



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 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 10 April 2019 commencing at 7pm, when the following business is proposed to be transacted:

John Wright
Town Clerk
05.04.19

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 27 February 2019 (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 27 February 2019

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. Speed Indicator Device

To allow members to review the two sites proposed for the Speed Indicator Device (SID) and decide whether to purchase a new device

9. Roof Replacement above the Swim, the antique and craft centre, and the amusement arcade

To inform members of progress and to outline the tender timetable

10. Flail Hedge Cutter/Verge Mower

To allow members to review the quotations and options for a flail hedge cutter/verge mower to support the agreed lengthsmen agency agreement with Dorset Council

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

11. Henry's Way Play Park

To allow members to review the objections raised from local residents during the consultation period, review the original planning permission for the play park and agree a way forward to either repair the surface or renew the play park and, if possible, decide on a contractor to engage for the project

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. 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 10 – Flail Hedge Cutter/Verge Mower**
- b) **Agenda item 11 – Henry's Way Play Park**

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 27 FEBRUARY 2019

Present

Chairman: Cllr J. Broom

Members: Cllr R. Doney, Cllr Mrs M. Ellis, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr S. Miller, Cllr J. Scowen. Cllr S. Williams

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

18/87/TMH Public Forum

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

18/88/TMH Apologies

Cllr D. Hallett – holiday
Cllr Mrs C. Reynolds – attending another meeting
Cllr G. Turner

18/89/TMH Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, the minutes of the previous meeting held on 16 January 2019 were **ADOPTED**.

18/90/TMH Disclosable Pecuniary Interests

There were none.

18/91/TMH Dispensations

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

18/92/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 16 January 2019

CCTV

In response to a member question, the operations manager confirmed the correct signage was in place around Anning Road playing field, with signs on both ends of the Candles on the Cobb Pavilion and all access points to the field.

Hydrock report

The deputy town clerk said the report had been received that day.

Anning Road play area surface

Cllr S. Miller asked if there was a statutory minimum depth the surface should be and whether it was meeting that minimum.

The operations manager said the company had laid the surface at the depth agreed by the council, although some areas were worn, which the company would patch repair.

The operations manager said the life span of the flooring was either five or 10 years under the guarantee, and a new wet pore surface would cost in excess of £30k.

Cllr Mrs M. Ellis said the council may need to consider setting money aside for a new surface if the guarantee was only for five years.

18/93/TMH Update Report

Woodland walk

Members thanked all the staff involved in constructing the walk and agreed it was a job well done.

Gardens' entrance pillar

The operations manager said repair works were due to start on 5 March 2019.

18/94/TMH Dorset Council's CCTV Project

Cllr J. Scowen asked why Broad Street was not covered by the new CCTV system.

As this was not the subject of the report, Cllr J. Scowen asked for this to be included on the next agenda.

Cllr Mrs M. Ellis said the council should also re-consider the installation of automatic number plate recognition (ANPR) cameras as the Dorset police and crime commissioner had indicated he could help with funding.

Cllr R. Doney asked what benefit the police believed they could get if the CCTV cameras in Lyme Regis were monitored by officers, as some cameras were not good enough for evidential purposes.

Members agreed the monitoring of the council's CCTV by the police should not mean less police on the ground in Lyme Regis because monitoring could take place remotely.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the council's CCTV being included in

the Dorset Council's CCTV project to allow Dorset Police access to monitor the council's CCTV.

18/95/TMH Lengthsman Agency Agreement

Cllr B. Larcombe asked who would have the say on whether a repair was possible.

The operations manager said it would be at the lengthsman's discretion, but he could provide guidelines if members felt it was necessary. However, this was not agreed.

Cllr Mrs M. Ellis suggested hiring or borrowing a flail mower while it was determined how often it would be required.

Cllr B. Larcombe asked what the assigned budget was for this work, how funds would be apportioned to the level of work, whether there would be a cap on work before it reverted to Dorset Council, and whether the work be accountable by timesheets so a price was calculated for doing a job internally.

The operations manager said he could look into these points further. He added the work carried out by the lengthsman would be in support of Dorset Council and the current level of service would be maintained.

The operations manager said it was difficult to determine how much budget would be required, but estimates could be made and it could be assessed in one year, for example.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the draft lengthsman agency agreement with Dorset County Council.

