



John Wright
Town Clerk

Lyme Regis Town Council

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Town Management and and Highways Committee

Core Membership: Cllr J. Broom (chairman), Cllr C. Aldridge (vice-chairman), Cllr B. Bawden, 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 **Tuesday 4 October 2022** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
27.09.22

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. **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 22 June 2022 (attached)

4. **Disclosable Pecuniary Interests**

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly, if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

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

6. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 22 June 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

7. Update Report

To inform members about progress on significant works and issues

8. Speed Watch

To note the setting up of volunteer Speed Watch groups in Lyme (and Charmouth) and to learn more from Dorset Police Community Speed Watch co-ordinator

9. Renewal of Planning Permission for Chalets, Caravans and Day Huts at Monmouth Beach

To seek member's approval to appoint an external consultant to progress the renewal of the planning permission for chalets, caravans and day huts at Monmouth Beach.

10. Lister Room Marketing and Appointment of Member Panel

To update members on the marketing of the Lister Room and to appoint a panel of members to consider any proposals received from potential tenants

11. 30 and 41 Ware Cliff Chalets, Request to Construct Extensions plus request to replace 37 Western Beach day hut

To allow members to consider requests from the owners of 30 and 41 Ware Cliff chalets to build extensions in materials to match the existing and a request from the owner of 37 Western Beach day hut to replace it on a like for like basis

12. Dorset Council Free Parking Days

To discuss non-charging days in Lyme Regis car parks

13. Amenities Hut Building Drawings

To present the amenities hut building drawings to members

14. Guildhall Car Park and Flagpole

To allow members to consider extending the Guildhall Car Park, add bollards to the north side of Cockmoile Square and add a flagpole by the Guildhall steps

15. Policing

To allow members to discuss policing in Lyme Regis

16. Accessibility and Mobility Review

To note the setting up of a working group of volunteers to identify improvements for mobility and accessibility around Lyme Regis (and Charmouth)

17. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 18 June 2022 to 15 September 2022

18. Access Road to Ware Cliff and Bowling Green Chalets

To inform members about significant recent movement/subsidence in a length of the access road to the Ware Cliff and Bowling Green Chalets and to obtain authorisation for urgent repair works as required

19. Proposals by Western Power Distribution to reinforce (upgrade) the supply to the existing sub-station at Monmouth Beach

To inform members about proposals by Western Power Distribution to reinforce (upgrade) the supply to the existing sub-station at Monmouth Beach

20. Fleet Report and Vehicle Purchase

To present a report on the state of the council's fleet of vehicles and allow members to discuss purchasing vehicles

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

21. Remote Controlled Mower

To allow members to consider the purchase of a remote-controlled mower to mitigate slipping injuries

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

22. 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 20 – Fleet Report and Vehicle Purchase**
- b) Agenda item 21 – Remote Controlled Mower**

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 22 JUNE 2022

Present

Chairman: Cllr J. Broom

Members: Cllr C. Aldridge, Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers

Officers: M. Adamson-Drage (operations manager), A. Mullins (support services manager)

22/01/TMH Election of Chairman and Vice-Chairman

It was proposed by Cllr M. Ellis and seconded by Cllr G. Turner that Cllr J. Broom is chairman of the Town Management and Highways Committee.

There being no other nominations, Cllr J. Broom was duly **ELECTED** as chairman.

It was proposed by Cllr D. Sarson that Cllr G. Turner is vice-chairman of the Town Management and Highways Committee.

Cllr G. Turner said he did not wish to be nominated.

It was proposed by Cllr G. Stammers and seconded by Cllr J. Broom that Cllr C. Aldridge is vice-chairman of the Town Management and Highways Committee.

It was proposed by Cllr B. Bawden that Cllr B. Larcombe is vice-chairman of the Town Management and Highways Committee. This nomination was not seconded.

Cllr C. Aldridge was duly **ELECTED** as vice-chairman.

22/02/TMH Public Forum

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

22/03/TMH Apologies

There were none.

22/04/TMH Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, the minutes of the previous meeting held on 20 April 2022 were **ADOPTED**.

22/05/TMH Disclosable Pecuniary Interests

There were none.

22/06/TMH Dispensations

There were none.

22/07/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 20 April 2022

Skateboarding

Cllr B. Larcombe asked if there had been any further response on this issue from the police.

The operations manager clarified that the Road Traffic Act did not apply as a skateboard was not a motor vehicle so it was not a straightforward issue for the police to deal with.

However, it was noted there were some motorised skateboards going around the town.

Cllr C. Reynolds said she had seen the local PCSO and police constable stopping skateboarders to talk to them about the issue but this was all they could do.

22/08/TMH Update Report

Injury at the Bowls Club

Cllr B. Larcombe asked if there was any update following the injury to the child.

The operations manager said he had spoken to both parents and the child's father had written to the town clerk. He said they had asked for a thorough investigation, any steps that could be taken to improve the situation and requested compensation.

Amenities Hut

Cllr B. Larcombe said as the council was going to be the commissioning body, whether members were going to see the documents before the project went out to tender.

The operations manager said he was in the process of getting drawings and was awaiting advice on whether the project could be considered permitted development. He said he could bring the drawings to this committee.

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

Cllr B. Larcombe asked if there was a date set for the Monmouth Beach working group.

Cllr J. Broom said a date would be set later in the week.

Guildhall and office works

Cllr B. Larcombe asked if members would see details of the proposed works to the office before the contract was awarded.

Cllr J. Broom confirmed members would see the details before the work was commissioned.

Jubilee Pavilion

Cllr J. Broom said it was likely the parapet wall would have to be taken down, which would cost £50-60k.

22/09/TMH Review of the CCTV Policy

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve CCTV Policy unchanged.

22/10/TMH Civil Enforcement Officer Training

The operations manager said the proposal for Dorset Council (DC) to train the town council's enforcement officers to civil enforcement officer level had been discussed for some time but DC was now keen to progress it. He said it wasn't intended that the enforcement officers would do the job of a DC officer in their car parks; the idea was the enforcement officers would be able to enforce parking on the roadside as they were moving around the town between Monmouth Beach and Woodmead car parks.

Cllr G. Stammers asked if this would change the enforcement officer's job description and potentially their rate of pay.

The operations manager said the officers were already authorised officers for DC for enforcement of Public Space Protection Orders (PSPO), so it would only be a matter of training them in the civil enforcement officer role, which in effect, they already carried out in the town council car parks.

Cllr M. Ellis felt it would benefit both the town council and DC but was concerned DC would pull some of their enforcement from Lyme Regis as a result, which would mean the town council taking on the work at its own cost.

Cllr G. Stammers agreed and said when DC highways officers had attended a recent meeting of this committee, members had raised concerns about the level of enforcement so this was already an issue.

Cllr B. Bawden, the DC ward member, said she would make a note of these issues to feed back to DC.

Proposed by Cllr J. Broom and seconded by G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to request that Dorset Council trains the town council enforcement team to civil enforcement officer level.

22/11/TMH Kitchen Garden

Cllr C. Reynolds, who was also the lead co-ordinator for Lyme Garden Growers, said the volunteers had done the best they could to bring the garden up to standard, including all the winter planting, and there were now more volunteers available to help maintain it. She said with the number of people needing support from the food bank increasing, the garden was more vital than ever.

Cllr J. Broom thanked Cllr Reynolds and her husband for their hard work to bring the garden up to standard.

Members agreed it was an asset to the gardens and that having more volunteers available would be vital to its ongoing maintenance.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to confirm the kitchen garden has improved enough to remain a part of the Langmoor and Lister Gardens.

22/12/TMH Hedgecutter/Flail Mower

The operations manager said this equipment was not budgeted for in 2022-23, although it had been in a previous budget, so the expenditure would come from reserves.

Cllr B. Larcombe said he expected there to be a reduction of work carried out by DC in future so it was important the town council had this equipment to be able to carry out any work it might be asked to do.

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the purchase of a hedgecutter/flail mower at the revised cost of £14,000 + VAT, to be purchased from the reserve.

22/13/TMH Bridge Inspection Reports

Members noted the report.

22/14/TMH Complaints, Incidents and Compliments

Cllr B. Bawden asked what action had been taken following reports of rats on the seafront.

The operations manager said he had notified DC environmental health, who said they would be visiting businesses that sold food along the seafront as an educational exercise and would be combining it with a routine kitchen inspection. He said he had also approached a pest control company, which had put rat boxes behind the Cart Road beach huts.

22/15/TMH Kawasaki Mule 4x4 replacement

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

22/16/TMH Advertising Boards

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

a) **Kawasaki Mule 4x4 replacement**

The operations manager said the vehicle had been budgeted for at £15,000 but the two proposed electric models would exceed this.

Cllr M. Ellis said she understood the council had made a commitment to be carbon neutral but it also had to consider its budget. She felt the cost of an electric vehicle was too high and buying a diesel one at this point was preferable as the cost of electric vehicles would undoubtedly reduce.

Cllr G. Turner asked if the old mule was worth anything.

The operations manager said it would have a trade-in value but he didn't know how much it would be.

Cllr B. Larcombe asked if an electric model would be capable of getting up hills as he was aware after speaking to staff that the current electric vehicle had difficulty doing this.

The operations manager said the team had test driven the electric models and they were more than capable of getting up hills. He said of the two electric models, the team preferred the Hi-Sun Vector but the team was split in terms of whether they would prefer this model or a like-for-like diesel replacement.

Cllr B. Bawden said the council should be buying an electric vehicle to demonstrate leadership and encourage other people to do the same. She said the fuel and maintenance costs were also lower on an electric vehicle so this would make up for the initial expense.

Several members spoke about the reliability, running costs, durability and performance of electric vehicles.

Proposed by Cllr B. Larcombe and seconded by Cllr G. members agreed to **RECOMMEND TO FULL COUNCIL** to purchase an ex-demo Hi-Sun Vector at £19,800+VAT as a replacement for the Kawasaki mule.

b) **Advertising Boards**

Cllr C. Aldridge said there were advertising boards all over the town in awkward places and asked if there was something wider the council could do to address the issue rather than concentrating on this particular case.

