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Town Clerk

Lyme Regis Town Council

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Town Management and and Highways Committee

Core Membership: 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 11 January 2023** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
06.01.23

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 9 November 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 9 November 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. Car Park Permits' Administration

To discuss administration of car park permits

9. Parking Issues

To discuss highways markings to restrict parking on sections of Sidmouth Road, Springhill Gardens, Roman Road, and Clappentail Lane, to include bus stop road markings by Clappentail/Lyme Road roundabout

10. Drainage Issues at SWiM

To inform members about ongoing drainage issues at SWiM and to consider making a financial contribution towards the tenant's cost of repairing and improving the current drains and associated works

11. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 4 November 2022 and 5 January 2023

12. RNLI Lifeguard service

To allow members to discuss the RNLI lifeguard service

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

13. Procurement of Electrical and Plumbing Services

To discuss procurement of preferred suppliers for electrical and plumbing services for the next three years

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

14. Advertising Boards

To discuss advertising board enforcement

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

15. Trailer Park, Accreted Land and 'Harbourmaster's Store'

To discuss requests received via the harbourmaster for 1) the phasing of any increased rent for the use of the town council-owned trailer park and accreted land and 2) an extension to the deadline for vacating the 'harbourmaster's store' at Monmouth Beach

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

16. 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 12 – RNLI Lifeguard service**
- b) **Agenda item 13 – Procurement of Electrical and Plumbing Services**
- c) **Agenda item 14 – Advertising Boards**
- d) **Agenda item 15 – Trailer Park, Accreted Land and 'Harbourmaster's Store'**

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 NOVEMBER 2022

Present

Chairman: Cllr C. Aldridge

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

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

Absent: Cllr T. Webb

22/40/TMH Public Forum

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

22/41/TMH Apologies

Cllr J. Broom – unwell
Cllr C. Reynolds – unwell
Cllr D. Ruffle – unwell
Cllr D. Sarson – holiday

22/42/TMH Minutes

Proposed by Cllr P. May and seconded by Cllr G. Turner, the minutes of the previous meeting held on 4 October 2022 were **ADOPTED**.

22/43/TMH Disclosable Pecuniary Interests

There were none.

22/44/TMH Dispensations

There were none.

22/45/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 4 October 2022

Avian Flu

Cllr P. May asked if there was a particular issue with Avian Flu in Devon and Cornwall.

The operations manager said the original protection area was Devon and Cornwall but this had now been extended to the whole country.

Accessibility and Mobility Review

Cllr B. Larcombe suggested Cllr B. Bawden approached Dorset Council (DC) about accessibility to its public toilets as they did not have disabled access. He said toilets at Cobb Gate and Cobb Arms had a step at the entrance and were too narrow for wheelchairs.

Lister Room Marketing and Appointment of Tenant

As a member of the panel which selected the successful bidder, Cllr M. Ellis gave further details about the business that would be operating. It was agreed further details would be sent via the members' briefing.

Cllr B. Larcombe asked what consideration had been given to managing the waste that would be generated.

The operations manager said this would be addressed in the lease.

Access Road to Ware Cliff and Bowling Green Chalets

The operations manager said it was hoped work would commence w/c 14 November 2022.

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

The operations manager said the bowls club had raised no objection to the planned works and the wayleave agreement has been signed and returned to Western Power Distribution (WPD). He said the lead time on the works commencing could be three to four months, although WPD would endeavour to expedite.

The operations manager said the works were an essential pre-requisite of DC's plans to build a new harbour store and any delay to the substation works would impact on the completion/occupation date for the store.

22/46/TMH Update Report

Advertising boards

Cllr B. Larcombe asked if the issue of advertising boards had been progressed.

The operations manager said information had still not been received from the council's solicitor and he would chase it again.

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

The operations manager said the deputy town clerk met with the harbourmaster and a representative from Natural England as scheduled on 7 November 2022 to discuss the land available for the storage of boats and harbour equipment, and the location of sailing and motorised boats within that area. He said Natural England were keen to minimise the impact on the Site of Special Scientific Interest (SSSI) and were not willing to enlarge the area available for use beyond that previously indicated. They were, however, willing to look at the areas available for the parking of motorised boats and to consider making some distinction between boats with inboard and boats with outboard motors.