18/96/TMH Langmoor and Lister Gardens Lighting Project

Members agreed the lighting demonstration was impressive and felt it fitted the council's requirements.

In response to a member question, the deputy town clerk confirmed the council could agree to waive financial regulations relating to design and contract prices due to the specialist nature of the work.

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to waive financial regulation 11.2 and negotiate design and contract prices without competition for lighting a section of the Langmoor and Lister Gardens, as no other designer capable of meeting the council's needs could be identified.

18/97/TMH Parking Restrictions, South Avenue

Members were concerned about ongoing issues with parking permits in other streets in the area. However, they acknowledged that as the petition had been signed by every South Avenue resident, the council should support a request to Dorset County Council for parking permits.

Cllr B. Larcombe said it should be made clear to the residents that in supporting the request, the town council was not responsible for any problems which may arise.

Cllr J. Scowen asked if other streets could be included in the request, as he believed other streets would now also request permits.

As this was not the subject of the report, Cllr J. Scowen asked if this could be included on the next agenda.

Proposed by Cllr S. Miller and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to support a request to the highway authority to consider introducing parking permit controls in South Avenue as an extension to the existing parking scheme currently operated in Anning Road.

18/98/TMH Refurbishment of Council Offices

Cllr B. Larcombe asked if officers were confident John Stark and Crickmay Partnership (JSCP) could offer the best rate and asked whether the council should go out to tender for the survey.

The deputy town clerk said JSCP would carry out the initial survey, which would be without prejudice to any subsequent appointment for an architect or project manager. He added that as the survey was expected to cost below £10k, there was no requirement to go out to tender.

Cllr B. Larcombe suggested Cllr J. Broom, or any future chairman of this committee, should be the lead member to work with officers as the proposals developed.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to note the current position with the proposed refurbishment of the council offices, agree to surveys being undertaken by John Stark and Crickmay Partnership and appoint Cllr J. Broom or any future chairman of the Town Management and Highways Committee to work alongside officers as the proposals develop.

18/99/TMH Henry's Way Play Park

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, 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.

18/100/TMH Complaints and Incidents

Members noted the report.

18/101/TMH Exempt Business

a) Henry's Way Play Park

The operations manager said £29k of section 106 funding had been secured. Cllr S. Miller said based on the quotes, there would be a budget deficit of £14-18k, which would need to go to the Strategy and Finance Committee for approval.

The operations said he intended to show the preferred designs to local schoolchildren to vote for their favourite.

Members agreed the designs by Kompan and Proludic would be shown to schoolchildren.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to agree designs for the Henry's Way play park by Kompan and Proludic are shown to local schoolchildren to choose their preferred design, and for the feedback from schoolchildren and local residents to be reported back to the Full Council on 20 March 2019 for final approval.

The meeting closed at 8.19pm.

Committee: Town Management and Highways

Date: 10 April 2019

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 27 February 2019

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

18/92/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 16 January 2019

Hydrock report

The parking report has been received and an initial review is being undertaken in conjunction with the chairman of this committee and the chairman of Strategy and Finance Committee. The transport and signage reports have not been received. It is intended that a detailed report will be taken to the April meeting of Strategy and Finance.

18/93/TMH – Update Report

Gardens' entrance pillar

At the Full Council meeting on 20 March 2019, several members expressed concern about the quality of the work to reinstate the pillar. Much of this was directed at the lack of pointing to the brickwork and that the dedication stone was replaced without being repaired. Since the meeting, the operations manager has met a stonemason on site to investigate recreating the damaged dedication stone and he has contacted the builder and insurance company to investigate a rebuild or reworking. The stonemason suggested replacing the stone with either York or Portland stone as the blocks were originally made in concrete.

18/96/TMH – Langmoor and Lister Gardens Lighting Project

Officers have had confirmation from the West Dorset District Council (now Dorset Council) planning manager that the lighting scheme would fall under permitted development and will not require planning permission.

18/97/TMH – Parking Restrictions, South Avenue

The request to introduce waiting restrictions in South Avenue has been passed to Dorset Council for action. Any further update will be reported verbally.

18/98/TMH – Refurbishment of Council Offices

John Stark and Crickmay Partnership have appointed a specialist to conduct the survey of the Guildhall and office as soon as possible.

