



John Wright  
Town Clerk

## Lyme Regis Town Council

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### Town Management and and Highways Committee

**Core Membership:** Cllr C. Aldridge, Cllr B. Bawden, Cllr J. Broom, Cllr M. Ellis, Cllr B. Larcombe MBE, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr T. Webb

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 22 June 2022 commencing **on the rise of the extraordinary Full Council meeting** when the following business is proposed to be transacted:

John Wright  
Town Clerk  
17.06.22

*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. Election of Chairman and Vice-Chairman

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2022/23

#### 2. 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*

#### 3. Apologies

To receive and record any apologies and reasons for absence

#### **4. Minutes**

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 20 April 2022 (attached)

#### **5. 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.

#### **6. Dispensations**

To note the grant of dispensations made by the town clerk in relation to the business of this meeting

#### **7. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 20 April 2022**

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

#### **8. Update Report**

To inform members about progress on significant works and issues

#### **9. Review of the CCTV Policy**

To allow members to undertake the two-yearly review of the CCTV Policy

#### **10. Civil Enforcement Officer Training**

To inform members about the possibility of training the town council enforcement team up to Dorset Council civil enforcement officer level

#### **11. Kitchen Garden**

To inform members about progress on the Kitchen Garden

#### **12. Hedgecutter/Flail Mower**

To provide members with a new quotation for the preferred hedgecutter/flail mower

#### **13. Bridge Inspection Reports**

To inform members about the recent Dorset Council inspections of the town council's bridges

#### **14. Complaints, Incidents and Compliments**

Summary of complaints and incidents reported between 24 February and 6 April 2022

**15. Kawasaki Mule 4x4 replacement**

To allow members to consider quotes and specifications for the replacement of the Kawasaki Mule 4x4

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960*

**16. Advertising Boards**

To inform members about advertising board enforcement

**17. Exempt Business**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

**a) Agenda item 15 – Kawasaki Mule 4x4 replacement**

**b) Agenda item 16 – Advertising Boards**

**Committee:** Town Management and Highways

**Date:** 22 June 2022

**Title:** Election of Chairman and Vice-Chairman

**Purpose of Report**

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2022/23

**Recommendation**

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2022/23
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2022/23

**Background**

- 1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
- 2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.

- 4. Standing order 3.t states:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.'

- 5. Standing order 8.a states:

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.'

- 6. Standing order 8.b. states:

'As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the same way, The town clerk or other officer cannot open or chair a committee or sub-committee meeting.'

7. The election of the chairman and vice-chairman of the Town Management and Highways Committee will be reported to the Full Council on 27 July 2022.

John Wright  
Town clerk  
June 2022

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 20 APRIL 2022

**Present**

**Chairman:** Cllr J. Broom

**Members:** Cllr C. Aldridge, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr G. Stammers

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

**21/69/TMH Public Forum**

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

**21/70/TMH Apologies**

Cllr B. Bawden – fear of intimidation  
Cllr D. Ruffle – positive COVID test  
Cllr R. Smith – work commitments  
Cllr D. Sarson – positive COVID test  
Cllr G. Turner – personal commitments

**21/71/TMH Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, the minutes of the previous meeting held on 2 March 2022 were **ADOPTED** without amendment.

**21/72/TMH Disclosable Pecuniary Interests**

Cllr G. Stammers declared an interest in agenda item 7- 20 mph speed limit at Uplyme and park and ride signs on the A35- because both had the potential to affect her employer's business.

**21/73/TMH Dispensations**

There were none.

**21/74/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 2 March 2022**

**Request for access across Woodmead car park**

Members were concerned that the works seemed to be taking far longer than the originally permitted period and were preventing or discouraging parking in the overflow car park on busy days. The deputy town clerk was requested to meet with the contractor and project manager, in conjunction with the committee chairman, and resolve the issue straight away.

### **Jubilee Pavilion**

The deputy town clerk explained the intention to use Ellis and Co., who had carried out the repairs to the entrance to the Guildhall and the repairs to St Michael's Church and who were specialist stone masons, to carry out the initial investigative works to the pavilion parapet. This would be reported as an exception to standing orders due to the specialist nature of the works and it did not mean that Ellis would necessarily get any contract for the substantive works. The company had proved itself to be excellent in the context of the Guildhall works and were able to carry out the investigative works quickly, which was important given the apparent speed of deterioration to the parapet.

### **Taxi Rank**

Members questioned the latest position with the suggested taxi rank(s). The operations manager undertook to find out what he could from Dorset Council, but he had not received any information for several months.

Cllr. B. Larcombe raised several other highways issues and concerns, including dangerous parking around the Clappentail roundabout and in the area of the adjoining bus stop. He asked that officers press Dorset Council to take appropriate action given the matter had been raised on numerous occasions over a period of several years and nothing had been done, despite the situation continuing to get worse.

