



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 **Wednesday 9 November 2022** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
03.11.22

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 4 October 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 4 October 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. Emergency Planning Procedure Review

To allow members to review the emergency planning procedure

9. Licensing Application

To allow members to view and make comment on a licencing application

10. Cart Road Day Huts' Condition

To allow members to consider the condition of day huts on Cart Road and any action required

11. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 16 September 2022 to 3 November 2022

12. Exempt Business

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 4 OCTOBER 2022

Present

Chairman: Cllr C. Aldridge

Members: Cllr B. Bawden, Cllr P. May, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Turner

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

Absent: Cllr T. Webb

Guests: M. Attwood (Dorset Police Community Speed Watch co-ordinator)

22/18/TMH

Public Forum

A. Coleman

A. Coleman spoke in relation to agenda item 8, Speed Watch, specifically related to dangerous speeding and dangerous parking on Sidmouth Road, which although the residents knew was not in the town council's gift, they hoped for its support in these matters. She said the section they were referring to specifically was from Holmbush car park to Clappentail Lane, a dangerous section of the road where there was around 200 metres of no pavement and a dangerous right-hand bend as vehicles went up the road. She said there was a 30mph speed limit but with no pavement and the blind bend, it was still too fast. She said many tourists came down both sides of the road, many with children and prams, and couldn't be seen by cars in either direction. A. Coleman said at night in particular the speeds were well in excess of 30mph, with vehicles racing up the hill at great speed and then braking because of the blind corner, causing a lot of noise for residents. She said there had been two accidents on this stretch of road in the last four years and she had had shopping knocked out of her hand and her elbow knocked on her way up because she had to walk on the left-hand side because of the blind bend. A. Coleman said from Umbrella Cottage upwards there were no restrictions on parking and in summer tourists parked on both sides of the road for long periods of time and overnight. She said this caused problems for traffic flow, particularly when there were lorries and buses, it caused congestion and tailbacks, noise and air pollution for local residents, it meant residents couldn't access their driveways on Sidmouth Road and it was also challenging to get out of Ware Lane onto Sidmouth Road. She said traffic coming in from the west had to pull out to avoid parked cars when they hit the blind corner, making it a very dangerous spot. A Coleman said they had two recommendations, based on some canvassing of Sidmouth Road and Ware Lane residents. The first was a 20mph speed limit on that part of Sidmouth Road, which wouldn't require much money and would only require some speed indicators and signage. The second was to extend single-yellow lines up Sidmouth Road to Ware Lane on both sides and then from Ware Lane to Clappentail Lane on the north side. A.

Coleman said she appreciated the council had many challenging issues with visitors around transport, traffic and pollution but they believed their recommendations would go some way to addressing these and they hoped to get the council's support.

H. Deary

H. Deary spoke in relation to the same agenda item and said there was a problem in the network of lanes that were Haye Lane, Roman Road and Colway Lane, which should be referred to as single track lanes with passing places. She said there was one point in Haye Lane where drivers could get a clear line of sight so they would speed down the lane. She said a 20mph speed limit instead of the national speed limit from the top of the lane by the Black Dog might be a helpful improvement. H. Deary said she couldn't understand why someone leaving the main road where the speed limit was 30mph should suddenly be confronted by a national speed limit lane. She said the sign showing an adult and a child was incongruous with this. She said signage might be able to make people more aware that it was a single-track lane with passing places and remind them of the hazards. H. Deary said she met a man walking along the lane with a bike who had come from Axminster; he was comfortable with riding on the B roads but not on Haye Lane. She said drivers should also be mindful of other users that hazard signs were needed for, such as horse riders, cyclists and elderly people and generally people just needed to be more aware.

J. Deary

J. Deary spoke in relation to the same agenda item and emphasised that Haye Lane was a single lane with some signs indicating a 30mph speed limit, the same speed limit for a two-lane road in places such as Bridport or Weymouth. He said due to speeding, clearly someone was going to be seriously injured. He listed the uses of the lane, including mobility scooters, horses and riders, school children, residents walking, leisure cyclists, dog walkers, motorbikes, delivery vans, trucks, passenger vehicles, ambulances and more recently dumper trucks. J. Deary said the residents wanted some prompt and meaningful response and resolution and mitigation of risk to residents. He said their recommendations were for signage which said 'slow, one vehicle only', speed humps, and priority arrows that signalled to drivers there was a concern. He said drivers needed to be made aware it's becoming a high-risk lane and it was just a matter of time before someone got seriously hurt.

P. Brock

P. Brock spoke on the same agenda item. He said he would be happy to volunteer to monitor vehicle speeds as part of any Speed Watch scheme. He said he wrote to the county council some years ago suggesting the idea of speed humps but the response was that traffic lights couldn't be put in so this didn't go any further. He said he agreed with everything already said about Haye Lane and if something wasn't done, there was going to be a major accident. He said from Haye Close down it was a speed run and regardless of whether signs were put up, people were still doing around 45mph.

