



John Wright  
Town Clerk

## Lyme Regis Town Council

Town Council Offices  
Guildhall Cottage  
Church Street  
Lyme Regis  
Dorset  
DT7 3BS

email: [enquiries@lymeregistowncouncil.gov.uk](mailto:enquiries@lymeregistowncouncil.gov.uk)

Tel: 01297 445175  
Fax: 01297 443773

### **Town Management and Highways Committee**

**Core Membership:** Cllr J. Broom (chairman), Cllr R. Smith (vice-chairman), Cllr B. Bawden, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe MBE, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams.

Notice is hereby given of a meeting of the Town Management and Highways Committee to be held on the Zoom video conferencing facility <https://us02web.zoom.us/j/85013814271> on Wednesday 3 February 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
29.01.21

*This is a formal council meeting, where the same standards of behaviour as normal are expected and all members are bound by the code of conduct.*

*This meeting will be recorded and recordings will be held for one year by the town council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.*

*If you wish to speak, please raise your hand and you will be invited to speak by the chairman, at which point your microphone will be unmuted.*

*Voting will also take place by show of hands and the chairman will indicate the votes have been noted.*

*If members have a pecuniary interest, they will be placed in the 'waiting room' where they cannot hear or participate in discussion and voting.*

*Members of the public can make representations at the beginning of the meeting in the usual way. **To ensure the smooth running of the meeting, members of the public are asked to provide advance notice and details of the issue they intend to raise.***

*If technical issues occur, the meeting may be paused to re-establish a connection. If a technological failure prevents the public from accessing the meeting or the meeting is no longer quorate, the chairman may adjourn the meeting.*

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

## **AGENDA**

### **1. Public Forum**

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

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

### **2. Apologies**

To receive and record 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 4 March 2020 (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 4 March 2020**

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. Memorial Ideas and Memorial Trees**

To allow members to discuss memorial ideas and an allocation of memorial trees

**9. Dorset Council Car Park Consultation**

To inform members about phase two of Dorset Council's parking charges' review and the consultation process

**10. Dorset Council Car Parks – Free Parking Dates**

To inform members about Dorset Council's new policy for applying 'free' parking days in its car parks

**11. Burial of Non-parishioners in Lyme Regis Cemetery**

To allow members to discuss cemetery charges and burial of non-parishioners

**12. Showers on the Beach**

To allow members to discuss the showers on the beach in light of pandemic restrictions

**13. Charmouth Road Allotments**

To inform members of a Dorset Council commissioned report which draws attention to lead levels at Charmouth Road allotments and to inform members of the action officers have taken in response to these comments

**14. Roof Glass Incident**

To report the latest information on the roof glass incident

**15. Circus Request**

To discuss a request from a circus to come to town

**16. Stile Lane**

To inform members about issues which have arisen as a result of a personal injury accident and subsequent insurance claim relating to the use of a section of Stile Lane.

**17. 17 Monmouth Beach Chalet**

To allow members to discuss plans received from the owner of 17 Monmouth Beach chalet, which details changes to the structure

**18. RPI Rent Increases Applied to Chalet Leases Since 2018**

To discuss RPI-related rent increases applied to Monmouth Beach chalet rents for the financial years 2018/18, 2019/20 and 2020/21 for the reasons set out in the report

*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*

## **19. Complaints and Incidents**

Summary of complaints and incidents reported between 27 February and 27 January 2021

## **20. 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 18 – RPI Rent Increases Applied to Chalet Leases Since 2018**

**LYME REGIS TOWN COUNCIL**

**TOWN MANAGEMENT AND HIGHWAYS COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 4 MARCH 2020**

**Present**

**Chairman:** Cllr J. Broom

**Members:** Cllr B. Bawden, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

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

**19/77/TMH Public Forum**

**S. Locke-Lavell**

S. Locke-Lavell spoke in relation to agenda item 11, Beach Nurdle Trommel. She said she worked in a local shop and spent a lot of time speaking to the public, both holidaymakers and locals, and a lot of dog owners came to the town because it was dog-friendly and they were inspired by it being a green town. She said the store she worked in promoted looking after the planet and it was very eco-friendly, which she felt was well-suited to the town. S. Locke-Lavell said they encouraged tourists to collect rubbish while walking their dogs. She said she was aware there were costs involved in getting a trommel machine but she thought it would be fantastic for the town and people would appreciate the effort to keep the beach clean, to protect marine wildlife and tourists would notice some of the things the town was doing. As well as getting the machine on the beach for one occasion in April, she hoped this could be continued if it worked well and was a viable proposition.

**D. Conibere**

D. Conibere spoke on the same agenda item. She said she was the founder of Lyme Regis Loving Dog Owners, a Facebook group, and Paws on Lyme Regis and she was excited to see the council was looking at using the trommel to collect nurdles from the beach because on a daily basis lots of the nurdles could be seen. She said members of the group did daily beach cleans and picking up the nurdles was very hard so she was in support of having the trommel. D. Conibere said they also picked up glass, plastic, fishing line, cigarette butts and lots of other things they found on their dog walks. She felt this contribution to the town was invaluable but due to the size and volume of nurdles being washed up on a daily basis, it wasn't viable to pick them all up. She said they would love the council to take up the offer of the trommel and understood this may have additional costs, but she believed it would be worth the cost and of benefit to the council and town in the long run. She also asked if the council would consider doing more than a one-off clean and look at doing it on a regular basis.

**19/78/TMH Apologies**

There were none.

**19/79/TMH Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the previous meeting held on 29 January 2020 were **ADOPTED**.

**19/80/TMH Disclosable Pecuniary Interests**

Cllr G. Stammers declared a pecuniary interest in agenda item 6, matters arising, specifically the temporary AA signs, as this would impact Uplyme where she worked and she would not take part in the discussion.

**19/81/TMH Dispensations**

There were none.

**19/82/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 29 January 2020**

**Blue Sea Cafe**

The deputy town clerk said the works were completed and the contractor was off site.

**Guildhall tower**

Members agreed the Guildhall tower should not be re-painted.

**Cemetery gate**

The operations manager said he had obtained quotes and was awaiting a purchase order to be able to buy and then install the gate.

**Office refurbishment**

Cllr B. Larcombe asked if target dates had been set for submitting the planning application, starting the works and completing the works.

The deputy town clerk said the plan was very ambitious and included a number of dates the council had no control over, but the plan was for the concept design to be submitted to the council for approval by the end of March, to be signed off by the end of June, for the planning application to be submitted by the end of July. He said beyond that point, it was not in the council's control as it would depend on when Dorset Council was likely to allow a road closure.