### **Mary Anning Statue**

In response to questions from members, the deputy town clerk explained his understanding of the latest situation. The statue would be sited on land owned by Dorset Council and any arrangements for the future management, maintenance and insurance of the area and statue were a matter for Dorset Council and the trustees of Mary Anning Rocks to agree between themselves. The town council were not involved and would have no responsibilities.

The statue was due to be unveiled on 21 May 2022.

### **Seafront Railings**

Members were complimentary about the replacement seafront railings and felt that the works had enhanced the appearance of the area considerably.

Questions were also asked about the 'pedlar' selling clothes on the cart Road. The deputy town clerk informed members that the trading was taking place on land owned by Dorset Council and the relevant officer had been made aware that the 'trading' was taking place.

### **Roof and Balustrading**

The deputy town clerk explained that tests were ongoing to try and establish the cause of the minor leak into the Antiques and Craft Centre. The focus was on the area under and around the ramp, but the cause of the leak had still not been identified.

### **Park and Ride**

Members indicated their support for the extended service and noted the work which had been undertaken to sign and publicise the arrangements.

**21/76/TMH 31 Ware Cliff Chalet, Request to Construct Extension**

Members were happy to support the requested extension.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request to extend the chalet at 31 Ware Cliff subject to the owner obtaining any other necessary permissions or consents.

**21/77/TMH Flail Mower**

The operations manager explained what the flail mower was and how it would be used, if purchased. He pointed out that the budget to acquire the equipment had been previously approved by members, but the purchase had not then gone ahead because of uncertainties about the timing and scope of the highways agency agreement with Dorset Council. That agreement had now been signed.

In response to questions from members, he explained he was not able to provide the precise current price of the equipment, undertook to circulate to members a copy of the agency agreement as signed and agreed that other equipment used by the outside works team would also need to be replaced at some point in the foreseeable future; including the tractor.

Members were happy to support the purchase of the flail in principle, but wanted details of the full and updated price available for consideration when any recommendation was presented to full council.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support the purchase of a flail in principle subject to details of the full and updated price being available for consideration prior to any final decision being made.

**21/78/TMH Request to Site Mobile Catering Trailer on Council-Owned Land rear of Guildhall**

Cllr. B. Larcombe spoke in support of the request, pointing out that the land was not currently used for anything else and the applicant, who was a good tenant of the council in the adjoining Guildhall, had taken the initiative when others had not.

Members generally felt that even if the principle of the requested use were to be supported, the opportunity would have to be advertised more widely to enable any other competing interest to also be considered. However, most members were not supportive of the request, feeling it to be an unsuitable use of the land and favouring it being used to create additional car parking, which would then free up spaces at Woodmead car park currently utilised by staff.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the request to site a mobile catering trailer on council-owned land to the rear of the Guildhall be not supported and that the potential to create additional parking for staff and councillors be further investigated as an alternative.

**21/79/TMH Performance Area Shade Sail**

The operations manager explained the alternatives referred to in his report and emphasised that the hope was that any new sail could be installed prior to Jazz Jurassica and the Queen's Platinum Jubilee events on the seafront. Users of the performance area valued the sail and the shade and shelter provided by it.



Members questioned why the old sail could not be repaired, in the short term at least. They also favoured something which provided a long term and cost-effective solution and which did not require replacing or repairing every few years.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support the repair, if possible, of the existing sail in the short term and its subsequent replacement by something which provides a long term and cost-effective solution which does not require replacing or repairing every few years.

#### **21/80/TMH Kitchen Garden – Three-month review**

Cllr C. Reynolds explained all of the work she and her husband had carried out to tidy the garden, the planting which had now commenced and that which was planned over the coming weeks. She admitted that it had been incredibly hard work and she especially thanked her husband for everything he had done to help.

She admitted that the amount of help and support from others had been limited to date but there were now 15 volunteers and everything would become easier because the really hard work had been done. She and her husband were happy to carry out regular weeding and she was confident that more support would be forthcoming once everyone could see the flowers, vegetables and fruit and the garden starting to produce crops. Already, one local restaurant had made use of the garden and was suggesting recipe ideas.

She felt the willow sculptures produced by pupils at Woodroffe with the support of local artists were amazing and was confident that by the time of the next review, everything would be where she wanted it to be.

Members complimented Cllr Reynolds and her husband on everything they had achieved so far, which had transformed the appearance of the area, and were happy to support the continuation of the kitchen garden in its current location.

In response to questions, Cllr Reynolds explained that the recent graffiti on the hoarding by the cinema site would be overpainted by pupils from Woodroffe.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support the continuation of the kitchen garden at Langmoor Gardens in its current location subject to a further review in 3 months' time.

#### **21/81/TMH Lighting in Drakes Way**

Members were happy to support the request that Dorset Council investigate the provision of improved lighting in Drake's Way, although Cllr J. Broom felt that, with the exception of the ramp into the adjoining public car park, the lighting there might be privately owned and the responsibility of the individual owners of the adjacent properties.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that Dorset Council be requested to investigate the provision of improved lighting in Drake's Way, Broad Street, Lyme Regis.

