



John Wright
Town Clerk

Lyme Regis Town Council

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

Tel: 01297 445175
Fax: 01297 443773

email: enquiries@lymeregistowncouncil.gov.uk

Town Management and Highways Committee

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

Notice is given of a meeting of the Town Management and Highways Committee to be held at the Guildhall, Bridge Street, Lyme Regis on Wednesday 10 November 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
05.11.21

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

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

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

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

AGENDA

1. 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 16 June 2021 (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 22 September 2021

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. Parking

To consider parking issues and consult with a Dorset Council highways and parking officer

9. Emergency Planning Procedure Review

To allow members to review the Emergency Planning Procedure

10. Request for Access across Woodmead Car Park to carry out works in the rear garden of Overjordan, Mill Green, Lyme Regis

To consider a request for access across Woodmead car park in order to facilitate works in the rear garden of Overjordan, Mill Green, Lyme Regis

11. Roof Management Plan

To allow members to consider a roof management plan

12. Solar Panels on Chalets and Day Huts

To allow members to consider allowing solar panels on chalets and day huts

13. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 16 September to 4 November 2021

14. Exempt Business

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 22 SEPTEMBER 2021

Present

Chairman: Cllr J. Broom

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr G. Stammers, Cllr G. Turner

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

Guests: Richard Kells, Crossley Consult

21/15/HR

Public Forum

N. Ball (read out by the chairman)

N. Ball said he was writing in the hope the council would consider changing the glass on the shelter roof project and also consider the limitations of use on shelter roof. He listed the reasons why he felt the glass should be changed. He said architects' drawings provided to him by the clerk clearly showed 10mm clear glass, which was then contradicted by the specifier. He said this should have been questioned from the start but he doubted if the councillors knew what glass was actually fitted, they were just told by the town clerk. N. Ball said the glass fitted was 12mm toughened glass and it had acted as the council hoped it would, although he didn't think this was true as four panels has been broken in one summer season. He asked who would be responsible if the glass broke and someone fell on to the Marine Parade. He said he understood the glass fitted could withstand load, with people using the roof as a viewing platform, but not if being hit by sharp objects under force. N. Ball said there had been discussions about protecting the glass, from suggestions of hedges, fences, film on glass, to putting picnic benches or flower tubs on roof. He said there were now where glass panels had been broken and not only did this look bad, but people had also been asking why they were there. He said the council needed to change the glass to toughened laminated glass before a more serious accident happened. N. Ball said limitations had come to his attention since he met and spoke with a representative from the manufacturer of the roof coating material, explaining the roof could be used but he doubted if the council staff had told the members about these criteria. This included the requirement for 18mm ply board if there is a function on the roof, the warranty would be affected if the surface was punctured or drains were not cleared, and the warranty of the roof coating was 15 years. N. Ball felt a byelaw should be pursued to prevent skateboards and bikes on the roof to prevent it being punctured and to prevent accidents happening. He said the contractor wanted more run on the roof to prevent ponding and this was not allowed at the time as it would have cost more money. As such, he believed the project had been all about cost over safety and quality. He said if toughened laminated glass had been used and the base layer had been fully prepared, it would have been more expensive. He said the council breached its own rule on getting three estimates for works as it

continued with the same architect which didn't require three quotes. N. Ball said he believed the staff and chairman of this committee did not keep the members informed as to what was happening and he looked forward to seeing what became of this meeting as it was a shame it would not involve the public. He said as he was always told, if it involved people's wrong doings or too much money involved, the council would always exclude the press or public. He urged the council to change the glass and limit use of the roof as just a viewing platform.

21/16/TMH Apologies

Cllr K. Ellis – work commitments
Cllr C. Reynolds – illness
Cllr D. Ruffle – prior commitment
Cllr R. Smith – family commitments
Cllr S. Williams – illness

21/17/TMH Minutes

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, the minutes of the previous meeting held on 16 June 2021 were **ADOPTED**.

21/18/TMH Disclosable Pecuniary Interests

There were none.

21/19/TMH Dispensations

There were none.

21/20/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 16 June 2021

Parking issues

Cllr D. Sarson asked if the relevant officers at Dorset Council (DC) would be attending the next meeting of this committee.

The operations manager said at least one officer was scheduled to attend.

Replacement of a section of seafront railings

Cllr B. Larcombe asked if everything was in place to hit the target date for the start of the works.

The deputy town clerk said DC had confirmed the works fell under permitted development and had confirmed its contribution to the cost of the works. He said the contractor was lined up and was aiming to start immediately after the October half term. The deputy town clerk said the only outstanding issue was to agree with DC how to prohibit parking while the contractor was working on each section, although it was likely to be managed informally with barriers and cones.

21/21/TMH Update Report

Guildhall works

Cllr B. Larcombe asked if everything was in place for the works to begin on 5 January 2022.

The deputy town clerk confirmed everything was in place and there were no outstanding issues.

Request for taxi ranks

The deputy town clerk said there were no further updates on the progress of the request, which was still in a process with DC.

New Harbourmaster's Store for Dorset Council

The deputy town clerk said legal advice had been obtained, confirming the council would need to serve 12 months' notice on DC to vacate the harbourmaster's store. He said he was due to meet with DC's head of service and the harbourmaster within the next week and it was proposed to serve notice immediately after that meeting.

21/22/TMH Car Park Ticket Machines

The operations manager said there was a significant issue with the machines in terms of cash and members were being asked to consider replacement machines or the possibility of removing machines completely and switching to phone and app parking. He said the current machines were not marine coated.

Members agreed there still needed to be the option to pay with cash as not everyone had smart phones or even mobile phones.

The deputy town clerk said big savings would be made in moving to pay by phone or app and a lot of other places had stopped accepting cash in their machines because it was unreliable and it was an increased focus for theft.