**19/83/TMH Update Report**

**Mini-golf refurbishment**

The operations manager said there were three more holes to refurbish.

## Amenities area

Cllr S. Williams said he was not in favour of having play equipment on the top tier of the putting green and suggested this project was abandoned.

However, it was pointed out this project was an agreed objective and any re-consideration would need to go through the Strategy and Finance Committee, although the detail of the design would come through this committee.

### 19/84/TMH Water Points

Cllr M. Ellis said she would rather the council trialled two water points before installing others as there wasn't just the installation cost to consider, but also the cost of legionella testing and cleaning.

The operations manager said legionella tests were carried out on a weekly basis so the water points would be added to the list. He said a risk assessment was carried out every two years, which the council had to pay for.

Cllr R. Doney said he was not in favour of water points as there were 30 Refill stations in the town and it added infrastructure and work for the staff.

Cllr R. Smith said some people were embarrassed to ask for water in shops. He asked what kind of signage there would be to draw people's attention to the water points.

The operations manager said he had not yet thought of signage.

Members agreed design 5 (as per the original report) was the preferred option and the performance area and Marine Parade toilets were the preferred locations.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to install water points on the seafront at the performance area and Marine Parade toilets and to select design 5 (as per the original report) at a cost of £50 per unit.

Cllr J. Broom said if the water points were a success and the council wanted to install more, this could be reviewed after the summer.

### 19/85/TMH The Provision of RNLI Lifeguards

Proposed by Cllr M. Ellis and seconded by Cllr K. Ellis, 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 the consideration of this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

### 19/86/TMH Church Railings Replacement

Cllr M. Ellis asked if the council had previously used any of the companies who had quoted.

It was confirmed Newton Forge had replaced the railings to the front of the church and CIS Street Furniture had provided quotes for the seafront railings.

Members discussed whether the new railings would need to have spiked tops as the permission from Lyme Regis Parochial Church Council (PCC) agreed to a like-for-like replacement but the spiked tops were now gone. There was also a health and safety concern with the spikes.

The deputy town clerk said anything more than a like-for-like replacement would involve a much more complicated process to obtain permission and the discussions so far with the PCC and Salisbury Diocesan Registry had not gone into a level of detail about what like-for-like replacement meant exactly.

It was agreed further discussions needed to take place with the church about what like-for-like replacement meant, specifically relating to the spiked tops.

Proposed by Cllr M. Ellis and seconded by Cllr K. Ellis, 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 the consideration of the quotes as it included confidential matters 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.

#### **19/87/TMH Beach Nurdle Trommel**

Cllr M. Ellis asked if officers could find out how much it would cost to bring the trommel to Lyme Regis again, if the event in April was a success, and for these costs to be brought back to this committee. Members agreed with this.

The operations manager said once the trommel was used on the beach, the machine would be left there so people could see what had been picked up; this would therefore be a good way of gauging how successful it was.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to allow trommelling with a quad bike and towed trommel on the sandy beach on the weekend mornings of 18/19 April 2020 before 8am.

#### **19/88/TMH Request from Cancer Research UK**

Some members were concerned about there being more than one organisation at a time on the seafront raising money for charity and Cllr B. Larcombe suggested it shouldn't clash with any other charity event.

Cllr C. Reynolds said in the past she had raised funds on the seafront every weekend for two local causes and this hadn't created any problems, so the precedent had been set.

Cllr R. Doney said Dorset Council only allowed one collection licence in any specific area at one time, so it may not even be possible for two charities to collect on the seafront at the same time. He also raised the issue of bank holidays, as the request didn't mention this, and was concerned allowing Cancer Research UK to



occupy the Marine Parade every weekend would exclude other organisations.

Although members supported the charity, several were concerned about one charity having a monopoly and questioned what other bookings were already in place.

The deputy town clerk said as there was due to be a thorough review of the shelters at a future Strategy and Finance Committee meeting, no commercial bookings had been made so availability of the spaces would be good.

It was proposed by Cllr C. Reynolds to approve the request from Cancer Research UK to use Marine Parade to sell draw tickets every weekend from June to September but if there are other bookings in place, they have to check with the other organisations if they are prepared to share the space.

This motion was not seconded.

The deputy town clerk said it would impact on other uses of the space and he wasn't sure how other organisations would feel about sharing the space.

Cllr J. Broom suggested they used the Jubilee Pavilion.

It was proposed by Cllr R. Smith and seconded by Cllr D. Sarson to approve the request from Cancer Research UK to use Marine Parade to sell draw tickets in five-week blocks from June to September.

Members were unsure how this would work and felt it complicated matters.

The deputy town clerk said the Jubilee Pavilion could be used when it wasn't already being used in conjunction with other events and it wouldn't require consultation with other organisations.

Members also discussed the charge for use of the Jubilee Pavilion as under the existing charging structure, it would cost £30 a weekend. However, there were some concerns that giving a discount to one charity would set a precedent.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support the request from Cancer Research UK to sell draw tickets every weekend from June to September at the Jubilee Pavilion and to charge £15 a weekend.

19/89/TMH

#### **Marine Parade Lift**

Proposed by Cllr M. Ellis and seconded by Cllr K. Ellis, 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 the consideration of this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

a) **The Provision of RNLI Lifeguards**

The operations manager said since writing the report, he had found a clause in the contract which said if there was no fee change, the RNLI was happy to continue with 2% annual increases without the burden of a new contract because the existing was sufficient.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a five-year agreement for RNLI lifeguard provision, with annual increases of 2%.

b) **Church Railings Replacement**

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the quote from CIS Street Furniture for the replacement of the railings to the side of St Michael's Parish Church and for officers to seek further clarification about whether the new railings should include spear tops.

c) **Marine Parade Lift**

Cllr R. Doney asked if the council was required to replace the lift under equalities legislation.

The operations manager said the Equality Act 2010 required the council to make 'reasonable adjustments'.

Members discussed the various options, including a ramp at the Lister Room end, the refurbishment of the existing lift, or a marine-grade lift or incline lift at the Lister Room end.

The deputy town clerk said there was an existing council resolution to let the Lister Room to a commercial tenant but it had never been implemented. He suggested the council needed to consider first what use it wanted to make of this area before deciding about the lift.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to defer a decision on the replacement of the Marine Parade lift until the council has considered the strategic use of the roof and Marine Parade Shelters' rooms before determining what needs to be done to facilitate it.

