shall not 'do anything in or upon the premises which shall be or become a nuisance or annoyance to the council....'

The matter will be discussed with the tenant.

17/98/TMH – Receipt of a Petition

A meeting took place between Cllr J. Broom, the deputy town clerk and representatives of the RNLI on 5 March 2018.

The meeting informed a report to the Full Council on 28 February 2018, when it was resolved: 'to approve the request from the RNLI for a replacement, raised lifeguarding hut on Front Beach in the light of additional information arising from a meeting with the RNLI on 5 March 2018'.

The new platform and hut will be installed on 15 June 2018 and removed again at the end of the season.

Officers are in discussions about the suggested infilling of the 'open' sides of the platform.

17/100/TMH – CCTV

The operations manager has obtained a price for the CCTV consultant to create a CCTV operational requirement as the foundation for the design of a CCTV system.

17/101/TMH – Chalet 18, Monmouth Beach

The chalet has been demolished down to floor level. While the chalet is removed, any necessary repairs will be carried out to the substantial retaining wall immediately to the rear of the site.

The design of the intended replacement chalet was approved at the last meeting of this committee and a planning application has been submitted to West Dorset District Council for determination, application number WD/D/18/000190.

17/102/TMH – Memorial Benches and Trees

Ten benches have been ordered and the company are providing one for free due to the size of the order. These will be allocated to the next people on the waiting list.

17/103/TMH – Guildhall Window

The window was repaired in March by Jody Leaf builders at a total cost of £5,512.80 (excl VAT). This cost includes the significant road closure and signage costs which totalled £2,556.30 (excl VAT). This is being recouped through insurance from Travis Perkins who were the last to strike the window during the repair week.

Following the Guildhall window meeting, Dorset Highways has installed two plastic bollards, **appendix 6A**, on the pavement to deter HGV drivers from mounting the pavement. Unfortunately, they could not be placed closer to the kerb due to shallow services running underneath that area.

Cllr Daryl Turner has had some signage placed on Charmouth Road, **appendix 6A**, but Dorset Highways is waiting to see if there is any movement from Highways England on A35 signage before it moves on further signage on Charmouth Road.

Two new bollards outside the Guildhall in March 2018



Signage put in place on Charmouth Road by Dorset Highways at the request of Cllr Daryl Turner



Committee: Town Management and Highways

Date: 18 April 2018

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Public toilets

Public Space Protection Orders

The new West Dorset Anti-Social Behaviour Related PSPO comes into force on 23 April 2018. The order makes it an offence to intentionally feed seagulls, with a fixed penalty of £100 if paid within 28 days, reduced to £75 if paid within 14 days.

Red Arrows

The Red Arrows will not be displaying in Lyme Regis this year, as the requested day of 16 August 2018 has been allocated as an engineering day.

The town council is working with the organisers to try and arrange an alternative programme of events for this day.

Marine Parade toilets

Cllr John Broom and the operations manager met with Steve Porter on 12 Apr 2018 and decided upon the cubicle/tile/surface materials and colours. See **appendix 7A** for the chosen colour scheme.

Town bus

No further progress has been made with extending bus routes since the last meeting of the committee. A meeting with Damory will be prioritised over the next 2-3 weeks.

Chalet site planning permission

The planning permission for the majority of the Monmouth Beach chalet and caravan site expires in November this year. The exception is the area of the 11 'new' chalets on Western Beach. That permission expires in November 2020.

Because of his experience in dealing with the site and the ground conditions which affect it, Peter Chapman of PCRM Consultancy, Bridport has been asked to submit the application for renewal, including all the necessary supporting information, which will include a new ground stability report, on the council's behalf.

Any renewed permission will last for a period of a further five years; permanent permission not being available because of the various issues affecting the site.

Clappentail roundabout

The highway authority now only prioritise a very limited number of new waiting or other restrictions annually throughout the county.