#### **21/82/TMH Skateboarding**

In response to questions concerning signage, the operations manager explained that some signs had been deliberately removed and had been re-ordered. The signs, in the gardens and elsewhere, would be replaced as soon as received.

Cllr B. Larcombe referred to problems on Marine Parade, in the seafront gardens and on the main roads through the town. He was genuinely concerned that someone was going to be seriously injured if something wasn't done to control the situation. He agreed that it was a matter of policing and enforcement.

Cllr C. Reynolds pointed out that much of the activity referred to was not by youngsters but by adults. She referred to previous debates about the issue and that skateboarding in some of the areas referred to was not unlawful. She suggested that the Police and Crime Commissioner be approached about the problems to see if he could suggest any ways of improving local policing and enforcement.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that both the Police and Crime Commissioner and the local PCSO be approached about the problems of irresponsible and unsafe skateboarding in areas of Lyme Regis to see if they can suggest any ways of improving local policing and enforcement.

## **21/83/TMH Complaints, Incidents and Compliments**

In response to a question from a member, the operations manager confirmed he was aware of the tent which had appeared on the Cart Road. He understood that the occupant had now moved on elsewhere.

Cllr C Reynolds thanked the operations manager and works supervisor for all their practical help and advice about the kitchen garden.

*The meeting closed at 8.25pm.*

**Committee:** Town Management and Highways

**Date:** 22 June 2022

**Title:** Matters arising from the minutes of the Town Management and Highways Committee meeting held on 20 April 2022

**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**

#### **21/74/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 2 March 2022**

##### **Request for access across Woodmead car park**

Members were concerned that the works seemed to be taking far longer than the originally permitted period and were preventing or discouraging parking in the overflow car park on busy days. The deputy town clerk was requested to meet with the contractor and project manager, in conjunction with the committee chairman, and resolve the issue straight away.

That meeting subsequently took place and led to a significant reduction in the fenced compound area, a tidying of the site generally, the reinstatement of perimeter fencing to the car park, the removal of all builders signs at the entrance to the overflow car park, the placing of car park signs indicating that the overflow car park was available for the public to use and a commitment to clear the site completely by 30 June 2022.

Since that meeting, the site has been monitored regularly and the agreements reached on site have been adhered to.

A further conversation is taking place with the project manager on 17 June 2022 and the outcome of that discussion will be reported verbally at the meeting. No problems are anticipated.

During the site meeting with the chairman, the general issue of permit parking at Woodmead car park was discussed; in particular, whether it might make sense to require permit holders to make use of the overflow car park to keep free the front spaces for visitor parking. This is being investigated in terms of numbers and other practicalities such as marking out, the legal order controlling the use of the car park, etc. The intention is to bring a report to the next meeting of committee.

#### **21/75/TMH – Update Report**

##### **Taxi Rank**

Dorset Council recently confirmed it was still investigating the implementation of a taxi rank both at Cobb Gate square, with the possibility of operating a rank from the bus stop after the buses stop running, or by the Rock Point Inn, and by the Cobb Arms at the harbour. No timescale was given.

## **21/81/TMH – Lighting in Drakes Way**

The operations manager has contacted Dorset Council (DC) to request that improved street lighting is investigated on Drakes Way, off Broad Street. The DC street lighting team leader confirmed that only the ramp to the car park at the end of Drakes Way belonged to DC. He has copied in the DC Parking Manager to investigate lighting for the ramp.

He also said that perhaps we could try to contact the local businesses to identify the landlord and landowner, or conduct a land registry search for the same, then make a request to them. If this fails and Drake's Way is a Private Road by common law definition then it would be the joint responsibility of all the property owners that front onto the road to maintain it in a safe condition.

## **21/82/TMH – Skateboarding**

The town clerk and the operations manager met with Sgt Mike Brown on 24 May 2022 about this and other policing matters.

Sgt Brown said the local PCSO would be able to engage with the local skateboarding community and perhaps make contact with the skateboarding shop in town. In the meantime, the operations manager would forward any dangerous skateboarding activity caught on council CCTV to the police.

Dealing with the issue is not straightforward as a skateboard is not a motor-vehicle and therefore no legislation other than the Road Traffic Act would apply.

Matt Adamson-Drage  
Operations manager  
June 2022

Mark Green  
Deputy town clerk

**Committee:** Town Management and Highways

**Date:** 22 June 2022

**Title:** Update Report

**Purpose of the Report**

To inform members about progress on significant works and issues

**Report**

**Shade Sail**

The operations manager has spoken to an architect about alternative, more permanent, solutions to create a shaded space at the performance area. A fixed louvred shade known as a Brise Soleil could be employed but may be difficult to design and construct due to the sweeping nature of the performance area roof and be very expensive. It was also thought that this sort of solution might not be as pleasing to the eye as a shade sail.

