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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 (chairman), Cllr P. May (vice-chairman), Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe MBE, 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 19 April 2023** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
14.04.23

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 1 March 2023 (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 1 March 2023

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. Town Management and Highways Committee – Objectives

To allow members to review progress of the committee's 2023-24 objectives

9. Outdoor Gym Equipment and Monkey Bars

To allow members to discuss outdoor gym equipment and monkey bars

10. Monmouth Beach Garages Policy

To allow members to discuss a policy for letting Monmouth Beach Garages

11. Gardens Land Stability Reporting

To allow members to discuss options for land stability reporting in the seafront gardens

12. Repair Works at The Bowls Club – Request for Contribution Towards Costs

To allow members to consider a request for a funding contribution towards the cost of repair works at The Bowls Club, Monmouth Beach

13. Future Use of the Langmoor Room

To allow members to discuss options for the Langmoor Room to potentially alleviate the issue of the unserviceable Marine Parade lift

14. Dorset Council Highways Meeting and Highways issues

To inform members about the meeting with Dorset Council Highways and Highways issues

15. Traffic and Travel Strategy Working Group

To allow members to discuss forming a traffic and travel strategy working group

16. Bin Your Butt Pavement Art

To allow members to discuss Litter Free Dorset's Bin Your Butt pavement art

17. Langmoor Gardens Planting Signs

To allow members to discuss a proposal for Langmoor Gardens planting signs

18. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 24 February and 13 April 2023

19. Exempt Business

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 1 MARCH 2023

Present

Chairman: Cllr C. Aldridge

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

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

Absent: Cllr T. Webb

22/67/TMH Election of Chairman

It was proposed by Cllr B. Larcombe and seconded by Cllr G. Turner that Cllr C. Aldridge is chairman of the Town Management and Highways Committee.

There being no other nominations, Cllr C. Aldridge was duly **ELECTED** as chairman.

As Cllr C. Aldridge was formerly the vice-chairman, it was necessary to elect a new vice-chairman.

It was proposed by Cllr G. Turner and seconded by Cllr C. Aldridge that Cllr P. May is vice-chairman of the Town Management and Highways Committee.

There being no other nominations, Cllr P. May was duly **ELECTED** as vice-chairman.

22/68/TMH Public Forum

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

22/69/TMH Apologies

None.

22/70/TMH Minutes

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, the minutes of the previous meeting held on 11 January 2023 were **ADOPTED**.

22/71/TMH Disclosable Pecuniary Interests

There were none.

22/72/TMH Dispensations

There were none.

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

Cllr D. Sarson asked if the vacation of the harbourmaster's store was discussed at the meeting with the relevant Dorset Council (DC) director on 24 January 2023.

The operations manager said the meeting did take place and the relevant director had been involved in this issue. However, the harbour staff were still waiting for shipping containers to be delivered to move the contents of the store into; the first container was expected today but it hadn't turned up.

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

Cllr P. May said he was aware there was now a rapid charger at Holmbush car park so it might be that three phase supply was now available.

The operations manager said he hadn't had any notification from Western Power Distribution of this but he would follow it up to check if this could be available at Monmouth Beach and Woodmead car parks.

RNLI Lifeguard Service

The operations manager said the RNLI had asked to meet with him the following week to discuss the existing contract. He said when the last contract came to an end, it was agreed it would be rolled over, with a 2% increase each year. He suspected the RNLI was looking to break that contract this year and start discussions about the council's contributions as of 2024.

Update Report**CCTV Project**

The operations manager said planning permission had been granted for the camera on the Baptist Church, in addition to the Rock Point Inn, so he would now be moving ahead with getting the cameras installed. This would include seeking permission to dig across Charmouth Road car park to get an electricity supply for the skatepark camera.

Lister Room water leaks

Cllr D. Sarson asked if the works to repair the leaks were costed out, what the costs were and whether it was to budget.

The operations manager said a window fitting company had been out that day and were fitting a new window, which should resolve the problem. However, he wasn't able to give details about cost as the deputy town clerk was leading on this.

Cllr C. Reynolds said she couldn't understand how a new window could repair a leaking roof.

It was agreed further details of the repairs and the costs would be included in the members' briefing.

Antiques and Craft Centre leaks

The operations manager said the cause of the leaks had now been confirmed; a leak had been found where the flat roof met the vertical section between the two gradients in

height. He said the deputy town clerk was talking to the roof contractor to fix the issues at no cost to the council.

22/75/TMH Town Management and Highways Committee – Objectives

Members noted the report.

22/76/TMH Marine Parade Lift

Cllr D. Ruffle said if the lift was left there, it should be repaired, but his preferred solution would be to remove it, although he acknowledged this may cause issues with accessibility.

Cllr C. Reynolds asked if there was anywhere else a lift could be located as the current lift didn't really take people anywhere. She agreed removing it would raise issues with accessibility.

The operations manager said leaving the lift in its current state would almost invite the same response as it still didn't allow accessibility. He said this was about cost versus the legal requirements and asked members to consider if they felt it was reasonable to spend the amount of money required. He added there were lift companies that were no longer installing lifts within a mile of the sea because they rust so quickly and ramps at the opposite end of the shelters had been investigated but there was no solution to improve accessibility.