*The meeting closed at 8.35pm.*

**Committee:** Town Management and Highways

**Date:** 3 February 2021

**Title:** Matters arising from the minutes of the Town Management and Highways Committee meeting held on 4 March 2020

**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**

**19/82/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 29 January 2020**

**Cemetery gate**

The new gate has been delivered and installation is scheduled into the works' programme.

**Office refurbishment**

Work to reconfigure and refurbish the ground floor area of the council offices formerly occupied by the tourist information centre is almost complete with only very minor works remaining to be done. The IT infrastructure requires further input from Dorset Council and this is being organised as soon as their internal working arrangements permit.

Further repair works to the first and second floor areas will be organised as soon as sufficient reserves have been built up in line with the recent decisions about the budget and the implementation of objectives. Priority works are likely to involve the frontage windows, guttering and flat roof area above the town clerk's office. This work will require planning permission, listed building consent and building regulations approval.

It will also require a road closure, which, realistically, restricts the timing of the works to either late-autumn 2021 or late-winter/early-spring 2022. This will give sufficient time to obtain the various permissions and obtain quotes/tenders and select a preferred contractor.

The repairs to the lintel on the rear elevation have still not been undertaken by the selected contractor. This work is being chased and will be completed prior to any return to office working.

**19/83/TMH – Update Report**

**Mini-golf refurbishment/Anning Road play park**

At the date of the last meeting, the mini-golf astroturf was being installed. This work was completed

shortly afterwards, paid for by recovering funds through Section 106 funding left over from the Henry's Way play park project.

The remaining Section 106 money was to be used to install a small tower and slide in the toddler area of Anning Road play park. This project is on hold as it involved an initial outlay of funding £1,880.55 +VAT.

### **Amenities area**

At the date of the last meeting, the operations manager was seeking quotations for introducing toddler equipment and a petanque sandpit for an area on the top tier of the putting green. One returned quote was £9,127.30 for a twin swing frame, springer, spinner and a toddler ship with associated safety grass matting. The external works' team would be able to install a petanque area for minimal cost. This work is on hold.

Members have recently suggested that the area should be used as an amenity that generates income.

### **19/86/TMH – Church Railings Replacement**

At the date of the last meeting, quotes for new railings at the side of St Michael's Parish Church had been received. The church had been contacted and a contractor was due to be selected. Due to the cost involved this work is on hold. As a temporary repair, the external works' team intend to grind off the rusted spikes and make the surface good enough to be used as a suitable handrail.

### **19/87/TMH – Beach Nurdle Trommel**

The nurdle team were unable to visit in April as planned due to the pandemic.

### **19/88/TMH – Request from Cancer Research UK**

The organisation was unable to carry out its fundraising event between June and September due to the pandemic.

Matt Adamson-Drage  
Operations manager  
February 2021

Mark Green  
Deputy town clerk

**Committee:** Town Management and Highways

**Date:** 3 February 2021

**Title:** Update Report

**Purpose of the Report**

To inform members about progress on significant works and issues

**Report**

**Update since the last Town Management and Highways Committee meeting**

The pandemic interrupted committee proceedings and the last meeting of this committee was held on 4 March 2020. In the interim, many staff were furloughed and project work and unnecessary expenditure ceased. The following list of updates is intended to appraise members of the current situation. They will also detail whether the council is already financially committed to the project, the project is deemed essential work or if the project is currently on hold.

**Guildhall oriel window and frontage**

The Guildhall window and stonework repair is deemed essential work. The road closure from 1 to 28 March 2021 is in the consultation stage and letters and notices are being sent this week. By the time of the meeting, contractors' quotes will have been inspected and a contractor selected for the work. A verbal update will be provided at the meeting. However, the lowest quote received is well within the threshold which, under standing orders and financial regulations, can be accepted by the town clerk. The precise figure and all other details will be reported for noting to the next meeting of Strategy and Finance committee.

The required planning permission and listed building consent has not yet been received. The final date for comments has passed and there are no objections and one letter of support on behalf of the museum. As with the road closure, officers will continue to liaise closely to minimise the risk of any delay.

**Dog-Related PSPO – Dorset Council consultation**

At the date of the last meeting, the operations manager had responded to Dorset Council's (DC) consultation on the council's behalf. Since then, the Dog-Related PSPO was introduced by DC on 1 January 2021. For Lyme Regis Front Beaches the rules have now reverted to the way the PSPO was structured pre-2018, with dogs to be on the lead on the Front Beaches in the winter period. Enforcement officers have been encouraged to educate only for the first month, after which, enforcement action will continue as normal. New signage provided by DC, with its new logo, is due to arrive shortly. The existing signage is adequate for the time-being but has the West Dorset District Council logo.

**Gardens' lamp columns**

At the date of the last meeting, a lamp column damaged during Storm Dennis was in the process of being repaired. This work has been completed.

Following repair to the vandalised lamp column, a contractor further damaged the column. This is in the process of repair with the Aluminium Lighting Company in Wales. The contractor is being pursued for damages.

### **Anning Road Playing Field – Cherry trees**

At the date of the last meeting, the six cherry trees had arrived and were due for planting – these were duly planted. A plaque commemorating the 75<sup>th</sup> anniversary of VE day was due to be unveiled at the May Fete by the mayor. Unfortunately, due to the pandemic this did not come to pass. The plaque has been ordered, due for delivery by 12 February 2021 and will be installed next to the cherry trees thereafter.

### **Park and Ride 2021**

A full report will be brought to the next meeting of this committee when there is greater clarity about ongoing restrictions, bus capacity assuming social distancing remains in effect and the potential financial implications of this for both the bus operator and the council. The latter will require some quite complex financial modelling with assumptions about viability at differing levels of usage and fare structure. The landowner is also anxious to understand the council's intentions for this year.

The current officer view is that a park and ride service is unlikely to be realistic and financially viable in 2021, other than during the school summer holiday period. Even that view could be significantly altered by events entirely beyond the control of this council and subject to sudden and unexpected change.

If a decision is made to run the service at some point, the previously agreed temporary signage can be put in place at relatively short notice. More problematic is putting in place bus and driver capacity and obtaining the necessary permissions from the Traffic Commissioners. Landowner consent will also be required to operate some changed arrangement for part-year only.

