



John Wright
Town Clerk

Lyme Regis Town Council

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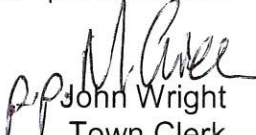
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Town Management and Highways Committee

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 S. Miller, Cllr B. Larcombe, 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 25 July 2018 commencing at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
20.07.18

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 13 June 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 13 June 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. Beach Hut Replacement**

To allow members to consider proposals to replace the Cart Road beach huts
- 9. Teen Shelter at Anning Road Playing Field**

To allow members to consider options to reduce anti-social behaviour at the teen shelter at Anning Road playing field
- 10. Candles on the Cobb Pavilion Toilets' Refurbishment**

To allow members to consider the refurbishment of the Candles on the Cobb Pavilion toilets
- 11. Chalet 18 Monmouth Beach**

To allow members to re-consider drawings for the replacement of chalet 18 Monmouth Beach
- 12. View Road Parking and Access Arrangements**

For members to consider a request for residents' parking in View Road
- 13. Complaints and Incidents**
- 14. Exempt Business**

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 JUNE 2018

Present

Chairman: Cllr J. Broom

Members: Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

Officers: Mr M. Adamson-Drage (operations manager), Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer)

Other members: Cllr S. Larcombe

18/01/TMH Election of Chairman and Vice-Chairman

The mayor, Cllr Mrs M. Ellis opened the meeting.

Cllr S. Williams nominated Cllr J. Broom as chairman of the Town Management and Highways Committee, seconded by Cllr B. Larcombe.

There being no other nominations, Cllr J. Broom was duly **ELECTED** as chairman of the Town Management and Highways Committee.

Cllr S. Williams nominated Cllr J. Scowen as vice-chairman of the Town Management and Highways Committee, seconded by Cllr B. Larcombe.

There being no other nominations, Cllr J. Scowen was duly **ELECTED** as vice-chairman of the Town Management and Highways Committee.

18/02/TMH Terms of Reference

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, the committee **RECEIVED** its terms of reference.

18/03/TMH Public Forum

Ms A. California

Ms California spoke in relation to agenda item 10, California Fitness. She said she had been a Lyme Regis resident for 17 years, a member of the youth council and the skatepark committee, and was a serving coastguard, as well as running California Fitness with her fiancé and bringing up their young daughter. She said they encouraged people to start their fitness journey with them, and fitness had helped her with mental health problems. Ms California said most of their members had suffered mental health issues but had shown great improvement after being with them for a

year. She said they used Anning Road playing field because it was just outside their home and it was a safe area for children, as they encouraged people to bring their children with them. She said they had been using the playing field until they were advised they were not able to and at that point, they stopped. She said they used the field for one hour on Sunday mornings for a boot camp for around 20 people, who all said they enjoyed the session and it made a difference to their lives. Ms California said her fiancé used the field for one-to-one training sessions, which allowed her to go on coastguard shouts as her partner was close by. She said she understood the field was for the use of young people, but they provided fitness classes for the under 16s football team and planned to extend this to other youth teams, as well as starting classes for six to 16-year-olds at their unit in Axminster and at Charmouth playing field, giving them something positive to do. She said 40 parents were interested in sessions for children. Ms California said she understood there was a covenant on the land preventing any trade from taking place. She said when they started trading, they made no profit, used their own kit, invested in new kit, and had public liability insurance in place. She understood there were trade stalls at the May Day Fete and she asked why this was allowed to take place.

Mrs M. Amesbury

Mrs Amesbury spoke in relation to agenda item 13, Unauthorised Trading on the Seafront. She said at the last meeting, members discussed her business, the ice cream trike of Lyme Regis, and she understood this would be discussed privately at this meeting. She said it wasn't made clear by the council that she currently operated lawfully using a pedlar's certificate, issued by the police, allowing her to trade anywhere in the UK. Mrs Amesbury said the council made the decision based around facts that didn't include this information, and members were specifically told not to consider the pedlar's certificate. She said members unanimously decided they didn't want her trike to operate as a seafront concession, without the full facts. Mrs Amesbury said there had been some discord in the community and problems had escalated since the last meeting, which had involved the police. She said she had been harassed, stalked, spat at, threatened with violence, people had been to her home, and she had received messages on social media, which she felt was directly as a result of the council not putting out publicly a statement to clarify she traded lawfully. Mrs Amesbury said people were under the impression her business was illegal, that she didn't have public liability insurance and five-star hygiene, and that she was not a bona fide business. She said she was asking the council to make clear to residents and businesses the truth of the situation. She said there was still an ongoing police investigation about the harassment towards her and the individual concerned had been told to stop their course of action. She said a police officer had advised her she didn't need a pedlar's licence to sell ice-cream from her trike and provided she was in west Dorset, there was no such thing as a street traders' licence. Mrs Amesbury said the police officer said as long as she was registered as a food company and had approved hygiene rating, she could sell ice-cream and didn't necessarily have to keep moving locations. She said the officer advised her to bear in mind where shops were in relation to where she traded to avoid any upset or conflict. Mrs Amesbury said she felt she had done that and she asked the council to do its duty.

18/04/TMH Apologies

Cllr R. Doney
Cllr S. Miller – holiday
Cllr G. Turner – coastguard training

18/05/TMH Minutes

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, the minutes of the previous meeting held on 18 April 2018 were **ADOPTED**.