He said it was left that the harbourmaster would consider the practical implications for harbour operations of the options discussed and feedback as soon as possible, prior to the town council, as landowner making an application for consent for the use of part of the SSSI.

The operations manager said a request by DC for the phasing of the revised rent payable to the town council was also discussed and it was agreed the harbourmaster would provide further information in support of this request prior to any further consideration of the matter.

Cllr B. Larcombe asked how this issue would be progressed through the council for consideration and decision by members.

The support services manager said the issue would come to members for a decision, it would not be delegated to officers, and if the deputy town clerk had the information from the harbourmaster in time, a report would be taken to the Strategy and Finance Committee on 30 November 2022 or the Full Council on 14 December 2022.

Cllr C. Aldridge suggested the harbourmaster could be given a date by which he needed to provide the required information so the matter could be discussed in a timely way.

Replacement chalets – rotting wood

The operations manager said KEOPS, the supplier and installer of the chalets, had looked into the matter and identified a failure to properly seal the jointed sections of outer logs. He said liability for this failure was still being investigated, although KEOPS had indicated it lay with individual chalet owners, who were responsible for both surface treating and sealing their chalets.

He added that the chalets remained within their initial warranty period and discussions were ongoing.

Guildhall and office works

Cllr C. Aldridge asked for clarification over the timescales and stages involved in completing the options appraisal for future office accommodation and which committees would be dealing with it.

As there was some confusion about what was involved, it was agreed the deputy town clerk would provide clarification through the members' briefing.

Perimeter wall – Churchyard

The operations manager said there had been no response as yet from the Diocesan Registrar.

22/47/TMH Emergency Planning Procedure Review

Cllr M. Ellis asked if a copy of the procedure was issued to each of the locations named within as places of safety.

The operations manager said it wasn't but this would be done.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the emergency planning procedure.

22/48/TMH Licensing Application

Members had no comments to make on the licensing application as it was noted Baboo Gelato also had a licence for their other premises, including their kiosk in Lyme Regis.

22/49/TMH Cart Road Day Huts' Condition

Members were pleased the general condition of privately owned beach huts had been improved but noted there was still an issue with hut 6 and supported the operations manager's intention to write to the owner to remind them of their obligations to keep the hut in a good state of repair and condition.

22/50/TMH Complaints, Incidents and Compliments

Given there had been several complaints about the beach hut booking process, Cllr B. Larcombe felt the council needed to think about how it was managed in future.

It was agreed a report would go to the Tourism, Community and Publicity Committee.

The meeting closed at 7.50pm.

Committee: Town Management and Highways

Date: 11 January 2023

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 9 November 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

22/30/TMH – Amenities Hut Building Drawings

Following our planning application, it has become apparent that further planning documents are required including a heritage statement, biodiversity checklist and preliminary roost assessment, a land stability assessment and sustainability report. Dorset Council (DC) has also said part of the access road off Cobb Road falls within its ownership, and if so, the application form needs to be amended and a notice served onto DC – officers are investigating this.

Our architects, The Drawing Office, have asked DC for an extension of time until 31 January 2023 to provide this documentation due to the Christmas break. Officers are seeking further advice about the necessity of these documents for what is a replacement building.

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

The work was completed by late-November. The final cost, £9.5k, was slightly less than the estimated figure.

22/37/TMH – Fleet Report and Vehicle Purchase

The lengthsman's vehicle, a Mitsubishi L200, was purchased in December. The old vehicle was traded in.

22/46/TMH - Update Report

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 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 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 this spring, possibly after Easter.

A more detailed report will be brought to the next meeting of this committee after detailed quotes have been obtained.

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

The harbourmaster has requested an extension to the notice period to vacate the town council-owned store at Monmouth Beach, and this is the subject of a separate report on this agenda.

He has also requested that the area of town council-owned accreted land available for the storage of boats be slightly extended beyond that which Natural England had previously indicated they would be willing to support.