22/19/TMH Apologies

Cllr J. Broom – unwell
Cllr M. Ellis – work commitments
Cllr B. Larcombe – unwell
Cllr D. Ruffle – holiday

Cllr G. Stammers – holiday

22/20/TMH Minutes

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, the minutes of the previous meeting held on 22 June 2022 were **ADOPTED**.

22/21/TMH Disclosable Pecuniary Interests

There were none.

22/22/TMH Dispensations

There were none.

22/23/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 22 June 2022

Members noted the report.

22/24/TMH Update Report

Avian Flu

Cllr B. Bawden asked if there was information and advice about avian flu for the public on the council's website.

The support services manager said there wasn't, but this could be implemented.

22/25/TMH Speed Watch

M. Attwood, the Dorset Police Community Speed Watch co-ordinator, was invited to give a presentation about the Speed Watch scheme.

M. Attwood said the scheme was reliant on volunteers, with a minimum of six needed to start a team, who would be given training at the roadside. The best locations to be sited at would be discussed as they had to be in a safe location and not a distraction to drivers and they could operate in 20, 30 and 40mph speed limit areas. Sessions normally lasted for half an hour to an hour, one person was needed to co-ordinate the team and they had to let the Dorset Road Safe team know when they were operating. They were not allowed to operate in bad weather or in darkness.

M. Attwood said there needed to be a minimum of three people at the roadside during each session, using a device which only recorded speed. She explained what happened with those details and the consequences if a driver was caught once, twice or three times. She said the emphasis of the scheme was on education but, when possible, an enforcement officer would join the team with a laser camera which was able to record a vehicle's details and a fine could be issued.

Cllr C. Reynolds said in 2015 she had raised the £300 needed to purchase the equipment for a Community Speed Watch and she had volunteers in place, but they pulled out as they didn't want to be seen to be reporting friends and neighbours for speeding. She said she would be happy to help with the setting up of any scheme, but

she doubted the residents would be successful in getting 20mph speed limits introduced as she had tried and failed even outside the primary school.

M. Attwood said she understood Dorset Council (DC) was keen to introduce 20mph speed limits across the county but one of the provisions was that an area had to have Community Speed Watch. She added that the scheme could also produce various statistics and residents could chose to share the data with highways as evidence of there being a problem with speeding.

Cllr B. Bawden said she had been approached by many residents in different parts of the town so she had talked to DC about how to start the process of introducing speed restrictions or 20mph speed limits; she was told the first step was to set up Community Speed Watch groups as no one would do anything until there was evidence. She said she had written to everyone who had signed a petition about speeding to tell them about the scheme and she hoped there were enough people so they could operate outside of their immediate area.

Cllr B. Bawden said DC was considering the issue of 20mph speed limits on a village or town basis on 6 October 2022 at a meeting of the Place and Resources Overview Committee and although town council support was not needed to operate Speed Watch Groups, it would be needed for any subsequent measures. She felt it would be helpful to send a message to DC before the meeting to express the town council's support for 20mph speed limits.

As the camera to be used by the Community Speed Watch team would cost £300, members discussed whether the council could purchase this.

Proposed by Cllr D. Sarson and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to support the Speed Watch initiative and agree to purchase one camera for the volunteer Speed Watch team and to support, in principle, the introduction of 20mph speed limits, where possible, in Lyme Regis and instruct officers to feed back to Dorset Council.

22/26/TMH Renewal of Planning Permission for Chalets, Caravans and Day Huts at Monmouth Beach

Cllr C. Aldridge said it wasn't ideal that the council was reliant on one person who had geotechnical expertise to be able to submit the application and the council needed to give some thought to this in future.

The deputy town clerk said if this was a normal planning application and it wasn't so sensitive in terms of ground stability, there would be a number of people who could do the work, but in this situation, Peter Chapman was the best choice; otherwise, it would be someone out of the area with a long lead time.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Peter Chapman to progress the renewal of the planning permission for chalets, caravans and day huts at Monmouth Beach.

22/27/TMH Lister Room Marketing and Appointment of Member Panel

The deputy town clerk proposed the letting of the commercial units on the seafront be dealt with by a member panel, which considered the proposals received. He said this

allowed the council to take into account all factors, including the community benefit, of the applications received, otherwise the tendency was to accept the highest amount offered. He added that although not at the meeting, Cllr M. Ellis had expressed an interest in being on the panel.

Cllr C. Reynolds asked how many proposals had been submitted and how long it would take for the panel to come to a decision.

The deputy town clerk said there were two proposals submitted so far but he was expecting more by the deadline of 14 October 2022. He said he hoped the panel could meet as soon as possible after the deadline so ideally a decision could be made at the Full Council meeting on 26 October 2022.