Cllr B. Larcombe asked what the room was used for; he said if it was solely for the council's use, the need for public accessibility wasn't as great.

Cllr G. Stammers said if the lift offered full accessibility to the gardens, there was an argument for keeping it, but this wasn't the case.

Cllr B. Bawden said if the ramp wasn't at the other end of the shelters, it would perhaps be necessary to have the lift, but the ramp did give access to the gardens, therefore removing the lift wasn't denying access. She said the space where the lift was could be used for storage.

It was proposed by Cllr P. May and seconded by Cllr B. Larcombe to remove the Marine Parade Shelters lift due to lack of utility and unreasonable replacement cost to the taxpayer, with a view to replace the lift if a future suitable solution can be found.

Cllr M. Ellis said the Langmoor Room was there to be rented to the public and if there wasn't appropriate access, the council was putting itself at risk. She felt removing it wasn't the solution as the council needed to consider the law relating to disabilities. She said either the room should not be rented to the public, which would require a council decision, or the council needed to consider other ways of people accessing the area.

Cllr B. Larcombe left the room at 7.26pm.

Cllr G. Stammers asked if the council could get a clear legal position before considering the matter.

The operations manager said he could take legal advice but he was certain it would say the council should replace the lift.

Cllr B. Larcombe returned to the meeting at 7.29pm.

Cllr C. Aldridge asked if taking the Langmoor Room out of public use would resolve the issue.

The operations manager said it would alleviate the problem to a certain extent but there might still be risk of legal challenge because the lift did provide some access to the roof of the shelters.

Cllr B. Larcombe felt the only solution was to take the Langmoor Room out of public use and keep it for council use, only, therefore the use of the lift wouldn't be required. He said the room didn't get used by the public anyway.

The support services manager confirmed the room was used by the public and bookings were being taken.

Cllr P. May said his earlier proposal didn't rule out replacing the lift but at the moment it was too costly to do so, so members needed to consider if it was the kind of money they wanted to spend on this purpose.

As Cllr B. Larcombe made a counter proposal, Cllr P. May withdrew his earlier proposal.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that before considering the options for the Marine Parade lift, the council considers the future use of the Langmoor Room.

22/77/TMH **Sea Swimmers Safety Box**

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to locate the sea swimmers' safety box on the seafront.

22/78/TMH **Plan Bee**

Cllr P. May presented the proposal for an invertebrate friendly area in the seafront gardens, which would be for all invertebrates, not just bees as the name suggested. He said it would aim to support solitary bees suffering from loss of habitat and said it was only the female solitary bee that could sting and this sting was relatively feeble in comparison to a honey bee. He said there would be no intention of encouraging honeybees or to place hives in the area, therefore people would be at no greater risk of being stung than they would be anywhere else in the gardens.

Cllr P. May said the area of land proposed by staff for this garden didn't appear to offer the necessary shelter and he suggested the area that would be vacated by the Oyster and Fish House decking. He said this area already benefited from hedges on either side to provide wind protection for the insects and the council could offer to relieve the restaurant owner of the cost of replacing the grass. He said the council could also dedicate the garden as part of King Charles III's coronation.

Several members said they supported the idea and the area proposed by Cllr P. May lent itself to this purpose.

Cllr C. Reynolds said most of the plants suggested for the garden were herbs; she said herbs required great nutritional effort from the ground they were put in but the area suggested was where rubbish from the landfill site was put in the 1960s. She said she thought the invertebrate garden was a good idea in principle, but in another part of the gardens which she felt should be up to the gardeners to decide.

The operations manager said having suggested the area in the gardens, the gardening team were already thinking about providing shelter for that space.

Cllr C. Aldridge said she supported the idea and there were a lot of bees and insects in the hedge already. She said it could be a good exercise to consult with local people, such as naturalists, environmentalists and perhaps the school, particularly if it was a coronation garden, and this might help address the issues with the soil that Cllr C. Reynolds pointed out.

Cllr M. Ellis said if the area suggested by staff was used, the costs would be met from the gardens' refurbishment budget but she was concerned the costs for the other potential site were not in the budget. She said the council hadn't yet had the opportunity to properly consider what it wanted to do with the site to be vacated by the decking and there had been a suggestion it could be used for outdoor gym equipment.

Cllr P. May said a lot of the plants needed poor and stoney soil conditions so this would suit the kind of soil present. He was sure the council could find sufficient funds but if not, he was prepared to go to external bodies to seek support.

Cllr B. Larcombe said the environment budget was also available for this purpose.

The operations manager said officers' advice would be not to put a garden that attracts bees and insects near to where lots of people did activities such as mini golf and table tennis and next to a restaurant.

Cllr B. Bawden said this project should be part of a wider review of the gardens as there was the potential not only for a coronation garden but also to apply for Britain in Bloom.

Cllr P. May clarified there was no intention to encourage stinging insects in any greater quantity than were currently in the area.

Cllr M. Ellis was concerned about the proximity of the garden to children using the amenities area. She also felt establishing a garden so soon after asking the Oyster and Fish House to remove its decking would be a sting in the tail.