In the first instance, this request has been taken up with Natural England because if they are unwilling to support the request then the matter can proceed no further in any event. The requested extension of about 4-5m 'seawards' would still be a reduction of 4-5m in the area currently being used and would leave a 'path' about 3-4m wide from the base of the steps down from the high wall to allow public access from the wall directly to Monmouth Beach.

The harbourmaster has also requested a phasing of the proposed increase in rent for the use of the town council's land. He would then introduce a similar phased increase in the charges for the users of the land, which includes the sailing club and the powerboat club. This request is also dealt with in the separate report.

Perimeter wall – Churchyard and Insurance Claim

The legal liability for the collapsed boundary wall appears to rest with the town council and further correspondence from the 1980s and early 2000s has been produced which seems to support this view. Generally, when a churchyard becomes 'closed' to further burials, its general maintenance becomes the responsibility of the local council if so requested by the Parochial Church Council. This responsibility extends to the maintenance of 'boundary walls and fences'.

The churchyard at St Michael's was closed in two stages; firstly the 'old' burial ground was closed in 1854 and, more recently, the new burial ground (to the south and west of the site) was closed in 1932. The local council has, therefore, been responsible for the maintenance of both areas for many

years. The collapsed wall forms part of the northern boundary to the 'old' burial ground and there is general agreement that it forms part of the 'church estate', i.e., it does not belong to any of the neighbouring properties.

A quantity surveyor has been asked to estimate the cost of the required repairs, which may extend well beyond the collapsed section. The entire wall, which extends to about 66m in length and reached 2.5m+ in height in places, is in poor condition. An adjacent section has collapsed previously, most recently in 2003. Quotes will be obtained when the precise extent and nature of the required work has been clearly established. A provisional sum has been included within the 2023/24 budget.

The overall responsibilities for all built features in and around the church is also being looked at separately because it is quite an unusual situation to have a closed churchyard, a church which remains open for public worship and some paths, steps and railings within the churchyard which have a primary purpose more about providing access to the church or allowing the public to pass between one public walkway and another than for the purpose of visiting the churchyard itself.

This is particularly relevant because an insurance claim has now been received from someone who injured themselves by tripping on a path while within the churchyard. The matter has been referred to the council's insurers who are investigating the matter, including issues around legal liability. The claim will be dealt with in the usual way and members will be kept informed.

Matt Adamson-Drage
Operations manager
January 2023

Mark Green
Deputy town clerk

Committee: Town Management and Highways

Date: 11 January 2023

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Gardens Paths

HC Lewis tarmac contractors, in discussion with Peter Chapman, structural engineer, have provided a quote to convert a trial 25 metre section of path on the tiers in the Langmoor Gardens from tarmac to compacted path gravel. This section, with no complications, will cost under £6,000 + VAT. If successful, there are approximately 200 metres of path to convert.

CCTV Project

Listed Building Consent applications have been submitted to site cameras on the Baptist Church and the Rock Point Inn to view the top and bottom of Broad Street. On successful application further work will follow to install cameras at the skatepark, Lister Gardens (view of the roof glass balustrade) and outside the lifeboat station (view of Monmouth car park).

Emergency Services Centre tarmac

The fire service has approached officers to use the gravelled area of Woodmead car park for staff parking during call outs and training and potentially site the fire engine during a week of tarmac repair around the Emergency Services Centre. This is expected to be either the week commencing 16 or 23 January 2023.

Three Phase supply for Monmouth Beach car park and Woodmead car park

The operations manager has been asked by Cllr Bawden to investigate the potential of installing a three-phase electricity supply at both car parks for the potential install of EV Rapid Chargers. Western Power Distribution will be approached for information and it will be brought to a future meeting.

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.

Replacement chalets – rotting wood

As previously reported, 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 who has identified a failure to adequately seal joints as the likely cause. They claim this work to be the responsibility of the 'chalet owner' and should have been carried out at the same time as the chalets were painted or varnished/sealed. In other words, they are denying any liability, but have offered to supply timber end sections free-of-charge on request and have also provided detailed advice about how the current problems might be remedied.

The issues are primarily affecting two of the six chalets and are largely, but not wholly, limited to veranda areas.

Discussions are ongoing.