### **Blue Sea Café**

The works were completed prior to Easter 2020 and the unit has been trading successfully since then. It is currently operating solely as a takeaway, in line with government restrictions

The approved budget for the project was £29,300 + VAT, inclusive of fees. The contract sum was £27,234.75 + VAT. Although some additional costs were incurred in rectifying historic 'tanking' faults at Marine Parade level, which only came to light after the asphalt had been dug up, and other damage to internal tanking which was only apparent after wall coverings were removed, other savings were achieved which meant that the total cost of works was £26,387.47 + VAT. Of that total, 2.5% or £746.82 is still being held as retention and will be released in March 2021. The total cost of the works, including fees, amounted to £28,547.47 + VAT; about 2.5% under budget.

### **Jubilee Pavilion and Letting**

Members have agreed to let the Jubilee Pavilion and Lister Room on a longer-term basis in order to maximise the use of the space, generate additional income and avoid the current £10kp.a. liability for business rates.

Due diligence is taking place to review historic funding arrangements, including third-party contributions, to ensure there are no ongoing restrictions on the council's ability to let the spaces on the agreed basis.

Initial discussions suggest there will be strong interest in the pavilion in particular and a full report will be brought to the next meeting with draft particulars and a suggested process for the approval/selection of tenants. At this stage, it is assumed the process will be similar to that employed for the 'shelters shops' i.e., a selection process which takes into account the suitability of use in at least equal measure to the offered rent.

### **Water meters at the caravan and chalet site**

Quotes from contractors are being sought for the installation of 40 specialised water meters across the caravan and chalet site. Over 50 have already been installed externally. This will complete the project commenced by the former operations manager to allow electronic reading of meters and accurate billing. In addition, it will help track down leaks within town council owned infrastructure that runs from the main meters in the car park into the site. This work, following some training, may be possible to be completed by a member of staff. The next Human Resources Committee will receive a report detailing the cost and timing required to complete plumbing training as an alternative to using a contractor.

### **Electric vehicle charging points**

A contractor was selected by the council at the meeting of this committee in January 2020. Western Power needs to work on some of its infrastructure before electric vehicle charging points can be installed at Monmouth/Cabanya car park. It is understood the work for Woodmead car park will be completed at the same time. These works are yet to be completed. The operations manager continues to liaise with them for updates. The contractor selected to install the charging points is ready to start work as soon as the power infrastructure is in place.

### **CCTV and Anti-Social Behaviour PSPO**

Regular meetings with the police, the DC service manager for licensing and community safety, the town clerk and the operations manager are being held. These discussions feature both the Anti-Social Behaviour PSPO and the integrating/upgrading of town CCTV to allow DC and the police to view Lyme Regis CCTV. Locations for further cameras are being discussed to include Broad Street and the seafront.

The Anti-Social Behaviour PSPO is due for consultation and, subject to the outcome, is expected to be implemented in April 2021, when the current PSPO ends. This PSPO deals primarily with feeding of seagulls and anti-social behaviour involving alcohol.

### **Eat Festival**

The Eat Festival team is continuing with its planning subject to Government restrictions on the festival date of 24 April 2021. As well as the seafront, they have approached DC and intend to operate on the Gun Cliff walkway and on Theatre Square. An events advisory group planning zoom meeting with officers and stakeholders is planned on 18 March 2021 at 2pm.

### **Additional Beach Huts on Cart Road**

The agreed additional two beach huts on Cart Road have been manufactured and are currently being stored by the supplier. After discussions with agents and others, the view is that while there is likely to be strong interest in the huts (a hut offered for sale last year attracted several extremely strong bids and the council holds a list of about 30 persons who have expressed interest in buying a hut should one become available), it is critical that any and all required permissions are obtained prior to the marketing and selection commencing.

On that basis, an application will be submitted asap with all required supporting material. It is proposed to apply for up to four extra huts over and above those permitted in 2013, when the number was last increased.

Matt Adamson-Drage  
Operations manager  
February 2021

Mark Green  
Deputy town clerk



**Committee:** Town Management and Highways Committee

**Date:** 3 February 2021

**Title:** Memorial Ideas and Memorial Trees

**Purpose**

To allow members to discuss memorial ideas and an allocation of memorial trees

**Recommendation**

Members decide on an allocation of 14 memorial cherry trees, consider other memorial ideas and instruct officers

**Background**

1. At a meeting of this committee on 17 January 2018, members decided to commit to a review of allocation of memorial benches and memorial trees every three years and the waiting lists were kept open. At that time the head gardener had said there was no more room for any more memorial trees but there was space for memorial benches on the seafront.
2. The following three years saw an allocation of memorial benches to fill the available space on the seafront. With no more space available, the memorial bench list has effectively been closed.
3. The memorial tree list remains on hold and more recently the operations supervisor has contended there is room for 14 more cherry trees on 'memorial walk' in the gardens (images below).

**Report**

4. Office reception staff are regularly asked by members of the public about options for memorials for loved ones and currently none are offered.
5. In line with the three-year allocation review, consideration should be given to;
  - a. Allowing 14 more memorial cherry trees in the gardens. Cherry trees (Tai Haku variety) and plaques to be purchased from the council, for members of the public who would like memorials, at no cost to the council.



b. Considering a further option for memorials in Lyme Regis

6. Perhaps a solution that accommodates as many plaques as possible such as a 'tree of life' might be appropriate. This, for example, could be placed on the shelters wall or on the wall adjoining the cinema at the entrance to the gardens and would accommodate a large number of memorial 'leaf' plaques. Members may have other suggestions.



7. On the other hand, members have previously expressed they do not want Lyme Regis turning into a memorial and therefore closing the lists and no longer offering these facilities may be the solution.
8. Any recommendations from this committee will be considered by the Full Council on 3 March 2021.

Matt Adamson-Drage  
Operations manager  
February 2021

**Committee:** Town Management and Highways Committee

**Date:** 3 February 2021

**Title:** Dorset Council Car Park Consultation

**Purpose**

To inform members about phase two of Dorset Council's parking charges' review and the consultation process

**Recommendation**

Appoint one member to sit on the Charmouth and Lyme Regis working group to inform phase two of Dorset Council's parking charges' review

**Report**

1. Dorset Council (DC) is moving towards phase two of its parking charges review as it attempts to align charges and permits across the area. To help gain knowledge of local areas, to understand local parking issues and to allow local opinions to be heard, DC is creating local working groups.
2. There will be nine working groups, that will meet through the life of the charging project:
  - Beaminster, Bridport, West Bay and West Bexington
  - Blandford Forum, Gillingham and Shaftesbury
  - Charmouth and Lyme Regis
  - Corfe Mullen and Wimborne Minster
  - Corfe Castle and Wareham
  - Dorchester
  - Ferndown, Verwood and West Moors
  - Portland and Weymouth
  - Sherborne and Sturminster Newton
3. Swanage is not included as all the car parks are owned and managed by the town council.
4. Dorset Council would like a LRTC member on the Charmouth and Lyme Regis working group so it is suggested one member is identified at the meeting. DC is also interested in hearing from members of the general public, action groups, places of education/worship, business, etc. Some suggestions have already been put forward for the working group by the office staff but if members have any suggestions please let the operations manager know. Details of the dates of working group meetings will follow.
5. Any recommendations from this committee will be considered by the Full Council on 3 March 2021.

