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Town Clerk

Lyme Regis Town Council

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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 Working Group to be held on the Zoom video conferencing facility <https://us02web.zoom.us/j/83932361968> on Wednesday 12 January 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
06.01.22

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 10 November 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.
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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 10 November 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. Kitchen Garden

To allow members to review the allocation of a bed for the Kitchen Garden in Langmoor and Lister Gardens

10. Guildhall Blue Plaque

To allow members to consider new information on the Guildhall Blue Plaque

11. Monitoring of Ground Markers

To allow members to note the report on the monitoring of ground markers

12. Improvements to Town Bus Service and Possible External Funding Opportunity

To inform members about a potential source of external funding which might support improvements to the existing town bus service and other linking services and to seek support for the submission of an initial expression of interest.

13. RNLI Reports – 2021 Season

To allow members to view the RNLI Reports for the 2021 Season

14. Complaints, Incidents and Compliments

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

15. Exempt Business

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 NOVEMBER 2021

Present

Chairman: Cllr M. Ellis

Members: Cllr B. Bawden, Cllr B. Larcombe, Cllr D. Ruffle, Cllr G. Stammers, Cllr G. Turner

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

21/32/HR

Public Forum

P Thompson

P. Thompson spoke in relation to agenda item 10, Request for Access across Woodmead Car Park to carry out works in the rear garden of Overjordan, Mill Green, Lyme Regis. He said he was the landscape designer helping to design and co-ordinate the project on behalf of the owners of Overjordan. He explained the details of the proposed project and the access it would require across Woodmead car park for two to three weeks in January, which would be the quietest time of year and therefore would cause the least disruption.

R. Finch

R. Finch spoke in relation to agenda item 8, Parking, specifically in relation to Springhill Gardens. He referred to a letter he wrote to Dorset Council (DC) in June asking for help with the parking situation. He said since double yellow lines had been installed in Anning Road and South Avenue, it seemed to have made an improvement there but had caused increasing problems in Springhill Gardens, with around six to eight people working in Lyme Regis parking there between 8am and 5pm and around 15 tourists between 10.30am and 7pm. He said most days in the summer there were around 25 cars parking there, circling around the close making it difficult and upsetting for residents, most of whom were over 75. R. Finch said it was also making it difficult for visits from carers, food deliveries, gardeners and waste vehicles. He said cars parked opposite the junction also made it impossible for emergency vehicles to drive through, while cars parking at the corner of the entrance to Springhill Gardens made it impossible to see vehicles coming from Roman Road. He said DC should realise if people parked in the car parks at £5 per day, it would make £20,000 over 200 days, which was about the average they parked for. He said a lot of people who parked at Springhill Gardens were staying at bed and breakfasts but they didn't have parking so they were told to park there. He said people visiting the beach didn't bring anything into Lyme Regis and went home afterwards. R. Finch said when collecting their cars, one family had had a picnic in one of the gardens, while another family had thrown the contents of a potty over another garden. He said the traffic going around the close added around 400% to the wear of the road. He said the Highway Code stated there

should be no parking within 10 metres either side of the junction and he had told the parking attendant and police but no action was ever taken. He said when vehicles were parking on corners, residents had to be very careful when they came out because they couldn't see either way and one day there would be an accident. R. Finch asked if DC Highways could go to Springhill Gardens to talk to the residents with a view to introducing residents' parking.

R. Crabbe

R. Crabbe spoke on the same agenda item and said he had written to the DC ward member some time ago about the problem. He said he had written to say the residents of Springhill Gardens were requesting assistance in introducing parking restrictions in the street. He said with one exception, all residents were senior citizens and were experiencing increasing problems with visitors parking there. He said visitor cars were blocking driveways or parking opposite them, making resident access difficult. R. Crabbe said visitor cars had been responsible for dropping litter in the road and on one occasion visitors had had a picnic on someone's lawn. He said residents had evidence of bed and breakfast establishments telling guests to park in Springhill Gardens. He said the problem had been worsening each year and now restrictions had been introduced on Roman Road, the situation in Springhill Gardens had deteriorated further, to the point where they needed to find a way of bringing in residents' only parking restrictions. R. Crabbe said he was aware of DC's budgetary limitations but this would do much to increase the quality of life for the residents.

D. Nott (read out by an officer)

D. Nott spoke on the same agenda item. He said he wished to raise his concerns about parking in Springhill Gardens and Roman Road from the end of Springhill Gardens to the junction with Windsor Terrace on safety grounds. He said residents of Springhill Gardens generally had sufficient parking in the form of driveways, however in the absence of any parking restrictions, the roads were increasingly being used by people using the beach and the town. He said he was concerned about daily parking of cars on and around the corner of Springhill Gardens and Roman Road, where the road was steep and narrow and visibility was severely restricted by parked cars and a hazard to vehicles and pedestrians turning into or crossing the entrance to Springhill Gardens. D. Nott said he was also concerned about non-resident parking further up Springhill Gardens, which narrowed the road and obstructed visibility for vehicles driving both up and down as they negotiated the two sharp bends in the road. He said he was concerned that at busy times of the year, particularly during summer holidays or during popular events, cars parked along both sides of Springhill Gardens, limiting access for residents and making it difficult for larger vehicles such as deliveries and refuse collections, as well as emergency vehicles should they be required. He said a high proportion of the residents were elderly. D. Nott asked the council when considering long-term solutions to the wider issue of vehicular access and parking in Lyme Regis to take these matters into account. He said he, along with other concerned residents, would be pleased on the type and extent of restrictions that may be implemented. Meanwhile, he said he urged the council to introduce some form of parking restrictions at the bottom end of Springhill Gardens to prevent the dangerous and sometimes careless parking that happened there on a daily basis.

R. Hudson

R. Hudson spoke on the same agenda item. She said she was speaking with regards to the vastly increased amount of parking in Springhill Gardens. She said until recently, a small number of visitors parked there, but this had increased enormously and had coincided with a large increase in the cost of parking in the large car parks and the introduction of residents or one-hour parking in South Avenue. She said the parking restrictions in South Avenue had pushed the parking problem around the corner into Springhill Gardens. R. Hudson said she fully acknowledged Springhill Gardens was a public road and as such, anyone was entitled to park there, but the sheer volume of the parking was causing problems. She said cars had been parking across driveways, and at the entrance to Springhill Gardens, which made it difficult to pull out into Roman Road as it was difficult to see oncoming traffic and she believed it was illegal. She said people were parking on the turning circle and double parking, making it very difficult to drive through to their house. R. Hudson said too many people wanted to come to Lyme Regis and unless there was a restriction on parking in residential roads, visitors would seek out and clog up those roads. She said she felt all residential roads should have restrictions, so once all car parks were full, there was no available parking, and residents could have permits to give to visitors. R. Hudson said although the town council may not agree and may feel the needs of visitors should be considered, it was important to take into account the needs of residents.