Cllr J. Broom said the council could clamp down on advertising boards in general but members were being asked to consider this particular issue for the reasons outlined.

The operations manager said he had done a leaflet drop to businesses with more than one board to remind them they should only have one and under the agency agreement with DC, the town council could ask businesses to put them in a more sensible place if they were causing an obstruction.

Several members felt taking legal action against the business concerned would send a message to other businesses that the council was serious about enforcing the A board policy.

Cllr C. Reynolds was concerned about the costs of taking legal action against the business concerned. She said there had been many attempts in the past to get

businesses to remove their boards and they would take them in for a day or two and put them back the next day; as such, she didn't think making an example of this business would make a difference.

Cllr M. Ellis also felt any action should be more widespread in the town but didn't feel legal action was necessary.

Cllr P. May said just because people hadn't listened in the past, that wasn't a reason for the council not to take any action. He suggested there could be a report to the next meeting about the wider issues with advertising boards but at the moment, members were being asked to consider this specific business.

Cllr C. Reynolds asked for a recorded vote on the following motion:

Proposed by Cllr D. Sarson and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** that under the Road Traffic Act Section 149, to apply to a magistrate for a removal and disposal order of an advertising board owned by a business refusing to remove it.

Voted for – Cllr J. Broom, Cllr G. Turner, Cllr G. Stammers, Cllr D. Ruffle, Cllr B. Larcombe, Cllr P. May, Cllr C. Aldridge, Cllr D. Sarson, Cllr B. Bawden

Voted against – None

Abstentions – Cllr C. Reynolds, Cllr M. Ellis

The meeting closed at 8.25pm.

Committee: Town Management and Highways

Date: 4 October 2022

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

22/08/TMH – Update Report

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

As previously reported, the extent and use of the accreted land was initially discussed at a site meeting with Dorset Council and the harbourmaster on 27 October 2021. Further legal and valuation advice was obtained and discussions 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.

The council's solicitor has served notice on Dorset Council in respect of the 'Harbourmaster's Store' with an end date of 31 January 2023. This is the earliest date which is legally compliant and is two months earlier than originally intended.

The timescale for Dorset Council completing the new/replacement building remains uncertain; additional external funding is still being sought but a recent meeting of Dorset Council's Harbours Committee agreed to fund the new store entirely from reserves if no external funding was forthcoming.

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, further meetings and discussions have taken place with the town council's appointed valuer and with Dorset Council both before and after the meeting of Strategy and Finance on 17 July 2022 when this council agreed its position.

A further virtual meeting is taking place with Dorset Council's head of service and the harbourmaster on 22 September 2022 and the outcome of both that and any subsequent discussions will be reported verbally at the meeting.

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.

As also previously reported, 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.

Discussions have taken 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. CG Fry have indicated their willingness, in principle, to proceed on this basis.

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 original budget, which also included for some internal reorganisation and general improvements, was £350k. The amount remaining in the reduced budget after allowing for the works already undertaken to the Guildhall (mayor's parlour window and oriel window) is about £62k.

The officer, architect and contractor view is that this is not sufficient to undertake all of the remaining essential repair works and this issue will be picked up through the budget-setting exercise. A more realistic budget is probably £100-150k for repairs only.

Staff may be required to work from home or move to alternative accommodation during some of the works, particularly given the time of year when the works will necessarily be undertaken because of the very limited 'window' during which Dorset Council will permit the closure of the road, i.e., wintertime only.

Jubilee Pavilion

As previously reported, members have 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 has now taken place and a detailed report has been received setting out the findings and an indication of the likely cost to make good the current faults.

That report suggests a likely cost slightly in excess of the approved budget and an estimated contract period of 10-12 weeks in total. Competitive quotes may bring the price within budget. At this stage, it is not intended to increase the budget.

The work will require a full scaffold for the entire period of the works and involves the removal of the entire parapet, the introduction of additional leadworks and the careful rebuilding and repointing of the masonry.

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.

The work is very weather sensitive, and the lead time of specialist contractors experienced in working with Coade Stone is substantial. Realistically, the works are likely to be undertaken next spring.

A more detailed report will be brought to members after detailed quotes have been obtained.

22/10/TMH – Civil Enforcement Officer Training

<https://www.gov.uk/government/collections/notifiable-diseases-in-animals>Dorset Council has been informed that the town council would like to proceed with civil enforcement officer training for the enforcement staff. We are waiting for a formal invitation to their next available training.

22/12/TMH – Hedgecutter/Flail Mower

The hedgecutter is on order with Buglers. The price has increased from £14,000+VAT to £14,500+VAT since the original quote.

22/15/TMH – Kawasaki Mule 4x4 Replacement

The Hi-Sun Vector lithium battery 4x4 utility vehicle was delivered on 2 September 2022. The staff report it is working well on hills under load and the battery charge seems relatively unaffected by such a burden. The team are very happy with the vehicle so far.

The Kawasaki Mule is currently off the road requiring extensive repair. The works supervisor is seeking options for its disposal.

22/16/TMH – Advertising Boards

The council's solicitor has been asked for his advice on seeking a disposal order.

Matt Adamson-Drage
Operations manager
October 2022

Mark Green
Deputy town clerk

Committee: Town Management and Highways

Date: 4 October 2022

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Cemetery Chapel

Perennial, the roofing contractor, had planned for the roof batten replacement work to take two to three weeks. This turned into the best part of three months as the uncovering of the roof found substantial problems of rotting timbers and a carpentry team was brought in for repairs before re-tiling the roof and ridge line could occur. The original quote for the work was £11,746+VAT and the invoice was £18,035+VAT. It is intended to include the other chapel (non-conformist) in the budget setting for the coming financial year for similar roof work.

Avian Flu

There have been some requests from members of the public about what actions should be taken for dead wild birds, and wild birds that appear to be suffering from Avian Flu. Avian influenza (bird flu) mainly affects birds. It can also affect humans and other mammals.

A regional Avian Influenza Prevention Zone (AIPZ) was put into place by the government over Cornwall and Devon, Isles of Scilly and parts of Somerset earlier in September. Dorset is outside of the Prevention Zone although some premises that keep birds/poultry in this area are affected by the measures.

Avian influenza (bird flu) is a [notifiable animal disease](#). If you suspect any type of avian flu in poultry or captive birds you must report it immediately by calling the Defra Rural Services Helpline on 03000 200 301.

Reporting dead wild birds – call the Defra helpline (03459 33 55 77) if you find:

- one or more dead bird of prey or owl
- 3 or more dead gulls or wild waterfowl (swans, geese and ducks)
- 5 or more dead birds of any species

Do not touch or pick up any dead or visibly sick birds that you find. For further information see DEFRA [advice to the public](#).

DEFRA will collect some of these birds and test them to help us understand how the disease is distributed geographically and in different types of bird. Calls to the Defra helpline about dead wild birds are triaged and not all birds will be collected. The criteria for which birds are collected are adjusted to increase or decrease the sensitivity of surveillance.

Wild birds are susceptible to a range of diseases and injuries and not all dead birds will have been infected with avian influenza.

If dead wild birds are not needed for avian influenza surveillance purposes and landowners have taken the decision to remove carcasses, it is the landowner's responsibility to safely arrange disposal of the carcasses.

Landowners are responsible for any costs associated with removal and disposal of dead wild birds. If dead birds are on public land it is the local authority's responsibility to arrange disposal of the carcasses where removal is warranted. Double-bagging is required. Further information about disposal is available on the government website.

Matt Adamson-Drage
Operations manager
October 2022

Mark Green
Deputy town clerk

Committee: Town Management and Highways

Date: 4 October 2022

Title: Speed Watch

Purpose of the Report

To note the setting up of volunteer Speed Watch groups in Lyme (and Charmouth) and to learn more from Dorset Police Community Speed Watch co-ordinator

Recommendation

- a) Members note the report, consider supporting the Speed Watch initiative and agree to purchase any necessary equipment for the volunteer Speed Watch team(s)
- b) Members consider supporting, in principle, the introduction of 20mph speed limits, where possible, in Lyme Regis and instruct officers to feed back to Dorset Council

Report

1. Residents from four separate areas of Lyme (and two in Charmouth) have raised serious concerns about speeding to Dorset Council ward member Cllr Belinda Bawden. The ward member has also received a petition with 35 names on from one area of the eastern side of town and there are groups being formed in areas on the western side.
2. The police and Dorset Council's highways' department need evidence of speeding before they look at which measures would be appropriate to introduce. The process involves setting up Speed Watch groups in the areas of concern.
3. Maria-Louise Attwood, Dorset Police's Community Speed Watch co-ordinator, has been invited to the meeting to present to members.
4. A 'call to action' in Cllr Bawden's Dorset Council column in Lyme Online on 2 September 2022 asked for volunteers to come forward to join Speed Watch groups. It is hoped that if enough people join, they could operate in different parts of town.
5. The Speed Watch groups are expected to be organised by the local volunteers with the support of the Community Speed Watch co-ordinator. The cameras only record the speed, not the number plates or identity of the drivers or cars and Speed Watch teams have no enforcement powers. If there is a cost involved in purchasing equipment, members are requested to consider funding the team(s).
6. Members may be aware that the speed indicator device (SID), that the council operates, records speed data and this could be used as an additional indicator of regular speeding at the SID sites (Sidmouth Road, Charmouth Road, Timber Hill).
7. Cllr Bawden would also like to ask town council members whether any introduction of 20mph speed limits, where possible, around Lyme Regis would be generally supported by the town council.

Haye Lane request

8. On 29 June 2022, Wendy Matthews wrote to the town council confirming she wanted it to consider the introduction of a 20mph speed limit in Haye Lane; at that point in time, Wendy Matthews was advised to seek a petition to demonstrate the level of local support for this.