Cllrs C. Reynolds, D. Sarson and B. Bawden said they would also like to be on the panel.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to note the update on the marketing of the Lister Room and appoint Cllrs C. Reynolds, D. Sarson, B. Bawden and M. Ellis to a panel to consider any proposals received from potential tenants.

22/28/TMH 30 and 41 Ware Cliff Chalets, Request to Construct Extensions plus request to replace 37 Western Beach day hut

The deputy town clerk said 37 Western Beach day hut was a like-for-like replacement and he would stipulate to the owners that it had to be in the same location as the old one as some new huts had been placed further forward to get a better view.

The deputy town clerk said he would be happy to recommend the requests for extensions to 30 and 41 Ware Cliff chalets as they met all the criteria: they could be extended within the existing site, the extension was in the same materials as existing, and they didn't obstruct the view of any other chalets. This would be subject to any other necessary permissions that might be required, such as planning permission or building regulations.

Cllr C. Aldridge asked if there were any issues with land slippage in any of the areas under discussion.

The deputy town clerk said not especially.

Proposed by Cllr C. Reynolds and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to approve requests from the owners of 30 and 41 Ware Cliff chalets to build extensions in materials to match the existing, subject to also obtaining any other required consents, and a request from the owner of 37 Western Beach day hut to replace it on a like-for-like basis.

22/29/TMH Dorset Council Free Parking Days

Cllr B. Bawden suggested free parking days for the Totally Locally event, although as the event started on 8 October 2022, it was too late for this year. She asked that it be considered for 2023.

Members discussed whether there could be a late-night shopping event before Christmas when there could be a free parking day, but it was noted there could only be one date in December and Carols Round the Christmas Tree had already been suggested.

It was noted the free parking days could ordinarily be spread throughout the year but as it was nearing the end of 2022, the time was limited. It was therefore agreed a report would be brought to this committee in early 2023 to allow members to consider free parking days for the year ahead.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the non-charging dates for Lyme Regis Dorset Council car parks as follows:

- 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

to apply the same non-charging days to Woodmead Car Park, only, and instruct officers to liaise with Dorset Council Parking Services.

22/30/TMH Amenities Hut Building Drawings

The operations manager said he had spoken to staff about what they would like in the building and the resulting design was larger than the footprint of the current building. He said the through route for vehicles would be maintained and without digging backwards, this was the optimum situation that could be achieved.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the drawings for the proposed new amenities hut and instruct officers to proceed to planning permission and procurement.

22/31/TMH Guildhall Car Park and Flagpole

The operations manager said turning the current mayor's space into a ramp would allow for extra parking on the upper level and entry and exit would be controlled by bollards to prevent unauthorised parking.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** 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 and install a flagpole by the south side of the Guildhall entrance.

22/32/TMH Policing

The operations manager said he understood there was a meeting on 4 November 2022 between the Dorset police and crime commissioner (PCC) David Sidwick, the town clerk, Cllr B. Bawden and others to discuss policing.

Cllr B. Bawden said she had received a letter from the police related to anti-social behaviour, rather than policing in general, which confirmed they had increased the priority on tackling anti-social behaviour. She said the letter said more patrols were now

taking place in the area, the police had agreed this was a priority location for the neighbourhood team and they had developed a plan that the team was working to. She added that she had invited the MP Chris Loder to chair a meeting of the various agencies involved.

Cllr C. Reynolds said the PCC had made various promises when he met with members shortly after being elected and as co-ordinator of Lyme Regis Community Support, she had a meeting with the chief inspector, so she would remind him of the promises made.

It was noted that the report was drafted before the meeting with the PCC had been arranged, so there was no requirement to arrange another one.

22/33/TMH Accessibility and Mobility Review

Cllr B. Bawden said she had received requests from people in the town for accessibility improvements, such as dropped kerbs for mobility scooters. She said for DC to implement such improvements, there needed to be evidence, so the process was to form a volunteer group of people with a range of mobility challenges to make their suggestions for improvement. She said DC would look strategically at which solutions would allow people to have the most access to services and facilities.

22/34/TMH Complaints, Incidents and Compliments

As there had been several complaints about bins not being emptied at the Kiosk, Cllr P. May suggested this was made a priority going forward.

22/35/TMH Access Road to Ware Cliff and Bowling Green Chalets

The deputy town clerk said the area of road had been moving for some time, but it had moved significantly in the last few weeks. He said the council's geotechnical engineer didn't believe there was any significant underlying land movement, he believed it was clay shrinkage, but some of the connections into the sewer chamber may have become detached and there was a risk water was discharging down the bank towards the car park and Boat Building Academy.

The deputy town clerk said the geotechnical engineer's view was that some initial investigations and immediate repairs took place as soon as possible, with possibly more significant work to be done in the spring.