Matt Adamson-Drage  
Operations manager  
January 2021

**Committee:** Town Management and Highways Committee

**Date:** 3 February 2021

**Title:** Dorset Council Car Parks – Free Parking Dates

### **Purpose**

To inform members about Dorset Council's new policy for applying 'free' parking days in its car parks

### **Recommendation**

Members comment on Dorset Council's new policy for applying 'free' parking days in its car parks

### **Background**

1. Historically, Dorset Council (DC) has allowed up to five dates annually of free parking in its car parks to be calendared at town and parish councils' discretion.

### **Report**

2. The town clerk received an email from Cllr Ray Bryan, Dorset Council portfolio holder for highways, travel and environment on 19 January 2021 detailing Dorset Council's intention to standardise and set a clear framework for town and parish Councils when applying for 'free' parking days. Historically, these have been used differently in each local area, leading to ongoing perceptions of inequity, and difficulty for officers in trying to make consistent and fair decisions across the county.

3. The new Dorset Council policy is as follows:

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

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

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

4. Dorset Council would like to implement this policy as soon as possible and is inviting any queries or comments by 19 February 2021. Members are asked to provide comments at the meeting for officers to submit to DC.

5. In recent history LRTC has matched the DC free car parking dates for shoppers on Saturdays in December in Woodmead car park, only.
6. Any recommendations from this committee will be considered by the Full Council on 3 March 2021.

Matt Adamson-Drage  
Operations manager  
January 2021

**Committee:** Town Management and Highways Committee

**Date:** 3 February 2021

**Title:** Burial of Non-parishioners in Lyme Regis Cemetery

**Purpose**

To allow members to discuss cemetery charges and burial of non-parishioners

**Recommendation**

Members continue to allow burial of non-parishioners at Lyme Regis Cemetery for double fees

**Background**

1. At the Full Council meeting on 25 November 2020, members were asked to review cemetery fees for the 2021-22 financial year. It was agreed the fees would not be increased but Cllr C. Reynolds was concerned the council allowed non-parishioners to be buried in Lyme Regis Cemetery when there was limited space. She asked for a report to be brought back to the council to allow members to review this.

**Report**

2. Non-parishioners, i.e. people who live outside of Lyme Regis at the time of death, are eligible to be buried at Lyme Regis Cemetery but double fees will apply. For example, the cost of purchasing a grave would double from £455 to £910 and the cost of interment would double from £225 to £450.
3. The council's policy states single fees will apply to a 'current or recent parishioner' although there is no definition of 'recent', so this is left to officers' discretion.
4. Single fees also apply if a previous parishioner had purchased a grave during the 10 years prior to burial.
5. It is common practice to allow non-parishioners to be buried in a particular cemetery and to charge double fees. Other councils in the local area applying this policy include: Uplyme, Charmouth, Axminster, Bridport, Dorchester, Swanage, Seaton, Sidmouth and Sidbury.
6. However, there are some councils in the country which triple or even quadruple fees for non-parishioners to dissuade people due to lack of space.
7. Space is limited in the cemetery, with no other obvious sites in the town for further burial grounds. It is estimated new grave spaces will be available for the next 25 to 30 years, in addition to graves already purchased and re-opening existing graves.
8. Of the 16 burials in 2020, four were non-parishioners; two lived in Charmouth but had previously purchased graves, and the other two had previously lived in Lyme Regis and had previously purchased graves.

9. The charges at Lyme Regis cemetery are very reasonable compared to other local councils and as spaces become limited in the local area, people may look elsewhere to bury their loved ones and Lyme Regis would be an affordable option. Some local examples have been provided as a comparison:

	<b>Purchase of earthen grave</b>	<b>Burial in earthen grave</b>
<b>Lyme Regis</b>	£455 (100 years)	£225
<b>Axminster</b>	£870 (50 years)	£491
<b>East Devon (Sidmouth, Seaton, Sidbury)</b>	£870 (50 years)	£491
<b>Sherborne</b>	£650 (75 years)	£175
<b>Bridport</b>	£260 (99 years)	£175

10. Any recommendations from this committee will be considered by the Full Council on 3 March 2021.

Adrianne Mullins  
Support services manager  
January 2021

**Committee:** Town Management and Highways Committee

**Date:** 3 February 2021

**Title:** Showers on the Beach

**Purpose**

To allow members to discuss the showers on the beach in light of pandemic restrictions

**Recommendation**

Members approve the showers on the beach remain closed until pandemic restrictions are eased

**Background**

1. The beach showers are normally removed in the first week of November, to allow for the October half term, and installed in the last week of March, prior to Easter. This is done primarily to avoid the system freezing up over the winter but also allows the maintenance staff to clean down and service the shower units.
2. The beach showers were not re-instated on the beach in March 2020 due to the pandemic and the need to reduce as many public touch points as possible.

**Report**

3. Since the early 2020 decisions on the closure of the beach showers, the pandemic has now increased its capability to spread and is infecting more people than before. Although the office has received requests from members of the public to reinstate the showers on the beach, the operations manager has been reluctant to do so as they represent an unnecessary public touch point.
4. The reinstatement of the showers is therefore conditional upon the easing of restrictive measures by the Government following a successful national vaccination programme and significant reduction of the numbers contracting the disease across the country.
5. Any recommendations from this committee will be considered by the Full Council on 3 March 2021.

Matt Adamson-Drage  
Operations manager  
January 2021



**Committee:** Town Management and Highways

**Date:** 3 February 2021

**Title:** Charmouth Road Allotments

### **Purpose of Report**

To inform members of a Dorset Council commissioned report which draws attention to lead levels at Charmouth Road allotments and to inform members of the action officers have taken in response to these comments

### **Recommendation**

Members note the report

### **Background**

1. The Spittles Lane landfill site was owned by Lyme Regis Borough Council (the town council's predecessor) and transferred to West Dorset District Council<sup>1</sup> during local government reorganisation in 1974.
2. Lyme Regis Town Council owns Charmouth Road allotments; the site is managed and maintained by Charmouth Road Allotments' Association.