Cllr P. May said it would be good to put the land to use and do something positive with it instead of it being a wasted piece of land.

It was proposed by Cllr P. May and seconded by Cllr G. Turner to establish an invertebrate garden in the area to be vacated by the Hix Oyster and Fish House decking in consultation with experts about how that could best be achieved.

Before voting, the operations manager emphasised officers were advising against the garden being in this location because it opened up the debate about the decking again. He said the council needed to try and distance itself from anything that might cause negative publicity that a project of this nature and in this location might lead to.

Cllr B. Larcombe said if the council didn't come up with a use for the land, it would continue to be accused of not using the land so this was a demonstration it could be used for another purpose.

Cllr M. Ellis said members were considering just one use for the land and there had been no consideration given to any wider uses. She said the council was giving the message that it needed to fill the space because it didn't want the decking there.

Cllr B. Bawden left the meeting at 8.03pm.

Cllr G. Stammers said perhaps it could be agreed Cllr P. May works with officers to look into areas of the gardens where the invertebrate area could go, which may include the decked area, but without being so specific that it should be that area.

Cllr B. Bawden returned to the meeting at 8.04pm.

Cllr D. Ruffle said he would support a proposal that accepts the idea of an invertebrate garden in principle but without agreeing to a specific location.

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

Proposed by Cllr P. May and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that an invertebrate garden is established in both the area of the gardens suggested by officers and the area to be vacated by the Oyster and Fish House decking in consultation with experts on invertebrate gardens.

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

Voted against – Cllr C. Reynolds, Cllr M. Ellis

Abstentions – Cllr G. Stammers, Cllr D. Ruffle

22/79/TMH Update on the Plans for Speedwatch Groups

Cllr B. Bawden said there were now enough volunteers to set up Speedwatch groups in Lyme Regis and Charmouth, who would be operating within their own locations but with the understanding if they are short, they could call on others to support them. She said the scheme was a recognised way of gathering data to support any request to DC for a traffic measure or speeding restriction, but it also acted as a deterrent to drivers. She said the next stage was for the volunteers to be trained and the aim was to have four approved sites each in Lyme Regis and Charmouth.

Cllr C. Reynolds was concerned the sites where people wanted to operate from wouldn't be possible because they didn't have a pavement for the volunteers to stand on. She said this was the reason volunteers withdrew when a previous attempt was made to set up Speedwatch. She said volunteers also started dropping out when drivers were caught speeding and the volunteers became known.

Cllr M. Ellis asked where the town council fitted into this issue as Cllr B. Bawden was progressing it as the DC ward member.

It was clarified the council had formally given its support to the initiative, agreed to purchase one camera for the volunteers and to support, in principle, the introduction of 20mph speed limits where possible in Lyme Regis.

22/80/TMH Complaints, Incidents and Compliments

Members noted the report.

The meeting closed at 8.40pm.

Committee: Town Management and Highways

Date: 19 April 2023

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 1 March 2023

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

22/73/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 11 February 2023

RNLI Lifeguard Service

A Teams meeting was held between the operations manager and the RNLI on 28 March 2023. The RNLI would like to come to a future meeting of this committee to explain their proposals for contract renewal. The operations manager will arrange that. Based on the council's contribution in 2023, the contribution constitutes 26% of the RNLI's 2023 cost. The RNLI are expected to ask the council to increase the proportion of their contribution to 60% on top of RPI by 2028. This is expected to be achieved by annual incremental increases in contribution to reach the 60% by 2028. No other costs (including training, equipment and kit) will be passed on to the council. A report will be brought to the meeting that the RNLI are able to attend and present at.

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

The store building has been vacated by Dorset Council and any necessary works will commence as soon as possible. Initial inspection suggests the roof, windows, electrics, internal and external doors, ceiling/roof storage area and staff facilities will all require replacement, repair or improvement.

A more detailed report will be submitted to members for approval in due course.

In the meantime, a schedule of required works is being prepared, from which a more detailed and costed budget can be agreed. Quotes will then be sought to deliver the agreed works, hopefully during summer 2023. This will depend on the availability of suitable contractors and the extent to which any outside permissions or consents may be required.

Discussions are ongoing with Natural England and Dorset Council about the use of the accreted land and a verbal report will be given at the meeting.

Antiques and Craft Centre leaks

The roofing contractor has been waiting for a sufficient period of dry and warm weather to carry out the identified remedial works.

A verbal update will be provided at the meeting, but a date of Thursday 20 April has provisionally been booked for a start on site based on the current weather outlook. The required works should take no more than 1-2 days.

22/78/TMH – Plan Bee

Following consideration by the Environment Committee, it was resolved by the Full Council on 5 April 2023 to approve £3,000 from the environment budget for the element of the Plan Bee project by the table tennis.

The operations supervisor is putting together a planting scheme for the two areas agreed for the invertebrate gardens and would welcome working with any members who wish to be involved.

Matt Adamson-Drage
Operations manager
April 2023

Mark Green
Deputy town clerk

Committee: Town Management and Highways

Date: 19 April 2023

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Jubilee Pavilion

The local contractor referred to in the previous report, Philip Thomason of Thomason Cudworth, has indicated his willingness to carry out the works commencing shortly.