9. Following a separate enquiry, Wendy Matthews was advised by Dorset Council's highways' department to contact Lyme Regis Town Council to ask if it could investigate the matter with the local police community support officer.
10. Dorset Council's highways' department informed Wendy Matthews the town council could set up a community speed watch team to establish actual vehicle speed and traffic volume.
11. Dorset Council also informed Wendy Matthews that a 20mph speed limit could only be implemented on illuminated roads; Hays Lane is not entirely illuminated.
12. Any recommendations from this committee will be considered by the Full Council on 26 October.

Matt Adamson-Drage
Operations manager
September 2022

Committee: Town Management and Highways

Date: 4 October 2022

Title: Renewal of Planning Permission for Chalets, Caravans and Day Huts at Monmouth Beach

Purpose of the Report

To seek member's approval to appoint an external consultant to progress the renewal of the planning permission for chalets, caravans and day huts at Monmouth Beach

Recommendation

Members agree to appoint an external consultant to progress the renewal of the planning permission for chalets, caravans and day huts at Monmouth Beach

Report

1. The chalets, caravans and day huts on the town council-owned land at Monmouth and Western Beaches are subject to two separate temporary planning permissions which require to be renewed every five years.
2. The temporary nature of the permissions is because the site is outside of development limits and within an area of high land instability where permanent permissions would not normally be granted.
3. There are two separate permissions, one (WD/D/18/001471) expires on 25 October 2023 and covers all but the most recent 11 chalets on Western Beach, the other (WD/D/19/001974) expires on 4 March 2025 and covers solely the 11 most recent chalets.
4. It is probably not feasible to combine the two applications going forwards because there are quite different conditions attached to the two permissions, most notably, a restrictive occupation period which applies solely to the 11 chalets. If one application were to be submitted for the entire site, there is some concern that the more onerous conditions might be applied site-wide, which would have significant implications, not least for the recently completed new occupational leases.
5. Given that the 'main' permission expires in 12 months' time, now is probably the time to start work on the renewal process. The officer view is that the application should be compiled and submitted by an external 'expert', as has happened on previous occasions. This does involve some cost, probably in the region of £1500. However, because the site is outside normal development limits and in an area of ground instability, it does require exceptional justification and the provision of specialist and up-to-date geotechnical information. For this reason, it may be sensible to employ Peter Chapman (formerly PCRM Ltd) who also submitted the previous two applications.
5. If members are minded to support this approach, it would be sensible to also note that Standing Orders and Financial Regulations require three quotes to be obtained unless the work is of a 'specialist nature'. In this instance, the need for specialist geotechnical information to support the application and the long-standing involvement of Peter Chapman in the collection and analysis of this information for Monmouth Beach on the town council's behalf, is the justification for appointing him directly.
6. Peter has indicated that he is willing to undertake this work on the town council's behalf.

7. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Mark Green
Deputy town clerk
September 2022

Committee: Town Management and Highways

Date: 4 October 2022

Title: Lister Room Marketing and Appointment of Member Panel

Purpose of the Report

To update members on the marketing of the Lister Room and to appoint a panel of members to consider any proposals received from potential tenants

Recommendation

Members note the update on the marketing of the Lister Room and appoint a panel of members to consider any proposals received from potential tenants

Report

1. In line with member instructions, the Lister Room is currently being marketed to obtain proposals from anyone interested in renting it on a 'permanent' basis.
2. The marketing has been undertaken on the council's behalf by Martin Diplock chartered surveyors and the final date for receipt of proposals is 14 October 2022.
3. Although the suggested rent is £17k p.a., the particulars also make it clear that interest from organisations unable to pay a fully commercial rent will also be considered. To date, there have been several interested parties for a range of potential uses.
4. As in the case of the Kiosk on Cart Road, the suggestion is that any formal proposals received be considered by a small panel of members who can take into account a full range of relevant factors when reaching a view about any preferred tenant.
5. Members are requested to receive and agree nominations for membership of the selection panel. It is suggested that an appropriate number would be no more than five.
6. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Mark Green
Deputy town clerk
September 2022

Committee: Town Management and Highways

Date: 4 October 2022

Title: 30 and 41 Ware Cliff Chalets, Request to Construct Extensions plus request to replace 37 Western Beach day hut

Purpose of the Report

To allow members to consider requests from the owners of 30 and 41 Ware Cliff chalets to build extensions in materials to match the existing and a request from the owner of 37 Western Beach day hut to replace it on a like for like basis

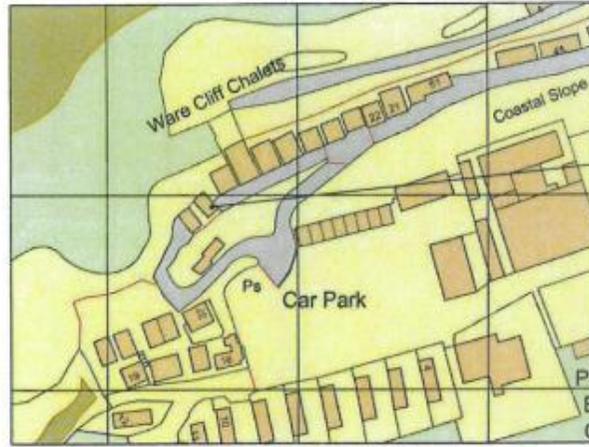
Recommendation

Members consider requests from the owners of 30 and 41 Ware Cliff chalets to build extensions in materials to match the existing and a request from the owner of 37 Western Beach day hut to replace it on a like for like basis

Report

1. The owners of 30 and 41 Ware Cliff chalets have requested permission to build extensions in materials to match the existing to provide additional accommodation.
2. The location of the chalets is shown on the plan at **appendices 11A and B**, as is the extent of the requested extensions (hatched).
3. The extensions can be accommodated entirely within the respective plot boundaries and there are no immediately neighbouring chalets likely to be affected by the extension in the case of number 41 and the neighbour has raised no objection in principle in the case of number 30. Neither extension would compromise normal minimum distances between chalets for maintenance or for spread of fire.
4. The officer view is that the requests can be supported subject to the design and materials matching the existing and to there being no increase in roof height above existing eaves level. Both extensions are planned to be flat roofed.
5. It is possible that the extensions may require other permissions, either planning or building regulations, and any approvals by this council as landowner should be conditional on the chalet owners first obtaining any other required consents.
6. The extensions will not alter the rent payable to the council because this is based on total plot area. Any increase in value will, however, benefit the council at point of sale. At that point, the council receives 10% + VAT of the sale price.
7. The request in respect of 37 Western Beach is for the simple like-for-like replacement of a wooden day hut because the existing hut has reached the end of its useful life.
8. The council would normally agree such requests as a matter of course subject to the location of the day hut remaining unchanged.
9. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Mark Green
Deputy town clerk
September 2022



location

OS Location Plan 1:1250



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PLAN 2 - Monmouth Beach Leases

Signed:

Tenant:

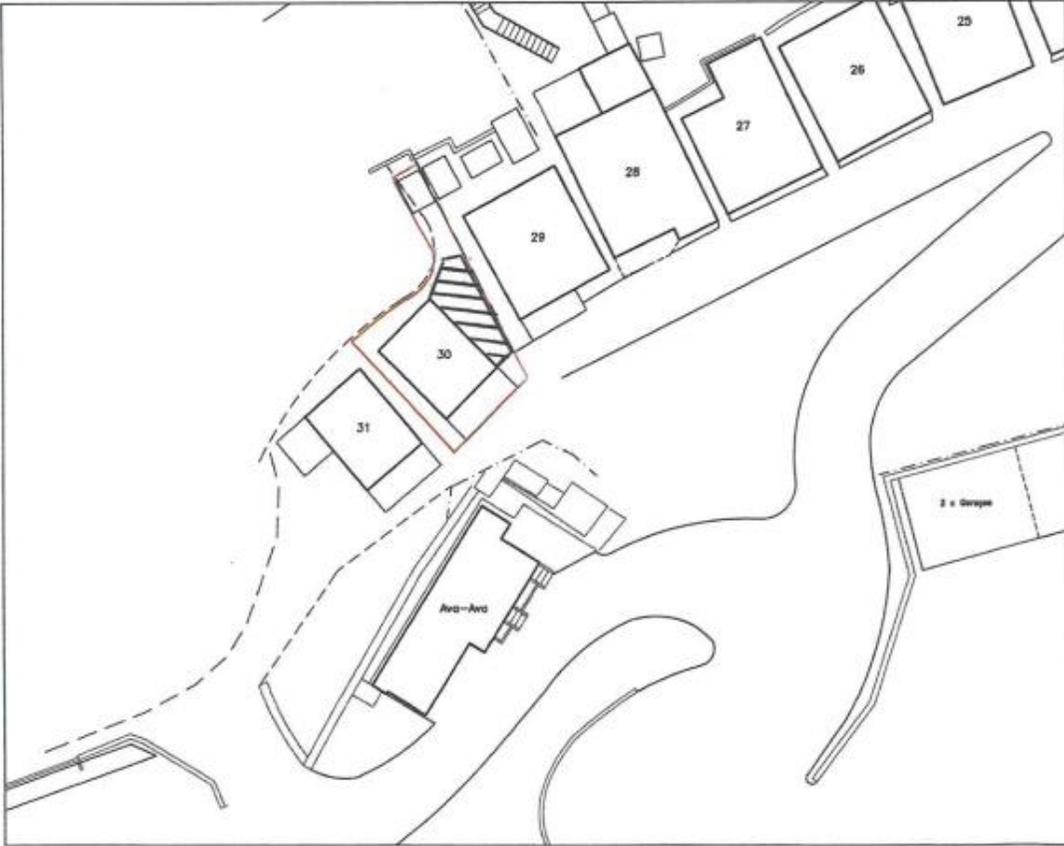
30 WARE CLIFF

Witness:

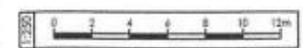
The Common Seal of the LYME REGIS TOWN COUNCIL was hereunto affixed in the presence of the Mayor and a councillor:

Mayor:

Councillor:



Boundary Plan 1:250

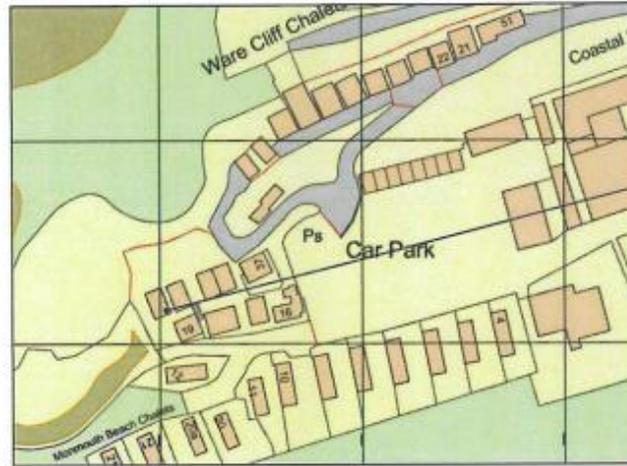


PLAN 2 - Monmouth Beach Leases

Signed:

Tenant:

41 WARE CLIFF



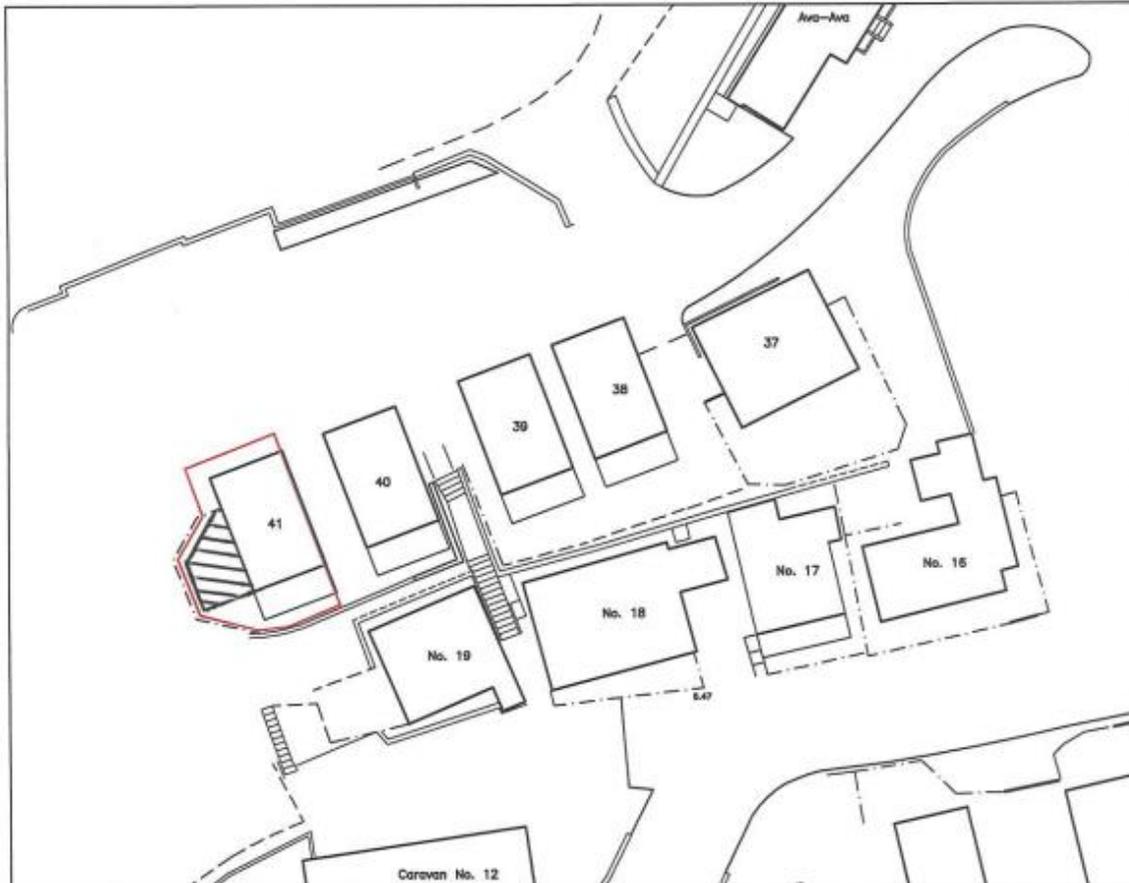
location



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Boundary Plan 1:250



Witness:

The Common Seal of the LYME REGIS TOWN COUNCIL was hereunto affixed in the presence of the Mayor and a councillor:

Mayor:

Councillor:

Committee: Town Management and Highways

Date: 4 October 2022

Title: Dorset Council Free Parking Days

Purpose of the Report

To discuss non-charging days in Lyme Regis car parks

Recommendation

Members agree the non-charging dates and instruct officers to liaise with Dorset Council Parking Services

Report

1. Each year the town council nominates non-charging days for Lyme Regis Dorset Council car parks. Traditionally, the town council has applied the non-charging days to Woodmead Car Park, only.
2. Dorset Council introduced a new policy in February 2021 as follows:

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

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

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

3. Suggested dates include:

11 November 2022 – Armistice Day
13 November 2022 – Remembrance Sunday
26 November 2022 – Christmas lights switch-on
3 December 2022 – Small Business Saturday
21 December 2022 - Carols Round the Christmas Tree

4. Once confirmed, officers will apply those dates to Woodmead Car Park and contact Dorset Council Parking Services to nominate those dates for Dorset Council car parks.
5. Any recommendations from this committee will be considered by the Full Council on 26 October.

Matt Adamson-Drage
Operations manager
October 2022

Committee: Town Management and Highways

Date: 4 October 2022

Title: Amenities Hut Building Drawings

Purpose of the Report

To present the amenities hut building drawings to members

Recommendation

Members consider the drawings for the proposed new amenities hut and instruct officers to proceed to planning permission

Background

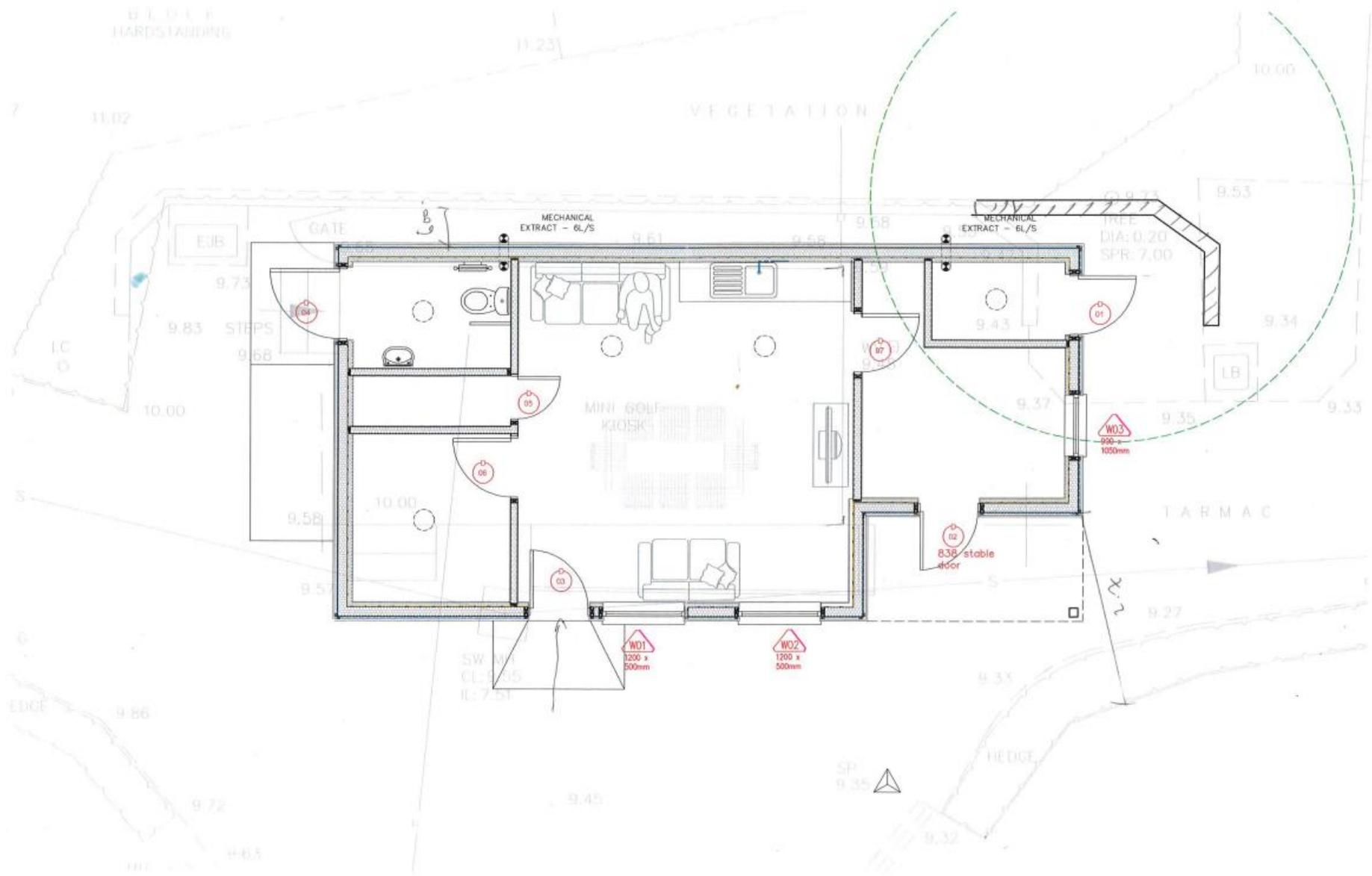
1. A replacement amenities hut is an objective for 2022-23 and there is £25,000 in the budget for this project.