21/33/TMH Apologies

Cllr J. Broom – holiday
Cllr C. Reynolds – personal commitments
Cllr R. Smith – attending Cop-26 conference
Cllr S. Williams – illness

21/34/TMH Minutes

Cllr D. Sarson said he was not included in the list of attendees.

Cllr B. Larcombe said the council needed to seriously look at a canopy or some form of cover to protect against anything which may fall from the seafront roof and it was agreed this would be a future agenda item.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, with the above amendment, the minutes of the previous meeting held on 22 September 2021 were **ADOPTED**.

21/35/TMH Disclosable Pecuniary Interests

There were none.

21/36/TMH Dispensations

There were none.

21/37TMH

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

Roof balustrading

Cllr B. Larcombe asking if there was any update on the damage to the glass panels and whether the police had done anything to apprehend those responsible. He said there needed to be a clear message that this kind of mindless vandalism would not be tolerated.

The operations manager said the police were informed and the CCTV was supplied but he was not party to the police investigation.

The deputy town clerk said the panels were likely to be replaced later this month because the lead-in time was quite long.

21/38/TMH

Update Report

Guildhall works

Cllr B. Larcombe wanted to formally thank the contractor for doing a brilliant job so far on the Guildhall maintenance and repair, which had been done to the time and cost estimate, and also the operations manager and deputy town clerk for overseeing the work. He asked that the original oak door received some attention.

The deputy town clerk said he recently met with the architect and contractor for the works to the oriel window and although they would minimise the amount of dust going into the chamber, they would prefer if the council used an alternative venue for meetings. He said the Pine Hall at the Baptist Church had been provisionally booked for this purpose.

Office works

The deputy town clerk said the contractors had looked at the works required in more detail, specifically to the window in the meeting room, the tile hanging underneath it and the structure that supported it. He said there was real concern they may not be able to do all the work during the road closure because it was more extensive than originally envisaged. He added that conversations were ongoing and they would do everything they could to resolve it.

Cllr G. Stammers asked if it was deemed unsafe, whether remedial works were required and when the contractors expected to be able to carry out the works.

The deputy town clerk said the window was not unsafe and the sash windows were secure. He said the windows probably shouldn't be opened but the extent of the work was likely require the entire replacement of the window.

Cllr M. Ellis asked if the work could be done without closing the road.

The deputy town clerk said some of it could be but scaffolding would be required.

Cllr B. Larcombe asked if there were any other road closures scheduled when the works could be timed to take place.

The deputy town clerk said a number of other property owners in Church and Bridge Streets had expressed a wish to put up scaffolding during the January and February closure and were refused because of the nature of the works being carried out by DC so he believed there would be considerable pressure for a further closure.

New Harbourmaster's Store for Dorset Council

The deputy town clerk said the town council would be serving notice on DC to vacate the store and the expiry would be 31 March 2023. However, he said the store should be available to the council well before that date.

Water leaks at Monmouth Beach

Cllr B. Larcombe asked what the chalet leases said about water leaks.

The deputy town clerk said it was the council's responsibility to deal with water leaks as none of the services were adopted. He said South West Water was not interested in adopting the services.

21/39/TMH Parking

Members were informed the DC officer who was expected to be at this meeting was unable to attend as he was ill.

Cllr D. Sarson said the residents of Springhill Gardens were suffering and something had to be done about it. He said he was also aware of issues in Anning Road as people with permits were unable to park outside their houses or anywhere near as DC were issuing permits to holiday companies. He said a letter from Paul Hutton, DC's parking services manager, said local councillors and the DC councillor should canvas local residents to determine if there was enough support for a review of parking permits for holiday companies.

Cllr B. Larcombe said he had previously raised concerns from residents of Springhill Gardens and he would welcome the input of DC. He said he felt the council owed its support first to residents and should support them in any request to DC. He said there was also an issue with parking at the roundabout near Clappentail Lane, where the bus stop could be delineated without a parking order being required.

Cllr G. Stammers said it was illegal to park on a junction so it required proper enforcement to move people on or issue fines as people would continue to park there while they got away with it.

Cllr B. Bawden said there needed to be a more holistic view of the whole issue of parking in Lyme Regis, not just the places mentioned and the council needed to ask DC for a proper review. She said Sidmouth Road was very dangerous and pedestrians were in danger walking down there.

Cllr M. Ellis said the first thing to do would be to get someone from DC highways to Lyme Regis for a walkabout around the town.

The deputy town clerk said officers did suggest to DC a comprehensive review last year but it didn't seem to have made any progress so the council needed to find some way of engaging with them.

Cllr B. Larcombe said there was also an issue with large delivery lorries coming into the town at any time of the day and some towns had set hours when deliveries could be made.

Cllr M. Ellis said there were set delivery times but they were not being adhered to.

It was agreed officers would request a DC highways officer attends the next meeting of this committee and also meets separately with the residents of Springhill Gardens.

21/40/TMH Emergency Planning Procedure Review

Cllr M. Ellis said the telephone numbers for the Woodmead Halls were incorrect.

Cllr B. Larcombe said the following amendments were required: the Highways Agency was now known as National Highways; the foodbank location needed to be changed from The Hub to Unit 1A, St Michael's Business Centre; LymeForward should be mentioned; and fire, GPs and police should be included.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Emergency Planning Procedure, with the following amendments: amend the telephone numbers for the Woodmead Halls; amend the Highways Agency to National Highways; change the foodbank location from The Hub to Unit 1A, St Michael's Business Centre; reference LymeForward; and reference fire, GPs and police.

21/41/TMH Request for Access across Woodmead Car Park to carry out works in the rear garden of Overjordan, Mill Green, Lyme Regis

The deputy town clerk said the council was not under any obligation to agree to the request but it wouldn't be possible for the owners to do the work through any other route. He said the owners were investing a significant amount of money to fundamentally retain the council's land, an obligation that normally stood with the owner of the higher land, i.e. the council.

The deputy town clerk said if members were happy with the request in principle, he would suggest the detailed terms should be delegated to the town clerk in consultation with the chairman and vice-chairman of this committee. He also suggested if the council agreed to the access, it should be absolutely without prejudice to the future use of the council's land; the future potential development of the land could not be constrained in any way that disadvantaged the council.

Cllr M. Ellis said if there was any damage to the car park during the works, the applicant would need to put it right, and also wash down the car park regularly.

The deputy town clerk said this was the kind of detail that could be agreed upon later. He said in terms of damage to the main car park, there would be a banksman to see lorries in and out.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to agree in principle to a request for access across Woodmead car park to facilitate works in the rear garden of Overjordan, Mill Green, Lyme Regis; to delegate authority to deal with the detailed response to this matter to the town clerk in consultation with the chairman and vice-chairman of the Town Management and Highways Committee, together with the council's legal and technical advisors; that this agreement is without prejudice to the determination of any future requests for access in this area and the council reserves 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; and agreement from this council is entirely without prejudice to the need for the applicant to obtain either planning permission or building regulations approval.