A further inspection will take place on 21 April 2023, after which the works will begin as soon as a reasonable period of relatively dry and warm weather is forecast.

The work will be undertaken gradually from a mobile tower and may continue over an extended period based on the weather and the contractor's availability. The total working time spent **on site** will be significantly less than the 12 weeks previously estimated, and the cost will be lower.

He has recommended a much less intrusive approach involving careful application of specialist sealants and where necessary, some removal of existing jointing materials and their replacement with new.

These working arrangements will not require the use of the pavilion for rest or mess facilities or for the storage of materials. On this basis, the intention is to allow the existing use of the pavilion to continue throughout the works.

Perimeter wall – Churchyard and Insurance Claim

Beauchamps Surveyors of Bridport are dealing with the repairs on the council's behalf, including the application for and obtaining of all necessary permissions and consents. As previously reported, the first step is a full survey of the 65m long section of wall to establish its overall condition and the need for any work beyond the rebuilding of the collapsed section. That survey will be undertaken by the end of the month.

A further detailed report will be submitted to members once that costed survey has been completed.

Drainage issues at SWiM

Members previously agreed to make a contribution of up to £10k towards the cost of works which SWiM were undertaking to overcome long-standing drainage issues affecting the unit.

The works are now complete and officers have been provided with the requested receipts for the works undertaken. Subject to final inspection, a payment will be authorised in due course. That payment is anticipated to be approximately £8.5k but may change slightly as a result of ongoing discussions with the tenant and contractor.

Amenities hut building drawings

The planning application has been redrawn and will be resubmitted to Dorset Council with no further planning application costs.

Electric Chargers

National Grid (formerly known as Western Power Distribution), the local Distribution Network Operator (DNO), have confirmed that a three-phase supply will be available to Monmouth Beach car park once the substation has been upgraded, which is expected in the next 12 months. A three-phase supply can be requested for Woodmead car park at any time. Additional car chargers will need to be included in a future budget, should the council request a report at a future meeting.

The government has recently launched the [Local Electric Vehicle Infrastructure fund](#) with £381million of funding over the next two financial years to help local authorities roll out electric charging at pace and scale.

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.

Although the issues are primarily affecting two of the six chalets, it would now appear all six chalets are affected to some extent. In addition, the areas of rotten wood in the worst affected chalet are much more extensive than first realised and will require very extensive remedial action. The specialist contractor working with this chalet owner disputes the suggested causes of the problem and has identified several potential failings in materials, construction and design.

The council's solicitor has been asked to look at all the relevant documentation and to give advice about potential responsibility and liability.

This matter is unlikely to be resolved quickly.

Lister Room

The tenant has commenced trading and the use is being monitored for any issues. To date, everything seems to be working satisfactorily. There are one or two residual issues with the premises, but these will be resolved as soon as a glazing contractor can attend site.

Drainage at Woodmead car park extension

As previously reported, heavy rain during the winter period has highlighted significant shortfalls with the surface water drainage arrangements in the Woodmead car park, including the overflow area.

This has led to flooding of adjacent properties.

Because it is a criminal offence to pass on unatenuated 'flood water' to a third party and any damage arising is an uninsurable risk, something needs to be done to resolve the problem.

Initial investigations had suggested a relatively simple and cost-effective solution involving some additional land drainage within the overflow car park. Levels information supports this option.

Consents are currently being sought to discharge into the existing combined drains before any work can commence.

Office and options feasibility study

Following the discussions at the last meeting of Strategy and Finance Committee, work is now commencing to progress the preferred option of carrying out repairs and improvements to the existing office building.

A more detailed report will be brought to the next meeting, including a detailed programme of work.

Post Office

As previously reported, the person who made an offer for the former Post Office building has now taken a lease of the former Joules premises in Broad Street and the shop reopened on 18 March 2023.

Within that property, he still hopes to include a Post Office counter with 'banking' facilities, but he has not yet been able to get approval from the Post Office to proceed on this basis. The person who has been dealing with the matter at the Post Office remains on long-term sick leave and he is struggling to get a response from anyone else.

Any further update will be provided verbally at the meeting.

Park and Ride 2023

As members will be aware, First informed the council they would be unable to provide the park and ride service for 2023. Officers have been attempting to secure an alternative operator at short notice and a verbal update will be provided at the meeting.