Cllr M. Ellis suggested just one machine accepted cash so people would still have the option to pay this way but it would reduce the potential for the machines to break down.

The operations manager said if only one machine accepted cash, it would become full too quickly and would be out of use until the cash was collected.

Cllr M. Ellis said officers needed to look at cash collection times if the machines were becoming full too quickly. She said if there were more frequent collections, it wouldn't be necessary for every machine to accept cash and she suggested three machines could accept cash and the rest could be card only.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to obtain quotations for car park ticket machines that can withstand a marine environment, three of which can accept cash and two of which are card only.

21/23/TMH Lyme Regis CCTV connection to the pan-Dorset CCTV Control Room

Cllr D. Sarson asked if the cameras would cover the gardens and above the Marine Parade.

The operations manager said the deployable CCTV camera, as per the following report on the agenda, covered that area and could be incorporated into the wider system. He said if the deployable camera was included in the system, it would increase the project cost from £52,000 to £61,000.

Cllr M. Ellis asked if extra cameras could be added to the system once it was installed.

The operations manager said once the fibre link to the Dorset control room was established, extra cameras could be added, but it would come at a cost.

The operations manager said in applying for funding from the office of the Dorset police and crime commissioner (OPCC), the council may be required to have cameras from a particular provider, and the camera in the gardens was on loan from a different provider. He said there might be an option to keep the deployable camera on loan for longer.

The deputy town clerk said officers could get a price for leasing the deployable camera. He said whatever option members went for, it would be unbudgeted expenditure but there would be less cost if it was included in the OPCC project.

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to seek quotes for the proposed CCTV system, to look into options for including the deployable CCTV camera in the gardens within the new system, and to apply for 80% grant funding from the office of the Dorset police and crime commissioner (OPCC).

21/24/TMH Roof Glass CCTV Camera

Members did not need to consider this item as it was incorporated into the previous item.

21/25/TMH 5b Bridge Street – Impact Protection Request

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to support a request from the owner of 5b Bridge Street to request impact protection to protect the overhanging windows (opposite the Guildhall).

21/26/TMH Cart Road Day Huts' Condition

The operations manager said although he had sent a letter to some private hut owners about their deteriorating huts, he had not had to send a letter to say the council would remove the hut if they didn't comply with the maintenance requirements.

Cllr B. Larcombe said the only way the council could have control over the condition of the huts was to own them.

Cllr M. Ellis said the council did have control as there were agreements with the owners. She said the council needed to be firm to make sure people were complying

with the requirements as the huts were in high demand and if owners didn't comply, there had to be consequences.

Cllr D. Sarson asked if owners had been told they could potentially lose their hut if they didn't meet the requirements.

The operations manager said it had been referred to in the first letter which was sent out in November 2020 but it had not been explicitly said. He said four of the huts which had previously been in poor condition were still not up to standard; huts 7, 27, 19 and 30.

Cllr J. Broom said the council should inform the owners if their huts were not up to standard by Easter 2022, the council would revoke their licence, remove the hut and charge for the removal.

Cllr M. Ellis felt the date should be earlier so it wasn't so close to the main season.

Cllr J. Broom suggested a deadline of 1 January 2022.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to write to owners of Cart Road beach huts in an unacceptable condition that they must bring their hut up to standard by 1 January 2022 or their licence will be revoked, the council will remove the hut and charge for its removal.

21/27/TMH Dorset Council Proposed Future Parking Strategy Report

Members noted the report.

21/28/TMH Dorset Council and Lyme Regis Town Council Agency Agreement Review

The operations manager confirmed the town council did not get paid for any work it carried out on DC's behalf under this agreement.

Cllr M. Ellis said the council needed to be mindful of not carrying out too much work on DC's behalf as DC might not carry out any work at all in Lyme Regis if it felt it was already being done. She suggested keeping a log of how much it was costing the town council to carry out DC work and to consider if there should be any recompense from DC.

The operations manager said DC was not relinquishing responsibility for what it did and he saw it as a benefit that the town council was allowed to carry out jobs to keep the town tidy, although he didn't feel it would be required very often. He added town council staff could choose to do the work or not.

The operations manager said the agreement allowed the town council to manage pavement licences for the whole town, not just the seafront. He said the amount the council could charge for pavement licences was currently restricted to £100 due to Covid-19, but the agreement did not state that the income had to be paid to DC.

It was noted the agreement was subject to annual review so it would allow the council to assess how much DC work it was doing.

The deputy town clerk clarified specific provisions in the Highways Act meant the council could only charge an amount for pavement licences to cover admin costs, so the income wouldn't be as much as the council receives for the seafront alfresco licences.

21/29/TMH Footpath 21

Members noted the report.

21/30/TMH Complaints, Incidents and Compliments

Members discussed the seagull problem in Lyme Regis as there were several complaints about them and noted the problem seemed to be much worse than in neighbouring seaside towns, probably due to the amount of takeaway food outlets in Lyme Regis.

The operations manager said a report would go to the next Tourism, Community and Publicity Committee meeting to allow members to consider employing a falconer to tackle the issue. He said the number of complaints received suggested the council should consider the idea again.

Further to complaints about people not being able to sit in the gazebo in the gardens due to anti-social behaviour, Cllr B. Larcombe said the PCSO should be asked to pay particular attention to what goes on there. He said if it continues, the council should consider taking the gazebo away, as it was also a maintenance cost to the council.

Cllr M. Ellis said the council needed to deal with the problem rather than take away the gazebo and other people's enjoyment.

The operations manager said the gazebo would need to be replaced at some point so this could be a discussion for that time.

21/30/TMH Roof Balustrading

Proposed by Cllr M. Ellis and seconded by Cllr JG. Turner, 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 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.

Cllr B. Larcombe left the meeting at 8.26pm.

21/31/TMH Exempt Business

a) Roof Balustrading

Cllr B. Larcombe returned to the meeting at 8.27pm.