21/42/TMH Roof Management Plan

Cllr M. Ellis said the extra money was spent on the roof so that events could be held but she wouldn't like to see vehicles on there. If there were gazebos on the roof, she felt they should be towards the back so they could be tied down to the points installed for that purpose.

Members generally agreed they would not want to see vehicles or trailers on the roof.

Cllr B. Larcombe said he wouldn't want to see the following on the roof: skateboards, ball games, music concerts, trailer, marquees, or gazebos unless they were at the back of the roof. He said it was a roof first and an open space second and there were safety issues the council shouldn't ignore, not to mention aesthetic issues of the area and some events and activities being too intrusive and inappropriate for the area.

Cllr G. Stammers said she would like to see the roof used for managed events that were safely controlled. She said there were gazebo tie-down points and if they were used appropriately, events should be allowed.

Cllr B. Bawden it would be a shame to waste the money spent on the roof not to use it for the benefit of residents as an open and inclusive area to have affordable or free events, providing safety considerations were fully satisfied.

Cllr D. Ruffle said as long as it was used wisely and managed well, he couldn't see why the roof couldn't be used for events.

Cllr G. Turner asked what sort of guarantee there was on the roof and the kinds of activities that could take place on it.

The deputy town clerk said the material and roof were structurally sufficiently sound to take the weight and turning movement of vehicles. Sharp, penetrating objects presented a much greater risk, such as a marquee using ground pegs. He said most uses would be acceptable and would not invalidate the warranty but it would require proper management, such as putting boarding under high load points to 'spread' the load.

Members discussed skateboarding on the roof and there was discussions around picnic benches and planters being installed to deter skateboarders. Cllr M. Ellis said she would like the council to speak to DC about the possibility of introducing byelaws more widely in the town to ban skateboarding in other areas.

Cllr B. Larcombe said he was concerned about objects falling over the edge of the roof onto people beneath and therefore anything that was allowed on the roof needed to be away from the edge. He was also concerned about damage to the surface from sharp objects, chemical spills and heat. He said he also wanted to see businesses being charged a going rate to use the area.

The operations manager said every event was discussed at an event planning meeting, attended by the chairman of this committee and the Tourism, Community and Publicity Committee so these kinds of details could be managed in the way they currently were.

The deputy town clerk said what he was hearing from members was that they didn't want any vehicles or trailers on the roof, other than perhaps vehicles that may be required to deliver equipment related to an event or to carry out maintenance. He said with that exception, all other events that may be requested would go through the normal process, which would involve scrutinising a management plan, showing evidence of insurance, a risk assessment, etc.

The deputy town clerk said some of the issues event organisers would have to address would be different for an event on the roof to an event on the parade, but the range of issues would be similar. For that reason, he questioned whether a roof management plan was necessary, or whether it should just be picked up as part of the wider event management process.

The operations manager said picnic benches and planters would need to be picked up as part of the budget-setting process.

Cllr B. Larcombe asked if it would be possible to investigate if chippings could be put down to deter skateboarding.

The deputy town clerk said he had discussed this with the designer and roofing contractor and although it was possible, putting sharp gravel on the surface was not advisable.

Cllr B. Larcombe suggested rounded gravel instead.

The deputy town clerk said the roofing contractor had advised the council to be aware of issues of liability and health and safety because the surface that was chosen was sufficiently abrasive to provide good grip. He said rounded gravel would significantly increase the likelihood of people slipping or falling.

Cllr M. Ellis said putting gravel on the roof in the past had prevented it being used for some events and she didn't want to deter local groups from using it. She said it was also the only step-free route for wheelchairs and gravel may prevent them from using it.

It was proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson not to introduce a roof management plan but to look to manage what takes place on the roof through the normal event management process, to look to incorporate deterrents for skateboarding and balls games, and no vehicles or trailers are allowed on the roof unless required in connection with essential maintenance or to deliver equipment.

However, several members were concerned about banning ball games as small children may play with a ball in the gardens or on the roof and this would prevent them from doing so.

Cllr B. Larcombe felt there was a risk of a ball going over the edge of the roof and hitting someone below.

The other members felt the risk was no greater than a ball hitting someone if it was being played with on the beach or the parade and that the roof was one of the few flat spaces on the seafront children could go to and enjoy the space.

Cllr D. Sarson withdraw his seconding of the proposal.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** not to introduce a roof management plan but to look to manage what takes place on the roof through the normal event management process, to look to incorporate deterrents for skateboarding, and no vehicles or trailers are allowed on the roof unless required in connection with essential maintenance or to deliver equipment.

21/43/TMH Solar Panels on Chalets and Day Huts

Cllr B. Larcombe said as the chairman, Cllr J. Broom, couldn't attend the meeting, he had asked him to impress on the meeting that he was not in favour of solar panels on chalets or day huts as he felt it was out-of-keeping with the area. He said personally he wasn't in favour of day huts but maybe chalets as he didn't believe the roofs were up to taking panels and it started to invite a different kind of use.

The operations manager reminded members about the paragraph at the beginning of every agenda which asked them to take into consideration the climate emergency declaration in reaching decisions.

The deputy town clerk said the office had received enquiries about solar panels from several chalet owners and one day hut owner. He said day huts currently had no electricity. He said if the council agreed in principle to the requests, he had no feel for how many owners might chose to install panels.

Cllr B. Bawden asking if they would need planning permission.

The deputy town clerk said they probably wouldn't but the site was in an area of outstanding natural beauty so that might be an issue.

Cllr M. Ellis said she didn't see how the council could justify turning the requests down after declaring a climate emergency. She said the owners would need to check if there were any planning issues first. However, she didn't think day huts should have panels because they didn't have electricity and were not for sleeping in.

Cllr B. Bawden said people needed to move away from fossil fuels and if people were prepared to pay for solar panels to generate renewable energy, the council should be supporting them.

The deputy town clerk said if members were minded to support in principle requests for installation of panels on chalets, requests to replace and change the design of chalets were normally brought to this committee. He said the council could introduce support in principle but individual requests could come to this committee.

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree in principle to allow solar panels to be installed on chalet roofs but individual requests are considered on a case-by-case basis by the Town Management and Highways Committee; and not to allow solar panels to be installed on day hut roofs.

21/44/TMH Complaints, Incidents and Compliments

Members noted the report.

The meeting closed at 8.56pm.

DRAFT

Committee: Town Management and Highways

Date: 12 January 2022

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 10 November 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

21/37TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 22 September 2021

Roof and balustrading

All vandalized panels have been replaced and no further incidents have occurred. The CCTV remains in operation and the footage of the last incident remains with the police for investigation.