Mark Green
Deputy town clerk
April 2019

Matt Adamson-Drage
Operations manager

Committee: Town Management and Highways

Date: 10 April 2019

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Beach Huts

The 12 new beach huts were delivered last month and they have been well received by customers. The old huts were sold to the public and had been reserved in a matter of minutes.

Marine Parade Toilets

LF Webb have been instructed to withhold the retention sum of £3,614.62+VAT from Skinner until the child's tap is working properly. Skinner have been repeatedly informed of the issues but have failed to fix the tap to date.

Topographical Gardens Survey

The survey has been conducted by Lewis Brown Ltd and CAD drawings of the gardens have been received. Lewis Brown Ltd will now commence regular monitoring of the survey points in the gardens.

Tarmac

At the time of writing HC Lewis Ltd were making repairs to Monmouth Beach and Cabanya car parks. Minor repairs to Woodmead car park will follow.

Jubilee Pavilion Glass Eye

Hansford's have completed the infill of the Jubilee Pavilion glass eye.

Charmouth Road park and ride

At the time of writing Charmouth Road park and ride would not be open for the weekend of 6/7 April due to the condition of the field because of recent rainy weather. A review will take place on Monday 8 April to decide on the field condition and when to commence the service.

Falconry

Xtreme Falconry have been engaged between 12-4pm on 17 April 2019 to carry out the trial. They intend to set up a small marquee as a bird shelter on the seafront roof area.

Mary Anning headstone

The gravestone in St Michael's Parish Church yard has been professionally cleaned and the letters repainted by AJ Wakeleys.

'Blue Sea' Café

Basic repairs to the café and investigation into the leaking roof are underway. The re-letting will be undertaken once the premises are in a fit state for the sale of 'food' to the public.

Matt Adamson-Drage
Operations manager
April 2019

Committee: Town Management and Highways

Date: 10 April 2019

Title: Speed Indicator Device

Purpose of the Report

To allow members to review the two sites proposed for the Speed Indicator Device (SID) and decide whether to purchase a new device

Recommendation

- a) Members agree the two proposed sites in Sidmouth and Charmouth Road to site the speed indicator device, in addition to Timber Hill, and instruct officers to consult local residents before pole installation
- b) Members consider purchasing a solar-powered Vario SID or continue with the existing battery-operated device

Background

- 1. SIDs are most effective when they are periodically moved so motorists do not become used to them and ignore them. Lyme Regis only has the Timber Hill site at present, which is used periodically, and further sites were recommended by the Dorset County Council (DCC) Safer Travel team.
- 2. The image displayed on the SID is approved by DCC Highways. For example, unhappy faces give a negative mood and are not recommended, and speeds displayed above 30mph are limited as they can encourage speeding.
- 3. It was recommended by this committee on 16 January 2019 and subsequently resolved by Full Council to instruct officers to ask the DCC Safer Travel Team to conduct a survey of two new SID sites; Charmouth Road and Sidmouth Road.

Report

- 4. The surveys for the best locations were conducted in February and images of the selected sites are at **appendix 8A**.
- 5. A Vario SID with DCC discount applied is £2,495+VAT. The Vario SID has functionality that allows it to record bi-directional speed data and the battery can recharge through a solar panel.
- 6. The council's existing SID does not have this capability and the battery has to be regularly charged to keep it running. The Safer Traffic Team has told officers the existing SID is now obsolete but we can continue to use it if we prefer.
- 7. Solar panels and brackets are an additional £345+VAT.

AGENDA ITEM 8

8. Installation of the two posts by DCC Highways is a total of £675+VAT.
9. Any recommendations from this committee will be considered at the Full Council on 1 May 2019.

Matt Adamson-Drage
Operations Manager
April 2019

Charmouth Road



Sidmouth Road



Committee: Town Management and Highways

Date: 10 April 2019

Title: Roof Replacement above the Swim, the antique and craft centre, and the amusement arcade

Purpose of Report

To inform members of progress and to outline the tender timetable

Recommendation

Members note the report

Background

1. On 10 October 2019, an extraordinary Full Council considered a report on the roof replacement above the Swim, the antique and craft centre, and the amusement arcade. At that meeting members resolved:

‘not to pursue the funding bid to the LEADER programme for the replacement of the roof above the Swim, the antiques and craft centre, and the amusement arcade; to allocate a budget of £332,000 for the whole project; to defer the project until autumn/winter 2019; and to accept the following recommendations from John Stark and Crickmay Partnership:

- the asphalt should be removed, the concrete surface dried and a new surface applied with properly designed movement joints and perimeter details
- the new surface should be a high performance polimar FCS weatherproofing system in conjunction with a Nicholson Rooftrak balustrade system, or similar: the weatherproofing system finish should be in two shades of grey
- the perimeter balustrade is replaced in stainless steel and glass and is moved inwards approximately two feet
- four weathertight service cabinets should be installed for electricity and water
- the removal of the steps between the two roof levels to avoid the current clash of stair handrails and shelter balustrade
- the ramp is re-profiled to comply with current design requirements
- a row of ammonite lamp posts is installed along the garden-side of the roof
- wall mounted ammonite lamps are fixed to the front of the building and are serviced by a surface conduit
- a structural engineer is engaged to appraise the exposed concrete deck before it is recovered.’

Progress

2. Further consultation took place with tenants on 28 November and 12 December 2018; an information letter was sent to tenants on 14 December 2018.
3. On 12 December 2018, the Full Council approved a budget of £400,000 for the renewal of the roof above the Swim, the antique and craft centre and the amusement arcade.
4. Attached at **appendix 9A** is a progress summary from John Stark Crickmay Partnership (JSCP).
5. Roger Hussey from JSCP will attend the meeting and expand on the progress to date and the timetable for tendering and undertaking the works.
6. Any recommendations from this committee will be considered by the Full Council on 1 May 2019.

John Wright
Town clerk
April 2019

Marine Parade Shelters

Progress Summary as of 4th April 2019

1. Existing asphalt confirmed asbestos free, as last report.
2. PCRM have now completed the following.
 - a. Intrusive investigation of shelters deck by removal of 600 x 600mm panels of asphalt.
 - b. Intrusive investigation via trial hole of the junction of the rear wall of the shelters with the gardens.
 - c. Co-ordinated the survey of the surface water drainage behind the shelters.
3. PCRM have confirmed the shelters roof slab to be in good order following a visual inspection from below and limited inspection via trial holes from above.

 PCRM are of the view that the cracking visible in the underside (and known to leak in some units) results from shrinkage during the original casting/curing process.
4. The trial pit behind the shelters has informed the new waterproof detail along the rear edge.

 No signs of any existing external tanking system were obvious.

 PCRM have advised maximum excavation length at any one time.

 PCRM will assist in reinstatement of the 'shallow' surface water drainage along the rear edge.
5. PCRM have recommended three actions relating to the 'deep' drainage behind the shelters.

 LRTC may be able to seek assistance from SWW and/or Dorset Council with regard to these works.

 PCRM/JSCP require instructions if these are to be added to tendered works.
6. IKO attended the intrusive investigations of the deck and the rear edge trial hole.
 - a. The top of the deck is not as wet as originally anticipated – IKO have confirmed that they can lay the new FCS surface over the existing asphalt – this will be locally repaired and/or relevelled as required.
 - b. IKO have detailed their rear edge detail to extend 200mm below the overhang of the deck slab.

 While IKO can guarantee their deck covering they cannot guarantee the rear wall.
 - c. IKO have updated and reissued their specification for the works.
 - d. IKO do not require a covered scaffold if the asphalt is not removed.

- e. IKO sample panel.
- 7. IKO's decision to overlay the roof has the following positive implications.
 - a. LRTC face reduced scaffold costs.
 - b. Less noise/disturbance to tenants if asphalt is not removed.
 - c. The works should be of shorter duration.
- 8. Scaffold design will be simplified but although it will be erected over the winter months it will still make reasonable provision for business continuity.
- 9. JSCP in ongoing discussion with Taunton Fabrications over detailed design of balustrade supports.
- 10. Town Clerk has confirmed that ammonite lamp posts will be made available to the project – JSCP will seek tenders for installation only.
- 11. Eaves along shelters will incorporate conduits for street lighting, BT and LRTC (event cabling and wifi etc).
- 12. JSCP still working toward tender readiness circa end April 2019.
- 13. Tenders expected to be returned mid-June.
- 14. Contractor to be appointed in good time for LRTC preferred start date of early November 2019.
- 15. Works will be tendered to IKO FCS accredited contractors (this includes Malone Roofing who previously assisted the Operations Manager on the project).
- 16. Town Clerk and JSCP to update tenants.

RH/SV/18/59
4th April 2019