The deputy town clerk said if there was a mind to replace the current balustrading, it would not be straightforward to replace it with something that was compliant. He said the previous railings had to be replaced and it was difficult to imagine what else they could have been replaced with, other than the current balustrading. He said if the council replaced what was already there, it would almost certainly be at the council's cost, not someone else's.

The deputy town clerk invited Richard Kells, the specialist glazing consultant from Crossley Consult, to speak.

Mr Kells said the barrier system was fully compliant and if the council was minded to change the glass, he would urge any decision to be delayed as laminated glass in barrier systems was banned following the Grenfell fire. He advised the council not to waste money putting laminated glass in, then possibly falling foul of building regulations which might change.

In answer to members' questions, Mr Kells said post-Grenfell, the only option was what the council currently had and it was very good barrier system compared to other buildings he had inspected. He confirmed high-rise buildings in London would use the same type of glass.

Cllr M. Ellis left the meeting at 8.38pm.

Cllr M. Ellis returned to the meeting at 8.40pm.

Cllr D. Sarson asked about the effectiveness of the tie-down points to be able to support and hold down large marquees in strong winds.

The deputy town clerk said this would be an issue for the contractor as Mr Kells was a glazing expert. However, he said the posts were specifically designed as marquee strap down points. He said he could ask Taunton Fabrications for the structural calculations related to this.

Members discussed whether it was necessary to look at ways of protecting the public on Marine Parade. A canopy or apron on the front of the roof to catch or deflect anything was suggested.

Mr Kells said so far, in the experience of his company, there hadn't been a fatality from falling glass and injuries from falling glass were quite rare.

Mr Kells offered to help formulate a response to Mr N. Ball's points raised in the public forum and members took up this offer. It was also agreed Mr Kell's inspection report could now be made public.

The meeting closed at 8.57pm.

Committee: Town Management and Highways

Date: 10 November 2021

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 22 September 2021

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 if further information is required.

Report

21/22/TMH – Car Park Ticket Machines

Flowbird Compact S5 terminals are in the process of being ordered for Monmouth and Cabanya car park. These are expected to be delivered and installed in January 2022.

21/30/TMH – Roof Balustrading

The consultant has been thanked for his work and the chairman has responded to a Freedom of Information request relating to the glazing. This response included a full copy of the consultant's report.

The most recent incident of deliberate glass breakage was captured on the newly installed temporary CCTV. The incident occurred at 2.57am on a Saturday morning and involved three individuals. The matter has been referred to the police. It is hoped they will be able to identify those involved and take appropriate action.

Matt Adamson-Drage
Operations manager
November 2021

Mark Green
Deputy town clerk

Committee: Town Management and Highways

Date: 10 November 2021

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Guildhall Works

As previously reported, the first and second phases of the planned works to the 'porch' area and to the mayor's parlour window respectively were completed satisfactorily and on budget and programme and the contractor has been paid.

The works to the roadside oriel window initially planned to take place this autumn, alongside works to the frontage of the office and other highway works, has had to be moved back to the period immediately after New Year.

Works will now commence on 5 January 2022 and will continue until 18 February 2022. The road will be closed between Coombe Street and the 'top' set of traffic lights for the duration of the works.

The delay is necessary after detailed on-site discussions between Dorset Council, their lighting and cabling contractor and our architect and contractor. It became clear that both sets of work could not take place simultaneously between the period after the autumn half term and before the beginning of the Christmas trading period without a significant risk that the works would not be completed on time. Equally, two separate closures, to allow the works to take place independently, was deemed to be unacceptable because of the likely impact on the town, its residents and businesses.

The town council's contractor has confirmed availability for the revised period and the cost will not be affected other than for a minor revision to the scaffolding cost to reflect the need for a roof to maintain working in possible poor weather.

The revised period has not required the cancellation of any pre-arranged events or weddings in the Guildhall, and it is currently intended that the chamber can continue to be used for evening committee meetings throughout the works.

The office car park will be utilised, in part, by the contractors but every effort will be made to retain some space for limited parking in connection with meetings.

It is possible that some internal 'finishing off' works will continue after 18 February 2022, but the road will be open from the 19 February 2022 onwards.

The Dorset Council works involved trenching the entire section of road between the two sets of traffic lights and other works to improve the function and reliability of the lights. The intention is that they trench the section outside the Guildhall at the very beginning of the closure so that 'our' contractor can have full and free access to the road-space after the first few days.

Although it is common practice for other building repairs to be undertaken by private owners during a period of road closure, this may not be possible on this occasion because of the need for Dorset Council to trench the entire length of road and to avoid any delays caused by additional scaffolding.

Dorset Council is leading on the road closure and associated legal and administrative processes. The usual consultation material has now been issued.

A further site meeting is taking place on 8 November 2021 with this council's contractor to finalise details and to consider how best to incorporate the planned office works into 'the site' and other working arrangements.

Although the chamber can remain available for use during the works to the oriel window, inspection of the chamber itself has identified the need for a variety of work, including general cleaning, painting, repairs to plaster and revarnishing, etc. If the working environment will be suitable, i.e., not excessively dirty or dusty, it may make sense to carry out these works whilst the other repairs are ongoing. This will be discussed at the site meeting on 8 November 2021. The Pine Hall at the Baptist Church is available for use during this period if an alternative venue for council meetings is required.

Office Works

Plans for the more substantive works of repair and maintenance, especially to the roadside frontage, are being progressed and will take place alongside the works to the oriel window in the Guildhall. As reported above, these works will be discussed at the site meeting on 8 November 2021.

New Harbourmaster's Store for Dorset Council

As previously reported, Dorset Council has obtained planning permission for a new harbourmaster's store, but the actual procurement process appears to be taking much longer than originally anticipated.