Matt Adamson-Drage
Operations manager
April 2023

Mark Green
Deputy town clerk

Committee: Town Management

Date: 19 April 2023

Title: Town Management and Highways Committee – Objectives

Purpose

To allow members to review progress of the committee's 2023-24 objectives

Recommendation

Members note the report

Background

1. During the 2023-24 budget-setting process a budget estimate was identified against each project.

Report

2. The objectives have been assigned to committees and members can review progress at each meeting.
3. This committee's 2023-24 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**.
4. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

John Wright
Town clerk
April 2023

Objective	Budget, £k	Completion date	Lead officer	Timeline	Comments
Replace one parking machine	5	September 2023	MAD	<i>Install: Sep 2023</i>	<i>Dependent on machine availability</i>
Renew cemetery chapel roof	18	September 2023	MAD	<i>Quotes: Mar – May 2023 4wks work: summer 2023</i>	<i>Work dates will be dependent on contractor availability</i>
Replace tractor	40	November 2023	MAD		<i>Tractor is expected prior to the summer season. Nov 2023 represents the 1yr lead time.</i>
Undertake replacement of harbourmaster's store and cemetery lodge	100	March 2024	MG	<i>Agree scope of works- April 2023 Appoint contract manager-May 2023 Project completion-October 2023</i>	<i>Timescale will depend on the need for any external consents or permissions- which will be informed by the scope of works.</i>
Retarmac cemetery paths	15	September 2023	MAD	<i>Quotes: Mar – May 2023 Work: summer 2023</i>	<i>Work dates will be dependent on contractor availability and weather</i>
Repairs to woodland walk bridge	5	November 2023	MAD	<i>Quotes: Mar- May 2023 Work: Autumn 2023</i>	<i>Work dates will be dependent on contractor availability</i>
Repairs to Bell Cliff steps and railings	5	December 2023	MAD	<i>Listed Building Consent: Mar-Jun 2023 Quotes: Jul-Sep Work: Autumn 2023</i>	<i>May exceed the budget due to professional services for LBC and the amount of work potentially required.</i>
Replace Langmoor Room door	7	June 2023	MAD	<i>Quotes: Mar/Apr 2023 Work: May/June 2023</i>	
Footpath repairs in the gardens	100	March 2024	MAD/MG	<i>Quotes: Apr – Jun 2023 Work: Sep/Oct 2023 or spring 2024</i>	<i>Work dates will be dependent on contractor availability and weather</i>
Improve CCTV provision	38	March 2024	MAD	<i>Listed Building Consent: Feb/Mar 2023 Install: Rock Point/Baptist Church/Gardens - May 2023¹ Quotes for columns: Mar-May 2023 Install: Monmouth - Autumn 2023 DNO install power to skatepark: Autumn/Winter 2023/24 Install skatepark: by Mar 2024</i>	<i>Dependent on listed building consent, availability of equipment and columns (and column install), and the DNO work. Grant from OPCC to be requested on order of the first three cameras.</i>

¹ Originally April 2023 – one quote is outstanding at the time of writing, delaying installation expectation

Repairs to the facade of SWiM, antiques and craft centre and amusement arcade	10	June 2023	MG	Work to be completed by May 2023	Work is entirely weather dependent so timescale assumes reasonable weather.
Repairs to church wall (subject to confirmation of ownership and liability)	30	December 2023	MG	Confirm all responsibilities and ownerships-February 2023 Procure and appoint managing contractor-March 2023 Undertake detailed survey-April 2023 Agree scope and likely cost of work-April 2023 (if within already approved budget) Appoint building contractor-April/May 2023 Complete works- July 2023	This timescale may be very optimistic and assumes no need for external permissions or consents and the ability to complete the works within the already approved budget. The wall is 65m long in total and appears to be in very poor condition well beyond the collapsed section. In addition, it is within the curtilage of a Grade 1 Listed Building.
Identify locations and install gym equipment	25	March 2024	JW	Report to TMH 19 Apr to confirm locations/types of equipment Quotes: Summer 2023 Install: Spring 2024	Work dates will be dependent on contractor availability
Install water Refill station at the Candles on the Cobb Pavilion	0.3	June 2023	MAD	Install: Apr/May 2023 <i>Parts arrived 13.04.2023²</i>	
Replace the amenities' hut	55	March 2024	MAD	Planning app decision: <i>May 2023³</i> Tenders: Summer 2023 Work: Autumn 2023 or Spring 2024	Work dates will be dependent on contractor availability
Remedy water ingress to the Jubilee Pavilion	50	June 2023	MG	Work to be completed by June 2023	Work is entirely weather dependent and timescale assumes reasonable weather. It also assumes that final leak tests on 24/2/23 confirm cause of leak.

² Parts recently ordered have arrived

³ Originally March 2023 – delayed due to a re-draw for the planning application

Determine the use of the trailer park and accreted land	N/A	April 2023	MG	<i>June 2023 assuming Natural England approval and no undue delays in completing the legal work</i>	
Identify preferred partners for provision of professional services and building works	N/A	September 2023	MAD/MG	<i>Advertise to encourage applications – Summer 2023</i>	
Monkeybars for Anning Rd playpark	5	July 2023	MAD	<i>Quotes: Apr/May 2023 Install: July 2023</i>	<i>Completion date is dependent on equipment availability</i>

Committee: Town Management and Highways

Date: 19 April 2023

Title: Outdoor Gym Equipment and Monkey Bars

Purpose of the Report

To allow members to discuss outdoor gym equipment and monkey bars

Recommendation

- a) Members consider the options for outdoor gym equipment and instruct officers
- b) Members consider the options for including monkey bars at Anning Road play park and instruct officers

Report

1. Outdoor gym equipment and monkey bars at Anning Road play park have been included as objectives for 2023-24. A budget of £25,000 has been allocated for outdoor gym equipment and a budget of £5,000 has been allocated for monkey bars. This is the opportunity for members to discuss the details of these proposed projects.
2. Outdoor gym equipment was a project suggested by the council and put to the public as part of the public consultation. Monkey bars were suggested by respondents during the consultation.