18/06/TMH Disclosable Pecuniary Interests

Cllr S. Larcombe declared a pecuniary interest in agenda item 12, Parking at the Gully.

18/07/TMH Dispensations

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

18/08/TMH Matters arising from the minutes of the Town Management Committee meeting held on 18 April 2018

Woodmead car park bin store

Cllr J. Broom said the bin store had been moved.

HGV signs

The deputy town clerk said the heritage consultant had contacted the chief executive of Highways England as there had been no response to previous requests for additional signage to discourage HGVs from coming into Lyme Regis. He said Highways England had committed to providing a response within 15 days.

Beach hut replacement

The operations manager said samples of the composite material were available in the office if members wanted to see them.

Cllr Mrs M. Ellis suggested the enforcement officers' hut on Monmouth Beach, which had burnt down, could be replaced with a hut made of composite material, and there was general agreement for this.

Clappentail roundabout

The deputy town clerk said Dorset County Council's (DCC) highways manager and community highways team leader had agreed to look at whether it was possible to introduce a bus stop order on the bus stop near the roundabout.

CCTV

Cllr B. Larcombe said General Data Protection Regulations were now a requirement of CCTV.

Beach replenishment

Cllr S. Williams said he was still concerned with the levels and profile of the beach and said Nick Browning from West Dorset District Council (WDDC) would be able to confirm what was required.

The deputy town clerk said the WDDC engineer dealing with the beach and harbour dredging was satisfied the profile of the beach was within the margin of error, but he could ask again if there were still concerns.

18/09/TMH Update Report

Sidmouth Road park and ride

Cllr Mrs M. Ellis said she believed the council should no longer pursue the Sidmouth Road park and ride and concentrate instead on the Charmouth Road site.

The deputy town clerk said Hydrock had started work on the survey and this would take several months over the summer. He said there was an option to do nothing about the Sidmouth Road site until Hydrock produced their report, which members generally agreed with.

Members asked when signs would be put up directing people coming from the west to Charmouth Road park and ride.

The deputy town clerk said the signs were on order.

Memorial benches

Cllr B. Larcombe asked if there was a deadline for people on the waiting list to pay for and provide wording for their memorial bench.

The operations manager said no deadline had been set.

Cllr J. Broom suggested a four-week deadline from the date of writing the letter, which members agreed with.

18/10/TMH California Fitness

Members discussed comments made by the applicant during the public forum regarding trade stands at the May Day Fete.

Members noted the fete was run by the Regatta and Carnival Committee, and the trade stalls made a donation to the committee, which then distributed funds to local charities. Members agreed this legitimised the trade stalls which operated as part of

the fete, and it couldn't be compared to allowing a local business to trade from the field.

Members were concerned that if the council allowed one business to trade from the field, it would set a precedent, as well as breach the covenant on the land.

The deputy town clerk said it was beholden on the council to have regard to the covenant and as a public body, the council shouldn't disregard it.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from California Fitness to operate fitness classes on Anning Road playing field, due to covenants in place which restrict the use of the field as a children's sports ground and playing field and prevent any trade from taking place on the field.

18/11/TMH Bin Locations

The operations manager said Dorset Waste Partnership had provided new bins in recent years and the cleansing operative was unaware of any that had gone missing.

18/12/TMH Parking at the Gully

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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 the financial or business affairs of a 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.

18/13/TMH Unauthorised Trading on the Seafront

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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 the financial or business affairs of a 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.

18/14/TMH Complaints and Incidents Summary

Members noted the report.

17/122/TMH Exempt Business

a) Parking at the Gully

Members discussed whether the two new spaces should be available only to residents living in certain streets and to those with no other parking provision.

Cllr S. Larcombe said the council should ensure all those who had parking spaces were able to use their spaces by implementing use of the barrier.

Cllr Mrs M. Ellis agreed the barrier should be locked and authorised vehicles should have permits, and anyone who did not lock the gate should have their key taken away.

The deputy town clerk said the situation was complicated as some people claimed to have private rights of access. However, he said the council had registered title to the land it owned in the area and had the legal ability to make a parking places order, which the council had already agreed to do. He added that this could only be done with the agreement of DCC.

Cllr B. Larcombe said there should be a set fee for all spaces at the Gully.

It was proposed by Cllr B. Larcombe to charge £250 plus VAT for a parking space at the Gully.

This motion was not seconded.

The deputy town clerk suggested the Valuation Office Agency could be asked to do a valuation of the land and a new rate could be set for all the spaces.

Members discussed any restrictions on the availability of the two new spaces and it was agreed preference would be given to those with no other parking provision and to those living in the area around the Gully.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to obtain a valuation for parking spaces at the Gully from the Valuation Office Agency and to report back to the Town Management and Highways Committee, and in allocating the two new parking spaces, preference will be given those living in the area around the Gully and those with no other parking provision.

b) Unauthorised Trading on the Seafront

The deputy town clerk said the trader's pedlar's certificate was irrelevant in this case as food cannot be sold using this licence, and this particular trader was staying stationary.

However, the deputy town clerk said the town, district and county councils could control unauthorised trading as landowners, as they had not given permission to trade. He said this approach had been agreed by officers of all three councils.

AGENDA ITEM 3

The deputy town clerk said a letter had been drafted by the town council's solicitor, as attached to the agenda, and he read out some additional wording to include in the letter, which members agreed to.