The lease by Dorset Council of the town council's store at Monmouth Beach has already been held over for several years and officers have taken and received legal advice to establish the required notice period for the harbourmaster to vacate the store. Because of the historic frequency of billing and payment, the required notice period is 12 months from the anniversary of the lease, i.e., 12 months from 31 March 2022. Given the length of the notice period, notice is in the process of being served and Dorset Council has been advised to this effect.

The planned meeting with Dorset Council's head of service, harbourmaster and surveyor has now taken place to discuss this and other harbour and land related issues. At that meeting, it was suggested the intention remained for Dorset Council to provide and have available for use their new harbourmaster's store by spring 2022; although that timescale seems highly optimistic given the current position.

Dorset Council Parking Order Application for Land at Monmouth Beach (Harbour)

A report was considered by the Full Council on 25 May 2021 and it was resolved 'to hold discussions with Dorset Council about the long-term future of land in the Monmouth Beach area and once concluded, to re-visit the request from Dorset Council's harbour master to apply for a parking order that includes land adjacent to the RNLI building'.

There have been a number of email exchanges since that meeting and discussions via Zoom, but a site meeting is now taking place later this month at which this and various other related issues will be discussed.

Survey of Council-Owned land at Monmouth Beach

The survey has now been undertaken and the plans received in both PDF and Dwg formats. At the meeting with Dorset Council referred to above, the precise boundary between the various ownerships was discussed and will now be plotted onto the survey plan for agreement and for use in all future leases, etc.

Trailer Park at Monmouth Beach

The lease of this area to Dorset Council has been 'holding over' since 2015 pending the outcome of discussions, firstly with West Dorset District Council and, more recently, with Dorset Council. The rent paid for the use of this land has remained unchanged since 2012.

It was agreed at the recent site meeting that negotiations to renew this lease will now commence and an independent valuer will be instructed to advise this council. A more detailed report will be brought to members as soon as valuation advice has been received and a new draft lease prepared for consideration.

Accreted Land

The extent and use of the accreted land was also discussed at the site meeting on 27 October 2021. Further legal and valuation advice will be required and a full report will be brought to members as soon as this is available.

Park and Ride 2021

As previously reported, the 2021 service commenced on 24 July 2021 and the AA provided advanced signage from the A358 and A35 prior to the start date, both as agreed.

After some initial problems caused by wet ground conditions, the service was well used and initial feedback suggests passenger numbers were at least equal to those in 2019, and probably greater.

First is still analysing the data from this year so it has not been possible to prepare the hoped for more comprehensive report in time for this meeting. It is now intended to take it to the next meeting of Strategy and Finance on 1 December 2021.

In that report, a number of options will also be explored, including extending the service to include Charmouth and nearby holiday parks, together with a move away from pay to ride and towards pay to park. The latter option may have certain operational benefits and will result in all service users paying for the facility. Currently, those with concessionary passes do not, and the percentage of free travel as a proportion of the whole appears to be increasing year-on-year.

Pay to park has been made more viable by the increased all day charges recently introduced in Dorset Council car parks, but it does raise operational, enforcement and VAT issues.

These will all be explored more fully in any report, as will the views of the landowner and bus operator.

Request for Taxi Ranks

A verbal update on where Dorset Council is with this matter will be provided at the meeting.

Planning Application for additional Beach Huts on Cart Road

The application submitted in early June has now been approved and the member instruction to sell two additional huts will be progressed. It would appear the demand for huts remains strong and that good prices can be achieved.

Bowls Club / 6 Ozone Terrace adjoining wall

It was reported to the last meeting that Peter Chapman of PCRM, the council's surveyor, has been monitoring any movement of the crack in the wall between the Bowls Club and 6 Ozone Terrace since the end of 2017. He has now recommended the council takes steps to repair the wall and the operations manager is seeking quotes for this work.

Sine the last meeting, the owner of 6 Ozone Terrace has approached the council expressing some concern about another section of the same wall. This wall is owned by the town council and forms the back wall to the bowls club. Initial inspection suggests the additional concerns were caused by the failure of an existing drain to adequately cope with the exceptional volume of rainfall and no remedial action is anticipated.

Access across Council-Owned land at Hill Road

The matter is with solicitors and continues to be progressed.

Water Leaks at Monmouth Beach

Members have previously received reports about water leaks within the chalet park at Monmouth Beach. The water pipes in this location are all 'private services' and the responsibility of the town council. They are prone to frequent problems with leaks, partly due to the age of some of the pipework and partly due to constant minor ground movement.

Another leak has now occurred in the area of Bowling Green and is currently being investigated by the outside works team. The pipe running along the eastern boundary of the site is unusually deep at up to 2m, and it may be that an external contractor will need to be brought in to assist, especially if it proves necessary to dig up the adjacent roadway.

The outside works team have already hand dug to significant depth in very difficult circumstances.

At some point, a more comprehensive investment in new, replacement infrastructure may be required.

South West Water has already indicated they have no interest in adopting any of the existing infrastructure.

Filming at Harbour

The Warner Bros filming at the Cobb and harbour has completed and all infrastructure has now been removed.

Warner Bros have written thanking the town council for the use of its land and for all the help and support given during their filming in Lyme.

Harbour Consultative Group and Harbour Revision Order

It has previously been reported that Dorset Council has established a Harbour Consultative Group comprising representatives from all harbour users, together with other interested parties, such as the

town council. The last meeting took place on 12 October 2021 and the notes of this meeting will be circulated via briefing.

The Harbour Revision Order has also been the subject of a previous report to members. Dorset Council continues to progress it. This council's objection to it has been withdrawn in the light of written assurances given about future observance of the arrangements contained in the Tripartite Agreement about roles and responsibilities in the seafront area.