Cllr C. Reynolds was concerned that leaving the work until the spring would have a bigger impact as the chalet site would be busy with residents and vehicles.

The deputy town clerk acknowledged this was a challenge. He said the road was the sole means of access to a large number of properties and the occupancy period started on 1 March 2023, so to avoid disturbance, the best time to carry out any work would be between January and 1 March.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to 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, and 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 to be separately identified and reported in due course.

22/36/TMH Proposals by Western Power Distribution to reinforce (upgrade) the supply to the existing sub-station at Monmouth Beach

The deputy town clerk said officers needed time to digest the detailed plans and meet with Western Power Distribution on site to understand exactly what they were planning to do. He said an upgrade to the substation at Monmouth Beach could only be a good thing because the system in that part of the town was at its limit.

Cllr C. Reynolds asked if the work would be paid for by the council or Western Power Distribution.

The deputy town clerk said Western Power Distribution would pay and depending on precisely what they planned to do, they might need formal easement over council land.

Proposed by Cllr D. Sarson and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to 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.

22/37/TMH Fleet Report and Vehicle Purchase

Proposed by Cllr D. Sarson and seconded by Cllr P. May, 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.

22/38/TMH Remote Controlled Mower

Proposed by Cllr D. Sarson and seconded by Cllr P. May, 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.

22/39/TMH Exempt Business

a) Fleet Report and Vehicle Purchase

Cllr G. Turner asked why the council didn't lease vehicles instead of purchasing them.

The operations manager said it wouldn't be possible to lease some of the vehicles the council required; in the case of the lengthsman's vehicle, a small vehicle with a tipping

back was required and this wasn't available to lease. However, if a standard vehicle was required in future, the council may want to look at this option.

The operations manager said the second-hand vehicle he had found for the lengthsman had been sold so the only remaining options were the two new vehicles. He said electric utility vehicles were not there yet but in 2028/9, the diesel model could hopefully be replaced with an electric model.

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to purchase a new Isuzu D Max utility 4x4 with after-market tipping rear from Livery Dole in splash white.

Members discussed the proposed replacement of the tractor.

The operations manager said it was coming to the end of its life and employees were worried it would break down on the beach while raking. He said the lead time for a tractor was a year and a deposit would be required on order.

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to purchase a New Holland T5 tractor with loader from Buglers, with the deposit to be paid in 2022-23.

The operations manager said this did not include the galvanising of the wheels but ungalvanised wheels on the current tractor had previously lasted eight years.

b) Remote Controlled Mower

Members agreed it was necessary to purchase a remote-controlled mower in the interests of the health and safety of staff as there had been an incident of an employee slipping on the bank while mowing.

It was noted that the expenditure would come from the 2023-24 budget, but members had yet to decide on projects and objectives for 2023-24, which was scheduled to take place at the Strategy and Finance Committee meeting on 12 October 2022. Members were therefore committing expenditure before being able to consider all proposed projects.

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to purchase a Raymo Torpedo remote-controlled mower from the 2023-24 budget and that this item of expenditure is prioritised as a project within the setting of the 2023-24 budget.

The meeting closed at 9.08pm.

Committee: Town Management and Highways

Date: 9 November 2022

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

22/24/TMH – Avian Flu

Latest situation (2 November): from DEFRA and the Animal and Plant Health Agency

There have been 85 confirmed cases of highly pathogenic avian influenza (HPAI) H5N1 in England since 1 October 2022. There have been 219 cases of HPAI H5N1 in England since the H5N1 outbreak started on 27 October 2021.

Update 2 November

Mandatory housing measures for all poultry and captive birds are to be introduced to all areas of England from 00:01 on Monday 7 November: these were announced on Monday 31 October.

The housing measures legally require all bird keepers to keep their birds indoors and to follow stringent biosecurity measures to help protect their flocks from the disease, regardless of type or size.

This will extend the mandatory housing measures already in force in the hot spot area of Suffolk, Norfolk and parts of Essex to the whole of England, following an increase in the national risk of bird flu in wild birds to very high. See our [press release](#) for more information.

Find details of the measures that will apply in the new England wide zone from 00.01 on Monday 7 November: [Avian Influenza Prevention Zone \(AIPZ\) declaration including housing measures \(England\)](#) (PDF, 273 KB, 12 pages)

Update 1 November

Highly pathogenic avian influenza (HPAI) H5N1 was confirmed in commercial poultry at the following:

- fifth premises near Much Hoole, South Ribble, Lancashire
- near North Thoresby, East Lindsey, Lincolnshire
- near Thirsk, Hambleton, North Yorkshire

A 3km protection zone and 10km surveillance zone are in place around each of the premises. All poultry and captive birds on the premises will be humanely culled.

Further update 31 October

Highly pathogenic avian influenza (HPAI) H5N1 was confirmed in commercial poultry at a premises near Somersham, Huntingdon, Cambridgeshire on 31 October 2022. A 3km protection zone and 10km surveillance zone are in place around the premises. All poultry on the premises will be humanely culled.