The operations manager met with Derek Brinsley of Timber Intent in April to enquire further about Shade Sails. Timber Intent are responsible for a number of tented structures around Lyme Regis and the UK. There was concern over the current design of the shade sail and fixing angles, and that it had not been very well designed for the space – which is why it was failing so quickly.

Mr Brinsley suggested shortening the two outside struts to create a more tented effect with the shade which would have the added benefit of being designed for the wind loadings for that location. He also said his structures were fully insured. He said his constructions last well but around seven to 10 years would be a reasonable timeframe to consider a replacement.

**Injury at the Bowls Club wall**

A child was injured, fracturing the tibia bone in one leg, by falling blockwork at the Bowls Club wall on the evening of 8 June 2022. The incident is on the agenda for the Health and Safety Committee on 23 June 2022. The operations manager has spoken to the parents and an investigation is underway. The father has formally verbally complained and is compiling his complaint in writing.

**Homeless outside the Guildhall**

Streetlink and the police have been dealing with the homeless male and female that have been residing in a tent beside the Guildhall. The operations manager informed StreetLink of the change of their whereabouts from the gazebo in the gardens to the Guildhall and an outreach worker and mental health professional visited them in the week commencing 6 June 2022.

**Amenities Hut**

The buildings regulation drawings for the project are being drawn up and advice is being sought on whether this project would be considered permitted development.

**Cemetery Chapel**

Perennial are working on the main cemetery chapel roof refitting rotten battens and re-tiling until at least 24 June 2022. Some further unexpected rotten wood has been found on exposing the roof and this will be replaced as part of the project at an extra cost.

The outside staff have recently had to replace a few tiles on the other chapel and have noticed a similar deterioration to the battens. It is the operations manager's intention to bring this roofing project to budget setting towards the end of the year.

### **Jubilee Pavilion**

As previously reported, members have previously approved a budget of up to £50k to resolve problems of water ingress into the Jubilee Pavilion and to make the building 'fit' for use. The commercial letting of the building has also been supported, given its relative lack of use in recent years and the significant costs associated with it being rated as a shop, which the Valuation Office Agency insists is the correct basis for assessing the property.

Further work has been undertaken to identify the cause of the water ingress and it has become clear that there are significant structural problems affecting the rooftop stone parapet. Cracking and movement are evident at each corner and along the frontage and work is urgently required to investigate further and to then take down, repair and rebuild some of the stonework as required.

From the inspection already carried out, it is evident that historic repairs have been carried out in this area.

A further and more detailed inspection by an experienced stonemason is taking place on the morning of 17 June 2022, after which a detailed report will be prepared, and a specification of works agreed.

The work is likely to require a full scaffold. The building is not listed and is outside of the Conservation Area so no external permissions other than possibly building regulations approval will be required.

At this stage and without further investigation, it is probably premature to speculate about the cost of the required works. Hopefully, the approved budget will be adequate to complete any work plus any other required work connected with the future use of the building.

### **Trailer Park at Monmouth Beach, Accreted Land and Harbourmaster's Store**

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 received and discussions have commenced with Dorset Council about the basis for renewing the lease of the trailer park and the use of the town council's accreted land. A full report will be brought to members at the next meeting.

The council's solicitor is instructed to serve notice on Dorset Council in respect of the 'Harbourmaster's Store'. Having further reviewed the legal position, a minimum of six months' notice is required rather than the 12-month period previously thought. Notice will be served with an end date of 31 January 2023 rather than 31 March 2023. This is the earliest date which is legally compliant and is two months earlier than originally intended. The deputy town clerk spoke with Dorset Council's head of service to notify him of the situation in advance of the legal notice being served. From that conversation, it appeared the timescale for Dorset Council completing the new/replacement building was uncertain and that additional external funding was being sought.

This council's notice was reported to a recent meeting of Dorset Council's Harbours Committee. From the discussion at that committee, it appears Dorset Council may now be intending to fund the new store entirely from reserves, but the timescale still seems uncertain.

This council's position with regard to available, undercover storage for valuable assets like the beach rake remains critical and the harbourmaster's store remains a crucial part of resolving that problem.

With regard to the trailer park and the accreted land, another meeting has taken place with the town council's appointed valuer and further legal advice is currently being sought.

Because the whole situation is so complex and several of the council's current members will be unaware of the long history to these issues, it is intended to call a meeting of the Monmouth Beach Working Group prior to a detailed report being taken to the meeting of Strategy and Finance on 17 July 2022. All members are able to attend the working group and as many as possible are encouraged to do so. The time and date of the working group will be advised very shortly.

### **Guildhall and office works**

As previously reported, further significant repair works remain to be done to both the Guildhall and the office building, primarily to replace windows, areas of façade, roofing and guttering and these will necessitate a separate road closure, probably for 5-6 weeks.