Matt Adamson-Drage
Operations manager
November 2021

Mark Green
Deputy town clerk

Committee: Town Management and Highways Committee

Date: 10 November 2021

Title: Parking

Purpose

To consider parking issues and consult with a Dorset Council highways and parking officer

Recommendation

Members consider parking and highways issues and discuss with the Dorset Council highways and parking officer

Background

1. Residents have been contacting the council about several parking and highways issues in the town. Officers have invited Mike Westwood from Dorset Council (DC) highways and parking to attend this meeting.
2. Members discussed the DC car park charges and permit strategy and how it affects this council's car parks at the Tourism, Community and Publicity Committee meeting on 30 June 2021. The council resolved to request of DC a wider scoped traffic regulation study for Lyme Regis.

Report

3. Topics for discussion include but are not limited to:
 - Visitor parking in the summer – several residents have contacted the council about issues in Springhill Gardens, Anning Road and Sidmouth Road, but the issue is widespread across the town when traffic becomes busy in the summer months.
 - Parking by Spring Cottages, Uplyme Road by Woodroffe School at drop off/ pick-up times. Mr Daly from the school contacted the council.
 - HGV loading/unloading in Cobb Gate Square. A delivery firm approached the council asking how it can legally deliver to the pubs in the mornings when there are 'no loading' signs in Cobb Gate Square.
 - Further civil enforcement provision for Lyme Regis.
 - Provision of cycle lanes, if feasible.
 - Broad Street – pedestrian safety improvements and traffic management measures to support this.
 - DC parking charges and permit strategy.

4. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Matt Adamson-Drage Mark Green
Operations manager Deputy town clerk
November 2021

Committee: Town Management and Highways

Date: 10 November 2021

Title: Emergency Planning Procedure Review

Purpose of the Report

To allow members to review the Emergency Planning Procedure

Recommendation

Members approve the amended emergency planning procedure

Report

1. The emergency planning procedure is reviewed annually and was last reviewed in October 2020.
2. Proposed amendments are in red on the attached document, **appendix 9A**, and include the addition of the deputy mayor's details.
3. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Matt Adamson-Drage
Operations manager
November 2021

Committee: Town Management and Highways

Date: 10 November 2021

Title: Request for Access across Woodmead Car Park to carry out works in the rear garden of Overjordan, Mill Green, Lyme Regis

Purpose

To consider a request for access across Woodmead car park in order to facilitate works in the rear garden of Overjordan, Mill Green, Lyme Regis

Recommendation

That members consider their 'in principle' position on this request and, if supportive, delegate authority to deal with the detailed response to this matter to the town clerk in consultation with the chairman and vice-chairman of this committee, together with the council's legal and technical advisors

Background

2. Overjordan is a large dwelling at the extreme northern end of Mill Green. It shares a boundary with the extension to the council's Woodmead car park. There is a considerable difference in levels between the two properties; in the order of 2.5m, with the council's land being at the higher level.
3. The boundary currently comprises a grass bank and wall with no proper retaining structure between the two ownerships. There is clear evidence on the council's land of some movement towards the lower level, including movement to kerbs and to posts retaining 'armco' barriers along the eastern edge of the parking area.
4. The council currently has no information about the structure of its land comprising the 'overflow' car park, but it is highly likely that the land has been 'made up' at some stage in the past.
5. The normal legal principle is that responsibility for the retention of land lies with the owner of the 'higher' land, in this case, the council. Whilst the amount of movement at present requires no immediate action, it is possible that some action may be required in the future; especially if the council was ever minded to look at alternative uses of its land.

Report

6. The council has been approached on behalf of the owners of Overjordan with a request for access across the council's land to enable major works to be undertaken in the 'rear' garden of the property and along its shared boundary with the council's land.
7. This work includes the digging out of a large quantity of material, the installation of sheet piles and the construction of a new retaining wall.
8. Details of the works are set out in the attached documents, which include:
 - a. Explanatory email from the retained designer (**Appendix 10A**).

- b. General configuration plan from retained structural engineer (**Appendix 10B**)
- c. Technical drawing and note from retained structural engineer (**Appendix 10C**)
- d. General layout plan of proposals from the retained designer (**Appendix 10D**)
- e. Sketch view of proposals from the retained designer (**Appendix 10E**)
- f. Letter of assurance about planning from retained architect (**Appendix 10F**)

9. As explained in **appendix 10A**, the works are extensive and require the removal of a large quantity of material; equivalent to 25-35 large lorry loads, depending on the degree of compaction. These lorries (eight-wheel rigids) would be unable to follow the normal traffic route within the car park, so would require a 'banksman' to guide them in and out of the site. In addition, it would probably be preferable if movements were restricted to less busy times and if the maximum number of lorries per day was limited.
10. A large excavator would also be involved, both to dig out the spoil and to knock in the sheet piles. All of this work would need to be done from the council's higher land. It is also intended to undertake some boreholes to properly establish the composition of the ground in this area. In addition, materials would need to be delivered to site across and from the council's land. None of this work would be possible via Mill Green.
11. The suggestion is that the works are carried out between January and March, when the car park is at its quietest and when the overflow car park is rarely, if ever, used.
12. The nature of the works is such that, in practice, the entire overflow 'site' would need to be secured and all public access restricted. The relevant parking places order allows for this kind of temporary closure of all or part of the car park by a simple notice placed on site.
13. The wider legal position concerning rights of access across neighbouring land to carry out works and maintenance is set out in the Access to Neighbouring Land Act 1992. The position is quite complex, and the courts frequently become involved in resolving disputes.
14. In this instance, the works probably don't fall entirely within the scope of the Act because they are works of 'betterment' or development rather than general maintenance. However, reasonableness also needs to be properly considered and the works involve the council in no financial loss and, arguably, provide considerable betterment to the council's own land by properly retaining its land at no cost to the council.
15. This latter point could become quite significant if the council were ever to consider any alternative use of the overflow area.
16. Because the issues are quite complex and the council hasn't had sufficient time to obtain the usual legal or technical advice, it is suggested that the committee simply indicate its view in principle at this stage. If supportive, authority to deal with any detailed terms and conditions could be delegated to the town clerk in consultation with the chairman and vice-chairman of this committee and having regard to any relevant legal or technical advice.
17. One point that needs to be made absolutely clear as part of any agreement is that it is without prejudice to the determination of any future requests for access in this area. The council should reserve its right absolutely to use its own land in the future in a way which may preclude future access for works or maintenance to either Overjordan or any other neighbouring property.
18. Any agreement from this council would also be entirely without prejudice to the need for the applicant to obtain either planning permission or building regulations approval. **Appendix 10F**

contains an opinion provided on behalf of the applicant about the need or otherwise for planning permission.