Lister Room

As previously reported, there has been a problem with water leaks into the Lister Room. This has delayed the letting of the room and the tenant is aware.

Further investigation, which has involved removing all the gravel material from the seaward side of the lower roof (the area below the windows) has identified the likely causes of the leaks and this centres around the general design of the roof itself and detailing to the base of the seaward window glass.

Expert advice has been sought and a plan of repair will be agreed and implemented as soon as weather conditions permit.

The image below shows the exposed area of roof, which is basically a large 'tank' sealed by a flexible membrane, which has become detached in some places and has deteriorated in others. There is also some evidence of previous patch repairs, which seems strange given the age of the building and that no current staff can recall any previous issues. The design is such that none of this deterioration is visible on normal inspection without first removing all the 'green roof' infill material. The Langmoor Room is likely to require similar remedial work, although there are no current leaks.



Antiques and Craft Centre leaks

Investigations continue to resolve the intermittent leaks into the Antiques and Craft Centre.

Most recently, leaks through the front wall have been traced to the failure of an historic damp proof membrane and its protective concrete fillet.

Work has been undertaken to seal the failed areas and the photo below shows the area after those works have been completed. The situation will continue to be monitored and it is possible that further works will be required to affect a permanent solution.



Matt Adamson-Drage
Operations manager
January 2023

Mark Green
Deputy town clerk

Committee: Town Management and Highways

Date: 11 January 2023

Title: Car Park Permits' Administration

Purpose of the Report

To discuss administration of car park permits

Recommendation

Members allow free car parking permit renewal every three years

Background

1. The electronic car park permit system, known as ZatPermit, was introduced in November 2020 to complement the ZatPark car park penalty charge notice system already in place.
2. The system allows Lyme Regis residents to apply for the annual free car parking permits and submit documents online. Nevertheless, many people still prefer to visit the office to apply for their annual free car parking permit.
3. There are currently 735 annual free car parking permits. Approximately a third of this number visit the office each November to renew. Staff need to submit information for them online and scan and save documents which is very time consuming.

Report

4. Every November, administrative staff are dealing with numerous applications for annual free car parking permits. The majority of these residents are simply renewing their permit but have to re-submit a current council tax document and V5 for the vehicle showing a Lyme Regis address.
5. It would save administrative time, and be simpler for residents, if the free annual car park permits were valid for more than one year before requiring renewal.
6. Officers would recommend moving to a system of permit renewal every three years.
7. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Matt Adamson-Drage
Operations manager
January 2023

Committee: Town Management and Highways

Date: 11 January 2023

Title: Parking Issues

Purpose of the Report

To discuss highways markings to restrict parking on sections of Sidmouth Road, Springhill Gardens, Roman Road, and Clappentail Lane, to include bus stop road markings by Clappentail/Lyme Road roundabout

Recommendation

Members instruct officers to request Dorset Council Highways to commence the traffic regulation process to consider road markings on sections of Sidmouth Road, Springhill Gardens and Roman Road to control parking, to include the bus stop bay by the Clappentail/Lyme Road roundabout

Background

1. Residents of Springhill Gardens and Sidmouth Road were present at a meeting of this committee on 10 November 2021. Dorset Council (DC) Highways officers were unavailable to attend the meeting but they attended the subsequent meeting on 12 January 2022. The committee was told by DC Highways officers that a Dorset-wide town highways and parking review would be underway by the end of 2022.
2. The bus stop markings near the Clappentail/Lyme Road roundabout were discussed at a meeting of this committee on 18 April 2018 and at the following meeting the deputy clerk reported that he had asked DC Highways officers to investigate.

Report

3. To officers' knowledge there has been no further movement from Dorset Council Highways either on the Dorset-wide town highways and parking review or the bus stop markings, although there has been a review of off-street parking.
4. Visitor parking in the summer and during events in the town on Springhill Gardens, Roman Road and Sidmouth Road, among others, have been causing problems for residents and pedestrians accessing pavements. The issue is particularly acute across the town when traffic becomes busy in the summer months. To alleviate some of the issues, residents have suggested parking control measures such as yellow lines on sections of these roads.
5. During busy periods, the Clappentail/Lyme Road roundabout corner fills with parked vehicles which causes visibility problems for those wishing to enter the roundabout from Clappentail Lane. The problem is compounded when buses are forced to double park to use the bus stop area, which in turn blocks the free flow of traffic on Lyme Road. The bus bay needs to be marked out on the road with restrictive parking road markings.
6. Ultimately, enforcement will be required, particularly during events in the town, which regularly see cars parked on main routes where there are already restrictive parking road markings. To help with this, the council has suggested that Dorset Council trains town council enforcement officers to their civil enforcement officer standard to help support their on-street enforcement in Lyme Regis.