The minor leak into the antiques and craft centre continues to be investigated by the contractor and further remedial work is planned.

No other issues have been reported.

21/39/TMH – Parking

Dorset Council Highways officers been asked if they will meet with Springhill Gardens residents who attended the last meeting of this committee.

21/40/TMH – Emergency Planning Procedure Review

The requested amendments have been made to the procedure and a copy has been provided to members and made available on the council website.

21/41/TMH – Request for Access across Woodmead Car Park

The works to Overjordan have commenced and conditions limiting working days and hours, stipulating the route to be followed by lorries, requiring protection and reinstatement of surfaces and boundaries, etc have been agreed. Working method statements, risk assessments and insurance details have been provided.

A further verbal update will be provided at the meeting following a site meeting scheduled to take place with the contractor and project manager on 11 January 2022.

Matt Adamson-Drage
Operations manager
January 2022

Mark Green
Deputy town clerk

Committee: Town Management and Highways

Date: 12 January 2022

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Seafront Railings

A verbal update will be provided at the meeting following a conference call scheduled to take place with the contractor on 10 January 2022.

Guildhall Works and Road Closure

The contractor is on site and works to the Guildhall have commenced. Everything is proceeding satisfactorily to date and a verbal update will be provided at the meeting.

The works by Dorset Council to upgrade the traffic lights has also commenced and is proceeding to programme.

The road will remain closed until 18 February 2022 and alternative arrangements have been put in place for the town bus, services X51/53 and 9A.

South West Water (SWW) also want to carry out urgent mains repair works in lower Broad Street/Bridge Street. These works have been postponed on a number of occasions and may involve closing the road from Silver Street to Coombe Street for two days. Discussions are ongoing between SWW and Dorset Council about how best to accommodate the works with the least disruption, but it is likely to take place at some point during the current closure, i.e., before 18 February. Any update will be provided at the meeting or through briefing.

Park and Ride

The additional information about options and costs for 2022 has still not been received from First, despite chasing and a lengthy virtual meeting between all those involved on 24 November 2021.

The deputy town clerk will continue to pursue the matter, which is now extremely urgent given the desire to operate any service for Easter and the requirement for First to give 56 days' notice of the new service to the Traffic Commissioners.

Assuming the information is forthcoming, a report will be taken to the next meeting of Strategy and Finance for consideration.

In the meantime, arrangements will be put in place with the landowner and with the AA (for advanced signage) which assume that the service will operate 'as normal'.

The usual usage information about 2021 has also not yet been provided by the operator and is also being chased. However, the service appears to have operated at no cost to the council other than the normal land and signage costs; about £12k in total.

Trailer Park at Monmouth Beach

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

As previously reported, the extent and use of the accreted land was discussed at a site meeting with Dorset Council and the harbourmaster on 27 October 2021. Further legal and valuation advice has been sought and a full report will be brought to members as soon as this is available.

Sale of Additional Beach Huts on Cart Road

The instructed sale of two beach huts is proceeding to the two highest bidders. Memoranda of sale have been issued by Fortnam Smith and Banwell, who dealt with the marketing on the council's behalf, and new licences are being prepared. The sales should be completed by mid-January and will provide the council with both a capital receipt and additional ongoing income. The two additional huts are at the western end of the existing privately-owned huts.

The final batch of 12 replacement council-owned huts will be installed in March.

Beach Huts Private Owners

In response to the letters sent to private owners, both the owners of private huts 7 and 27 have confirmed new huts have been ordered and will be in place by March.

Bowls Club / 6 Ozone Terrace adjoining wall

Contractors have been appointed and the work is expected to be undertaken by February.

Elizabeth Close Footpath

The council solicitors have confirmed that this council has title to a section of pavement in Elizabeth Close. It is registered with the play area at Henrys Way under Title Number DT330545. Based on information, and lack thereof, in subsequent transfer notes it is the opinion of the solicitors that there may be some responsibility on both Magna Housing and the original developers (or their successors) to contribute to maintenance costs going forward, while there is no liability on Dorset Council.

Access across Council-Owned land at Hill Road

The matter is with solicitors and continues to be progressed.

Car Park Cash Collection Service

The current contractor's service continues to fall below the standards of the contract in being intermittent and at their discretion. Dorset Council, who had the same contractor, have recently changed contractor. Officers are in discussions with a view to employing a new contractor.

Amenities Hut Replacement

Plans are due to be submitted to Dorset Council for a larger building on the same site some 9ft longer than the existing to accommodate increased use of the facility as a welfare/rest area by the gardening team.

CCTV

Officers are waiting for a report from Enerveo (formerly SSE), the DC streetlighting PFI partner to establish if CCTV cameras and radio links can be sited on lamp columns in the town. Without this assurance, bespoke street furniture for the project may need to be installed.

Dorset Council Harbour Motorised Water Sports Concession

Dorset Council has confirmed it will not be running a paddle boarding concession as part of its motorised water sports concession from the DC section of the sandy beach (or the harbour) going forward.

There have been recent meetings of the 'Harbour Users Group' at which various concerns have been expressed about safety issues; primarily related to water users in the area of the harbour entrance.

As a result of these discussions, new arrangements may be put in place to better control the situation. This will be the subject of further consultation, and a working group has been agreed on which the town council will be represented.

Matt Adamson-Drage
Operations manager
January 2022

Mark Green
Deputy town clerk

Committee: Town Management and Highways Committee

Date: 12 January 2022

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 consult with the Dorset Council highways 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.
3. Dorset Council highways officers were scheduled to attend the previous meeting of this committee on 10 November 2021 but were unable to attend. Residents from Springhill Gardens attended and spoke in the public forum in anticipation of highways officers being at the meeting and it was agreed officers would ask highways officers to meet specifically with those residents to discuss their concerns.
4. As agreed at the last meeting of this committee, highways officers have been asked to attend this meeting.

Report

5. 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.

6. Any recommendations from this committee will be considered by the Full Council on 16 February 2022.

Matt Adamson-Drage
Operations manager
January 2022

Committee: Town Management and Highways Committee

Date: 12 January 2022

Title: Kitchen Garden

Purpose

To allow members to review the allocation of a bed for the Kitchen Garden in Langmoor and Lister Gardens

Recommendation

Members consider the continued allocation of a bed in Langmoor and Lister Gardens for the Kitchen Garden project

Background

1. Members agreed to allow a kitchen garden bed to be cultivated by a community group in the Langmoor and Lister Gardens at a meeting of Full Council on 18 November 2020.
2. The project was about sharing food and it was expected that the community would help themselves to the produce. It was also aimed at engaging with the community and encouraging children to be involved in growing and understanding nature.
3. The gardening staff removed the formal garden plants and the bed was available for planting fruit and vegetables in spring 2021.