Cllr D. Hallett asked if the approach agreed by WDDC and DCC would be carried forward by the new Dorset Council.

Cllr Mrs C. Reynolds said anything the existing councils took on this year would be continued by the new council.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to obtain counsel's opinion and to write to the trader concerned in the form suggested by the council's solicitor and with the additional wording agreed by the Town Management and Highways Committee, in conjunction with West Dorset District Council and Dorset County Council, requesting that the unauthorised trading, involving the sale of ice cream and cold drinks from a mobile tricycle and currently being undertaken by Marie Amesbury, of Weavers Cottage, Coombe Street, Lyme Regis ceases with immediate effect.

The meeting closed at 8.24pm.

Committee: Town Management and Highways

Date: 25 July 2018

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 13 June 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

18/08/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 18 April 2018

HGV signs

The council's heritage consultant received a reply from Highways England, **appendix 6A**, stating that as appropriate signs are already in place on the A35, they will pass our concerns to Dorset Highways for further consideration on the A3052.

The heritage consultants are continuing to press Highways England at director level through an alternate channel and following that, will consider writing a heritage statement for planning consideration to alter the Guildhall window.

Beach hut replacement

A report was considered by the Full Council on 11 July 2018 regarding the replacement of the enforcement officers' hut and the possibility of replacing it with a hut made of composite material. However, it was agreed to replace the hut with a wooden security shed.

Clappentail roundabout

At the meeting with the community highways manager on 19 July 2018, the subject of the bus stop and parking adjacent to Clappentail roundabout was further raised.

He undertook to look again to see if something could be done to simply regularise the bus stop by marking out on the road in the usual way. This would remove any general parking rights in the immediate vicinity of the bus stop but would not address any wider concerns about parking further to the west and south.

It was his view that it might be possible to mark out the bus stop without the need to go through any formal order making process on the basis that the bus stop already existed and had done for many decades.

Beach replenishment

West Dorset District Council's (WDDC) engineer has confirmed the current beach profile is within design parameters and continues to fulfill its sea/storm defence function.

18/09/TMH – Update Report

Sidmouth Road park and ride

A report was considered by the Full Council on 11 July 2018, when it was agreed to defer consideration of whether to pursue Sidmouth Road park and ride until the traffic survey had been completed by Hydrock.

Discussions are ongoing with the agents acting for Highways England and the AA about temporary advance signage to the Charmouth Road site from the A35.

Memorial benches

Staff are contacting those on the waiting list to obtain payment for benches now in place on the seafront. If payment is not received by 31 July 2018 their place on the list will be forfeited.

18/12/TMH – Parking at the Gully

The Valuation Office Agency has been asked to recommend charges which can be applied to parking in this area.

These will be reported to members at the next meeting of this committee on 3 October 2018. Depending on the figures involved, there may be a need for some transitional arrangements so that a consistent approach can be introduced as soon as possible.

18/13/TMH – Unauthorised Trading on the Seafront

A meeting with the council's solicitor Kitson and Trotman, Dorset County Council's (DCC) community highway's manager, the deputy town clerk, the town clerk and representatives of WDDC's assets' team took place on 19 July 2018.

The meeting considered the advice from counsel on this matter.

WDDC wanted further time to discuss the option of pursuing the street trading route with colleagues and undertook to get back to the town clerk by 27 July 2018.

Mark Green	Matt Adamson-Drage
Deputy town clerk	Operations manager
July 2018	

Our ref: CEO18771184
Your ref:

Judy Enticknap
Director
JME Conservation Ltd.,
13 Caroline Buildings,
Bath
BA2 4JH

Nick Harris
Operations Executive Director
Bridge House
Walnut Tree Close
Guildford
Surrey
GU1 4LZ

nick.harris@highwaysengland.co.uk

27 June 2018

Dear Ms Enticknap

**Highway's signs to help prevent damage to the Grade II* listed Guildhall,
Lyme Regis**

Thank you for your correspondence of 12 June 2018 addressed to Jim O'Sullivan, asking if we can consider signs on the A35 at Charmouth roundabout to advise heavy goods vehicles to avoid Lyme Regis. I am replying to you as this issue falls within my area of responsibility.

I apologise that following your call in March with the Departments Representative, Emma Bazeley, we have not been able to provide a reply until now.

I understand that Emma spoke with you on 27 June 2018 and explained the weight restrictions in place for the A3052 in Lyme Regis is clearly signed on both the A35 approach to Charmouth roundabout and at the A3052 exit arm on the roundabout. This signing is reinforced by black HGV route signs, which direct HGV through traffic for Sidmouth and Seaton to remain on the A35. Signs are in place on both the A35 approach to the roundabout and on the roundabout itself.

We understand the frustration and problems that HGVs can cause when they divert away from the strategic road network, of which the A35 is a part. As appropriate signing is already in place on the A35, and the A3052 is part of the local road network for which Dorset County Council is responsible as local highway authority, we will pass your concerns to Dorset for their consideration.

If you would like any further information, please contact the Route Manager, Andy Roberts who will be pleased to respond. He can be contacted by email at andy.roberts@highwaysengland.co.uk or by telephone on 0300 470 4704. Alternatively our correspondence address is Ash House, Falcon Road, Sowton Ind. Estate, Exeter, EX2 7LB.