Report

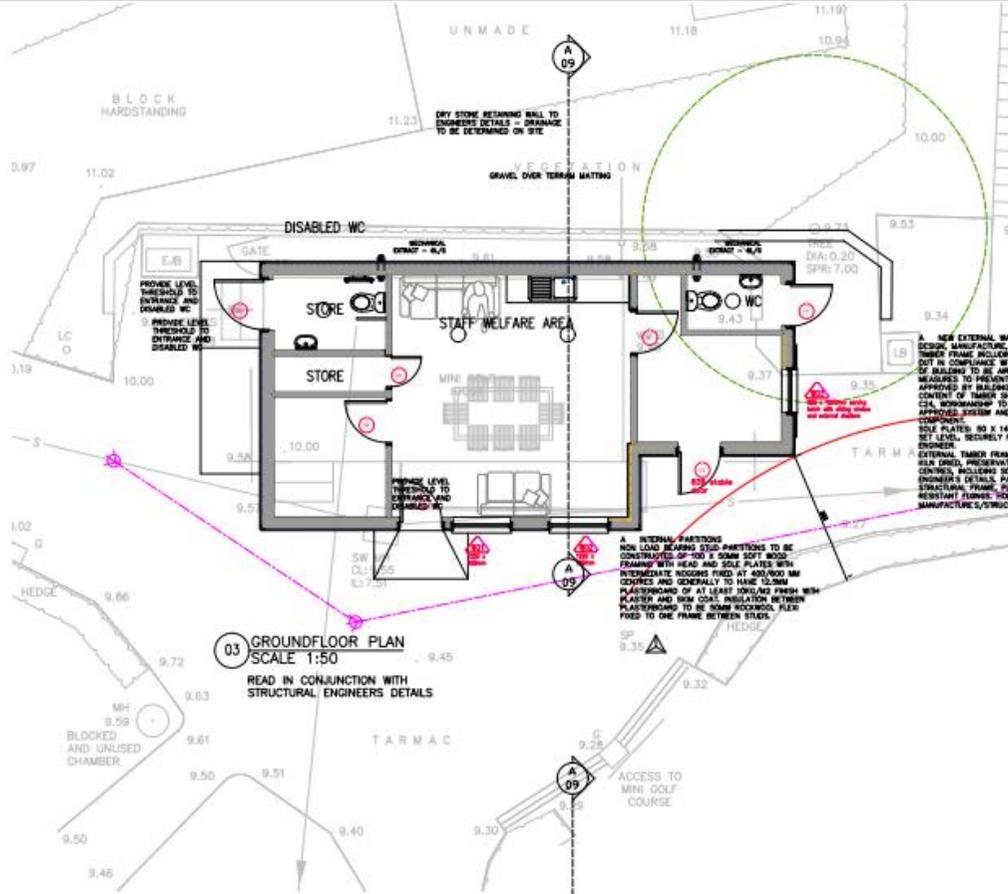
2. Members requested to see the drawings for the proposed new amenities hut before proceeding.
3. The amenities hut building drawings and specification are at **appendices 13A to D**. The design incorporates a sitting area with kitchen, small drying room, small staff locker room, a disabled access toilet, standard toilet and mini-golf serving area. This will become a welfare space for some gardening and cleansing staff in addition to the amenities staff. The foundation plan, drawing 01, is being redrawn to accommodate moving the surface water drain at the front of the building.
4. The footprint of the building will increase to over 50m² and therefore planning permission will be required. On instruction, officers will proceed to planning permission.
5. Preferably the build would occur outside of the main mini-golf season (Easter to October half term) to avoid the need for alternative premises, e.g., a portacabin and the mini-golf would have to be closed at weekends¹ during the build. It is hoped to achieve the build before Easter 2023 but potentially, with planning delays and sourcing a contractor, it may not be feasible until November 2023.
6. The potential cost for the new building is c.£50,000 to £60,000. The original budget of £25,000 was based on a like-for-like replacement.
7. Any recommendations from this committee will be considered by the Full Council on 26 October.

Matt Adamson-Drage
Operations manager
September 2022

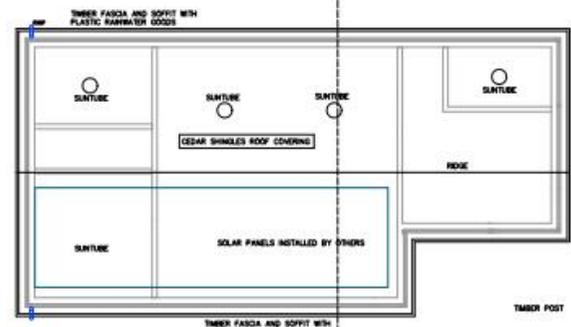
¹ The mini-golf is normally open at weekends in the winter period (1 November to Easter) and opens every day for the week of Christmas and school holidays.



- Key To Electrical Services (by others)**
- 100mm 70w fluorescent light (80w with metal reflector) (flat cover with black wire) (each bay on both wall mounted fluorescent light)
 - ▬ Fibre optic cabling - surface mounted cable
 - 600 x 600mm fluorescent light fitting with diffuser panel
 - External floodlight with photometer and manual switch
 - ⊗ T10 Spot Emergency Lights
 - ✓ Light switches
 - ✓ 2 way light switch
 - ▬ Distribution board
 - △ Single switched socket outlet 400mm above FFL
 - △ Single unswitched socket outlet 400mm above FFL
 - △ 16 way 3 pin + neutral 3 pin socket outlet
 - △ 16 way 3 pin + neutral 3 pin socket outlet
 - ▬ Lighting fixture with 2 No. double switched gear points, luminaire outlet and cable outlet (can be built into steel wall - height 400mm above FFL)
 - △ Telephone outlet
 - △ Cat 5 Data outlet
 - ⊗ T10 13 way steel socket outlet and 16 way 3 pin socket both fed from above in same cable clipped to structure
 - ⊗ Electric hand dryer
 - ▬ Site fire wall mounted electric meter
 - ⊗ Contact ramp calling fan (inductively switched)
 - ⊗ CCTV Camera
 - ⊗ Intruder alarm



03 GROUND FLOOR PLAN
SCALE 1:50
READ IN CONJUNCTION WITH
STRUCTURAL ENGINEERS DETAILS



04 ROOF PLAN
SCALE 1:50
READ IN CONJUNCTION WITH
STRUCTURAL ENGINEERS DETAILS

8 FIRE DETECTOR
NOTE: FIRE ALARM SYSTEM TO SERVICES ENGINEER SPECIFICATION AND DESIGN AT LEAST ONE FIRE ALARM AND DETECTION SYSTEM AND CALL POINTS SHOULD BE FITTED TO EACH STOREY IN ACCORDANCE WITH DESIGN AND COMMISSIONING CERTIFICATE BE OBTAINED. MANUAL CALL POINTS TO BE POSITIONED ADJACENT TO EXIT DOORS.
SMOKE DETECTORS TO ALL ROOMS AND TO INCLUDE HEAT DETECTOR IN KITCHEN.
ALL ALARMS TO BE INTERCONNECTED.
INSTALLATION AND COMMISSIONING CERTIFICATE OF THE SMOKE / HEAT ALARM TO BE PROVIDED TO BUILDING CONTROL ON COMPLETION, BS 5833-1 AND BS5833-2 RECOMMENDS THAT THE OCCUPIER SHOULD RECEIVE THE MANUFACTURER'S INSTRUCTIONS CONCERNING THE OPERATION AND MAINTENANCE OF THE ALARM SYSTEM.

9 FIRE DOORS
NEW INTERNAL FIRE DOOR SETS INCLUDING LEAFS WITH A SOLID CORE BEEDY VENEER.
DOORS TO BE LABELED TO HAVE APPROPRIATE FIRE RATING LABELS, DOOR PROMINENCY AND INSTALLATION. DOORS TO BE LABELED UP TO HAVE A SIGN PANELS 160.
ALL FIRE DOORS TO HAVE A SELF-CLOSING DEVICE.

10 MEANS OF ESCAPE
PROVISION OF EMERGENCY LIGHTING IN ACCORDANCE WITH BS 5266 - 1 (DISCUSSIONS SHOULD BE HELD PRIOR TO COMMENCING THE DESIGN AND INSTALLATION TO ESTABLISH THE AREAS TO BE COVERED, TEST FREIGHT AND MOST SUITABLE SYSTEMS). LIGHTING TO BE PROVIDED TO ILLUMINATE ALL ESCAPE ROUTES INCLUDING EXTERNAL ESCAPE ROUTES. PROVIDE ILLUMINATION ALONG SUCH ROUTES TO ALLOW SAFE MOVEMENT. SIGNPOSTS TO BE PROVIDED TO INDICATE THE LOCATION AND TO PERMIT OPERATORS CONCERNED WITH SAFETY MEASURES.
PROVISION OF ESCAPE ROUTE SIGNAGE IN ACCORDANCE WITH BS 5499 - 4 (CODE OF PRACTICE FOR ESCAPE ROUTE SIGNAGE).
NOTE:
A COPY OF THE UPDATED FIRE RISK ASSESSMENT WILL NEED TO BE PROVIDED TO EAST DEVON BUILDING CONTROL ON COMPLETION OF THE WORKS.

A NEW EXTERNAL WALLS ABOVE OPC (MINIMUM U-VALUE 0.18W/M2K) DESIGN, MANUFACTURE, SUPPLY DETAIL AND CERTIFICATION OF THE COMPLETE FRAME INCLUDING ROOF, WALLS, LINTELS AND FLOORS ETC TO BE CARRIED OUT IN COMPLIANCE WITH STRUCTURAL ENGINEER'S DETAILS AND CALCULATIONS. SHALL BE APPROVED BY BUILDING CONTROL BEFORE WORKS COMMENCE ON SITE. MOISTURE CONTENT OF TIMBER SHOULD NOT EXCEED 20% AND TO BE KILN DRIED AND GRADE C24. WORKMANSHIP TO COMPLY TO BR4080. ALL TIMBER TO BE RELEASED UNDER AN APPROVED SYSTEM AND ALL FIXINGS TO BE STAINLESS STEEL OR ANOTHER CORROSION RESISTANT SYSTEM.

SOLE PLATES: 90 X 140MM GGA PRESERVATIVE TREATED C18 DLS KILN DRIED TIMBER, SET LEVEL, SECURELY FIXED TO SUBSTRUCTURE AS DETAILED BY STRUCTURAL ENGINEER.