Report

4. Following assurances from the community group that the bed would not be a messy allotment plot, but more of a kitchen garden with attractive planting of fruit as well as vegetables, unfortunately this has not come to pass. The bed has not been cultivated to the expected standard for its prominent location.
5. Members may wish to consider whether the continued allocation of this bed in such an iconic location is appropriate.
6. Any recommendations from this committee will be considered by the Full Council on 16 February 2022.

Matt Adamson-Drage
Operations manager
January 2022

Committee: Town Management and Highways Committee

Date: 12 January 2022

Title: Guildhall Blue Plaque

Purpose

To allow members to consider new information on the Guildhall Blue Plaque

Recommendation

Members consider the new information and instruct officers

Background

1. A blue plaque was placed on the Guildhall and unveiled by HRH Princess Alexandra on 8 May 1984. Entitled 'The Guildhall', it reads: *The Guildhall has stood here since Elizabethan times, Sir George Somers, Discoverer of Bermuda, was Mayor and MP for Lyme Regis in 1604. He died in Bermuda in 1610. A separate plaque referring to the above plaque reads: This plaque was unveiled by HRH Princess Alexandra on 8th May 1984.*
2. The London Blue Plaques scheme was founded in 1866 and has more recently been run by English Heritage. It has inspired many other similar schemes around the country but the Lyme Regis Guildhall plaque is not part of any particular scheme. The plaque appears on www.openplaques.org which is a community web-based project to catalogue commemorative plaques and historical markers on buildings around the globe.

Report

3. Recent information collated by local historian and author Peter Lacey and confirmed by Lyme Regis Museum details that the information on the plaque is historically incorrect. The building is not on the site of an Elizabethan (1558-1603) town hall but that of a building dating to circa 1647. The 16th century town hall was situated close to Gosling Bridge and is recorded as such in the town archives.
4. Peter Lacey, author and local historian wrote with the following information, some of which was also published in the LymeOnline newspaper in August 2020:

Lyme Regis Town Hall/Guildhall - Three Buildings 1555-1887. The town has had two Town Halls, the first circa 1550, the second circa 1647. The present day Victorian (1887) Guildhall stands on the site of the second Town Hall. Roberts (1823) states it had two very commodious rooms, an assembly room and a council chamber. He refers to the town jail as adjoining the building, in fact it had been in situ since the early 16th century. In 1834 Roberts informs us that 'the old-building is now near the edge of the cliff near Gun Cliff.' In 1861 it was described as 'a dingy cottage, worth about ten pounds a year and dignified by the name of town hall.'

Prior to the 1800s the records which date back to 1555 nearly always refer to the 'Town Hall.' However under the Royal Charter of 1284 Lyme was granted the right to build a Guildhall. Of interest is the fact that Wanklyn, the towns respected 20th century historian

always refers to the building as the 'Town Hall.' The town map (Wankyn's 1927 Lyme Regis A Retrospect) of 1841 uses the same terminology.

The present Guildhall with its imposing Jubilee (Queen Victoria) Tower has a name to match its grand appearance. The Blue Plaque on the building states incorrectly 'the building has stood here since Elizabethan times.' Hence the reference to Sir George Somers, mayor in 1604 is also misleading and the plaque needs to be replaced.

The mayor's accounts for the 16th and 17th centuries are a primary source and have revealed interesting data. In 1555 the first Town Hall is clearly recorded as being in 'Millhill/the pit by the mill.' This would place it close to Gosling Bridge in Millgreen. In 1612 the mayor's accounts record that the Millhill building was in need of repair, a sum of £30 (estimated at £4,000 today) was allocated for 'the improvement and repair of the town hall, the store house being taken in.'

Gosling Bridge was on the town's main thoroughfare historically known as 'The King's Highway.' It was the main way in and out of the town and therefore an appropriate site for the town's legislative and judicial building.

The Siege of Lyme (1644) during the Civil War saw Gaiche's Fort, a defensive earthen structure built close to the Town Hall. The fort and Millhill came under fire from a Royalist battery situated on the hilly slope above Gosling Bridge. Records show that many of the wooden and thatched buildings in the town were burnt (fire arrows) or damaged (cannon balls) during the siege. The Town Hall being a strong possibility, hence the need for a replacement. Repairs to buildings including the Town Hall cover the years 1647-1676.

The accounts for 1647-1663 would seem to indicate work carried out on the second Town Hall, the amount spent would be the estimated equivalent of £2,000 today. It included building a new gallery and stairs, itemised was sum for 'clensing and fitting ye Town Armes.'

The town records make no mention of building the second Town Hall, it has to be stated that the records are incomplete, many years missing. Was the second Town Hall a conversion of an existing building or buildings? We have to rely on Roberts (1823) description of the building and a set of plan's which are undated but almost certainly just prior to 1887.

Wanklyn's (1944) Lyme Leaflets has a plan of the town prison, it is shown as Cock-Moil Prison Lyme and is dated 1837 it clearly shows the prison (still in use) as described by Roberts. A photograph circa 1860 depicts a rather nondescript shabby building more akin to a warehouse than a Guildhall. Just what the building looked like 200 years before the photograph and in the intervening years is a matter of conjecture.

While there are still unanswered questions, the important finding is that the present Guildhall is on the site of the 17th century Town Hall. An important historic event that should be included on the Blue Plaque is the Monmouth/Western Rebellion and Monmouth's Declaration (1685) made outside the 17th century Town Hall.

5. Changing the information on the plaque that has been in place for nearly 38 years may be considered unnecessary by some, but others may wish to see the historical error appropriately corrected.
6. The Mayor's proposed wording if a new plaque is desired:

“This plaque was unveiled by HRH Princess Alexandra in 1984. It is the site of the early town jail and the present 17th century Guildhall, outside of which the Monmouth’s Declaration of 1685 was made.”

7. Any recommendations from this committee will be considered by the Full Council on 16 February 2022.

Matt Adamson-Drage
Operations manager
January 2022

Committee: Town Management and Highways Committee

Date: 12 January 2022

Title: Monitoring of Ground Markers

Purpose

To allow members to note the report on the monitoring of ground markers

Recommendation

Members note the report

Report

Monmouth Beach and Ware Cliff Chalet site

1. PCRMM Consultancy have carried out further monitoring of ground markers on the slopes above Monmouth Beach. They last sent monitoring record drawings in November 2020. Since then they have monitored the ground markers in April and October 2021.
2. The monitoring period shown is a full year and no movement of concern has been recorded. Movement has been recorded in the direction that would be consistent with continued landslipping. However, the amount of movement has been less than previously recorded and nowhere has total movement for the year exceeded the 40mm threshold level.
3. **The results indicate some continued movement of the slope above the harbourmaster's store and Boat Building Academy. However, the current scale of movement is nothing to be particularly concerned about at the moment.** They will, of course, watch how things progress in this area and continue to monitor and aim for the required frequency of every three or four months.