This location is not considered to be a priority and it is unlikely that any new 'no waiting' restrictions will be implemented at Clappentail roundabout within the foreseeable future, unless the new Dorset Council decides to adopt a different approach to dealing with such requests.

Vehicle restriction signs

The highway authority has committed to do nothing over and above the new signage on Charmouth Road and the bollards underneath the Guildhall, although it is possible that additional proposals will emerge from the 'transport study' arising from the Sidmouth Road park and ride planning application.

Sidmouth Road Park and Ride

The final date for comments on the submitted planning application (18/0584/FUL) is 18 April 2018.

Uplyme Parish Council considered the application on 28 March 2018 and recommended that it be refused, although that comment is not yet registered on the East Devon District Council planning website. The ward member has similarly recommended that the application should be refused. There is currently one letter of support but no other comments.

The timescale or process for determining the application is not yet known.

The process of obtaining a consultant to undertake the associated transport study was initiated by Boon Brown, Yeovil on the council's behalf. Three proposals have been received which are currently being evaluated.

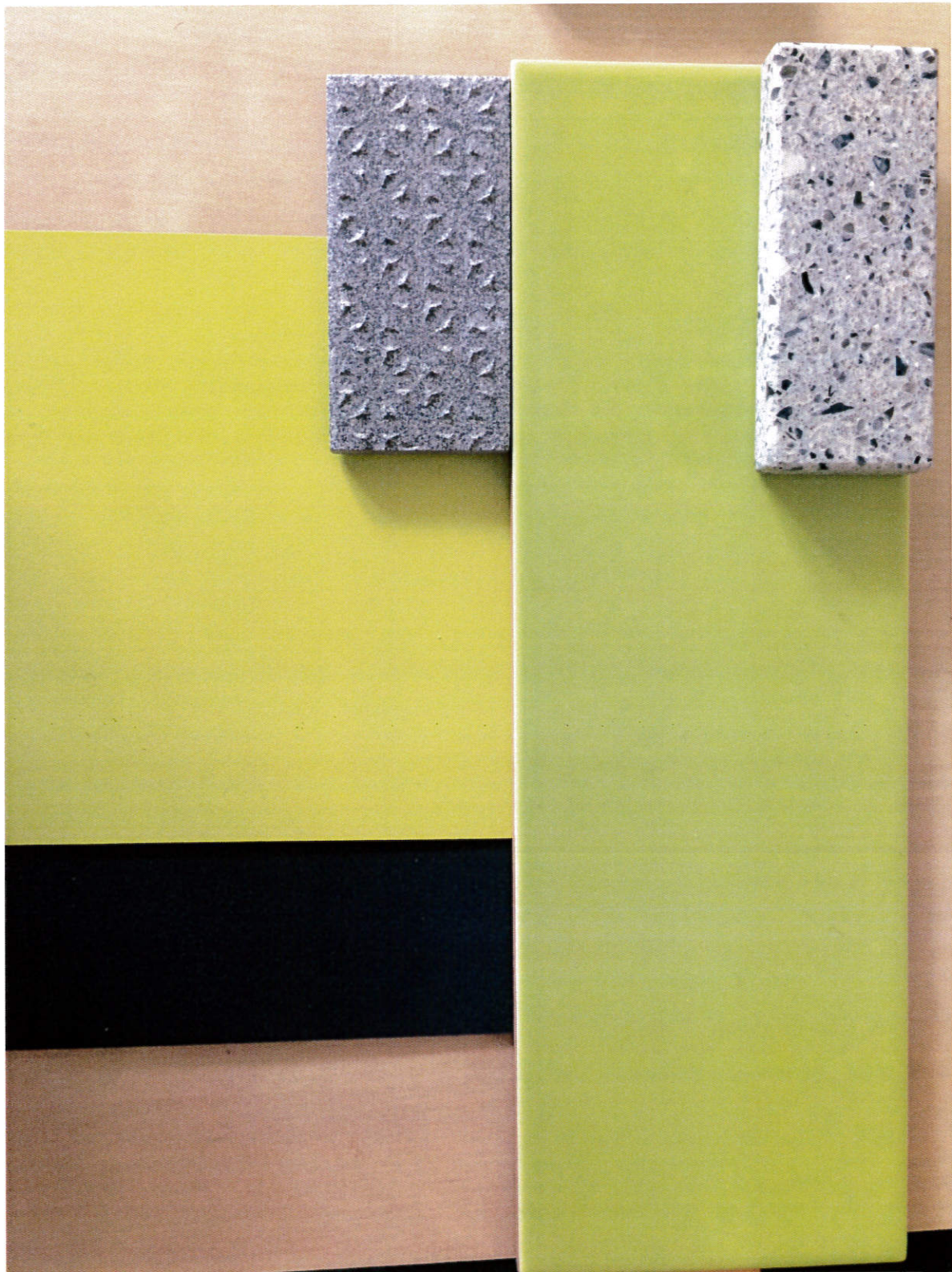
Any further update will be given verbally at the meeting.