Highly pathogenic avian influenza (HPAI) H5N1 was confirmed in other captive birds at a premises near March, Fenland, Cambridgeshire on 31 October 2022. A 3km captive bird (monitoring) controlled zone is in place around the premises. All birds on the premises will be humanely culled.

Find details of [cases and the measures that apply in disease control zones](#).

Find out about [licences for movements from disease control zones](#).

All poultry gatherings, including at fairs, shows and markets, remain banned, due to a large number of flocks mixing together and the risk posed by any infections spreading across the country.

22/25/TMH - Speed Watch

A letter has been sent to Dorset Council's head of highways, Jack Wiltshire, expressing this council's view that it is in favour of introducing 20mph speed limits, where possible, across Lyme Regis.

22/26/TMH – Renewal of Planning Permission for Chalets, Caravans and Day Huts at Monmouth Beach

As agreed at the last meeting, Peter Chapman has been instructed to commence work on submitting the application on this council's behalf.

The initial work will concentrate on an updated land stability report, which is an essential pre-requisite to the submission of any application.

22/27/TMH – Lister Room Marketing and Appointment of Tenant

A verbal update will be provided at the meeting.

22/28/TMH – 30 and 41 Ware Cliff Chalets, Request to Construct Extensions plus request to replace 37 Western Beach day hut

The owners have all been notified of the council's decision to agree to their requests, subject to first obtaining any other required permissions or consents.

22/29/TMH - Dorset Council Free Parking Days

Dorset Council have approved the free parking days members have requested.

- 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

22/30/TMH – Amenities Hut Building Drawings

Planning documents are now being completed for a submission as soon as possible.

22/32/TMH – Policing

A meeting with David Sidwick, the Police Crime Commissioner for Dorset and Chris Loder MP has been arranged for 4 November 2022. Members who were present and are at the committee may be in a position to debrief the committee about that meeting.

22/35/TMH – Access Road to Ware Cliff and Bowling Green Chalets

Peter Chapman has been appointed to manage the works on the council's behalf and Hansford's have been appointed as the lead contractor. West Country Land Surveys have been appointed to carry out additional land monitoring and the installation of extra ground markers and a CCTV inspection of the drains within the roadway will also be undertaken.

The total cost of all works, including fees, is likely to be approximately £9,500 +VAT. This is within the approved budget. If these works resolve the current problems and if no other major issues are identified whilst on site, then the provisional sum of £50k identified for further possible works next year may not be required.

It is hoped that the work will commence very shortly, and the Residents' Association has been informed.

Any further update will be reported verbally.

22/36/TMH – Proposals by Western Power Distribution to reinforce (upgrade) the supply to the existing sub-station at Monmouth Beach

At the last meeting, members considered plans by Western Power Distribution (WPD) to upgrade the supply to the existing sub-station at Monmouth Beach and authorised the town clerk, in consultation with the chairman of this committee, to comment on and approve the proposals in so far as they may affect town council-owned land or property.

The proposals involve a new pole on this council's land, together with an overhead cable crossing land leased to the bowls club.

The bowls club has been consulted and a site meeting is taking place involving both the club and WPD on 4 November 2022.

A verbal update will be provided to members at the meeting.

22/37/TMH – Fleet Report and Vehicle Purchase

The New Holland tractor has been ordered.

The search for a replacement Lengthsman vehicle is underway at no more than £20,000 (exc VAT) + the value of trade-in.

Matt Adamson-Drage
Operations manager
November 2022

Mark Green
Deputy town clerk

Committee: Town Management and Highways

Date: 9 November 2022

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

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

The deputy town clerk is meeting with the harbourmaster and a representative from Natural England on site on 7 November 2022 to try and clarify how Dorset Council intendeds to proceed. An application will then be submitted to Natural England which seeks to regularise the use of a part of the Site of Special Scientific Interest (SSSI) for the storage of non-motorised boats.

Dorset Council has also enquired whether any rent increase for its use of this council's land could be phased to assist in its discussions with the clubs currently occupying the land. That request will also be clarified at the site meeting.

The latest situation with the replacement harbourmaster's store will also be discussed and a comprehensive verbal update will be provided to members.

Guildhall and office works

Members have agreed to undertake an options appraisal prior to any final decisions being made about future office accommodation. A scope of work document will be presented to members for approval prior to any major work commencing. The intention is to be able to present the final report to the meeting of Strategy and Finance on 1 February 2023.

Jubilee Pavilion

As previously reported, members have approved a budget of up to £60k (increased from £50k as part of the recent budget discussions) 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 of £52-59K and an estimated contract period of 10-12 weeks in total. Competitive quotes may bring this price down slightly even allowing for high levels of building cost inflation.

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.