Langmoor and Lister Gardens

4. PCRMM Consultancy have compared readings taken by Lewis Brown Chartered Land Surveyors in early November 2019 to November 2021 to take out as much as possible of any seasonal variations. They have also compared readings taken in May 2021 with November 2021 in an attempt to see changes over the summer. However, with the readings taken in November and the very wet autumn we have had, it is likely they haven't picked up the maximum effect of the summer. There does appear to be an error in the horizontal positioning readings, which gives an overall long-term apparent small movement to the north with many readings where you wouldn't expect it. However, where there are markers in pairs, either side of cracks, the relative movements can still give an indication of crack opening or closing.
5. A lot of the movement recorded is not of significant scale. However, where significant movement has been recorded the majority of this seems to be consistent with a summer opening due to shrinkage of clay. There also appears to be an overall increase in crack width in some places due to the ground not fully recovering in winter. **At this stage, there does not appear to be any significant progressive movement, which could be related to landslipping.** This includes the readings taken on ground markers on Stile Lane.

6. Any recommendations from this committee will be considered by the Full Council on 16 February 2022.

Matt Adamson-Drage
Operations manager
January 2022

Mark Green
Deputy Clerk

Committee: Town Management and Highways Committee

Date: 12 January 2022

Title: Improvements to Town Bus Service and Possible External Funding Opportunity

Purpose

To inform members about a potential source of external funding which might support improvements to the existing town bus service and other linking services and to seek support for the submission of an initial expression of interest

Recommendation

- a) Members consider, in principle, whether to submit an expression of interest to the 'Tackling loneliness with Transport Fund' as a means of supporting improvements to the town bus service and other linking services
- b) If the submission of an expression of interest is supported, members agree the constitution of a smaller working group to assist the deputy town clerk in completing the submission by the deadline of 28 January 2022

Background

1. The town bus provides a service within the town and is used primarily by the elderly as an affordable and convenient means of accessing a range of local services. The service costs the town council about £14kp.a. and currently runs on weekdays only, between about 9am and 3pm.
2. From information provided by the operator, GoSouthCoast, it is known that 97% of current users travel free-of-charge using a concessionary pass. User numbers reduced very significantly during 2020 but have subsequently recovered to pre-pandemic levels and are currently about 45 per weekday in total on average.
3. At various times, members have suggested that the service might be improved in a number of ways, including:
 - To operate on Saturdays in addition to weekdays
 - To run to an improved/extended route/timetable
 - To run free-of-charge to all
 - To better link to other services to allow access to and from other neighbouring communities, such as Charmouth.
4. The operator has always indicated a willingness to look at all options, but within the general constraint that the bus also provides a school service contracted to Dorset Council on weekdays and this is the reason that it is available to Lyme Regis at much reduced cost on those days.
5. All of the service alterations mentioned above would come at additional cost. For instance, to include Saturdays would cost about an additional £12kp.a. whilst providing the service free-of-

charge to all would cost a further £25kp.a. The other options have not been costed because they have never been sufficiently clarified to allow costings to be obtained.

6. The recently approved five-year financial plan and budget includes an additional sum of £13kp.a. in 2022/23 onwards for improvements to the town bus service.

Report

7. Cllr B. Bawden has identified that a new government fund has been launched aimed at tackling loneliness through transport, see: [Tackling Loneliness with Transport Fund: open for Expressions of Interest - Rural Services Network \(rsnonline.org.uk\)](https://rsnonline.org.uk). Given the user profile of the current town bus service and the general isolation of Lyme Regis in terms of its location and access to wider services, this fund may provide an opportunity to help deliver some of the stated aspirations for improving the town bus service whilst defraying some of the costs. It may also help facilitate wider links to and from other communities such as Charmouth, where there is known to be interest in pursuing this idea and with whom some kind of joint submission might make good sense.
8. The deadline for the submission of expressions of interest to the fund is 28 January 2022. Detailed proposals are NOT required by this date, only a high-level outline of the proposal. Given the limited time available, if members are supportive of making an initial submission, then it is suggested that a smaller working group of members be established to work with the deputy town clerk on preparing the submission.
9. Any recommendations from this committee will be considered by the Full Council on 16 February 2022. Given the deadline of 28 January 2022, any consideration of this matter by Full Council will need to be retrospective.

Mark Green
Deputy town clerk
January 2022

Committee: Town Management and Highways Committee

Date: 12 January 2022

Title: RNLI Reports – 2021 Season

Purpose

To allow members to view the RNLI Reports for the 2021 Season

Recommendation

Members to note the report

Report

1. The RNLI Beach Safety Assessment Report Annual Review 2021 for Lyme Regis is at **appendix 13A**.
2. The RNLI Lifeguard Service Monitoring Report 2021 for Lyme Regis is at **appendix 13B**.
3. Any recommendations from this committee will be considered by the Full Council on 16 February 2022.

Matt Adamson-Drage
Operations manager
January 2022

RNLI Beach Safety Assessment Report Yearly Review

Beach name: Lyme Regis Beach	Management Authority: Lyme Regis Town Council
Reviewed by: Alice Higgins (LLGS)	Date: 11/11/2021

General - Detail any changes to the following or state "no change"

1) Visitor numbers / profile: Potential increase due to the 'staycation' affect of the current pandemic
1) General beach observation i.e. facilities provided, parking provisions, commercial activities. No change
2) Water quality: No change
3) Awards held: No change
4) Beach profile / material No Change
5) Support services offered by beach management e.g. wardens / rangers: No Change

Personnel - Detail any changes to the following or state "no change"

1) Beach management working groups personnel No Change
2) Emergency and other services contacts: No Change

3) Clubs and other volunteer body associations:
No Change

Behaviours - are any of the following increasing / decreasing/ no change

1) Alcohol:
No Change

2) Drugs:
No Change

3) Risk taking behaviour, controlled / uncontrolled:
No Change

4) Aggressive / criminal / antisocial behaviour:
No Change

List any activities where the number of participants are increasing or decreasing or state "no change"

1) Increasing:
Stand Up Paddleboarding & open water swimming

2) Decreasing:
Skim boarding <5

Have all risks been reviewed

Yes

State changes to any risks severity or likelihood or state "no change"

No Change

Are the following control measures in place on this beach?