Outdoor Gym Equipment



3. Outdoor gym equipment can be a great way to exercise in the fresh air. They can be used as part of a trim trail or in a dedicated area. A vast array of equipment is available, from bench presses and runners, to leg raisers and cycling machines. There are many suppliers of this equipment, including main play equipment contractors, such as Kompan and Proludic, but as an example members may wish to look at the following link [Home | The Great Outdoor Gym Company \(tgogc.com\)](https://www.tgogc.com). Approximately seven pieces of equipment could be purchased for the £25,000 budget.
4. Equipment has to be robust to be sited outdoors permanently and is normally powder coated metal, but particularly in a seafront environment it would be expected to degrade very rapidly, requiring regular routine maintenance and potential replacement within five years.
5. Generally, the equipment operates where the user's body weight is used as the resistance being moved and most equipment does not require specialist surface fall matting.
6. Locations on town council land for this equipment are limited. The putting green area in the Lister Gardens or Anning Road playing field are the two most obvious. The roof may also represent a good space for gym equipment but bolting through the surface would preclude this area.

7. In reaching a decision, members should be aware that the larger £150,000 budgeted project for the Lister Gardens or Anning Road playing field will be discussed by the Strategy and Finance committee. This project will require a large area should it be agreed. Members therefore may wish to defer a decision on gym equipment until the outcome of the other discussion is known.

Monkey bars



8. Monkey bars are generally considered by the council's playground inspection team as a higher risk item of play equipment as they encourage climbing and therefore falling. They will also require a 'fall zone' of an appropriate surface material. They are, however, a relatively low-cost item of play equipment.
9. To accommodate monkey bars at Anning Road play park there are two options: replace an existing piece of equipment with the monkey bars, or increase the size of the play park to accommodate them as there is not enough space due to existing equipment fall zones.
10. Items of equipment that could be removed and replaced include the under used see-saw or the spider's web. Alternatively, to increase the size of the play park, more perimeter fencing and surfacing would have to be installed to the east where the ground is level and there is space, but this would take the play park closer to Anning Road housing and would be a more costly option.
11. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Matt Adamson-Drage
Operations manager
April 2023

Committee: Town Management and Highways

Date: 19 April 2023

Title: Monmouth Beach Garages Policy

Purpose of the Report

To allow members to discuss a policy for letting Monmouth Beach Garages

Recommendation

Members consider a policy for letting Monmouth Beach garages

Background

1. The garages adjacent to the Boat Building Academy at Monmouth Beach are owned by the town council and are rented to the public.
2. The annual rent for a garage is £1,375.

Report

3. The garages rarely become available for rent. There is a waiting of 15 people and some individuals have been on the list since 2007. In the past year, unusually, three have become vacant, one of which is now used by the council for storage.
4. There is no policy for letting the garages but the current waiting list includes people living in Wells, Bath and Taunton, as well as Axminster, Rousdon and Lyme Regis.
5. Before re-allocating these garages, members may wish to take this opportunity to consider a policy of restricting renting the garages to those from the local area or from a wider local area.
6. Should members choose to restrict the waiting list to those who are local, those who are currently on the list but fall outside the geographical limits imposed will be informed that the council policy has changed and that they are no longer on the list.
7. If members restrict the waiting list to those who are 'local', this would need to be clearly defined. Options may include:
 - Lyme Regis residents, only
 - DT7 3 residents
 - Residents in the wider local area, e.g. Lyme Regis, Uplyme, Charmouth, Rousdon and Axminster
 - Anyone, e.g. the status quo
8. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Matt Adamson-Drage
Operations manager
April 2023

Committee: Town Management and Highways

Date: 19 April 2023

Title: Gardens Land Stability Reporting

Purpose of the Report

To allow members to discuss options for land stability reporting in the seafront gardens

Recommendation

Members choose one of the following two options for ground stability monitoring in the seafront gardens:

- a. Engage a land stability monitoring contractor for 51 ground markers
- b. Continue with the status quo where Dorset Council monitors less ground markers than this council, for a 50% contribution

Background

- 1. The town council engaged Lewis Brown chartered land surveyors in a three-year monitoring contract from 2019 to 2021. This involved installing 51 ground markers in the Langmoor and Lister Gardens. The last land stability monitoring by Lewis Brown was conducted in November 2021.
- 2. At the time Lewis Brown were engaged it was believed Dorset Council (DC) had ceased ground stability monitoring in the gardens as their reports were interpreted by local geotechnical experts PCRMA and reports had ceased to be sent to them. In the past this data had always been shared by DC with this council at no cost.