Woodmead car park bin store

The old shed has been removed and the new 1,100ltr bin store installed in the corner of the car park and subsequently re-levelled at the request of Cllr Broom. The gardening team will replant the area where the old shed was situated.

Marine Parade toilet refurbishment

Cubicle colours/floor tile/wall tile/worktop surface



Committee: Town Management and Highways

Date: 18 April 2018

Title: Request to Trade in Lister and Langmoor Gardens

Purpose

To allow members to consider a request to sell ices and cold drinks from a purpose-built mobile tricycle in Lister and Langmoor Gardens

Recommendation

That members consider a request to sell ices and cold drinks from a purpose-built mobile tricycle in Lister and Langmoor Gardens

Background

1. The council has received a request from a local resident to sell ices and cold drinks from a purpose-built mobile tricycle in Lister and Langmoor Gardens.

Report

2. The individual concerned also currently trades, selling the same products, from fixed business premises in Lyme Regis. They have the required public liability insurance, health and hygiene certification and also possess a pedlars' certificate granted by the police.
3. The council has not recently granted permission for trading to take place in the gardens, although, as recently as 2016, the council did advertise the availability of a concession for 'static and mobile vending' which covered both the Marine Parade and the gardens.
4. No such concession has been granted in recent years and the availability of the concession was not advertised in 2017, primarily because the council had not accepted any of the trading proposals put forward in previous years.
5. If members are minded to support the principle of the request, it is recommended the availability of a concession for mobile and static vending in the gardens should be re-advertised in order that others have the opportunity to submit proposals on a fair and equal basis.
6. The issues relating to pedlars and their rights to trade are extremely complicated and advice has been sought on a range of issues from the council's solicitor. This may be the subject of a separate report, probably to Full Council on 9 May 2018.
7. This request to trade in the gardens should be treated as a separate issue and considered on its own individual merits.

AGENDA ITEM 8

8. Any recommendations from this committee will be considered by the Full Council on 9 May 2018.

Mark Green
Deputy town clerk
April 2018

Committee: Town Management and Highways

Date: 18 April 2018

Title: Request for Free Parking Spaces in Monmouth/Cabanya Car Parks

Purpose

To allow members to consider a request from Lyme Regis Boat Building Academy to allow staff to park in Monmouth/Cabanya car park for free during the winter season

Background

1. The Lyme Regis Boat Building Academy (BBA) is extremely busy all year round; a recent impact statement assessed it brings in an estimated £1.5million to the town.
2. A section of the land opposite the BBA is leased to Lyme Bay Marine Ltd and is used for parking. The BBA owns the other section of that land and when put together, it provides a more practical area for parking for staff and students.

Report

- 3 The BBA said the existing car park is regularly filled to the limit by staff and students. To alleviate this issue, the BBA has requested six free winter parking permits for staff, only, to park in Monmouth/Cabanya car park.
4. The council offers free parking at Monmouth/Cabanya for Lyme Regis residents between November and Easter when the car park is generally not full.
5. Any recommendations from this committee will be considered by the Full Council on 9 May 2018.