1) National Guideline Beach Safety Signage: Yes

2) National Guideline Public Rescue Equipment: Yes

Action plan

Audit reviewed - no action required

(if action required please complete action plan below)

Action plan

Audit reviewed, immediate action required (pass to manager)

Yes No

Action plan

Details of action taken

Simplified Risk Calculator for Beaches – Peak season

Level	Energy			Population	
	Tides	Tidal flow*	Average wave height*	Population (in-water)**	Conflicting activities
7			2.0m+	200+	
6			1.5–2.0m	150–200	
5		White water	1.0–1.5m	100–150	
4	Extensive tidal range with potential for cut off	6+ knots	0.75–1.0m	75–100	Persistent and dangerous
3	Potential for tidal cut off	4–6 knots	0.5–0.75m	50–75	Persistent
2	Extensive tidal range	2–4 knots	0.25–0.5m	25–50	Regular
1	Normal tidal range	0–2 knots	0–0.25m	1–25***	Isolated incidents

*Tidal flow versus Average wave height: Only use the one most appropriate measure of energy
 ** For calculating the in-water population to include surf craft: a novice surfer or body boarder = 0.5; an experienced surfer = 0.25
 ***If population in-water is 0, the beach will default to lower risk

UKBSAM beach type	Weighting	UKBSAM beach type	Weighting
LTT+R(HE)	3	UD(HE)	-1
LTBR(HE)	3	LTT(LE)	-1
STB (HE)	2	NBD(HE)	-1
MITB (LE)	1	R	-1
LTT+MITB	1	NDI	-1
UD+TF(LE)	0	STB(LE)	-2
LTT(HE)	0	NBD(LE)	-2
R(HE)	0	Unclassified	0

NB. See University of Plymouth glossary at Appendix 3 for UKBSAM beach type definitions. The particular beach type for this assessment is detailed overleaf.

Energy (Tides + Average wave height or Flow*) + Population (In-water population + Conflicting activity) +/- UKBSAMP weighting = Risk

Control Measures (General Guide Only)

Score	Risk level	Suggested controls – provided as a general indicator only
15+	Higher	<ul style="list-style-type: none"> Lifeguards may regularly close the beach to aquatic activities Lifeguards will require additional support (increased personnel or equipment levels)
12-15	Medium–higher	<ul style="list-style-type: none"> Lifeguards may occasionally close the beach to aquatic activities Lifeguard may require additional support (increased personnel or equipment levels)
8-12	Medium	<ul style="list-style-type: none"> Lifeguards normally recommended
5-8	Lower –medium	<ul style="list-style-type: none"> Monitoring of in-water population should be undertaken, with the provision of a lifeguard service considered PRE should be considered Signage strongly recommended
0-5	Lower	<ul style="list-style-type: none"> Signage should be considered PRE may be considered Pre-arrival education

Lyme Regis beach is a medium risk beach during peak season

NB – if population in water is low, lifeguards may not be a cost effective and the Simplified Risk Calculator for Beaches – Early/Late Season

Level	Energy			Population	
	Tides	Tidal flow*	Average wave height*	Population (in-water)**	Conflicting activities
7			2.0m+	200+	

UKBSAM beach type	Weighting	UKBSAM beach type	Weighting
LTT+R(HE)	3	UD(HE)	-1
LTBR(HE)	3	LTT(LE)	-1
STB (HE)	2		-1
MITB (LE)	1	R	-1
LTT+MITB	1	NDI	-1
UD+TF(LE)	0	STB(LE)	-2

6			1.5–2.0m	150–200	
5		White water	1.0–1.5m	100–150	
4	Extensive tidal range with potential for cut off	6+ knots	0.75–1.0m	75–100	Persistent and dangerous
3	Potential for tidal cut off	4–6 knots	0.5–0.75m	50–75	Persistent
2	Extensive tidal range	2–4 knots	0.25–0.5m	25–50	Regular
1	Normal tidal range	0–2 knots	0–0.25m	1–25***	Isolated incidents

*Tidal flow versus Average wave height: Only use the one most appropriate measure of energy
 ** For calculating the in-water population to include surf craft: a novice surfer or body boarder = 0.5; an experienced surfer = 0.25
 ***If population in-water is 0, the beach will default to lower risk

Energy (Tides + Average wave height or Flow*) + Population (In-water population + Conflicting activity) +/- UKBSAMP weighting = Risk

Control Measures (General Guide Only)

Score	Risk level	Suggested controls – provided as a general indicator only
15+	Higher	<ul style="list-style-type: none"> Lifeguards may regularly close the beach to aquatic activities Lifeguards will require additional support (increased personnel or equipment levels)
12-15	Medium–higher	<ul style="list-style-type: none"> Lifeguards may occasionally close the beach to aquatic activities Lifeguard may require additional support (increased personnel or equipment levels)
8-12	Medium	<ul style="list-style-type: none"> Lifeguards normally recommended
5-8	Lower –medium	<ul style="list-style-type: none"> Monitoring of in-water population should be undertaken, with the provision of a lifeguard service considered PRE should be considered Signage strongly recommended
0-5	Lower	<ul style="list-style-type: none"> Signage should be considered PRE may be considered Pre-arrival education

Lyme Regis beach is a lower risk beach during early/late season

NB – if population in water is low, lifeguards may not be a cost effective and therefore
Simplified Risk Calculator for Beaches – Winter

Level	Energy			Population	
	Tides	Tidal flow*	Average wave height*	Population (in-water)**	Conflicting activities
7			2.0m+	200+	
6			1.5–2.0m	150–200	
5		White water	1.0–1.5m	100–150	
4	Extensive tidal range with potential for cut off	6+ knots	0.75–1.0m	75–100	Persistent and dangerous
3	Potential for tidal cut off	4–6 knots	0.5–0.75m	50–75	Persistent

UKBSAM beach type	Weighting	UKBSAM beach type	Weighting
LTT+R(HE)	3	UD(HE)	-1
LTBR(HE)	3	LTT(LE)	-1
STB (HE)	2	NBD(HE)	-1
MITB (LE)	1	R	-1
LTT+MITB	1	NDI	-1
UD+TF(LE)	0	STB(LE)	-2
LTT(HE)	0	NBD(LE)	-2
R(HE)	0	Unclassified	0

NB. See University of Plymouth glossary at Appendix 3 for UKBSAM beach type definitions. The particular beach type for this assessment is detailed overleaf.

2	Extensive tidal range	2–4 knots	0.25–0.5m	25–50	Regular
1	Normal tidal range	0–2 knots	0–0.25m	1–25***	Isolated incidents

*Tidal flow versus Average wave height: Only use the one most appropriate measure of energy
 ** For calculating the in-water population to include surf craft: a novice surfer or body boarder = 0.5; an experienced surfer = 0.25
 ***If population in-water is 0, the beach will default to lower risk

Energy (Tides + Average wave height or Flow*) + Population (In-water population + Conflicting activity) +/- UKBSAMP weighting = Risk

Control Measures (General Guide Only)

Score	Risk level	Suggested controls – provided as a general indicator only
15+	Higher	<ul style="list-style-type: none"> Lifeguards may regularly close the beach to aquatic activities Lifeguards will require additional support (increased personnel or equipment levels)
12-15	Medium–higher	<ul style="list-style-type: none"> Lifeguards may occasionally close the beach to aquatic activities Lifeguard may require additional support (increased personnel or equipment levels)
8-12	Medium	<ul style="list-style-type: none"> Lifeguards normally recommended
5-8	Lower –medium	<ul style="list-style-type: none"> Monitoring of in-water population should be undertaken, with the provision of a lifeguard service considered PRE should be considered Signage strongly recommended
0-5	Lower	<ul style="list-style-type: none"> Signage should be considered PRE may be considered Pre-arrival education

Lyme Regis beach is a lower risk beach during winter

NB – if population in water is low, lifeguards may not be a cost effective and therefore reasonable control measure.