7. This was discussed at a meeting of this committee on 12 January 2022 and Dorset Council Highways officers agreed to investigate how it could be done. We remain waiting for a date from Dorset Council to commence training and commence the service. Officers will continue to ask for a training date.
8. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Matt Adamson-Drage
Operations manager
January 2023

Committee: Town Management and Highways

Date: 11 January 2023

Title: Drainage Issues at SWiM

Purpose of the Report

To inform members about ongoing drainage issues at SWiM and to consider making a financial contribution towards the tenant's cost of repairing and improving the current drains and associated works

Recommendation

Members note the ongoing drainage issues at SWiM and consider making a financial contribution of 25% (up to a maximum of £10k) towards the tenant's cost of repairing and improving the current drains and associated works.

Background

1. The unit currently occupied by SWiM was created in the mid-60s when the previously open area was roofed and closed in. The works, including all internal drainage works, were undertaken by the council.
2. Since that time, the unit has been in commercial use, primarily as a restaurant.
3. Ever since the unit was created, there have been regular issues with blocked drains. Whilst some of the issues relate to problems with the shared and adopted drains in Marine Parade, most blockages have occurred within the unit and have resulted in overflowing toilets and other 'internal' problems.
4. The issues have become worse in recent years as customer numbers have increased and toilet and kitchen facilities have had to be improved to comply with current standards.
5. The problems have become so acute that the current tenant, SWiM, has decided to close the premises for around two weeks and spend about £40k on works to address the problem. This work will include digging up the floor in the affected areas, replacing drains with replacements of an appropriate size and to a compliant fall and renewing all connections into the adopted drains in Marine Parade.
6. Work commenced on 3 January 2023 and has already confirmed what CCTV investigation appeared to show; that there is currently only one 100mm drain which is completely inadequate to cope with the number of toilets, urinals and sinks within the premises. It is doubtful whether a single drain of this size would ever have complied with required standards for such a size and use of unit, even in the 1960s. Moreover, it would appear the fall of the single drain is unsuitable, which can cause solid and wet waste to separate, leading to blockages irrespective of the size of the drain.
7. The tenant has asked whether the council would be willing to contribute towards the cost of the works, especially as internal and integral drains are the responsibility of the landlord under the terms of the lease and they were probably provided to a sub-standard in the first place.
8. Given the cost of the works, for which detailed figures have been provided by the tenant, and the long-term improvement which will be affected to the council's premises by the works, the officer view is that some level of contribution would be reasonable. If members support this view, then a contribution of 25% of the cost of the works up to a maximum of £10k is suggested as being reasonable.

9. If members agree this approach, it is suggested the contribution should be made on receipt of paid invoices for the work. Although the annual rent is £32k plus the outside seating area, it is not suggested that any contribution be made by way of a rent deduction or similar mechanism. This is less transparent and would not be supported in audit terms. Additionally, any contribution should be paid to the tenant, not the contractor, for similar reasons.
10. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Mark Green
Deputy town clerk
January 2023

Complaints and Incidents Summary – 04 November 2022 to 05 January 2023

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
110	12.11.22	I wish to draw your attention to two issues. The first one is the placing of bunches of flowers and ribbons on the Mary Anning Statue. On passing this week, I removed a bunch from its plastic wrapping and rubber band to ensure the plastic didn't end up in the sea. The statue is not the place for random floral tributes. Most visitors wanting to visit and take a photo want to see it as the artist intended. I hope they feel that any tributes can be removed before they take their photographs. The other issue I would like to address is the increasing number of advertising boards below the museum. Once one appears it's a green light for others to place their signs. The result is a "collage" that some passer by see as "clutter" or some not even "seeing it" at all, defeating the object of advertising. This historic area is an Area of Outstanding Natural Beauty. The key words being Natural and Beauty, would you please think about keeping signs away from this area, keep them in town or preferably don't allow them at all. The pavements are too narrow for pedestrians let alone advertising boards.	Gun Cliff Walk	Email sent to enquiries: Saturday 12/11/22	Operations Manager	