AD X1CH399A

Yours sincerely

A handwritten signature in black ink, consisting of a large, stylized 'N' followed by a series of loops and a long horizontal stroke extending to the right.

Nick Harris
Operations Executive Director

www.highwaysengland.co.uk

Committee: Town Management and Highways

Date: 25 July 2018

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Chalet site planning permission

The application for the renewal of the five-year permission at Monmouth Beach has now been submitted on the council's behalf by Peter Chapman (PCRM).

It covers the entire site, excluding the 11 replacement chalets on Western Beach which are the subject of a separate permission expiring at a later date.

The application was submitted on 4 July 2018 but has not yet been registered so there is no clear idea of a date for decision at this stage. The current permission expires on 30 November 2018.

Roof of Swim, amusement arcade and antiques centre

SMA Roofing were instructed to carry the roof repairs at a cost of £6,560 excl VAT. We are waiting for them to schedule an appropriate time to carry out the works.

Designs for an amenity area on the roof are being pursued with architects John Stark and Crickmay Partnership and an expression of interest (EOI) for LEADER+ funding to support the delivery of any proposal was submitted on 11 July. An indication of whether the EOI has been supported and a full application for funding invited is expected by 26 July.

Marine Parade toilets

The keys were handed back on 6 July 2018 with some snagging issues outstanding. The majority of these were due to be completed by the end of July, provided the appropriate products could be delivered by that date. We are also waiting for emergency lighting to be fitted in each cubicle before a building control certificate will be issued. In general, the council office has received positive feedback to date about the new toilets.

Seafront railings

The application to replace the eastern length of railings is in the process of being resubmitted with an unchanged design as per previous committee instructions. The application will come back through this council's Planning Committee in due course. It may be important for that committee to comment if the application is not to be automatically determined at officer level under delegated authority.

From initial discussions, the application is likely to attract an officer recommendation of refusal as per the previous application.

Following comments made during the determination of the previous application, a detailed costing has also been obtained for the exact like-for-like replacement of the original design; including back supports and diamond section horizontal rails.

This quote is cheaper than that for the extension of the more contemporary design found on the remainder of the seafront. This should help address any concerns that the town council is favouring the 'preferred' design simply for cost reasons.

CCTV

The council's CCTV consultant will be on site on 1 and 2 August 2018 to discuss the next stage of the project: the operational requirement and privacy impact assessment.

Members should be aware this project has already cost c.£1,988+VAT for feasibility, and this current stage will be a further £3,000+VAT. The stage following on, which will include a detailed design and technical specification, to include a point-to-point radio network design, will cost £5,080 +VAT.

Puffin crossing

Dorset County Council is consulting with the public on changes to limited waiting, no waiting and no loading/unloading arrangements in Broad Street to provide space for a new puffin crossing.

The effect of the order will be to reduce the existing limited waiting on the northern side of Broad Street and the no waiting at any time and no loading/unloading between the hours of 10.30am to 1pm and 2pm to 5pm, 1 June to 30 September on the southern side.

Full details can be found at www.dorsetforyou.com/trafficregulationorders

Comments on the proposal should be made in writing to the Regulation Team (2128/1/61), Dorset Highways, Dorset County Council, County Hall, Dorchester, Dorset DT1 1XJ by 27 July 2018. Any objections must specify the grounds on which they are made. Responses will be open for public inspection.

Cracks in paths in Langmoor and Lister Gardens

On 11 October 2017, this committee considered a report on Cracks in Paths in Langmoor and Lister Gardens.

Members were informed of the opinion of the council's geotechnical engineer, PCRM, i.e. these cracks were caused by clay shrinkage.

Members agreed to wait for West Dorset District Council's (WDDC) latest set of ground monitoring readings before considering if action was required.

PCRM are chasing WDDC's engineering department for this information and the town clerk is optimistic that a further report will be available for the next meeting of this committee on 3 October 2018.

Car park tarmac repairs

Three quotes for tarmac repairs to Monmouth and Cabanya car parks have been obtained. This project has been put on hold to the end of the year, after the summer season. Members may wish to include the resurfacing of East Cliff path and the repainting of arrows in Woodmead car park in this work.

Work to the rear of 19a Broad Street

Members have previously authorised temporary access to the rear of 19a Broad Street via the top entrance to the gardens to allow building works to be undertaken.

Following problems with a similar previous arrangement, the chairman of this committee, together with the deputy town clerk met with the agent and the owners to agree more 'robust' terms and conditions and to emphasise the need for proper and timely notification of works and deliveries, etc.

Terms were agreed which include a non-refundable licence fee, a bond deposited with the council's solicitors, solid, painted wooden hoardings within which all materials must be stored/transferred and restrictions on times and frequency of access for deliveries.

Written confirmation is awaited, but it is understood the further works will commence in mid-September 2018 and be completed by mid-March 2019.

Land to the rear of Ocean View and Largigi

Discussions have been held about the ongoing management and maintenance of the town council-owned land to the rear of Ocean View and Largigi.

This follows complaints that the land to the rear of Largigi in particular had become overgrown and was no longer being maintained by anyone. It was previously maintained by the owner of the then Bay Hotel as a 'sitting out' area.