Mark Green
Deputy town clerk
November 2021

4/11/21

Hi Mark

Many thanks for your assistance with our proposal thus far. Please see the following summary of the proposal along with attached documents and plans.

Background.

Liz and Graham Webster are the new owners of Overjordan - Graham's grandparents built the house in the 1970s and he spent many of his childhood holidays there. The house was subsequently sold but by a stroke of luck Graham was able to buy Overjordan from previous owners who were outside the family. Graham and Liz have teenage boys and hope to ultimately retire to Overjordan in due course. They are keen to carry out some landscaping works to the rear of the property so that they can enjoy being outdoors on level ground in the years to come.

Team.

Liz and Graham have put together a team of local contractors to help them with these works:

Landscape Designer. Paul Thompson - I act as Liz and Graham's Landscape designer and have drawn plans and sketches for them which are attached.

Structural Engineer. Jon Oates - has provided design and expert advice in terms of structural engineering relating to Sheet Steel Piling and a Stepoc Block retaining wall. Plans etc attached.

Planning Consultant .Martin Lee - Planning Consultant working through NDM Collins Architects, Seaton, has been commissioned to look at the proposal in terms of planning and has produced a Letter of Assurances outlining clearly the reasons for why the proposed works do not require planning permission. Letter of Assurances attached.

Piling Contractor. Jonathan Hansford of Hansford Construction - has been commissioned to carry out the piling works and removal of soil

Landscaper. Little Fones Landscapes (Bridport) - have been commissioned to carry out landscaping works

Letter of Assurances.

Planning Consultant Martin Lee has outlined that under,

Town & Country (General Permitted Development)(England) Order 2015 (As Amended)

Schedule 2 - Permitted development rights

Part 1 Development within the curtilage of a dwellinghouse:

Part 2 Minor operations:

The above provisions within the current Order provide specific criteria which physical works should not exceed in order to ensure they qualify as 'permitted development'.

1. (a) Height, Extent &/or Position: The piling/retaining walls would not project sufficiently above original ground level to exceed any specified height limitations, beyond parallel lines intersecting the extremities of either flank/side of the original/as-built dwellinghouse and its integral supporting basement and structure, or forward of the principal elevation of the original dwellinghouse closer to a public highway.

2. (b) Volume: The piling/retaining walls would retain higher ground levels and would not represent a building forming a complete enclosure containing a specific volume of space/material.

In the light of the above, Martin confirms that the works proposed would benefit from 'deemed consent' under the current 'permitted development' rights and so would not require the benefit of Planning Permission via a formal application to the Local Planning Authority.

Permission from Council.

Due to reasons of access the only way that Liz and Graham Webster can carry out the proposed works is via the overflow carpark behind the Fire Station in Woodmead Car Park.

We have had several phone conversations and a site meeting with Mark Green and are happy to provide this information to the Council Committee meeting on Weds November 10th.

To carry the works with as little disruption to the public they have been scheduled for the beginning of January 2022. This also currently ties in with everybody's work schedules.

Piling Works in the Overflow Car Park.

Works are scheduled to begin in the first week of January and should be completed within 2 1/2 weeks

Hansford Construction will place ply sheets, timber boards and - where required - bogmats to spread load on areas where digger is working to push in the sheet piles.

A works area will be sectioned off with Harris Fencing - this will enclose all machinery and materials as well as Welfare Unit.

Piling works should be completed within 2 weeks

Approximately 25 loads of soil will be removed from site by 2 x 8 wheeler lorries over a 3 day period. Lorries will reverse into the Overflow Car Park area so there is no turning required. As they leave site a Banksman will escort them to the car park exit.

The working day will be governed by daylight but should be between 8.00am and 5.00pm

On completion of works Hansford will import additional aggregate if necessary and grade and level the Overflow Car Park area that has been utilised - leaving as it was before works began.

There may be a few small drop off deliveries to Little Fones Landscapers after Hansford have left site but these will be minimal and Little Fones will use sheets of ply and reverse vehicles (use a Banksman) if necessary.

Neighbours.

Liz Webster has already spoken to some neighbours and will be in touch with all those overlooking the site and works area. She will inform them of the proposed works, time-frames etc.

Please let me know if there is anything more you need or if you have any questions