111	12.11.22	I am reporting graffiti in Langmore Gardens of an objectionable nature. XXX and XXX written large inside the garden shelter and on the mural and steps leading down to the front. This a police matter, but I hope the council will remove it as quickly as possible	Gazebo, Langmoor Gardens	Email sent to enquiries: Saturday 12/11/22	Operations Manager	Officers emailed response advising hate crime reported to police, graffiti cleaned. Police visited the operations manager on 14/11/22
112	14.11.22	We have been contacted by a local resident regarding some graffiti on a sea shelter in Lyme Regis (attached report) I have been advised this is your responsibility.	Gazebo, Langmoor Gardens	Email sent to enquiries 14/11/2022	Operations Manager	Officers emailed response advising hate crime reported to police, graffiti cleaned. Police visited the operations manager on 14/11/22
113	14.11.22	Yesterday while walking the dog I noticed this graffiti on the hut in Langmoor. I was pretty shocked and reported it to the guys in the Golf hut. Little bit surprised to say the least that it was still there today especially in a day like today ! I understand they attempted to get someone out to clean it off yesterday but were told it would be Monday at the earliest. I just wonder why you don't see this as a matter of importance or even see fit acknowledge it by maybe putting up some notices to say you are aware of it and it's not the view of Lyme Regis, but is a hate crime . It may just be kids given the appearance of Homer Simpson , and the XXX and XXX in the side of the hut . However the words and XXX are another level !	Gazebo, Langmoor Gardens	Email sent to enquiries 14/11/2023	Operations Manager	Officers emailed response advising hate crime reported to police, graffiti cleaned. Police visited the operations manager on 14/11/22
114	14.11.22	Residents complaining about strimming at 7am in the morning	Langmoor Gardens	Telephoned 14/11/2022		

115	15.11.22	I was appalled to recently visit your lovely town and seafront with a disabled friend of mine only to find that the disabled lift was not only out of order but being used a storage area. Surely this breaks all of the disability and accessibility legislation. I would really like an explanation from you before I feel obliged to take this further. Look forward to your reply.	Seafront/Gardens	Email sent to enquiries 15/11/2022	Operations Manager	GR emailed response advising lift broken/disabled access via ramps
116	15.11.22	Complained perspex windows removed from the Gazebo in Langmoor gardens, wants it replacing.	Gazebo, Langmoor Gardens	Email sent to enquiries 15/11/2022	Operations Manager	Advised him these would not be replaced due to repeated vandalism (Maintenance team team advised he has been sleeping in the Gazebo, which is why he would like the glass replaced)

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
66		Hi Gail, Thank you for all your help. Permit approval safe in the in-box. A big cheer for Town Council staff!		Support services manager	

67	25.11.2022	Thank you to the reception team for asking the maintenance team to sort out the holes in the Anning Rd playing field netting.	Anning Road playing field	Operations manager	
68	08.12.2022	Friendly and helpful car park attendant/traffic enforcement officer		Operations manager	
69	22.12.2022	I wanted to write in praise of the gentleman who has done such wonderful work tidying up the footpath and green where the benches are between the footbridge at Jericho and Jordan Flats. He worked really hard but, more importantly, has made the whole area so much tidier and, I guess, safer too. When I went to thank him, I asked his name and it was Jaime. I am pretty sure he is a Town Council employee.	Jericho/Jordan Flats	Operations manager, operations supervisor and external team	
70	21.12.2022	Dolores Hollywood-Plant popped into the office with a box of chocolates to thank the office staff for all their hardwork over the past year	Front desk	Town Clerk	
71	22.12.2022	Shirley Williams popped into the office with a box of chocolates to thank the office staff for all their hardwork over the past year	Front desk	Town Clerk	