Report

- 3. It was confirmed at the end of 2022 that Dorset Council's contractor was continuing to monitor land stability in the gardens, albeit with fewer ground markers, but that DC were reluctant to provide this council with full reports. DC has more recently said it is willing to share all the monitoring data it collects in return for a 50% contribution to its monitoring.
- 4. It costs approximately £1,000 +VAT to monitor 51 ground markers per visit. The markers should be monitored twice per year in April and October. The costs of DC's contractor monitoring are not known at the time of writing but are expected to be less than the cost of monitoring 51 ground markers. Costs for monitoring are normally met from the existing budget.
- 5. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Matt Adamson-Drage
Operations manager
April 2023

Committee: Town Management and Highways

Date: 19 April 2023

Title: Repair Works at The Bowls Club – Request for Contribution Towards Costs

Purpose of the Report

To allow members to consider a request for a funding contribution towards the cost of repair works at The Bowls Club, Monmouth Beach

Recommendation

Members consider a request for a funding contribution towards the cost of repair works at The Bowls Club, Monmouth Beach

Background

1. The Bowls Club at Monmouth Beach are tenants of the town council and the lease for their premises was recently renewed. The lease contains the usual provisions about the respective roles and responsibilities of both landlord and tenant, including for maintenance and repairs.
2. In the case of the Bowls Club lease, the club is responsible for almost all maintenance and repairs, with only very limited exceptions. However, the main clubhouse building is an unusual structure in that it incorporates an earlier boundary wall, which used to form the 'back' wall of council glasshouses which once stood on the site.
3. When those glasshouses ceased to be used, the 'back' (eastern boundary) wall was retained and partially incorporated into the new clubhouse structure. For instance, the main roof trusses to the clubhouse are let directly into this historic wall and the inner face of the wall forms an internal wall to the clubhouse building with only stud partitioning between it and the internal space, i.e., there is no separate or structural rear wall to the clubhouse building.
4. The wall is massive and extends in height beyond the roof of the clubhouse and also forms the boundary wall to premises in Ozone Terrace. Part of the wall, the roadside end, was recently repaired at the council's cost because structural cracks had appeared and there was some risk of it collapsing into the roadway.

Report

5. The Bowls Club has approached the council because of damp penetration through this wall into the inside of the clubhouse. This will necessitate the removal and replacement of the existing stud partitioning and the installation of improved damp proofing, tanking and ventilation.
6. The club has obtained a quote for this work in the sum of £1,420+VAT and has asked that the council consider paying for all or part of the work given its ownership of the boundary wall.
7. The lease has nothing specific to say about the wall in question and it clearly forms an integral part of the club premises, for which the club is responsible. Equally, the wall performs a wider boundary role, and the council has repaired a section of it in the recent past.

8. Members are asked to consider the request from the club and to decide whether any contribution towards the cost of the works would be appropriate. There is no specific budgetary provision for any contribution, but the outside works budget is typically used to pay for general minor non-routine maintenance and repairs to council assets.
9. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Mark Green
Deputy town clerk
April 2023

Committee: Town Management and Highways

Date: 19 April 2023

Title: Future Use of the Langmoor Room

Purpose of the Report

To allow members to discuss options for the Langmoor Room to potentially alleviate the issue of the unserviceable Marine Parade lift

Recommendation

Members consider the report and allow officers time to explore further options such as a Changing Places toilet facility

Background

1. At the previous meeting of this committee on 1 March 2023, members considered a report on the Marine Parade lift, which has been out of service since the end of summer 2019 due to failing an inspection. It was suggested if the Langmoor Room was taken out of public use, there would be no requirement for the lift.
2. It was recommended by the committee and subsequently resolved by Full Council on 5 April 2023 'that before considering the options for the Marine Parade lift, the council considers the future use of the Langmoor Room'.

Report

3. The council's solicitor, at the time of writing, had not responded to a request for a legal opinion on the potential removal of the Marine Parade lift. Officers would draw members' attention to the Equality Act 2010 which includes a 'duty to make reasonable adjustments' for disabled people. Access for wheelchair users and disabled people has been a legal requirement for public buildings constructed since the Building Regulations Act 2000.
4. The council clearly has an obligation under the Act to support the disabled community and the removal of a facility however limited in utility could be deemed to not be in the spirit of the legislation and would create a negative public perception of the council's commitment.
5. Removal of the room from community use may go some way to minimising risk of litigation against the council should it choose to remove the lift. The limited utility of the lift and large cost to replace could be considered 'not a reasonable adjustment' but members must understand there is no solution that mitigates entirely from potential future legal action if the lift is removed. Again, public perception may not be favourable in closing a public facility.
6. Other uses for the room such as commercially leasing or use as a staff room would not mitigate for the removal of the lift either. Options to use the room for rowing or spinning classes, particularly when the current rowing club has to move out of the Jubilee Pavilion, may be a suitable use for the room. Use as a changing facility for sea swimmers might also be appropriate but none wholly mitigate the loss of the lift.
7. There has been a suggestion that the room could be used as a Changing Places facility, for which there is funding, and potentially a new lift may be able to be part of a funding bid for that.
8. The longer-term sustainability of maintaining a working lift in a seafront location is considerable. It is likely complete replacement would be required every three to five years due

to the seafront conditions. Some lift installation companies are refusing to install lifts within one mile of the sea⁴. The report presented at the previous meeting of this committee is at **appendix 13A**, which has further details of costs.