Major works are also required to a number of other nearby buildings in Bridge and Church Streets, including 1 Church Street and the Hub, none of which can be carried out without closing the road to through traffic. Work continues to co-ordinate the timing of these various works and to agree the basis for sharing the costs involved in obtaining the necessary order, etc. The most likely period for the closure now appears to be immediately after New Year 2023 and prior to the February school half term.

Discussions are taking place with CG Fry, who undertook the work to the Guildhall oriel window, to see if rates for the additional work can be negotiated based on the earlier works. That earlier work was the subject of competitive quotes, was undertaken to budget and programme and the quality of the work was well-regarded. Avoiding a further tendering process would save a great deal of time and some contract administration related costs.

The budget currently approved for works to the Guildhall and office is £100k. The budget was reduced significantly at the onset of COVID and in response to the budgetary pressure caused by the initial period of 'lockdown'. The remaining budget after allowing for the works already undertaken to the Guildhall (mayor's parlour window and oriel window) is about £62k. The officer view is that this is unlikely to be sufficient to undertake all of the remaining essential repair works, but it is probably best to leave the budget 'as is' for the time being until more detailed figures are available.

### **Access across Council-Owned land at Hill Road**

Progress with this matter has slowed following the retirement of one of the solicitors dealing with it. Any update will be reported verbally.

### **Asset Reinstatement Valuations**

The work is scheduled to start early next month. The total cost is approximately £2.5k and the work will take about eight weeks to complete.

### **Roof and Balustrading**

Investigation continues to identify the cause of the ongoing minor leak into the Antiques and Craft Centre. The roof top drains have all been rodded and cleared and no leaks have been reported in recent weeks, although the situation remains under review.

No other leaks or issues have been reported in any other part of the building.

No further problems have occurred with the glass balustrading.

### **Park and ride**

The 'special' service arranged for the Sunday afternoon and evening of the Queen's Platinum Jubilee celebrations ran without issue, although the weather conditions during the afternoon meant that it was not well used.

The operator and the owner of the land have both been thanked for their assistance. The last bus ran at 11.46pm and the landowner dealt with all issues around the unlocking and locking of the site and site management issues during the period of operation.

The total cost for the four buses and drivers for the day was £1,025 and this cost will be offset against the income generated by the service across the rest of the year.

Matt Adamson-Drage  
Operations manager  
June 2022

Mark Green  
Deputy town clerk



**Committee:** Town Management and Highways

**Date:** 22 June 2022

**Title:** Review of the CCTV Policy

**Purpose of Report**

To allow members to undertake the two-yearly review of the CCTV Policy

**Recommendation**

Members approve the CCTV Policy unchanged

**Report**

1. A copy of the CCTV Policy is at **appendix 9A**. No amendments have been made.
2. The CCTV policy was due for its two-yearly review in March 2021. Due to the pandemic some policies have been delayed in being presented to this committee for their regular review.
3. The date for the next review of this policy will be July 2024.
4. Any recommendations from this committee will be considered by the Full Council on 27 July 2022.

Matt Adamson-Drage  
Operations manager  
June 2022



## Policy

### CCTV, Webcam and Body Worn Video Camera Operation

#### References:

- A. Surveillance Camera Code of Practice 2013
- B. General Data Protection Regulations 2018
- C. Information Commissioners Office guidelines for CCTV

#### 1. Introduction

This policy has been created to set out the purpose, operation and responsibilities of Closed Circuit Television (CCTV) surveillance, bodyworn camera surveillance and webcam footage undertaken by Lyme Regis Town Council (LRTC) and is based on the twelve guiding principles of the Surveillance Camera Code of Practice 2013 and in line with GDPR legislation. LRTC takes its CCTV and GDPR responsibilities seriously and this policy sets out the rules for the operation of CCTV by this council. Two independent CCTV consultants were consulted during the project in 2018 to confirm feasibility, operational requirement and privacy impact assessments.

#### 2. Background

LRTC installed a CCTV system in 2012 which covered the market area, performance area, in front of the two shops either side of the Jubilee Pavilion and the walkway above and behind the Jubilee Pavilion. In addition a camera was sited above the front door of the council office due to damage caused to the Grade II\* listed Guildhall by passing traffic. Also in 2012 the Cobb and Marine Theatre webcams were installed and LRTC enforcement officers began wearing body worn video cameras. The council registered with the Information Commissioners Office in 2012.

#### 3. Twelve Guiding Principles (Reference A)

- a. Specified Purpose. Legitimate Aim. Pressing Need.

*LRTC commissioned a new operational requirement document in 2018 through an independent specialist consultant. The purpose of the system is threefold. Prevention and deterrence of anti-social behaviour. Prevention and deterrence of nuisance incidents. Reassurance for members of the community and visitors. Prevention of Crime.*

- b. Individuals Privacy. Regular Reviews.