Hedgecutter/Flail Mower

The hedgecutter has been collected from the contractor.

Advertising Boards

The council's solicitor has been chased up for his advice on advertising boards. The advice has yet to be received. The solicitor was originally contacted on 4 August 2022 and was chased up on 30 September 2022.

Garden lights vandalism

Four of the gardens coloured lights and cages were vandalised last week. Replacements are being sourced. The vandalism has been reported as a crime via the police online crime reporting portal.

Guildhall stairs plasterwork

The Guildhall stairwell walls suffer from damp. To investigate this, and decide on a suitable course of action, early in the New Year the maintenance team will strip back some of the plaster work in the stairwell to examine if the stonework beneath requires complete uncovering to breathe and/or if a lime render would be more appropriate. A specialist opinion will be sought at the time.

Replacement chalets – rotting wood

There are several instances of rotting wood affecting the most recently installed replacement chalets at Ware Cliff.

These chalets were procured by the council but installed and erected by the supplier and subsequently maintained by each individual owner.

The issue has been raised with the supplier and installer and a verbal update will be provided at the meeting.

Perimeter wall – Churchyard

A section of the perimeter wall of the churchyard has fallen down exposing the garden to the rear of 54 Church Street. The council outside works team have heras fenced the area. The council's solicitor and the deputy town clerk are in the process of investigating ownerships and responsibilities relating to the wall, but to date this has been proving difficult to establish.

The Diocesan Registrar has also been notified.

The cost of rebuilding the wall could be considerable.

Matt Adamson-Drage
Operations manager
November 2022

Mark Green
Deputy town clerk

Committee: Town Management and Highways

Date: 9 November 2022

Title: Emergency Planning Procedure Review

Purpose of the Report

To allow members to review the emergency planning procedure

Recommendation

Members approve the emergency planning procedure

Report

1. Each year, in November, the Emergency Planning Procedure is reviewed. A draft, including amendments in red, is at **appendix 8A**. The amendments include any changes to phone numbers and roles.
2. The operations manager undertook flood warden volunteer training at the Community Resilience Day run by the Environment Agency on 18 October 2022 in West Bay. Any members wishing to organise a flood warden volunteer group should contact the operations manager for further information. Responsibilities of flood wardens include monitoring flooding, recording and reporting, advising those at risk of flooding about the help available, distributing sandbags and hydrosnakes where required, and co-ordinating with emergency services where required.
3. Any recommendations from this committee will be considered by the Full Council on 14 December.

Matt Adamson-Drage
Operations manager
November 2022

Committee: Town Management and Highways

Date: 9 November 2022

Title: Licensing Application

Purpose of the Report

To allow members to view and make comment on a licencing application

Recommendation

Members note the application, make comment and instruct officers to make any required representation

Report

1. Baboo Gelato has applied for a licence to sell alcohol and Dorset Council is consulting on the application. Baboo has applied for the licence for its premises at 4 Broad Street (the former Quality Corner).
2. The application states: "Following our refurbishment in November 2022 we would like to add mulled wine and mulled cider to the winter menu; and add amaretto and cider brandy and gin to the summer menu to be mixed with ice cream to create ice cream cocktails and alcoholic granitas and alcoholic affogatos. The alcoholic products will be eat in and take away. We will not offer any takeaway cans or alcohol on tap, nor act as an off-licence. The reason for the alcohol licence is to give us a little more income during the lean winter period when we would otherwise need to cut back on staff. We have the same alcohol licence and range of products in our outlets in Lyme (Marine Parade), West Bay and Swanage."
3. The full application is available to view [here](#). Any representations are to be received by 14 November 2022.
4. The public can make comments for or against the proposals in an application by emailing licensing@dorsetcouncil.gov.uk
5. As representations must be received by 14 November 2022, any recommendations from this committee will be considered retrospectively by the Full Council on 14 December 2022.

Matt Adamson-Drage
Operations manager
November 2022

Committee: Town Management and Highways

Date: 9 November 2022

Title: Cart Road Day Huts' Condition

Purpose of the Report

To allow members to consider the condition of day huts on Cart Road and any action required

Recommendation

Members note the report and confirm any other action, if required

Background

1. Members received a report at a meeting of this committee in September 2021 about the condition of the Cart Road beach huts. In previous years, several of the privately owned huts were in need of repair.
2. The council now owns 38 beach huts, including the cancer charity hut and the Dorset Parent Carer Council (DPCC) hut, and there are 33 privately owned huts. A total of 71 beach huts.
3. Planning permission to site a total 73 beach huts was approved in October 2021 (P/FUL/2021/02103).
4. The council replaced Cart Road beach hut numbers 1 to 12 in March 2019, numbers 25 to 36 in March 2020 and numbers 13 to 24 and the DPCC hut in March 2022 as part of a project to renew all the town council beach huts. The project is complete.
5. The licence agreement with private owners states in clause 4.9.1: 'You agree to keep the Day Hut in a good state of repair and condition both visually and structurally...'