### **Report**

3. In 2020, Dorset Council commissioned WPA Environmental to undertake exploratory intrusive investigation works and a risk assessment survey to establish if there is a contamination linkage between the closed landfill site at Spittles Lane and the Charmouth Road allotments.
4. WPA found there wasn't any contamination linkage from the closed landfill site to the allotments but reported contamination within the allotments' land area. This included the presence of lead in land surface soils along the northern and eastern boundaries of the allotments. A copy of WPA's report is attached, **appendix 13A**; Steve Horsler from Dorset Council's environmental protection department will attend the meeting to introduce the report to members and answer questions.
5. WPA's report states there is no evidence to suggest the allotment site could be determined as contaminated under Part 2A of the Environmental Protection Act 1990 but states the linkages should be further investigated.
6. On 22 December 2020 the town clerk commissioned WPA consultants to undertake some further work; a copy of the instruction is attached, **appendix 13B**. WPA's draft report is expected end-February 2021.
7. A meeting has been arranged with the allotments' association on 4 February 2021 to discuss the issues raised in WPA's report to Dorset Council and the further work the town council has commissioned WPA to undertake.

---

<sup>1</sup> In 2019, West Dorset Council's successor organisation, Dorset Council, came in to being.

8. A further report will be presented to this committee on 17 March 2021.
9. Any recommendations from this committee will be considered by the Full Council on 3 March 2021.

John Wright  
Town clerk  
January 2021

## **LRTC's instruction to WPA Environmental**

### **TASK**

To undertake a desktop study in relation to contamination on allotments with particular reference to the Lyme Regis Town Council (LRTC) allotment site off Charmouth Road ('The Spittles Allotments')

### **AIM**

To gather, collate and interpret reference and comparative/contextualising information to assist Lyme Regis Town Council to manage land quality matters at The Spittles Allotments cost – effectively, proportionately, with targeted actions, and in a manner consistent with other comparable contexts in the UK.

### **OBJECTIVES:**

1. To establish and identify what information exists in terms of Government and other reputable/credible guidance that relates to, or could be applied to, lead contamination on allotments (and other contaminant species if relevant)
2. To establish whether such material may have relevance to the circumstances at The Spittles Allotments
3. To identify other UK examples of allotments where the question of lead contamination has been considered, and evaluate how such situations compare with The Spittles Allotments. This objective to have a particular focus on establishing whether there is anything extraordinary about Spittles allotments compared to other examples, save for the fact that there happens to be a former landfill site nearby, and whether, were it not for the presence of said former landfill, any detailed investigation would be likely, or necessary.
4. To consider benefit of, and if appropriate/feasible arrange for, bioavailability testing of samples already taken from the Spittles allotments
5. To develop and provide explanation of the scale of unquantified risk at the Spittles allotments
6. To generate options for moving forward, possibly including (but not limited to): 1. Any intermediate options which obviate the need for a full intrusive survey; 2. Precautionary mitigation options, eg advice to allotment users, etc. which may help address uncertainties in the absence of full detailed intrusive survey. 3 Any other suggestions for targeted actions which might help LRTC achieve its management objectives without undertaking a detailed intrusive survey.

**Committee:** Town Management and Highways Committee

**Date:** 3 February 2021

**Title:** Roof Glass Incident

**Purpose**

To report the latest information on the roof glass incident

**Recommendation**

Members note the report

**Background**

1. On 7 October 2020 a glass panel of the new balustrading over the roof above the amusement arcade was shattered by a small projectile from a council lawn mower. The toughened glass panel shattered into small fragments but did not remain intact and in place. A small proportion of the shattered glass panel fell over the edge of the roof and covered a family playing on an amusement ride, which had been moved partially outside of the building.
2. The glass panel area was made safe with boarding and the operations manager commenced an investigation into the incident immediately, informing the HSE the same day. The deputy clerk began investigating the specification of the glass balustrading with the contractor. The deputy clerk, on receiving a letter from the family concerned, wrote back to them.

**Report**

3. The Health and Safety Committee met on 29 October 2020 but at the time of the meeting, final information was yet to be gathered from the contractor. The final incident investigation report is due to be discussed by committee on 4 February 2021. The incident investigation report is at **appendix 14A**.
4. The outcome of the investigation was that the toughened glass panels were of a suitable specification for the location but that in this instance the panel had not behaved as expected. No remedial action for the glass balustrading was recommended by the contractor or architect. In addition, the member of staff was operating in line with the risk assessment for lawn mowing.
5. Remedial actions include the purchase of barrier netting which can be introduced temporarily while mowing to catch objects thrown from lawnmowers. The gardening team have thoroughly inspected the area for stones and objects and removed them. The lawn mowing risk assessment has been reviewed by the operations manager but no changes have been made.
6. More recently, the owner of the amusement arcade contacted the HSE about the incident. The HSE emailed the town clerk on 21 January 2021 for further information about the incident. The incident investigation report was emailed to the HSE.

Although the HSE has not contacted us again, in light of this interest from the HSE this report has been brought to this committee, in addition to the quarterly Health and Safety Committee meeting on 4 February 2021.

7. Any recommendations from this committee will be considered by the Full Council on 3 March 2021.

Matt Adamson-Drage  
Operations manager  
January 2021

Incident Investigation Report Form	
<b>Summary of Accident Report Form Details:</b>	
Date of incident: 7 October 2020	Time of incident: Approx. 14:00
Location: Outside Amusement Arcade	Accident report form number/reference: 003
Name of person completing form: MATT ADAMSON - DRAGE	Position of person completing form: OPS MGR
Contact details of person completing form: 01297 445175	Was the person completing form witness to the incident? NO
<b>Details of Injured Person</b>	
NEAR MISS - POSSIBLE ANXIETY ATTACK	
Employee <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Third party <input checked="" type="checkbox"/>	Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> + FAMILY (WIFE, HUSBAND + 16mth child)
Name: [REDACTED]	Job title (if employee):
Home address: [REDACTED]	Contact numbers: [REDACTED]
Line manager (if applicable):	Line manager's contact details (if applicable):
Next of kin:	Next of kin's contact details:
<b>For Employees Only:</b>	
Describe level of experience in job/years of service: -	
Details of any relevant training: -	
Details of any known existing medical conditions/ medical history: -	
<b>Type of Incident</b>	
Near Miss/High Potential Near Miss/Accident - Minor/Serious/Major	
Brief description: Lawn Mower sent stone which struck toughened glass panel. Panel did not stay intact. Apertin fell from the roof	
Severity and frequency: over the family. Showering them in glass. HIGH POTENTIAL NOT FREQUENT	
<b>Property Damage</b>	
Property affected: TOUGHENED GLASS PANEL SMASHED	Approx. cost: LESS THAN £1000
Nature of damage: "	