EXTERNAL TIMBER FRAMED STEEL WALLS TO BE SITE FABRICATED 90 X 140MM C18/24 KILN DRIED, PRESERVATIVE TREATED TIMBER STEEL, SECURED AT 600MM MAXIMUM CENTRES INCLUDING SOLE AND HEAD PLATES AND FITTED WITH STRUCTURAL ENGINEER'S DETAIL PANELS TO BE ACCURATELY ALIGNED AND FIXED WITH MAIN STRUCTURAL FRAME. PLATES AND LINTELS AND FIXED TOGETHER WITH SUITABLE MOST RESISTANT FIXINGS, BOLDS AND NUTS TO BE IN ACCORDANCE WITH FRAME MANUFACTURER'S/STRUCTURAL ENGINEER'S DETAILS.

A INTERNAL PARTITIONS
NON LOAD BEARING STUD PARTITIONS TO BE CONSTRUCTED OF 100 X 50MM SOFT WOOD FRAMING WITH HEAD AND SOLE PLATES WITH INTERMEDIATE JOISTS FIXED AT 400/600 MM CENTRES AND GENERALLY TO HAVE 10.0MM PLASTERBOARD OF AT LEAST 10.0MM FRESH WITH PLASTERBOARD TO BE SOME RECORDS. FLEXI FIXED TO ONE FRAME BETWEEN STUDS.

FLOORING AND FINISHES
SUPPORT AND METAL WALL CONTACT FRAME ATTEND TO CLIENT SPECIFICATION COMPLYING WITH WITH A RANGE OF BRICK AND WALL UNITS. EXACT LAYOUT TO CLIENT'S REQUIREMENTS.
BE PART OF TIGHT FLOOR BUILDING DRYS BALS ETC TO DISABLED WC.
SUPPORT AND TO 100 X 100 WALL MOUNTED HANGERS TO ALL WALLS.
SUPPORT AND METAL BEAD CONTACT FRAME. WALLS AND SOFFIT FITTING.

FLOOR FINISHES
SUPPORT AND LAY ALSO MOUNTED TO 100 X 100 WALLS TO STUDS AND BEARING MC - COVER TO BE FIXED WITH CLEAR AND INSTALLED TO MANUFACTURER'S INSTRUCTIONS.

CEILING
WALLS ALL INTERNAL BLOCKWORK, PLASTERWORK AND PLASTERBOARD CEILING TO RECEIVE TWO COAT AND 2 NO. COATS OF DABSOLON (DABSOL ON BRICKS) COLOUR WITH WHITE GYPSUM.

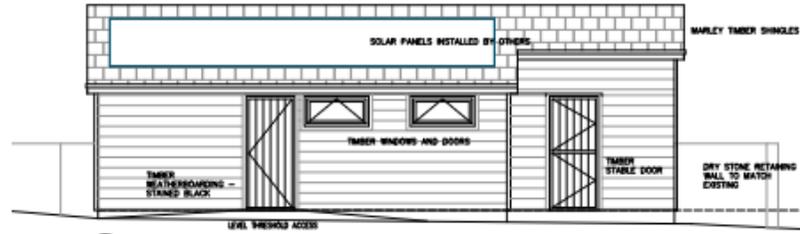
JOINTS FINISHES
DOORS, FRAMES, MORTARWORK, SILLS AND SKIRTINGS TO BE GYPSUM.

A PITCHED ROOF CONSTRUCTION (MINIMUM U-VALUE 0.18W/M2K) ROOF STRUCTURE TO ENGINEER'S SPECIFICATION OR WITH SPECIALIST DESIGNED AND MANUFACTURED TRUSSES. TRUSSES TO BE BRACED TO MANUFACTURER'S DETAILS AND MECHANICALLY FIXED TO WALLPLATES BEARING ON WALL PLATE. RAFTERS TO BE FIXED TO WALL PLATE USING PROPRIETARY PRESSURE ANCHORING BOLTS AND NAILS.
MAYBE CEDAR SHINGLES TO BE FIXED IN ACCORDANCE WITH MANUFACTURER'S DETAILS. RAFTERS TO BE OVERLAP WITH UNDERLAYER UNDERLAY USING A NON-BREATHABLE FISH WATER RESISTANCE SAMING FELT TO BS EN 13707:2004 WITH VENTILATION PROVIDED AT OPPOSITE SIDES AND TO BE FRESH, VENTILATED AND LAPPED IN ACCORDANCE WITH MANUFACTURER'S DETAILS.
SOFFIT, FASCIA AND BARGE BOARDS ETC SHOULD BE CONSTRUCTED IN TIMBER FASCIA AND SOFFITS AND STAINED BLACK.
ROOF INSULATION (SEE PART 1) TO BE CONTINUOUS WITH THE WALL INSULATION BUT STOPPED BACK AT EAVES OR AT JUNCTIONS WITH RAFTERS TO ALLOW A 50MM MINIMUM AIR GAP FOR CROSS FLOW VENTILATION.
PROVIDE INSULATION EACH ROOF JOIST 44 - 100MM LAD BETWEEN JOISTS AND 300MM LAD OVER JOIST WALL INSULATION TO BE CONTINUOUS WITH WALL INSULATION AND STOPPED AT EAVES TO ALLOW FOR A 50MM VENTILATED AIR GAP TO EAVES. (ACTUAL U-VALUE 0.18W/M2K).
CROSS VENTILATION OF ROOF SPACE IS TO BE PROVIDED BY EITHER PROPRIETARY FACIA VENTILATION STRIPS OR SOFFIT VENTS AT EAVES LEVEL AND FITTED WITH INSECT MESH WITH A 50MM CONTINUOUS GAP.
PROVIDE PROPRIETARY HIGH LEVEL ROOF VENTILATION RIDGE CAP MANUFACTURED IN ACCORDANCE WITH MANUFACTURER'S SITE INSTRUCTIONS.

Building Regulations

Issue No	Description	Date
001	Issue for client review and comment	12/01/2020
002	Issue for client review and comment	12/01/2020
003	Issue for client review and comment	12/01/2020
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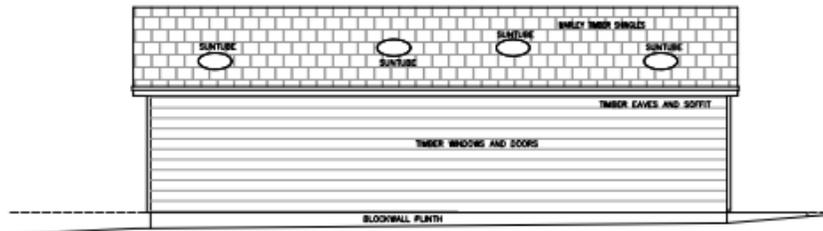
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05 SOUTH ELEVATION
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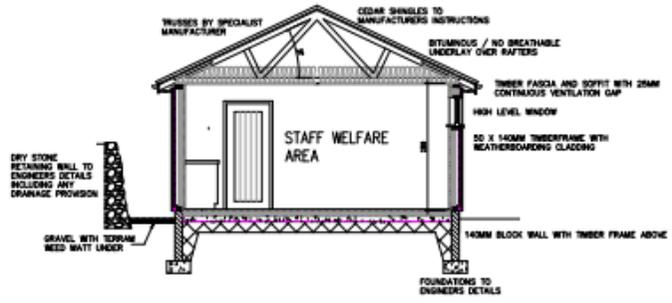
06 EAST ELEVATION
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READ IN CONJUNCTION WITH
STRUCTURAL ENGINEERS DETAILS



07 NORTH ELEVATION
SCALE 1:50
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STRUCTURAL ENGINEERS DETAILS



08 WEST ELEVATION
SCALE 1:50
READ IN CONJUNCTION WITH
STRUCTURAL ENGINEERS DETAILS



09 SECTION A-A
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NOTES

1. All work to be done in accordance with the relevant standards and specifications.
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Building Regulations

Revision	Description	Date
1	Issue for Tender	12/12/2023
2	Issue for Construction	15/01/2024
3	Issue for Completion	15/02/2024
4	Issue for Handover	15/03/2024

Client: Lynne Regis Town Council
Project: Childrens Cottage
Address: Church Street, Lynne Regis, DT7 3BS

Project: Construction of Replacement Cabin for use as Amenities and Mini Golf

Drawing Title: BUILDING DETAILS 3

Drawing Number	Revision	Scale
22-187203	A	1:50 @ A1
Date		28/07/23

Committee: Town Management and Highways

Date: 4 October 2022

Title: Guildhall Car Park and Flagpole

Purpose of the Report

To allow members to consider extending the Guildhall Car Park, add bollards to the north side of Cockmoile Square and add a flagpole by the Guildhall steps

Recommendation

- a) Members consider the parking issues at the Guildhall and agree a solution
- b) Members agree to install a flagpole by the south side of the Guildhall entrance

Report

1. Members and staff will mostly have personal experience of the difficulties associated with parking at the Guildhall. Problems of a lack of car parking spaces, being blocked in by both authorised and unauthorised vehicles, and unauthorised use of the car park and of Cockmoile Square.
2. One solution would be to introduce a ramp at the Mayor's current parking space to open up the higher level for parking while also installing remote-controlled retractable bollards at the front of Cockmoile Square.
3. A ramp at the current Mayor's space would require bringing in an amount of material to build up the surface to a slope and apply a bond coat of bitumen emulsion and a top layer of asphalt. The removal of a portion of the wall and railings would also be required. The parking area created would allow at least six further vehicles to park for the loss of one parking space. Planning permission and Listed Building Consent would be required as the area is within the curtilage of the Grade II listed Guildhall.
4. Indicative costs: 18m² ~£3,500 for prep, material, retaining wall, railings removal etc, and ~£1,000 for asphalt surface and making good.
5. An access restriction, such as a remote-controlled bollard, to Cockmoile Square would prevent unauthorised use of the square and the car park behind. The placement of bollards would be crucial to allow the sweep of buses as they pass across the front of Cockmoile Square. A minimum of three would be required to span the 8m gap but only the centre bollard would need to be remote-controlled. Planning permission would be required as it is within the curtilage of the Grade II listed Guildhall and Grade II listed museum.
6. Indicative costs: Intellipost500 from Bollard security £1,695+VAT per bollard. No external control unit, cables or ducting required. It works via a rechargeable battery pack and lasts for 45 days between charges.