Report

6. The condition of private huts on Cart Road are monitored by the operations manager annually and owners receive a letter asking them to improve their huts should they fall below a reasonable standard. Letters have been sent in the last quarter of each year, since 2018, to those owners.
7. In October 2019 private owners were also sent a letter confirming the new beach hut specification and details of the council's beach hut contractor. All private owners were encouraged to replace their hut with the new specification.
8. Last year, in November 2021, letters to make private owners aware of their deteriorating beach huts were sent to the owners of huts P6, P7, P9, P12A, P14, P15, P16, P19, P22, P27 and P30.
9. At the time of writing, 21 (up from 10 in October 2021) of the 33 private huts had been replaced in the new specification, and 12 private huts remain in their original style.

10. Only one of the private owners written to last year remains on the list of huts requiring attention in 2022. It is intended to write to this owner later this year as the hut has a damaged front door; P6 (old style hut).
11. Any recommendations from this committee will be considered by the Full Council on 14 December 2022.

Matt Adamson-Drage
Operations manager
November 2022

Complaints and Incidents Summary – 16 September 2022 to 03 November 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
105	21.08.22	Such a shame that We will not be returning to your lovely seaside town, when you are ripping people off with your car park charges, plus making the likes of myself that has a job to walk pay even though I have a blue badge, your council must be one of the most heartless lot going, and with everything going up you have jumped on the bandwagon	Car parks		Ops Manager	Responded with email and breakdown of charges over recent years.
106	03.10.22	Complained there is no Tourist Information in the town & she would be happy to volunteer	Front Desk	10:30AM		Added to complaints form to present to members
107	17.05.22	Beach hut booking 2023. My husband and I made over 400 to book a resident's beach hut. My call was eventually answered at 10.30am I was informed the huts have all been booked for annual/winter/Xmas 2023 at 10.29 am. What concerns me is that both my husband and I had connected calls one at 10.20 and another at 10.25 and both calls were cut off!! The system needs to be overhauled to make it fairer for people wanting to book and for the staff working at the council. Since moving to Lyme, we have visited the council office a few times and always found the staff to be helpful. I dread	Enquiries Email	11.10.2022 10AM	Support services manager	Written response

		to think what abuse those staff will receive today! It must put them under enormous and unfair pressure. Please therefore protect the staff and make the bookings much fairer system because quite frankly what you do now simply does not work!! I await your response				
108	14.10.22	<p>For the attn of the Town Clerk</p> <p>I am writing as I find myself in the same position as last year having made hundreds of attempted calls, as requested, in order to obtain a package for a beach hut for 2023. Again, I was unsuccessful as with so many other local friends and left feeling both frustrated and disgruntled at such a waste of time until eventually reaching the conclusion that my hopes had been dashed again.</p> <p>Can I please make a couple of suggestions, on top of those I made last year, in order to improve the experience for everyone concerned:</p> <p>* It is obvious that demand exceeds supply so why not place some more huts for hire as there still seems to be some space available?</p> <p>* Can the subsidised packages be available for DT7 residents only who pay their council tax every month? What is the reason for them being subsidised for non-resident locals? Local people are available to access their huts on a more frequent basis thus supporting the local businesses more. These businesses rely on local residents all year round, rather than just holiday</p>	Enquiries Email	14.10.22	Town Clerk and Support Services Manager	Emailed response

		<p>makers.</p> <p>I should be grateful if this issue could be raised as a future topic for discussion at a council meeting which I should like to attend.</p>				
109	17.07.22	<p>We would be grateful if you would kindly address some concerns that have arisen having tried to book a beach hut package as a Lyme Resident. On the first day, we phoned continuously from 1000 hrs onwards using a landline but your telephone line was continually engaged. During this time, we eventually received a ring tone, but this remained unanswered and eventually cut off. We were then informed at 1030 by a friend that all the packages for residents had been allocated. On the second day, we started to call at 0955 but again we had a ring tone but no pickup. We also had two instances of receiving a ring tone which again just cut off. We continued dialling and were pleased to get through at 1010 and secure a winter package although our aspiration was to obtain an annual one. We had success, but we hope you will consider the following observations when planning your process for 2024. Firstly, we would like to say that your office staff are clearly under great pressure, but we couldn't praise Cara enough as she was very helpful, kind and empathetic to our requirements. If the phone lines are opened at 1000 hrs why were the phone lines engaged prior to that time? Whilst I am sure your team had been briefed not to answer the phones until that time, one wonders how a resident seeking advice/information on other matters is expected to contact your offices. Would it be</p>	Letter	13.10.22	Town Clerk, Support Services Manager	Written a letter of response