It has been decided that, in future, this land will be maintained on an 'as and when required' basis by the council. The existing boundary hedge and fence will remain because it is impractical and unsafe to remove it because of levels and gradients. The historic licence in favour of what was the Bay Hotel has expired and will not be renewed and the previous right of emergency egress has been ended because it is no longer required.

Access for maintenance to the adjoining properties will be dealt with on an individual and negotiated basis. The legal agreement clarifying the boundaries as previously reported to and agreed by this committee is in the process of being finalised prior to registration with the Land Registry.

Mark Green
Deputy town clerk
July 2018

Matt Adamson-Drage
Operations manager

Committee: Town Management and Highways

Date: 25 July 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, or wood with a composite roof
- 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, including changing to an apex roof, if required, and commence the tender process for their replacement

Background

- 1. This report was brought to this committee on 18 April 2018 but further financial information, in terms of maintenance costs over the lifetime of a hut, was requested by members.
- 2. 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.
- 3. At the meeting on 18 April 2018, three options were suggested: wooden huts, composite huts, or wooden huts with a composite roof.
- 4. At that meeting, the deputy town clerk reminded members there was an approved budget of £15,000pa for three years. He said the council could choose to spend more, but he reminded members there were several other projects proposed for the seafront, including the railings and the replacement roof. He advised members to be careful about what the council committed itself to.

Report

iForm Visit

5. Following the April meeting, Cllr Scowen, Cllr Williams and the operations manager visited iForm in Milborne St Andrew to view the huts available. All three options were available to view.

Maintenance

6. The burden on the council's maintenance team to repair and service 34 huts is significant and affects their ability to efficiently complete other tasks. All the huts are closed for two weeks each year to allow the entire external works team to paint them, with some further days allocated when some huts are closed for the maintenance team to complete the painting. This approximately amounts to 444 hours of work, which costs £5,173 in wages annually. Bookings cannot be taken during this time, resulting in a loss of income to the council.

Quotes

7. 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 £1,550 to £2,848, excluding VAT, per hut. In timber with a composite 'maintenance-free' roof, the cost would be in the region of £2,980, excluding VAT, per hut. A fully composite hut costs £4,600 excluding VAT. The maintenance burden on the staff in terms of hours spent should be considered. In terms of staff costs the choice between wood and maintenance free composite is approximately cost neutral.

Budget

8. Based on old costings, there is a budget of £15,000 per year for three years for beach hut replacement. Based on the new quotations, this will need significant adjustment, regardless of the choice of wood, composite or mixed.
9. Any recommendations from this committee will be considered by the Full Council on 19 September 2018.

Matt Adamson-Drage
Operations manager
July 2018

Committee: Town Management and Highways

Date: 25 July 2018

Title: Teen Shelter at Anning Road Playing Field

Purpose

To allow members to consider options to reduce anti-social behaviour at the teen shelter at Anning Road playing field

Recommendation

Members decide whether further action is required to help reduce anti-social behaviour at the teen shelter at Anning Road playing field

Background

1. The issue of anti-social behaviour by people using the teen shelter at Anning Road playing field was discussed by this committee on 14 June 2017 following a letter of complaint from an Anning Road resident.
2. The resident suggested anti-climb paint was applied to the roof of the shelter, but the council did not resolve to undertake this course of action.
3. It was decided agreed it would be more beneficial to talk to people who use the shelter, and explain the council would consider taking it away if they continued to make too much noise or climb on top of the shelter. It was agreed Cllr Mrs C. Reynolds would talk to them.

Report

4. Cllr Mrs C. Reynolds went to the shelter several times to speak to people who regularly congregated there and explained the shelter might be taken away if anti-social behaviour continued.
5. There was some improvement for a short period, but recently there have been complaints of drug-taking, people consuming alcohol, playing loud music very late at night, climbing on to garages and the shelter and vandalising the toilets. On one occasion, a motorbike was driven across the playing field.
6. At the request of local residents, the operations manager installed a floodlight in the area to help prevent anti-social behaviour.
7. Members may also wish to consider further measures, which may include removing or re-siting the shelter. If re-siting the shelter is deemed the best option, members are asked to suggest alternative locations.
8. Although the council could put measures in place to deter anti-social behaviour, incidents such as those mentioned above can only be dealt with by the police.

AGENDA ITEM 9

9. The local police are aware of the issues and say they regularly patrol the area, but say they have received no official reports of anti-social behaviour.
9. Any recommendations from this committee will be considered by the Full Council on 19 September 2018.

Matt Adamson-Drage
Operations manager
July 2018

Committee: Town Management and Highways

Date: 25 July 2018

Title: Candles on the Cobb Pavilion Toilets' Refurbishment

Purpose

To allow members to consider the refurbishment of the Candles on the Cobb Pavilion toilets

Recommendation

Members approve up to £6,000 excl VAT to refurbish the Candles on the Cobb Pavilion toilets

Background

1. Skinner Construction, which carried out the refurbishment of the Marine Parade toilets, quoted for the refurbishment of the Candles on the Cobb Pavilion toilets at a cost of £41,034.24 (excl VAT).
2. The project involved bricking-up the current entrance to the men's toilets on the front of the building, re-constructing internal walls to create three large rooms for individual unisex toilets on the far end of the building, and replacing fixtures and fittings. The specification also included vandal-proof metal doors, baby change facilities and re-painting the external rendered walls of the pavilion.
3. However, as this project was unbudgeted, the level of use of these toilets is relatively low, and there have been incidents of vandalism, officers felt a high specification may not be appropriate.