*LRTC commissioned a privacy impact assessment in 2018 through an independent specialist consultant. The CCTV system has a privacy screening facility which obscures images of private property in the field of view of the cameras. The CCTV policy will be reviewed every two years.*

c. Transparency. Contact Points. Access to Information.

*LRTC displays relevant legally compliant signage in all the areas CCTV is in use, which details how to contact LRTC.*

d. Clear Roles and Responsibilities. Good Governance arrangements.

*Only two LRTC officers are authorised to review camera footage. The Town Clerk and the Operations Manager. The Town Clerk, as Duty Holder, is responsible for the CCTV system and for day-to-day operations the Operations Manager reviews footage as necessary.*

e. Must have Rules and Policy. Communicated to all users.

*LRTC has written this policy to detail compliance with these twelve principles.*

f. Policy in place on information. Information deleted when not needed.

*LRTC has a Data Protection policy in place, complies with GDPR and is registered with the Information Commissioners Office. CCTV Camera footage is automatically overwritten every 30 days. All footage downloaded or stored is deleted when no longer needed. Footage will be released on request to the Police. Footage will only be released to private individuals if the footage requested shows no other person.*

g. Restricted Access. Clearly defined rules. Specified purpose or law enforcement.

*Within LRTC only the Town Clerk and the Operations Manager have access to the footage.*

h. Consider approved standards. Maintain standards.

*LRTC are committed to meet the standards set out in these guidelines and GDPR. This policy is regularly reviewed. LRTC do not actively monitor the live footage and therefore do not require a licence from the Security Industry Authority (SIA) for Public Space Surveillance.*

i. Safeguards. Secure against unauthorised access.

*Access points in various locations for the footage are physically and electronically secure. Only the Town Clerk and the Operations Manager are authorised to review footage.*

j. Effective review and Audit mechanism. Ensure legal compliance. Regular reports.

*This policy and the requirement for CCTV is reviewed every two years.*

k. Evidential value. Legitimate Aim.

*Footage requested by the Police will be released.*

l. Supporting information. Accurate. Relevant

*Two independent consultants delivered a risk assessment, operational requirement and privacy impact assessment for the CCTV system in 2018. These are reviewed every two years in line with this policy.*

#### **4. Review**

This policy and associated documents will be reviewed every two years. The next review is due in July 2024.

**Implementation Date: 27 July 2022**

**Review Date: July 2024**



John Wright  
Town clerk

**Committee:** Town Management and Highways

**Date:** 22 June 2022

**Title:** Civil Enforcement Officer Training

**Purpose of the Report**

To inform members about the possibility of training the town council enforcement team up to Dorset Council civil enforcement officer level

**Recommendation**

Members consider asking Dorset Council to train the enforcement team to civil enforcement officer level

**Report**

1. The operations manager recently enquired with Dorset Council's (DC) parking services if the town council enforcement team could be trained to civil enforcement officer (CEO) level. This would allow town council enforcement officers to enforce on-street parking and off-street parking in DC car parks, although the main intention would be for town council officers to enforce on-street parking. This would be in addition to their duties enforcing in town council car parks and enforcing public space protection orders in Lyme Regis (dogs, seagull feeding, litter and soon anti-social behaviour) for which they are already authorised (card-carrying) officers by Dorset Council.
2. The intention would be to afford the town council an opportunity to enforce parking regulations all over the town, such as on the Cart Road and Broad Street. The intention would not be to replace or reduce the DC CEO provision to Lyme Regis but enhance it. While the ability for enforcing in DC car parks would then exist for town council officers, the intention would be to only do this on a very limited basis.
3. Any recommendations from this committee will be considered by the Full Council on 27 July 2022.

Matt Adamson-Drage  
Operations manager  
June 2022

**Committee:** Town Management and Highways

**Date:** 22 June 2022

**Title:** Kitchen Garden

**Purpose of the Report**

To inform members about progress on the Kitchen Garden

**Recommendation**

Members consider if the kitchen garden has improved enough to remain a part of the Langmoor and Lister Gardens

**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.
4. A report was brought to this committee on 12 January 2022 to allow members to consider the continued allocation of the bed for the Kitchen Garden project as the bed had not been cultivated to the expected standard for its prominent location.
5. It was recommended and subsequently resolved by Full Council on 16 February 2022 'to give Lyme Garden Growers six months to bring the kitchen garden in Langmoor Gardens up to an appropriate standard, with a review in three months'.
6. A further report was brought to this committee on 20 April 2022 to allow members to carry out the three-month review. It was recommended and subsequently resolved by Full Council on 18 May 2022 'to support the continuation of the kitchen garden at Langmoor Gardens in its current location subject to a further review in 3 months' time'.

**Report**

7. We are now at the point of the six-month review.
8. Cllr C. Reynolds and husband Alan have been instrumental in turning around the fortunes of the Kitchen Garden. Many hours of hard work are beginning to produce rewards.
9. Cllr Reynolds, of late, has also persuaded others to lend a hand in keeping the ground well looked after.
10. Woodroffe School pupils have also created sculptures of wicker fruit for the garden.
11. In arriving at a decision about whether the Kitchen Garden should be allowed to remain a part of the Langmoor and Lister Gardens, members should also consider if the project is sustainable over the longer term.