**Other Losses**Description: *NIL*

Approx. cost:

**Details of Witness(es) (Attach Copies of Witness and Expert Statements)**

Witness/Expert name(s) and contact numbers:

Job title (if employees):

*GARDENER (WITNESS TO AFTERMATH)*  
*SEAFRONT ATTENDANT (WITNESS TO AFTERMATH)***Full Description of Events, Including Drawings, Maps, Sketches and Photographs***[REDACTED] was mowing. A stone (left by roof contractors most likely) was sent into the new glass panel 12mtrs away. The panel shattered but did not stay intact as it should. Some glass fell below over the family.***Causal Analysis: What were the Possible Causes? Consider the immediate and root causes***GLASS NOT OF THE RIGHT SPECIFICATION - MANUFACTURER REFUTES.  
MOWING TOO CLOSE / NOT CLEARING STONES FIRST.  
CONTRACTOR NOT MAKING THE GROUND GOOD.***Additional Factors for Consideration**

Environmental - consider weather, visibility, lighting, moisture, noise, conditions, etc.:

*Good weather / Slight wind / Medium temperature. Nothing significant*Time of day: *14:00 approx*Hours worked previous to incident: *6*

Risk assessment: Was there one in place? Was it followed? Have shortcomings in the risk assessment been identified?

*YES. 10mtrs from people objects - followed YES. YES TOO CLOSE TO THE GLASS PANELS.*

Other relevant factors:

**Action Required to Prevent Recurrence**

Immediate actions taken:

*NOT MOWING THE AREA UNTIL MANUFACTURER HAS INVESTIGATED. GARDENERS ARE REMOVING STONES.*

Recommendations for corrective action and opportunities:

*BARRIER NETTING TO BE USED WHILE MOWING. NO FURTHER ACTIONS RECOMMENDED.*

Who should complete action?

*OPERATIONS MANAGER*

By when?

*BY NEXT MOW.*

Action plan:

*GARDENERS RAKE + REMOVE STONES ON THE SURFACE BY THE EDGE OF THE ROOF. GARDENERS EMPLOY BARRIER NET WHEN MOWING.*

Investigation carried out by: Name/Position

*MATT ADAMSON - DRAGE / OPS MGR + MARK GREEN  
DEP TOWN CLERK*

Date of investigation:

*7-30 October 2020*

Action approval: Name/Forum/Date

*H&S Committee 29/10/2020 + 04/02/2021*

Action monitoring by: Name/Forum

*CHAIR OF H&S COMMITTEE / Cllr JOHN BROOM.*

Distribution: ■ Management ■ Those impacted by the incident ■ Those allocated actions ■ Other interested parties

**Committee:** Town Management and Highways Committee

**Date:** 3 February 2021

**Title:** Circus Request

**Purpose**

To discuss a request from a circus to come to town

**Recommendation**

Members consider whether to instruct officers to open discussions with Circus Ginnett

**Report**

1. We have received a short email request about the possibility of Circus Ginnett operating from Anning Road playing field towards the summer holidays. The majority of Anning Road playing field belongs to Dorset Council and in any case, would not be an ideal location due to the lack of immediate parking and space for circus staff and caravans.
2. Strawberry Field, subject to the landowner's view, may be a better location with the possibility of parking opposite at the park and ride site, subject to the landowner's view.
3. If members are open to the possibility, officers can open discussions with Circus Ginnett and the relevant landowners.
4. Any recommendations from this committee will be considered by the Full Council on 3rd March 2021.

Matt Adamson-Drage  
Operations manager  
January 2021



**Committee:** Town Management and Highways Committee

**Date:** 3 February 2021

**Title:** Stile Lane

**Purpose**

To inform members about issues which have arisen as a result of a personal injury accident and subsequent insurance claim relating to the use of a section of Stile Lane

**Recommendation**

Members note the current report and the intention to bring a more detailed and comprehensive report for discussion and decision in due course

**Report**

1. Last year, this council received an insurance claim relating to a personal injury accident which had occurred on a section of Stile Lane within Lister Gardens.
2. Stile Lane is a public definitive footpath and the claim raised complex legal issues about responsibility and liability as between the town council (landowner) and Dorset Council (highway authority). The former has normal landowner responsibilities and duties of care and the latter has responsibility for maintaining the surface of the right of way to an acceptable and appropriate standard. Those liabilities and responsibilities in this particular case have not yet been settled.
3. However, the necessary investigations arising from the claim have highlighted a number of other issues with Stile Lane, including:
  - the ground stabilisation works undertaken by West Dorset District Council in 2006 have, effectively, diverted the path from its definitive route; large parts of which are now unwalkable.
  - the path is obstructed at various points along its route; including at its lower end, where the definitive route goes straight through built structures at Marine Parade level.
4. Discussions are ongoing with Dorset Council about both the claim and wider issues affecting the definitive route of the footpath. This is an extremely complex area of law and the process for formally diverting a definitive route can take years to complete. A more comprehensive report about the suggested way forward will be brought to the next meeting of the committee after further discussions have taken place with Dorset Council. At this stage, members are simply asked to note the situation.
5. Any recommendations from this committee will be considered by the Full Council on 3 March 2021.

Mark Green  
Deputy town clerk  
January 2021

**Committee:** Town Management and Highways Committee

**Date:** 3 February 2021

**Title:** 17 Monmouth Beach Chalet

**Purpose**

To allow members to discuss plans received from the owner of 17 Monmouth Beach chalet, which details changes to the structure

**Recommendation**

Members consider the plans received from the owner of 17 Monmouth Beach chalet, which details changes to the structure

**Report**

1. The owner of 17 Monmouth Beach chalet has contacted the council to discuss plans which involve changes to the structure. A verbal report will be given by the deputy town clerk at the meeting.
2. Any recommendations from this committee will be considered by the Full Council on 3rd March 2021.

Matt Adamson-Drage  
Operations manager  
3 February 2021

## Complaints and Incidents Summary – 27 February 2020 to 27 January 2021

Members are asked to approach staff in advance of the meeting if they wish for further details of any compliment or complaint.