Flagpole

7. A six-metre flagpole to the south side of the Guildhall entrance would be an appropriate addition to the Guildhall frontage. The requirement of running flags up and down which currently requires a ladder would be overcome by a proper flagpole – as highlighted recently. As falling from height is a major contributor to workplace accidents, replacing the need to be on a ladder would be an appropriate way forward. A good quality aluminium or fibreglass flagpole with internal halyard, finial and cleat are well under £500. Planning permission and

Listed Building Consent would be required as the area is within the curtilage of the Grade II listed Guildhall.

8. These projects, if agreed, can be included in budget setting. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Matt Adamson-Drage
Operations manager
October 2022

Committee: Town Management and Highways

Date: 4 October 2022

Title: Policing

Purpose of the Report

To allow members to discuss policing in Lyme Regis

Recommendation

Members consider inviting the Police and Crime Commissioner, David Sidwick, for a further visit to Lyme Regis

Report

1. The chairman and vice-chairman of this committee requested this agenda item to discuss policing in Lyme Regis in general and to ask members if they would like to invite the Police and Crime Commissioner to visit the council again to discuss local issues.
2. The local Police Community Support Officer (PCSO) used to attend event management meetings at the town council offices but possibly due to some changes in staffing the PCSO role, the PCSO(s) have not attended more recently. It is also rare to see the fire service attend. One of the new PCSOs, Kat Newman, attended an introduction meeting with the town clerk and operations manager recently.
3. The widespread graffiti across Lyme Regis, (and noted in other West Dorset and East Devon seaside towns) in May and June 2022, was reported to Dorset Police as a crime. The final outcome was that no-one could be prosecuted and no further action was taken. This has added to a sense of frustration but without more members of the public willing to report crime, more police resources for the area are unlikely to be forthcoming.
4. A lack of central government funding for the police service has left it short of officers everywhere but not least in rural areas. However, Lyme Regis has had a recent uplift in staff assigned, from one PCSO to one police constable and two PCSOs.
5. A police intervention to deal with drug crime was recently reported to the council office by the police and congratulated on social media by Chris Loder MP.
6. The town council may wish to influence a rise in the numbers of officers assigned, commencing with an invitation to again meet with the Police and Crime Commissioner.
7. Any recommendations from this committee will be considered by the Full Council on 26 October.

Matt Adamson-Drage
Operations manager
October 2022

Committee: Town Management and Highways

Date: 4 October 2022

Title: Accessibility and Mobility Review

Purpose of Report

To note the setting up of a working group of volunteers to identify improvements for mobility and accessibility around Lyme Regis (and Charmouth)

Recommendation

Members note the report

Report

1. Requests from residents for dropped pavements in specific areas to enable mobility scooters to cross the road have been received by Dorset Council ward member Cllr Belinda Bawden.
2. Following discussions with the community highways officer at Dorset Council, it was agreed that Cllr Bawden would ask for volunteers with a range of accessibility challenges to form a working group to suggest how we could improve access around town for mobility scooters, wheelchairs, pushchairs and for those with any physical, visual or auditory limitations.
3. A 'call to action' request for volunteers went into the Dorset Council column in Lyme Online and Cllr Bawden has written separately to some residents to invite them to join the working group or share their ideas directly with her by telephone or email.
4. Once a group has been formed and come up with a range of recommendations, Dorset Council will consider all the suggestions and select those which link the most people to the services they need to access.
5. Any recommendations from this committee will be considered by the Full Council on 26 October.

Cllr Belinda Bawden
October 2022

Complaints and Incidents Summary – 18 June 2022 to 15 September 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
91	14.07.22	We parked in the Woodmead car park overnight last Sunday. the payment machine at the far end of the car park is next to useless. the problem is that the solar panel faces the sun (obviously), but so does the screen. The screen is so 'burnt out' as to be unreadable. logically, the solar panel would face the opposite direction to the screen, then it would be protected from the bright sunlight.	Woodmead	10.07.22	Ops Mgr	On the works programme to re-orientate the machine.
92	17.05.22	Spraying on the Cart Road and picking all the flowers from the wall	Cart Road	15.05.22, 9:30am	Ops Mgr	Weeds in the walls of the Cart Road damage the wall and require removing.
93	15.07.22	Phoned to ask what we were going to do about the "savage seagull attacks", he is visiting on holiday and has never witnessed so many attacks in such a short space of time. Concerns for the elderly people not really keeping an eye out.	Marine Parade	15.07.22, 13:40pm	Ops Mgr	Explanation given of the council's action to date on tackling the seagull issue.
94	17.07.22	Dear Cllrs, I am writing to express my concern with regards the total lack of police presence in Lyme Regis that over the years has got worse. I live in Charmouth House, Portland Court and	Lyme Regis	17.07.22	Ops Mgr, Town Clerk, Deputy Town Clerk	

		<p>our block of flats along with the Chesil House has been plagued with anti-social behaviour over the last year. Individuals living in rented accommodation are involved with regular drug usage and noise. It is impacting on all residents in our blocks. Whilst the management committee of the block/s is attempting to address these issues, we have reported the incidents to the police. So far to date their response has been to do nothing about the matter. It is a real shame that especially within the last two years when walking the streets of Lyme the smell of cannabis is smelt far too often and becoming the norm. This was never the case even a few years, but there has been a marked change in the blatant behaviour of individuals within our community. I have yet to see a police car or officer in the town this year and really do wonder why Lyme is never seen as a place to police. I very much welcome a conversation to discuss the lack of police in our town and the ongoing drug issues we have.</p>				
95	18.07.22	<p>Lived in Lyme for 19 years and so disappointed at the lack of police presence or enforcement officers in the town, by 5pm Saturday and Sunday, large groups of young adults and teenagers congregating on the beach, lots of antisocial behaviour witnessed, smashing glass bottles, throwing stones - one hit a pregnant lady. Other issues include lots of dog poo on the beach and no enforcement officer seen to challenge this, I asked several owners to pick up and was confronted with abuse and told they didn't even bring a bag with them. Another issue is the unisex toilets, men do not seem to close the cubicle doors, I saw two men urinating in the cubicles and they had not shut the doors, this is bad for young children and other people</p>	<p>Beach in front of beach huts</p>	<p>from 5pm Saturday 16th and Sunday 17th July 2022</p>	<p>Asked to report to local police non-emergency contact. She was concerned that this would have no effect. Also reported to Ops Mgr</p>	

		to have to see.				
98		Park and ride, driver told them last bus was 7.30pm - it didn't arrive, family of 5 (3 kids) stranded, member of the public gave them a lift, only just retrieved car as they were locking up, timetable wrong	Park and Ride	08/08/2022 7.20pm	Town Clerk	Town Clerk contacted First bus
99	11.08.22	Park and ride, complaint that the bus stop was at the top of Broad Street and is not suitable for people with COPD and other disabilities	Park and Ride	07.08.22	Front Desk/ Deputy Town Clerk	
100	15.08.22	The bins by Kiosk have not been emptied and are overflowing	Marine parade	15.08.22	Works Supervisor	Cleansing Operative – on sickness absence
101	17.08.22	The bins by Kiosk have not been emptied and are overflowing	Marine Parade	17.08.22	Works Supervisor	Cleansing Operative – on sickness absence
102	18.08.22	The Langmoor room was not cleaned for the hire. Rowing machines still stored in there	Langmoor Room	17.08.22	Front Desk/ Town Clerk	Refund given and an apology and management informed. Cleansing Operative – on sickness absence / Seafront Attendant on days off.
103	21.08.22	I'm emailing in regards to your tractor which is located in the cemetery I fully understand that your workers have a job to do but I do believe that starting and moving the tractor at 5.30am on a weekend is rather unfair for the residents and the children of summerhill whom are woken on a daily basis by the tractor I know they say the beach has to be racked for yoga on the beach and for the holiday visitors But surely the residents should also be thought of many of the residents work all week and have the weekends off so to be rudely woken at silly o'clock is not fair I know this email will be adequately filed However I know this is a matter that is getting a	Cemetery	Weekends, 5:30am	Ops Mgr, Works Supervisor	

		lot of people really wound up and I do believe this is something that's not going to be left alone until this has been resolved I look forward to your reply and possibly an action plan of how things can be changed moving forward				
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Complaints and incidents dealt with by Dorset Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
90	08.07.22	Reports of suspected Asbestos on East Beach just past the landfill rock fall, huge slab of concrete with what looked like asbestos attached	Lyme Regis, East Beach	08.07.22	Ops Mgr	Reception team contacted DC and reported it.
96	01.08.22	Broad Street Public toilets - smell of urinals	Broad Street	28.07.22	Ops Mgr	Advised to report to DC
97	03.06.22	Antisocial behaviour - 2.30am loud music/shouting, group of males stoned	Outside Jane's Cafe	05.08.22, 2:30am	Ops Mgr, Police 101	Advised to report to DC

Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
54	20.06.22	I believe you are the line manager for John Parris. We have just spent an excellent break in Lyme Regis using one of your beach huts. On the first day, we parked at the end of Cart Road. I helped my wife to the hut and returned to the car to collect chairs, brollies and cold bag. John saw me with all that and offered to help me carry it all to the hut. I was immediately impressed with this man and, as a result, we chatted everyday and had many laughs. On one occasion, he moved his vehicle so	Various	Ops Mgr and Works Supervisor	