Matt Adamson-Drage
Operations manager
April 2018

Committee: Town Management and Highways

Date: 18 April 2018

Title: Beach Hut Replacement

Purpose

To allow members to consider proposals to replace the Cart Road beach huts

Recommendation

- a) Members consider replacing the Cart Road beach huts with either the 2006 standard specification in wood, or a new specification in a composite 'maintenance-free' product
- b) Members consider replacing the stock of 34 huts in one go in the 2018/19 autumn/winter season or over a three-year rolling programme, during autumn/winter seasons and starting in the 2018/19 autumn/winter season
- c) Members consider how to bring privately-owned huts into line if a new specification/material is chosen
- d) Members instruct the operations manager to write a new specification for the replacement of the Cart Road beach huts, if required, and commence the tender process for their replacement

Background

- 1. The Cart Road beach huts are in a poor state of repair and are the iconic image of any visit to Lyme Regis. They play a larger part in the image of the town than is the sum of their parts. The seasonal battering by the elements have left them in such a state that, more recently, they have not been able to be removed from site for annual maintenance for fear of further damage. See **appendix 10A** for images of the damage done during the 2014 storms. The time has come to consider replacing the huts.
- 2. Several councils have updated huts recently using composite 'maintenance-free' materials. Cornwall County Council has a contract with iForm for all its huts. Bude had replacements supplied by iForm and Bournemouth and Poole have also ordered composite huts.
- 3. The burden on the council's maintenance team of two people to constantly repair and service 34 huts is significant and affects their ability to efficiently complete other tasks. Even a new wooden hut would require regular annual maintenance which, at the very least, would involve sanding down and re-painting all the huts.
- 4. Furthermore, all the huts are closed for two weeks each year to allow maintenance to take place, with a further four weeks when some huts are

closed to complete the maintenance works. This means bookings cannot be taken during this time, resulting in a loss of income to the council.

Report

5. The operations manager has obtained quotes for replacing huts in both wood and composite material. In wood, in the 2006 specification, the quotes range from £2,055 to £2,800, excluding VAT, per hut – but the added maintenance burden should be taken into account. In composite 'maintenance-free' material, the cost would be in the region of £4,400, excluding VAT, per hut with a 10-year guarantee.

Budget

6. Based on old costings, there is a budget of £15,000 per year for three years for beach hut replacement.
7. Members are asked consider whether to replace the stock of 34 huts in one go in the 2018/19 autumn/winter season or over a three-year rolling programme during autumn/winter seasons, and starting in the 2018/19 autumn/winter season.
8. Based on the new quotes, the allocated budget will need to be increased, and will vary depending on whether the project is implemented over a one or three-year period. The project could run to as much as £149,600 (34 x £4,400) and will therefore require a tender process.
9. There are also 31 privately-owned huts. Members are asked to consider how these huts can be brought into line if a new specification/material is chosen. As the council would be able to benefit from bulk buy rates, the council could offer the private owners a new hut at a reduced cost.
10. Any recommendations from this committee will be considered by the Full Council on 9 May 2018.

Matt Adamson-Drage
Operations manager
February 2018

Beach huts were repaired after 2014 storms



INCIDENT DATE RECEIVED		INCIDENT		LOCATION OF INCIDENT		DATE OF INCIDENT		REFERENCE		REPORTED TO	
INCIDENT No.	DATE RECEIVED	INCIDENT		LOCATION OF INCIDENT		DATE OF INCIDENT		REFERENCE		REPORTED TO	
1668	14/03/2018	Handrail broken		Bowling Green		Ongoing		Matt Adamson-Drage		LRTC	
1669	21/03/2018	Banks & trees cut down, piles of rubbish, corrugated iron etc. left behind		Behind Jordan Flats		18/03/2018		John Wright/Matt Adamson-Drage		Magna	
1670	04/04/2018	Handrail loose		Town Mill steps		04/04/2018		Peter Williams		LRTC	