### Complaints and incidents dealt with by LRTC

No.	Date	Incident?	Where?	When did it occur/when noticed?	Item reported to	LRTC action
	Summer 2020	A number of complaints from the same complainant about noise in the gardens across the summer period.	Gardens and seafront	Summer	Ops Mgr	Ops Mgr replied by email
	26.10.2020	Not happy about lack of a pedestrian one-way system around the town due to COVID19.	Town and seafront	Recent Visit	Ops Mgr	Ops Mgr replied by email
	27.10.2020	Large dog off the lead chasing another dog ran into me at speed nearly knocking me off my feet. Supports the new PSPO.	Seafront	Recent Visit	Ops Mgr	Ops Mgr replied by email
	07.11.2020	Dog mess on beach and intimidated by dog off the lead. Supports new PSPO.	Seafront	Recent Visit	Ops Mgr	Ops Mgr replied by email
	18.11.2020	Excrement in the cemetery on the graves next to the paths. Supports the PSPO.	Cemetery	16.11.20 & 18.11.2020	Ops Mgr	Ops Mgr replied by email
	19.11.2020	Approached by enforcement officer and given a warning for having a dog off the lead on the Cart Road. Not happy with the way he was treated, and rights read.	Seafront	14.11.2020	Ops Mgr	Ops Mgr replied by email
	20.11.2020	Two rough sleepers in the shelters taking up all the room and the shelters smelling of urine and covered in litter	Seafront	20.11.2020	Ops Mgr	Ops Mgr replied by email
	01.12.2020	Speeding on Charmouth Rd now the SID has moved location	Charmouth Rd	01.12.2020	Ops Mgr	Ops Mgr replied by email
	01.12.2020	Graffiti reported in Monmouth car park - was initially reported to DC	Monmouth Car Park	01.12.2020	Ops Mgr	Ops Mgr replied by email
	12.12.2020	Bins on Monmouth beach not accessible - rocks	Monmouth beach	12.12.2020	Ops Mgr	Ops Mgr replied by email
	17.12.2020	Seagull ate ice cream and cut cheek	Seafront	17.12.2020	Ops Mgr	Front Desk replied by email
	19.12.2020	Cemetery drain overflowing	Cemetery	19.12.2020	Ops Mgr	Ops Mgr replied by email

	04.01.2021	Electricity out in the beach hut kitchen / Hut 39 door stiff	Seafront	04.01.2021	Ops Mgr	Front Desk replied by email Seafront Attdt investigated
--	------------	--	----------	------------	---------	--

### **Complaints and incidents dealt with by Dorset Council**

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
	13.11.2020	Disgusted at upcoming dog ban - hearing dog user	Seafront		Ops Mgr	Referred to DC

### **Compliments received**

No.	Date	Compliment	Where?	Item reported to:	Any further information
	16.03.2020	My wife and I have recently visited Lyme Regis by bus on several occasions, whilst staying in Dorchester, and would like to say how impressed we were by the public toilets on Marine Parade! We are both in our eighties and can honestly say they are the best we have seen in all our travels - and they were free! Well done Lyme Regis!	Seafront	Ops Mgr	
	31.07.2020	We returned from beautiful Lyme Regis last weekend after spending the whole week on the beach due to the glorious weather and I just wanted to give a special mention to the attendant outside the toilets on Marine parade. He was an absolute gem, always smiling and courteous and the loos were absolutely spotless every time.	Seafront	Ops Mgr	

	17.08.2020	<p>This year Langmoor Garden has been at its best. There is a huge variety of plants and we can see them all, not the weeds! It is not an easy task keeping a garden under control and with the wet Winter/Spring of 2019 and now the heatwave, your gardening team need to be commended.</p> <p>I have lived in Lyme Regis for over 40 years and in recent years, I walk through the gardens between May and the middle of November for my daily swim. You cannot help but notice the difference, it's "Huge".</p>	Gardens		
	04.09.2020	<p>Thank you SO much for the lovely Langmoor gardens. I have seen the gardener Danny several times on my way up from the beach, always doing a great job and always willing to tell me the names of plants. It is a great pleasure to have such cared for spaces in Lyme, and the ornamental grasses are especially beautiful this autumn. Thank you everyone responsible for all the work entailed in keeping the gardens so up together and varied.</p>	Gardens	Ops Mgr	

	19.10.2020	Yesterday I met some visitors from Lymington, along the coast on the edge of the New Forest. They are staying in Lyme Regis for four days. They walked and pushed a wheelchair along Marine Parade and three things they noticed. I said I would pass their comments onto you. 1. How nice to have so many benches along Marine Parade. 2. How clean the pebbles were on the beach. 3. The main comment was how litter free, compared with Lymington, the Marine Parade was even under and between the benches! I believe the "litter collector " is Darren. Please tell him that all his hard work along Marine Parade, up and down and through the garden and along Monmouth Beach has not gone unnoticed and is much appreciated. I love and I am proud of Lyme Regis, so lucky.	Seafront	Ops Mgr	
	02.11.2020	As residents of Lyme Regis we really enjoy our walks through the Langmoor and Lister Gardens. We love the planting schemes and especially appreciate the colour, texture and movement of so many beautiful plants at this time of year. We have been delighted to witness the careful clearance, mulching and weed suppression which has taken place this year and we are now delighted to see the new planting which has been completed this autumn. Today we had a great chat with two of your gardeners. Their pride and pleasure in their work was really impressive.	Gardens	Ops Mgr	
	09.11.2020	This website is great.	Office	Support Svcs Mgr	
	16.11.2020	Thanks for supporting Remembrance events in 2020. Thanks to LRTC grounds staff.	Seafront	Ops Mgr	
	12.11.2020	Great refurb on beach hut kitchen.	Seafront	Ops Mgr	
	02.11.2020	Council staff are brilliant.		Ops Mgr	

	17.12.2020	During the past twelve months I have been in contact with Elaine and Kerry of the Lyme Regis town council offices, primarily in connection to the hire of the beach huts. I would just like you to know how totally professional their customer services have been on every contact.	Office	Support Svcs Manager	
	21.12.2020	My wife and I (retired) had a delightful day out on the sea front yesterday. The facilities were excellent, in top notch condition and we found comfortable covered areas out of the cold breeze. The whole site is a credit to you all and we wish to thank you for your efforts in making Lyme Regis a very pleasant place to visit.	Seafront	All Managers	
	22.12.2020	After asking for grass to be strimmed behind chalet 52, Sarah then contacted MG to thank him for the fabulous service after she had been down to look at the chalet.	Monmouth area	Ops Mgr	
	15.01.2021	This website is great.	Office	Support Svcs Mgr	