		<p>that we could park nearer the huts thus shortening the walk for my wife who has a breathing problem. Observing John during the week, it was obvious he is well known and gets on so well with regular visitors to the Road and Parade.</p> <p>Clearly, John is an asset to the Council and an excellent ambassador for Lyme Regis. It was a real pleasure to meet him and we look forward to renewing our acquaintance in the future.</p> <p>Kind Regards Roy (Group Captain)</p>			
55	15.08.22	<p>I just wanted to express our thanks to you for having a beach wheelchair available last week for us to use. It made our trip to Lyme Regis beach so much easier to get our daughter on to the beach and down to the sea. It really helped make our afternoon enjoyable.</p>	Beach wheelchairs	Ops Mgr and Ops Sup	
56	05.09.22	<p>Lyme Regis – Holiday August 20th – 27th. My wife, I and two long standing friends decided on a holiday in Lyme Regis and the surrounding area. Staying at the Royal Lion Hotel with easy access to the amenities within the town, promenade, harbour, restaurants, park etc. We would like to give the Town Council credit for the care and attention in providing not only for the local residents but visitors, an excellent coastal resort. The promenade, harbour and gardens walk were excellent, well maintained and clean and tidy. Great to see the sandy beach cleaned and combed in the morning, well maintained beach huts and little or no litter. Unfortunately, our friend fell on the Friday 26th and broke her wrist, nothing, we hasten to add, to do with H&S or the lack of same. However, we were extremely grateful for the kind help forth coming from council employees at the mini golf hut and gardens (gardener/maintenance) plus the local RNLI person. Unfortunately, we did not</p>	Various	Town Clerk	

		<p>get their names but with their much valued assistance we were able to get a car close enough to pick up the wounded and get her to Exeter A&E. Whilst we could have done without the incident on the last day were extremely impressed with Lyme Regis and thoroughly enjoyed our stay.</p>			
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Committee: Town Management and Highways

Date: 4 October 2022

Title: Access Road to Ware Cliff and Bowling Green Chalets

Purpose of the Report

To inform members about significant recent movement/subsidence in a length of the access road to the Ware Cliff and Bowling Green Chalets and to obtain authorisation for urgent repair works as required

Recommendations

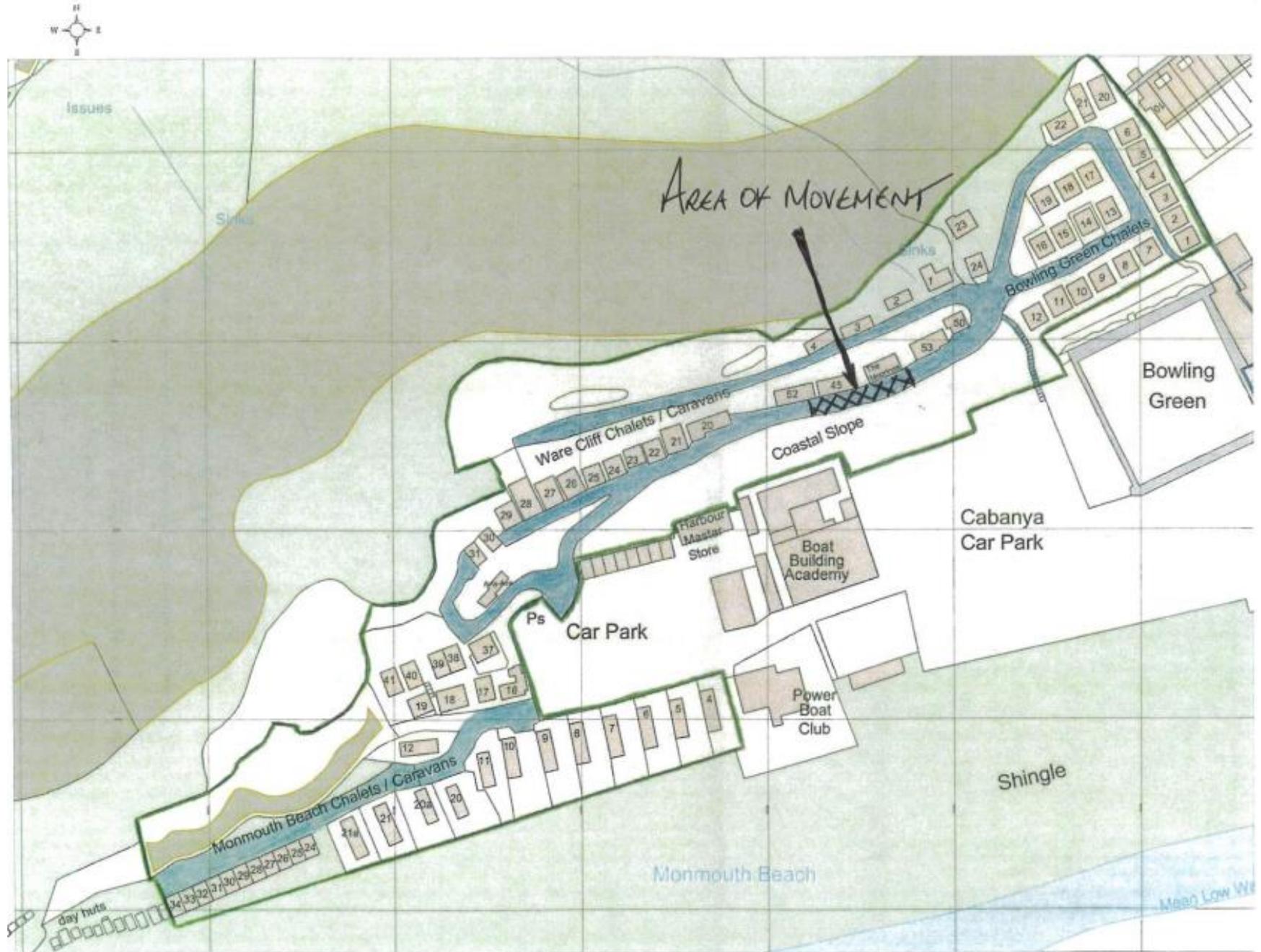
- a) Members note the significant recent movement/subsidence in a length of the access road to the Ware Cliff and Bowling Green Chalets and authorise the town clerk, in consultation with the chairman of this committee, to approve and instruct any necessary remedial works as a matter of urgency
- b) Members are also asked to agree that the cost of any works be met from the operations budget and to note that this may result in an overspend on that budget at year end. The actual cost of the works will be separately identified and reported in due course. It is suggested that the work be paid for in this way to avoid any unnecessary delay in approving a separate and additional budget when the precise cause of the movement, and the specification and cost of any remedial works has not yet been identified

Report

1. The access road to the Ware Cliff and Bowling Green chalets is in an area of known land instability. In 2015/16, significant works were carried out on the earth bank on the seaward side of the road and at the rear of the 'harbourmasters store' to help stabilise the land.
2. Since the completion of those works, there has been minor movement of the bank and some subsidence of the access road, but this has been carefully monitored and was not considered to be of major concern.
3. Over the last few days, significantly greater subsidence of a length of the seaward side of the access road has occurred and the plan and photos attached as **appendices 18A, B and C** give some indication of the problem and its location. The movement evident on site is greater than the photos tend to suggest, and the road is now only passable with care by vehicles.
4. Peter Chapman, who provides the town council with geotechnical advice relating to this and other sites, has been asked to inspect the site urgently and his views will be reported verbally at the meeting.
5. It is likely that some further investigatory work will be required and that urgent repairs will be needed. As can be seen in the photos, there is a drain/sewer running through the affected section of road and it is possible that this has collapsed and will need to be rebuilt.
6. The road is the sole means of vehicular access to several properties on Ware Cliff and all Bowling Green chalets and any work is likely to inconvenience chalet owners as well as involve potentially significant unbudgeted expenditure for the council. However, there is no suggestion that the current movement/subsidence poses a risk to any properties.
7. Neighbouring chalet owners have been informed about the issue, as have the chairman and secretary to the Residents' Association.

8. Given that any works may need to be undertaken urgently, it is suggested the cost be met from the already approved operations budget. This may result in an overspend on that budget at year end, but the actual cost of the works can be separately identified and reported in due course. It is suggested that the work be paid for in this way to avoid any unnecessary delay in approving a separate and additional budget when the precise cause of the movement and the specification and cost of any remedial works has not yet been identified.
9. It is also suggested that members authorise the town clerk, in consultation with the chairman of this committee to approve and instruct any necessary works.
10. Any recommendations from this committee will be considered by the Full Council on 26 October 2022, but members are asked to note that it may be necessary to approve any recommendations retrospectively due to the urgent nature of the works required.

Mark Green
Deputy town clerk
September 2022







Committee: Town Management and Highways

Date: 4 October 2022

Title: Proposals by Western Power Distribution to reinforce (upgrade) the supply to the existing sub-station at Monmouth Beach

Purpose of the Report

To inform members about proposals by Western Power Distribution to reinforce (upgrade) the supply to the existing sub-station at Monmouth Beach

Recommendation

Members authorise the town clerk, in consultation with the chairman of this committee, to comment on and approve proposals by Western Power Distribution to reinforce (upgrade) the supply to the existing sub-station at Monmouth Beach in so far as they may affect town council-owned land or property

Report

1. The electrical supply to the Monmouth Beach area is known to be under 'stress' from increasing demand. When the town council installed new EV charging points in the Monmouth Beach car park, only two 'fast' (7KWh) charges were permitted because of the inadequate supply to the area.
2. As this agenda was being finalised, notification was received from Western Power Distribution of plans to 'reinforce' (upgrade) the supply to the existing sub-station at Monmouth Beach, which is located within the Dorset Council-owned 'traders' car park.
3. Whilst the general plan to improve the supply to this part of the town is very welcome, the initial plans do seem to suggest that land and property owned by the town council may be affected by the rerouted supply.
4. There was insufficient time to carefully consider the potential implications for the town council's property or to discuss the proposals with Western Power Distribution prior to this agenda being compiled, and a verbal update will be provided at the meeting.
5. It is suggested that members authorise the town clerk, in consultation with the chairman of this committee, to comment on and/or approve proposals by Western Power Distribution to reinforce (upgrade) the supply to the existing sub-station at Monmouth Beach in so far as they may affect town council-owned land or property.
6. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Mark Green
Deputy town clerk
September 2022