Best wishes

Paul Thompson

www.paulthompsongardens.co.uk

e. info@paulthompsongardens.co.uk

t. +44 7703757576

Committee: Town Management and Highways

Date: 10 November 2021

Title: Roof Management Plan

Purpose

To allow members to consider a roof management plan

Recommendation

Members consider the roof management plan and instruct officers how to proceed

Background

1. Members received several reports about the need to carry out works to the roof of the shelters' building on the Marine Parade at Lyme Regis, including a substantive report to the extraordinary meeting of Full Council held on 4 September 2019.
2. A specification was agreed, detailed plans drawn up and tender documents prepared by the council's architects, Crickmay Stark. Tenders were invited from contractors with a closing date of noon on 2 August 2019.
3. That specification included elements of both repair and enhancement, the latter was specifically aimed at allowing greater use of the flat-roofed area by the public and in connection with events. The principal enhancements included new feature railings and glass panelling, additional lighting and new power and water supply points.
4. Disappointingly, only two tenders were received, the lowest of which was in a sum almost double the approved budget. It was absolutely clear that no amount of negotiation or value-engineering would bring the price within budget.
5. The architect was instructed to go back out to tender with a reduced scope of works and to a fresh group of contractors.
6. The new invitation to tender was sent out on 6 September 2019 with a return date of 4 October 2019.
7. Contractors were asked to price the works on an individual 'menu' basis but with a primary focus on repairing the roof by overlaying with the same modern, high-quality material previously approved by members.
8. Other works were priced individually, included the feature railings, new lighting, new water and power points, removing the roof-top steps as part of the roofing works and improving access to the roof area from the gardens.
9. When members considered the 'new' tenders at an extraordinary meeting of Full Council on 16 October 2019, it was specifically decided to choose a specification which included additional works at additional cost; including the feature railings and the removal of the rooftop steps. The additional cost of these works was in excess of £100k. **That extra cost was**

justified in terms of warranty benefits, aesthetic enhancement and improved access and potential use by the public and **for events**.

10. A temporary roof management plan has been in place since the last report to this committee on 28 April 2021, where no events, other than performance-based events, were allowed to be held on the roof.

The Temporary Roof Management Plan

11. *No events other than performance-based events are allowed:*

Temporary Permitted Events:

- *Music concerts*
- *Pop-up cinema*

Permanent Features:

- *Planters and picnic tables to deter skateboarding
(to be agreed in discussion with the chairman of this committee)*

Notes: *Until further discussion and resolution on the roof glass has taken place the temporary management plan will include the following:*

- *There will be no vehicles, horseboxes or trailers of any kind allowed on the roof, unless required in connection with essential maintenance*
- *There will be no marquees allowed on the roof*
- *There will be no gazebos allowed on the roof*

Report

12. All events were expected to be allowed to proceed as they were before the roof works were conducted, on a case-by-case basis.
13. Officers have worked with the architect and contractors to provide a solution that can allow events to continue as they were before the works. It is of course entirely a council decision to choose an alternative course of action contrary to the advice above, however the conflicting views makes forming a management plan extremely difficult.
14. Some members prefer that no vehicles should be allowed on the roof and that only event gazebos can be erected on the grass side of the roof. Others prefer less restrictions.
15. Members should note that tie down points for a marquee were included in the original specification.
16. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Matt Adamson-Drage Mark Green
Operations manager Deputy town clerk
November 2021

Committee: Town Management and Highways Committee

Date: 10 November 2021

Title: Solar Panels on Chalets and Day Huts

Purpose

To allow members to consider allowing solar panels on chalets and day huts

Recommendation

Members consider allowing roof-mounted solar panels on chalets and day huts

Background

19. Members have previously not been generally in favour of additions such as satellite dishes, solar panels and Velux type windows on the chalets and day huts at Monmouth Beach, not least for aesthetic reasons. There is, however, no formal council policy on the matter.

Report

20. A number of individual chalet owners have recently asked whether the council would support the installation of roof-mounted solar panels. Requests of this nature have always been brought to this committee for consideration.
3. The council has declared a climate emergency and granting owners' permission to install roof-mounted solar panels would be in line with helping the community tackle that through capturing renewable energy.
4. Officers are seeking advice on whether individual planning permissions are required for solar panels in this location given its planning status, i.e., Site of Special Scientific Interest (SSISI) (part) and Dorset Area of Outstanding Natural Beauty (AONB).
5. Members are requested to consider the matter in principle at this stage subject to any planning advice.
6. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Matt Adamson-Drage Mark Green
Operations manager Deputy town clerk
November 2021

Complaints and Incidents Summary – 16 September 2021 to 4 November 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
52	21.09.21	I am not sure if you know but down in our corner of the graveyard, no44, we have noticed a lot of Bindweed, sorry if you are already aware of the problem	Cemetery	ongoing	Ops Manager	Ops Mgr replied by email that the gardening team would look into it
54	29.09.21	To Council members, I can't believe what you have done. Penalised local dog owners many of whom are elderly and partially disabled. People so enjoyed an early morning walk with their dogs in the winter months. I can honestly say when I have used the beach it has been clean and all owners responsible. If I or any of my friends saw dog poo we would clear it up. WINTER months, local rate payers and visitors to whom you have denied this pleasure. No point in a lot of us coming anymore or using the ares and other local facilities. This is shameful, Karen Burt	Seafront	ongoing	Ops Manager	Ops Mgr replied by email. The dog-related public space protection order (PSPO) for Lyme Regis has divided opinion. Dorset Council introduced the order in January 2021 and it runs for 3 years. Public consultation is always undertaken prior to the introduction of orders and that lead Dorset Council to implement the order that we have. This is entirely that councils decision and not the town council.