Report

4. A more appropriate refurbishment would include vandal-resistant doors, renewing steel sanitary ware, and re-painting.
5. Several manufacturers have been contacted and have quoted to supply steel vandal-resistant doors. Each door would cost around £1,200 excl and three doors are required.
6. No quotes have been obtained to-date for replacing the damaged items of sanitary ware, but based on a simple internet search, this would cost around £2,000 excl VAT.
7. Re-painting of the interior walls could be carried out by council staff.

AGENDA ITEM 10

8. Members should be aware this expenditure has not been budgeted for.
9. Any recommendations from this committee will be considered by the Full Council on 19 September 2018.

Matt Adamson-Drage
Operations manager
July 2018

Committee: Town Management and Highways

Date: 25 July 2018

Title: Chalet 18 Monmouth Beach

Purpose of Report

To allow members to re-consider drawings for the replacement of chalet 18 Monmouth Beach

Recommendation

Members consider the additional drawings for the replacement of chalet 18 Monmouth Beach and indicate whether they are acceptable or not

Background

1. The condition and replacement of chalet 18 Monmouth Beach was considered by this committee on 21 September 2016.
2. Since 21 September 2016, this committee has received regular updates on this issue, including the action taken to reposess the site in the absence of satisfactory progress being made by the owners of the chalet to remedy the situation.
3. At the meeting of this committee held on 15 November 2017, it was reported that the owners of chalet 18 were in the process of arranging to have their existing chalet demolished; their contractor having contacted the town clerk to discuss the timing of the demolition.
4. It was also reported that the owners had been in contact with a chalet provider, KEOPS, about the provision of a replacement chalet and members were asked to approve plans showing the intended floor plan and design.
5. Members felt unable to approve the plans without receiving further information and more detailed, dimensioned plans were considered at the meeting of this committee held on 25 February 2018.
6. Those plans showed a chalet constructed of similar materials to the nearby six replacement chalets, which were also procured through KEOPS. The overall dimensions were 9m x 6m, including two small roofed areas of decking to the south-western and south-eastern corners of the building.
7. The overall size was broadly similar to the footprint of the previous chalet and involved approximately 95% site coverage with no provision for on-site parking. This was consistent with many other chalets on site, including chalets 16 and 17 adjoining.

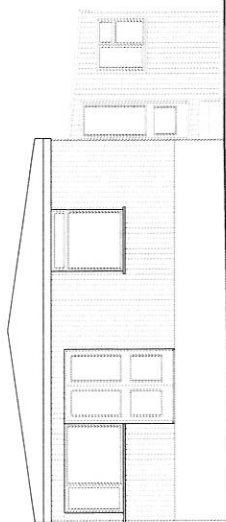
8. It was noted the proposed replacement chalet had a normally pitched roof, unlike that of the previous chalet which had a much shallower pitch. Although the ridge height was believed to be slightly higher than the previous roof, the eaves' height was lower. It was noted that the plans made exact before and after comparison difficult, but because the replacement chalets immediately to the north sat on a plateau considerably higher than chalet 18, the revised roofing design was considered to be acceptable.

Report

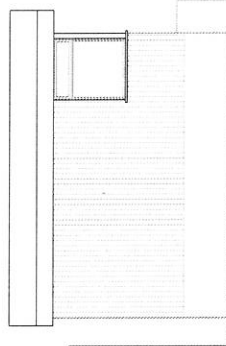
9. This previous acceptance of plans for the replacement chalet was in the belief that any difference in ridge height was marginal and would not impact adversely on adjoining properties.
10. As part of the wider planning consultation process, further clarification was sought about the precise height of the proposed roof in relation to neighbouring properties together with the relationship of the rear elevation to the adjoining retaining wall.
11. This resulted in further plans being submitted on 2 July 2018 which are attached as **appendices 11A** (previous) and **11B** (proposed). Helpfully, the new drawings allow a better comparison of the two designs to be made.
12. While the new design is further from the retaining wall and this is helpful in terms of allowing access for future maintenance, it is now clear that the ridge height of the proposed design is noticeably higher than that of the previous chalet.
13. This has generated complaints and objections from the owners of the new chalets on the plateau immediately above. They point out that not only is the absolute ridge height of the proposed chalet significantly higher, but the orientation (parallel to the beach) will mean their sea view when sat on their front 'porch' areas will be significantly diminished.
14. Inspection on site suggests this concern is justified and that the impact would be significant.
15. Members are asked whether they want to reconsider their previous views as landowner in the light of the new and revised information.
16. The revised plans will probably go through the West Dorset District Council's (WDDC) planning process prior to any recommendation of this committee being considered by Full Council on 19 September 2018. In the circumstances, any recommendations from this committee will be considered retrospectively by Full Council in September and the views of this committee will be relayed directly to WDDC.