		<p>possible to have a dedicated phone line for all booking requests into the council. This would free up your main line for routine contact purposes. We find it difficult to understand, bearing in mind the time it took to process our booking, how all the packages had been booked so quickly. Had some residents managed to dial successfully and be processed prior to the official start times? Or is there an "unofficial" prior allocation process in place? The current process is not, we feel transparent, and consumes a significant of wasted time for the resident continually dialling in the hope of getting through. Whilst we are sure the process has been refined over a number of years, we would like to suggest that the following measures be considered and adopted in the future. Could you adopt a telephone queuing system that tells the caller their position in the queue? This is widespread practice for medical, dental, and other service call centres, whereby the caller is able to manage their own expectations. If we knew on day 1 that there were 20 callers in the queues, then the caller is aware that the probability of getting a package is pretty low and is able to make an informed decision whether to remain on the line. Could a priority online booking system be introduced which gives priority to DT7 postcodes and gateway card number holders? Your residents, via their council tax, fund the council and as such we believe that the residents should therefore be given access to all packages during a priority booking period. Whether this is done over 1 or 2 days is for debate but what is important is that residents take priority. We</p>				
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		<p>appreciate also that holiday homeowners also pay their council tax, but they are not available to use their huts continuously as would be the case for permanent residents. We hope you will accept these as constructive observations and it would be helpful if your process could be publicised in the future to improve expectation management</p>				
110	25.10.22	<p>My wife and I recently spent a particularly pleasant three nights in your town.</p> <p>The self-catering accommodation was spotless and most acceptable; three evening meals out were all of a high standard and the service was friendly and prompt.</p> <p>We enjoyed walks, both within Lyme and further afield (Lulworth Cove/Durdle Dore etc) The weather was generally obliging, but when it wasn't the local museum provided excellent entertainment.</p> <p>However, and you just knew there would be a "however" after that build up, didn't you? One feature was a significant disappointment.</p> <p>We parked one evening in the Monmouth car park and got a ticket (paid instantly I should say, we understand how desperate most local authorities are for cash). The notice board detailing arrangements was not clear and could (obviously) be misinterpreted if not studied in depth A lesson learnt, which proves you are never too old to learn!) However, that was not the least of our concerns.</p>	Enquiries Email	24.10.22		Responded by email

	<p>When we parked (carefully and exactly within the designated lines) there was empty parking space on both sides; we returned to find those spaces taken (again with accurately parked vehicles) but it was impossible to gain access to our car. The size of the designated parking spaces is simply ridiculous. Have councilors ever parked in that particular car park? Please try it. You will find that cars parked neatly and within the specified areas act as obstacles to each other. This was particularly frustrating, coming on top of a parking ticket and fine, obtained in slightly dubious circumstances. (OK, that's our opinion and no doubt you will disagree)</p> <p>So why am I writing? Please take a serious look at the size of the parking bays in the Monmouth CP, they are simply unfit for purpose and while there perhaps a consideration might be given to rephrasing the notice board re parking instructions.</p> <p>In every other respect, our visit was enjoyable, we may even return.....</p>				
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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:

Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
58	14.09.22	Had complained previously about the Chapel not being maintained - Was very thankful and appreciative that it had been repaired/maintained, also asked if this could be kept open for the public to view	Cemetery	Operations Manager	
59	21.09.22	We were down at the beach hut this afternoon when the exterior works team came along and replaced the broken hook with a new one. Thank you for your prompt response	Beach hut, Marine parade	Operations Manager	
60	21.09.22	Emailed in AM regarding broken hook & then called in afternoon regarding broken lock bolt on beach hut 22 - exterior works team came along and fixed it that afternoon - very good/quick service	Beach hut, Marine parade	Operations Manager	
61		High praise to Danny and the rest of the gardeners for the work in Langmoor gardens	Langmoor Gardens	Operations Manager and Works Supervisor	
62		Firstly, we would like to say that your office staff are clearly under great pressure, but we couldn't praise Cara enough as she was very helpful, kind, and empathetic to our requirements.	Front Desk	Support Services Manager	
63	17.10.22	I am delighted to report that on Thursday the chaps cut down, or surgically removed, the big tree! There is much more light in my little garden and I can now see the Bay! Thank you very much Gail for all your help!	Front Desk	Works Supervisor	
64	26.10.22	I just wanted to thank you for the prompt reimbursement payment I recently received from LRTC. I inadvertently paid for a second beach hut and once you were notified, the very helpful lady in the office set the repayment process in motion. Great customer service!	Front Desk	Support Services Manager	
65	02.11.2022	I would just like to send a massive thank you to the lovely gardener at Lyme Regis looking over the bay.	Enquiries Email	Works Supervisor	

		Today he made my sons holiday and i thank you for that. If there is any way you could send him this message or let him know he is a superstar a proper local hero in my eyes for what he did. From the crazy golf family. Many, many, thanks. Peter and family.			
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