55	30.09.21	<p>I visited Lyme Regis this summer and needed to use the toilet facilities. I am female and was shocked to find your public toilets on Marine Parade are unisex with a bold statement posted on the wall 'these toilets are for everyone'. This is not a progressive way forward for women, in fact it is a very backward step. Women need safe spaces, and a unisex toilet is not a safe place for women and young girls. Consider a day when the parade is not very busy or at the end of day when dusk is falling and it's quiet and a woman or young girl needs to use the facilities. She's on her own, maybe walking back home. She walks into the unisex toilets and no-one is there. She enters a cubicle but then hears footsteps. Is it a man, men or a woman? She won't know until she walks out of the cubicle and then she may find herself in an unsafe situation if there are males in there with her. Consider also a busy day, a young woman sunbathing, needs to use the toilets urgently and enters the building in her swimming costume. Despite the crowded nature of the seafront, the toilets are quiet, save for a few men. What does she do. Walk away, but she urgently needs to use the toilet. She goes into a cubicle, feeling unsafe. Will the men still be there when she walks out? Will more women enter so she's not the only female there. Again, until she opens the cubicle door she won't know if she is going to be safe or not. Unfortunately women aren't safe anywhere. Despite a popular beach in Bournemouth being very crowded back in the summer of this year, a young girl of 15 was pulled into deep water and raped, unseen by the hundreds of people there that day. To take our single sex toilets away is</p>	Seafront	26.06.21	Ops Mgr	<p>Ops Mgr replied by email. I'm sorry you feel that our facilities are unsafe for women.</p> <p>The town council are proud of the facilities on Marine Parade that they refurbished and turned into unisex toilets in 2018 – they are by far the cleanest and newest public facilities in Lyme Regis. All the other public toilets in Lyme Regis are operated by Dorset Council.</p> <p>At the point of design it was identified due to space restrictions that a unisex facility would provide the most facilities for the money. This has introduced a facility that those that don't identify with the male/female genders can feel comfortable using – the only one in the town.</p> <p>The communal area in the toilet is deliberately visible from outside the building, not least for the reasons you have identified. In addition during the summer months we provide an attendant that is present at all times.</p> <p>There are other facilities that are traditionally male and</p>
----	----------	--	----------	----------	---------	---

		<p>another nail in the coffin of womens safety. I refer you to this link regarding toilets from the organisation 'Fair Play for Women' which works to protect the rights of women and young girls https://fairplayforwomen.com/male-free-toilets-and-changing-rooms/ and for further information to this link https://fairplayforwomen.com/changing_rooms/ I very much hope the Council will think again about unisex toilets and provide women only toilets within the town and especially along Marine Parade to keep all women and young girls safe.</p>				female within 150 metres in either direction should you prefer.
56	05.10.21	<p>At the weekend my son in law and I took my two grandsons to play Crazy Golf at Lyme, something we do frequently. I was surprised to find that the score sheets had been discontinued and we were asked to fill in the score on the receipt ticket. As there were 4 of us, and only one receipt this was not possible and meant that the staff had to print off 3 more receipts so that we could score. The paper of the receipt was flimsy and it was long and thin, making it difficult to fill in, in the wind and a bit of rain. Although we don't really care who wins, nonetheless we HAVE to score as that is the point of playing a game like Crazy Golf. Without score sheets can you tell me please how we are meant to score our game. Otherwise the whole point of the game is lost. If cost is a problem, then a solution would be to provide score sheets at a cost which, as they are very small and can be printed in bulk, should not be more than a few pence each. Which we would gladly pay.</p>	Crazy Golf	04.10.21	Ops Mgr	<p>Ops Mgr replied by email explaining that the new till system was more cost efficient. The old scorecard paper weight was marginally thicker than the new till roll and when we have used the current stock we will endeavour to source a heavier weighted till roll to make it easier to write on.</p>

57	15.10.21	There were quite a few dogs off on the lead, on the beach and some of the dogs were swimming in the sea. Warden no where to be seen and people were getting away with breaking the rules. It was explained that the enforcement officers would deal with any problems if they see then but cannot be in two places at once and also have car parks to deal with.	Seafront	16.08.21	Ops Mgr	
58	15.10.21	Could you please help, I was wondering why there are no street lights in Mill Green I'm not liking walking back in the dark with no street lighting, makes me feel unsafe, I'd appreciate it if you would let me know why this is happening.	Mill Green	ongoing	Ops Mgr	Ops Mgr replied by email. I reported these lights to Dorset Council a while ago as we'd had other complaints. For your reference anyone can report streetlights that aren't working at www.lightsonindorset.co.uk
59	18.10.21	I would like to report the riding of motorbikes on Monmouth Beach on Sunday morning along the very stoned part. This must be quite a dangerous activity not only for the riders but also for other beach users. Can you please confirm whether this is a legal or an illegal activity. If illegal could there be some signs put in place pointing that out as it was quite a scary development for other beach users.	Front Beach	17.10.21	Ops Mgr	Ops Mgr replied by email. Motorbikes, or indeed any vehicles, are not allowed on Monmouth beach .. not least because it is an area of Site of Special Scientific Interest due to the flora and fauna. Please let us know if you see this in future for us to inform the Police

Complaints and incidents dealt with by Dorset Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
2(53)	29.09.21	Pollution of the River Lym: This disgraceful polluting of the river which has been ongoing for so long not only affects the quality of the river but the sea water on the town beaches. The authorities concerned should deal with this as a major priority before a serious health issue is flagged up especially in these covid times	River Lym	On going	Operations Manager	Reported to Dorset Council

Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
38	16.09.21	Lyme Cemetery is beautifully kept, a huge well done to the people looking after it, it really is a beautiful, stunning cemetery.	Cemetery	Ops Mgr	
39	11.06.21	Dear Sir/Madam, I would just like to comment on how clean and tidy the public toilets were when we visited over the August Bank Holiday. It was very busy and there was a really nice council worker on duty supervising the queue which mad us feel safer. Well done to your staff	Seafront	Ops Mgr	
40	02.10.21	Great site (LRTC Website)	Office	Support Services Mgr	
41	19.10.21	I wanted to take this opportunity to thank you and your team for all you have done to assist us with the filming of Wonka in Lyme Regis. It has been a thoroughly enjoyable experience working within the community and we have been made to feel welcome where ever we have gone.	Front Beach	Management team	

		Please do pass on our thanks and gratitude for what was for me a fantastic 3 weeks.			
42	27.10.21	Dear Elaine, My wife has just spoken to you about 22 Bowling Green Chalets lease. I am writing to thank you for the information and to tell you that you are the star at the top of the Christmas tree. We and Lyme Regis Council are very lucky to have you. I would suggest you should become leader of the council but you are doing a such good work where you are we can not afford to loose you.	Office	Support Services Mgr	