Mark Green
Deputy town clerk
July 2018

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1:100 @ A3



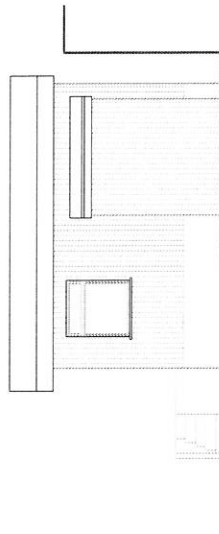
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Scale 1:100



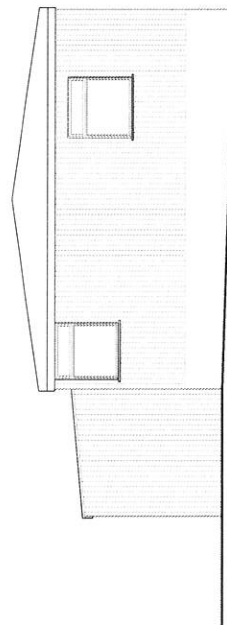
East Elevation
Scale 1:100



Ground Floor Plan
Scale 1:50



North Elevation
Scale 1:100



West Elevation
Scale 1:100

APPENDIX 1A

LARCOMBE & MARKHAM
PROPERTY PROFESSIONALS

Agent: Larcombe & Markham

Agent Address :
Guildhall Shop,
Bridge Street,
Lyme Regis,
Dorset, DT7 3QA

Client : Mr & Mrs Wood

Client Address :
18 Monmouth Beach,
Lyme Regis,
Dorset

Drawing Info :
Existing Floor Plan &
Elevations

Scale: 1:50 @ A3
1:100 @ A3

Project : Proposed Replacement Chalet

Drawing No : 18-001-02A

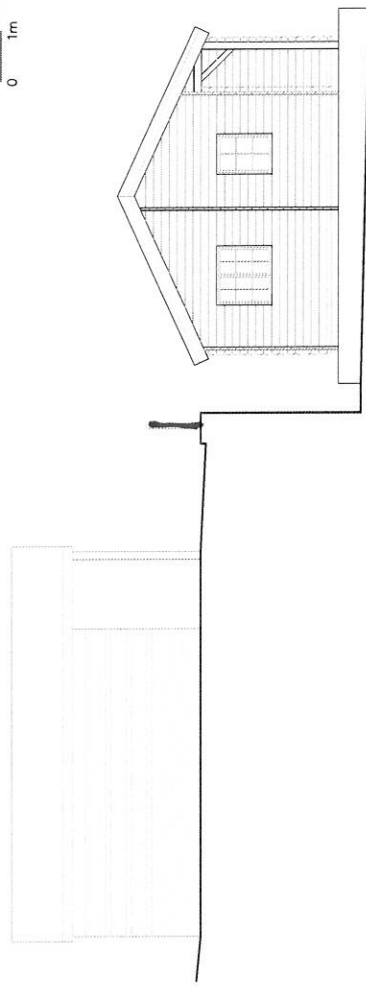
Date : Jan 18

Drawn by : JL

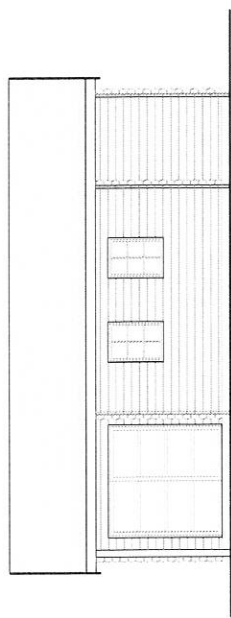
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APPENDIX 11B

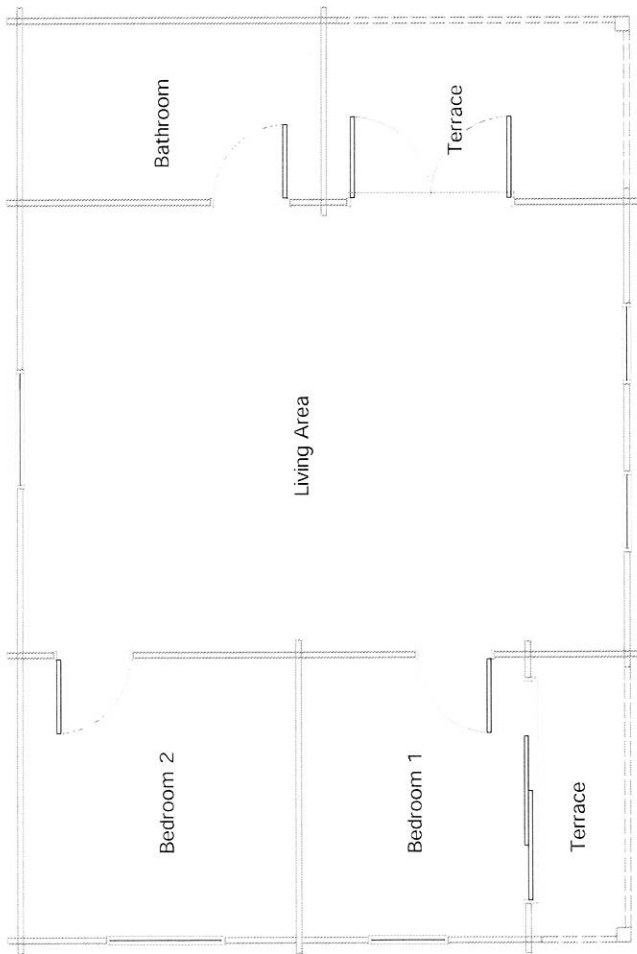
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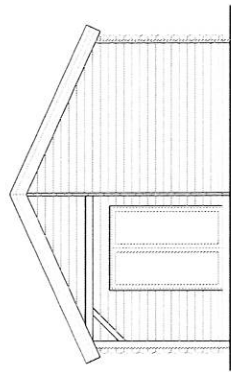
West Elevation
Scale 1:100