12. Any recommendations from this committee will be considered by the Full Council on 27 July 2022.

Matt Adamson-Drage  
Operations manager  
June 2022

**Committee:** Town Management and Highways

**Date:** 22 June 2022

**Title:** Hedgecutter/Flail Mower

**Purpose of the Report**

To provide members with a new quotation for the preferred hedgecutter/flail mower

**Recommendation**

Members approve the purchase of a hedgecutter/flail mower at the revised cost of £14,000 + VAT, to be purchased from the reserve

**Report**

1. On 10 April 2019, this committee agreed to purchase a Kuhh Agri Longer 4845 Hedgecutter at £11,500+VAT. The flail was never purchased that year as we were waiting for the Agency Agreement to be signed with Dorset Council, which became protracted.
2. At the last meeting of this committee on 20 April 2022, members requested a updated quotation for this model.
3. A new quotation from Buglers, Axminster was received at the end of April 2022, as follows:

KUHN AGRI LONGER 4845 HEDGE CUTTER  
C/W 4.8 m reach, electric controls, 1.2 m flail head, stabilisers  
£14,000 + VAT

This machine was 1 of 4 machines in stock in the UK in April and was subject to availability. Buglers also added that it was subject to price changes with immediate effect, due to volatility, unless reserved as a name contract.

4. The item is not budgeted for in this financial year and would be purchased from the reserve.
5. Any recommendations from this committee will be considered by the Full Council on 27 July 2022.

Matt Adamson-Drage  
Operations manager  
June 2022



**Committee:** Town Management and Highways

**Date:** 22 June 2022

**Title:** Bridge Inspection Reports

**Purpose of the Report**

To inform members about the recent Dorset Council inspections of the town council's bridges

**Recommendation**

Members note the report

**Report**

1. In December 2021, Dorset Council (DC) bridge engineers were invited to conduct a principal bridge inspection on the three town council bridges: Lepers Well, Town Mill and the Woodland Walkway. Principal bridge inspections should be conducted every six years.
2. The inspections were undertaken in March 2022 and the reports received in mid- April 2022, against a purchase order for £1,416 + VAT.
3. Dorset Council informed us that they had already undertaken an inspection of the Town Mill bridge and considered that it belonged to them. They have not sent us the report for that bridge.
4. The reports for Lepers Well and the Woodland Walkway are at **appendices 13A and B**, respectively. The recommendations of the reports appear at the bottom of the pages.
5. At the Lepers Well bridge there is some re-pointing required. At the Woodland Walkway a main beam and several deckboards need replacing and some bolt tightening is recommended. Where possible, this work will be undertaken by town council staff.
6. Any recommendations from this committee will be considered by the Full Council on 27 July 2022.

Matt Adamson-Drage  
Operations manager  
June 2022

**Complaints and Incidents Summary – 6 April 2022 to 17 June 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
77	26.04.22	Lyme is suffering from a new, and increasing form of pollution. And it's not being controlled or policed in any way. I refer to the influx of 'Harley Davidson' (and similar) motorcycles. They are (deliberately) incredibly noisy and a danger to our eardrums. There are also at least half a dozen local cars with excessively noisy exhausts. Their drivers have 'straight through' exhausts and add 'nitro' to their fuel for increased engine performance and explosive bangs from their exhausts when they travel down Broad Street on the over-run. We need someone with a decibel-meter and the power of enforcement to sort out the problem. In the old days it would have been the police, but they have become collector's items, these days so ...over to you guys for help please !!	Lyme Regis	Ongoing	Management	Ops Mgr replied by email. There is little we can do about loud motorbikes as a town council. Either it is a DC noise matter or a police matter or both.
78	17.05.22	A resident has phoned up to complain about the noise that the gate at the far end (housing end) of the cemetery makes whenever anybody walks through it and slams the gate. She wants to know if somebody can go and have a look at the gate and what can be done to reduce the loud bang that it makes when it is shut. She has given a false name as wishes to remain anonymous.	Cemetery	Ongoing	Ops Manager	Ops Mgr replied by email and sent the maintenance team to inspect and repair.