Signed	Alice Higgins	Date	11/11/2021
Manager	Matt Cridland	Date	

Complaints and Incidents Summary – 5 November 2021 to 5 January 2022

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
60	08.11.21	Really furious that you had no toilets open on the night of the fire work display. Ridiculous decision or oversight! We won't be coming next year. My partner has bladder problems and we had to go home. What about disabled people?	Seafront	06.11.21	Ops Manager	LRTC toilets were open. DC's were not. The Ops Mgr has spoken to the officer in charge of DC toilets and they have assured us DC toilets will be open for major winter events next year.
61	08.11.21	Hi. With a spectacular firework display last night came a spectacular amount of people to see them. Parking became an issue again in Lyme and in particular parking down cobb road. I believe this could have caused a serious problem had the emergency services needed to gain access to the cobb and surrounding areas. Before next year perhaps some parking cones could be used to discourage this. Thank you	Cobb Road	ongoing	Ops Manager	DC Wardens will be requested to patrol next year.
62	18.11.21	PodPoint EV bays should be signed that payment is required for parking.	Woodmead Carpark	14.11.21	Ops Mgr	Ops Mgr replied by email. The EV bays are very new and we are developing our policy. Signs were put in place to explain that the bays are pay and display, and pay to charge-up, but some users

						have found the signage to be confusing. New signage is being considered.
63	03.12.21	Not a direct complaint re LRTC and Mrs Paul understood that, but she wanted to register her dissatisfaction over the very poor way the NCP car park off Broad Street is run. She feels it puts the town in a bad light for visitors as the machines sometimes fail when trying to pay and a fine is issued to which there is no appeal.	NCP – Broad Street	03.12.21	Ops Mgr	Sue S emailed NCP drawing the complaint to their attention
64	04.01.22	Dear Sirs, The situation with loose dogs on the sandy beach over the Christmas period had been intolerable! My grandchildren have been harassed chased and had sand castles peed on! So much so they don't want to use the beach at all. I know you are under sustained pressure from dog groups to allow them on the beach and quite frankly the situation these last few days proves how irresponsible the majority of dog owners are, so well done for holding the line. However, if you could let me know what enforcement action will be happening over the winter I'd be grateful.	Seafront	Christmas Holidays	Ops Mgr	Ops Mgr replied by email. Our enforcement team has a member long term sick at the moment, that, coupled with a busier than usual New Year period hasn't helped. DC dog wardens would be asked to support going forward.
65	04.01.22	Visited your lovely town on NY Day to see the 'plunge' Couldn't believe all the public toilets were locked, including the ones where we'd parked our car in the Charmouth Rd Carpark. With crowds in the town, surely this was unwise	Charmouth Road Car Park	01.01.22	Ops Mgr	Snr admin asst replied by email informing them that the toilets belong to Dorset Council and that the Marine Parade toilets (Lrtc owned)

						were open.
66	04.01.22	Hi, The NY days lunge was a brilliant opportunity for you to welcome visitors (and future customers) to Lyme. Why on earth did you chose to close at least 3 sets of public toilets on the busiest day I have ever seen in Lyme? Most visitors don't mind your high parking charges as the facilities are usually pretty good. If you can't provide the facilities (two of teh payment machines in the top car park were also out of order) then reduce or suspend the parking charges. i'm off tto the beach now, but it will be Budleigh Salerton from now on as they have free parking and lots of open toilets.	Cobb area/ Holmbush Car Park	01.01.22	Ops Mgr	Snr admin asst replied by email informing them that the toilets belong to Dorset Council and that the Marine Parade toilets (Irtc owned) were open. And that the payment machines that were not working were also in a car park owned by Dorset Council.

Complaints and incidents dealt with by Dorset Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
3(65)	04.01.22	Visited your lovely town on NY Day to see the 'plunge' Couldn't believe all the public toilets were locked, including the ones where we'd parked our car in the Charmouth Rd Carpark. With crowds in the town, surly this was unwise	Charmouth Road Car Park	01.01.22	Operations Manager	Operations manager informed Dorset Council as it was their toilets that were locked.
4(66)	04.01.22	Hi, The NY days lunge was a brilliant opportunity for you to welcome visitors (and future customers) to Lyme. Why on earth did you chose to close at least 3 sets of public toilets on the busiest day I have ever seen in Lyme? Most visitors don't mind your high parking charges as	Cobb area/Holmbush Car Park	01.01.22	Operations Manager	Operations manager informed Dorset Council as it was their toilets that were locked.

		the facilities are usually pretty good. If you can't provide the facilities (two of the payment machines in the top car park were also out of order) then reduce or suspend the parking charges. I'm off to the beach now, but it will be Budleigh Salterton from now on as they have free parking and lots of open toilets.				
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Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
43	16.11.21	A Poem about Alan Legg and his considerable efforts.		Mayor & Management team	
44	03.12.21	We visited Lyme today to meet with family. Unfortunately our grandson, accidentally got a lump of sand in his eyes. It wasn't easy to help him but the 2 men in your seafront office were extremely helpful and gave me some eyewash capsules, this was so helpful. They were also very kind and checked to see how we were. Fortunately we were able to calm him down and eventually cleared his eye. The action of your staff was helpful and I would ask you to pass on our grateful thanks. Please also let me know if I can recommence the council for the cost of the eyewash. With best wishes. Jane Goodwin	Seafront	Ops Mgr	
45	Dec 21	Just a note to say how beautiful and well-kept the Lister and Langmoor Gardens are now. My wife and I were walking through them yesterday in the sunshine with very few people around and it was really magical. You and your staff really 'do us proud' in Lyme and we are truly grateful. Thank you all.	Office	Operations Mgr & Works Supervisor	

46	Dec 21	<p>A phone call from Claire at Fat Face. She wanted to say know how “Amazingly Brilliant” our outside staff were. Pete and Mark had attended an accident outside Fat Face this morning and looked after a elderly lady for a considerable amount of time. Claire said that they sectioned off the road, moved the van to keep the lady safe and Pete held her on his knees in the road for about 40 minutes until help came. All the while keeping her spirits up and making sure she was okay. She said that they deserve a medal and were fantastic.</p>	Broad Street	Management team	