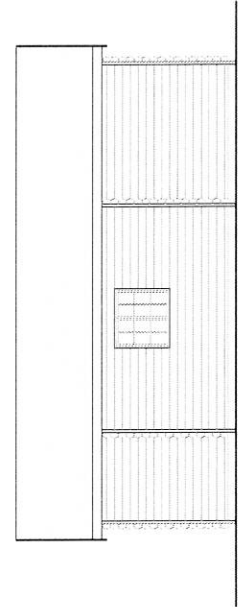
South Elevation
Scale 1:100



Ground Floor Plan
Scale 1:50



East Elevation
Scale 1:100



North Elevation
Scale 1:100

0 1m 2m 3m 4m 5m 1:100

Project : Proposed Replacement Chalet	Drawing Info : Proposed Floor Plan & Elevations	Client : Mr & Mrs Wood
Drawing No : 18-001-03A	Scale: 1:50 @ A3 1:100 @ A3	Client Address : 18 Monmouth Beach, Lyme Regis, Dorset
Date : Jan 18	Drawn by : JIL	Agent : Larcombe & Markham Agent Address : Guildhall Shop, Bridge Street, Lyme Regis, Dorset, DT7 3QA

LARCOMBE & MARKHAM
PROPERTY PROFESSIONALS

Committee: Town Management and Highways

Date: 25 July 2018

Title: View Road Parking and Access Arrangements

Purpose of Report

For members to consider a request for residents' parking in View Road

Recommendation

Members consider whether to canvas the views of all residents in View Road about the possible introduction of a residents' parking scheme in that road

Background

1. The town council owns the private road to the rear of View Road. This road provides access to the emergency centre and secondary/rear access to several properties fronting View Road.
2. These View Road properties pay a licence fee to the council based on a formula which takes into account the use of the property, i.e., domestic or commercial or part and part and the total number of units of accommodation involved.
3. The formula has led to a number of issues arising with owners about the split of uses, the timing of uses, the number of units and the timing of any changes in use.
4. In addition, a number of issues have been raised about the precise extent of ownerships in this area and the council's solicitor has been asked to clarify the situation.
5. At its meeting on 28 February 2018 (**17/105/TMH**), this committee 'noted the existing arrangements controlling access over the council-owned road to the rear of View Road expire in early 2019 and that officers 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 the Town Management and Highways Committee later in the year.'
6. A further report was brought back to the meeting on 18 April 2018 when it was decided (**17/122/TMH**) to seek an independent valuation by the Valuation Office Agency of access rights over the council-owned road to the rear of View Road and to instruct a land surveyor to mark out the boundaries.
7. The intention remained to bring an initial set of proposals to a meeting later in the year to enable sufficient time for members to properly consider the matter.

Report

8. Preliminary work on this matter has commenced and has resulted in a number of views being expressed by affected owners in View Road.
9. Views regarding methodology or values will be dealt with separately as part of the ongoing review.
10. One other view which has emerged from one affected owner is that part of the problem is the number of non-residents' cars which routinely park in View Road. He believes a scheme of residents' parking should be introduced to address this 'problem'. This would then release more on-street parking and reduce pressure on the rear access road.
11. Residents' parking is a matter for Dorset County Council (DCC) as highway authority. DCC will, however, only consider requests which have the support of the local town or parish council.
12. Because the request has come in writing from only one resident at this stage, it is suggested that the views of all affected residents should be canvassed before taking any further decisions on the matter.
13. Informal discussions with the DCC's community highways manager suggest that such a request in this location will be a low priority and may not be implemented for some time, if at all.
14. Any recommendations from this committee will be considered by the Full Council on 19 September 2018.

Mark Green
Deputy town clerk
July 2018

INCIDENT No.	DATE RECEIVED	INCIDENT	LOCATION OF INCIDENT	DATE OF INCIDENT	REFERENCE	REPORTED TO
1676	11/06/2018	Bins overflowing & not picked up	Bowling Green chalets	Ongoing		MAD
1677	15/06/2018	Blocked drains x3	Marine Parade nr food kiosks	15/06/2018	1104337	DCC
1678	19/06/2018	Son attacked by seagull, scratched and ice cream stolen. Signs not working	Marine Parade	19/06/2018	Richard Doney	LRTC
1679	26/06/2018	Motorbike driven through grass area in park, down path between park and houses and racing along bottom	Anning Road park	Ongoing	John Wright & MAD	LRTC
1680	26/06/2018	Blocked drain	Anning Road bottom of path up to shop	Ongoing	1105186	DCC
1681	27/06/2018	Large hole in pavement, pipes exposed	Hatchett (Avenue Rd to river, outside 'Windy Ridge')	27/06/2018	1105307 (made safe by LRTC initially)	DCC
1682	10/07/2018	Trip hazard in pavement	Outside the Volunteer Inn	29/06/2018	1106304	DCC
1683	10/07/2018	Bindweed growing and spreading	Mostly near lift at Langmoor Room	Ongoing	Pete Williams	LRTC
1684	10/07/2018	Metal sculpture 'airwave breathing' a hazard - low hanging 'branches'	Lister Gardens	29/06/2018	MAD	LRTC