<b>79</b>	17.05.22	Wheelie bin left at the church	Church Street	17.05.22	Ops Mgr	Ops Mgr replied in person and the location of the new 1100ltr wheelie bin at St Michaels church was agreed with the church PCC
<b>80</b>	19.05.22	Parking officer at Monmouth car park was rude. Over size vehicle rule over night is ridiculous.	Monmouth Beach car park	10.05.22	Ops Mgr	
<b>81</b>	23.05.22	People are walking/climbing over the chalet properties in order to get to the beach. A request for more signage has been put forward to help direct people in the area.	Monmouth Beach chalets	23.05.22	Ops Mgr	Ops Mgr investigated. There is limited signage but finding the beach from the car park seemed fairly obvious.
<b>82</b>	31.05.22	I was sitting down beach hut last night and a rat ran out from underneath one about three down from our one ( in number 41 at moment). Don't know if there's anything you can do or if it's a regular thing?	Marine Parade beach huts	30.05.22	Ops Mgr	Ops Mgr emailed DC Environmental Health. They are coming to Lyme Regis soon to conduct educational visits to food serving premises about food waste.
<b>83</b>	06.06.22	Skateboarders in the gardens, repeatedly skating up and down the path and walkway. Nearly knocked several people over and also nearly skated into pet dog and scared dog. When asked to slow down they became aggressive, lots of swearing using the F and C words with threatening behaviour as well.	Langmoor Gardens	06.06.22	Ops Mgr Enforcement 207 Dorset Police	Town Clerk and Ops Mgr met with the Police about skateboarding on 24 May 2022
<b>84</b>	03.06.22	Yesterday my wife and myself visited your lovely town using a local coach company. We have visited many times and always enjoyed our visits. My concern is that as coaches are no longer allowed to drop off/pick up in the town itself this is causing upset to many visitors. The walk to and from the designated coach parks is making the visit an unpleasant experience for many older people. A number of older people said as they got on the coach "never again" after struggling to walk uphill to the park. This is not the first time I've heard this comment	Various	02.06.22	Ops Mgr	

		made.I've heard it many times in the past.We took my older sister with us on one of our trips.Afterwards she told me she never wanted to return to Lyme Regis again because of the walking involved and the pain she was in for days afterwards.I think the council should rethink its policy on allowing coaches in the town as I believe at the moment it is losing you many returning visitors.				
85	04.06.22	Please note that the recently installed railings leave a large gap and significant drop. Children are swinging on the rail and would be seriously injured if falling. Please arrange for protection to be installed.	Monmouth Beach chalets	04.06.22	Ops Mgr	Ops Mgr and Deputy Clerk have inspected the area. The area was not deemed dangerous.
86	07.06.22	Just had a long conversation with Ian Kruger who has a peddlers licence which was issued in Hampshire. He intends to contact his local MP who is currently fighting for peddlers rights. He was very upset that he was unable to sell the light up balloons and said that he was treated badly by council staff and the town Cryer who was under the direction of the town clerk. He wants to make sure that this never happens again and all council representatives in Lyme Regis are made aware of the laws about peddlers. He has taken legal advice and feels he is entitled to claim for loss of earnings although he did say that he probably wouldn't do this.	Seafront	05.06.22	Town Clerk	
88	09.06.22	Saw rats running out from beneath beach huts from 7-10pm last night. Asked what we are doing about the problem/preventative measures.	Marine Parade beach huts	08.06.22	Ops Mgr	Ops Mgr has already reported to DC Environmental Health. Pest Control company contacted on 17.06.2022
89	09.06.22	Saw 5-6 rats running out from beneath beach huts from 9pm last night for an hour & a half.	Marine Parade beach huts	08.06.22	Ops Mgr	Ops Mgr has already reported to DC Environmental Health. Pest Control company contacted on 17.06.2022
90	09.06.22	Asked why Marine Parade toilets were closed last night (some time between 7 & 10pm)	Marine Parade toilets	08.06.22	Ops Mgr	Reception team replied by email advising current and summer toilet opening times.

## Complaints and incidents dealt with by Dorset Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:

## Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
49	20.04.22	I just want to say this is my first time in Lyme Regis and it is fabulous. We walked through the gardens which are superb. We spoke to one of the gardeners who was very engaging and keen to share his joy of working here. Thanks for making this a beautiful town.	Various	Ops Mgr and Ops Sup	
50	09.06.22	Rented a beach hut over the weekend and wanted to let us know what a great experience it was. Seafront was clean, bins empty. Staff available and very organised. Compared us to other local towns and said that was fantastic and extremely clean.	Various	Ops Mgr and Ops Sup	
51	10.05.22	Thank you Kerry what fantastic customer service, I'll call into the office on Monday to collect my permit.	Various	Support Services Mgr	
52	09.06.22	Just a quick note to say thank you to all those involved in preparing and finishing up re Mum's internment yesterday. It was much appreciated by the "family " (not the mafia). Outstanding job to one and all..	Cemetery	Ops Mgr and Alan Legg	
53	09.06.22	We caught the park and ride into Lyme today, after trying to park nearer the beach. I had my husband and 3 grandchildren with me and we were all very pleased with our driver. Luckily he drove us both in and out. My eldest grandson said he was the nicest bus driver he had ever been driven by and that the world would be a better place if everyone was like him. Please pass on our thanks for his positive	Park and ride	First Bus	

		attitude and friendliness when the kids were all hot and bothered after trying to find parking. The husband too!			
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