9. The Langmoor Room was rented eight times in 2022 at a total income of £340 and has been rented four times so far in 2023 at a total income of £150.
10. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Matt Adamson-Drage
Operations manager
April 2023

⁴ The Wessex Lift engineers that service the Guildhall lift were consulted in January 2023. They confirmed some lift companies are now refusing to install lifts within one mile of the sea due to the corrosion inflicted on important working parts. He commented that a lift in a seafront location would most likely require replacement within three to five years.

Committee: Town Management and Highways

Date: 1 March 2023

Title: Marine Parade Lift

Purpose of the Report

To allow members to discuss options for the Marine Parade lift

Recommendation

Members choose one of the following three options for the Marine Parade lift:

- a. Remove the lift due to lack of utility and unreasonable replacement cost to the taxpayer, with a view to replace the lift if a future suitable solution can be found
- b. Maintain the status quo, where the lift remains in place, out-of-service, with a view to replace the lift if a future suitable solution can be found
- c. Instruct officers to obtain three updated quotes for a replacement lift to be brought to a future meeting, with the intention of replacing the lift

Background

1. A report was brought to this committee to discuss options for the Marine Parade in early 2020. The lift has been out of order since the end of summer 2019 due to failing a statutory Lifting Operations and Lifting Equipment inspection (LOLER). The engineering report at that time blamed the harsh conditions of the seafront and it recommended a purpose designed top traction passenger lift for this location. This would be significantly more expensive than replacement with a platform lift. All the contractors that quoted in 2020 agreed that a platform lift was not the correct solution in that location and should not have been installed from the outset.
2. The council has received one complaint about the lift being out of order since 2019.

Report

3. The lift offers limited accessibility. It provides access for the Langmoor Room and the roof promenade along the top of the shelters, however everywhere beyond the roof promenade can only be accessed by steps. The Lister Room is only accessible via steps. Building Regulations 2015 Part M compliancy requires wheelchair lift floorspace to be a minimum of 1400mm x 1100mm. The current shaft can only support a lift with 1400mm x 1040mm floorspace dimensions. Changing the shaft dimensions would require significant building work and expense.
4. Quotes obtained for an appropriate type of lift in 2020 began at £64,000+VAT and did not include the necessary building work to reconstruct the lift shaft. Officers would expect prices would have increased since then.
5. Members asked at a subsequent meeting if a ramp could be added to make the Lister Room accessible instead. On investigation, with our structural engineers at the time, due to the fall height of the steps this would not be feasible without a reconstruction of the existing ramp leading from the parade at great cost. Mobile ramps were also considered but the fall height was too great. More recently the Lister Room is due to be leased in any case.

6. The Equality Act 2010 includes a 'duty to make reasonable adjustments' for disabled people. Access for wheelchair users and disabled people has been a legal requirement for public buildings constructed since the Building Regulations Act 2000.
7. Due to the limited utility against the large cost of replacement and when taking into consideration the harsh environment, which would potentially require lift replacements every three to five years⁵, it may be concluded that installing a new lift is not reasonable.
8. Nevertheless, removing the lift or opting for the status quo may leave the council open to legal challenge.
9. If members wish to remove the lift, safety-glass fencing panels will need to be installed at the current alighting levels, to match with the existing panels, to make the exposed shaft safe. Costs for lift removal are approximately £2,000 and the panels with balustrading approximately £2,000.
10. Members are reminded that any work to remove the lift and shaft will come from the existing outside works budget. If members opt to obtain quotes and replace the lift the funds would come from reserves as unbudgeted expenditure.
11. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Matt Adamson-Drage
Operations manager
March 2023

⁵ The Wessex Lift engineers that service the Guildhall lift were consulted. They confirmed that some lift companies are now refusing to install lifts within one mile of the sea due to the corrosion inflicted on important working parts. He commented that a lift in a seafront location would most likely require replacement within three to five years.

Committee: Town Management and Highways

Date: 19 April 2023

Title: Dorset Council Highways Meeting and Highways issues

Purpose of the Report

To inform members about the meeting with Dorset Council Highways and Highways issues

Recommendation

- a) Members consider conducting five potential speed indicator device site surveys at a cost of £950 from the external works' budget
- b) Members consider purchasing up to two further speed indicator devices at a total cost of £5,690 +VAT and installation, from reserves.
- c) Members agree to send a letter of support on the proposed road widening scheme on Lyme Road to Uplyme Parish Council for enhanced pedestrian and school children's safety

Report

- 1. Cllr Belinda Bawden met with Dorset Council's (DC) community highways team leader Dawn Heath and the parking services manager Mike Westwood on 5 April 2023. Several topics were discussed. A precis of Cllr Bawden's notes follows:

- a. Enforcement

Discussions included poor parking around junctions, pavement blocking in residential areas, in the bus stop outside Tesco, outside the Cobb Arms and the harbour area. Enforcement officers are sent regularly to Lyme Regis and DC is recruiting more. Mike Westwood assured Cllr Bawden the town council enforcement team would be trained up to help soon and apologised for the delay.

- b. Speeding

Dawn Heath recommended asking the speed indicator device (SID) team about employing further SID locations in Lyme Regis but also about traffic engineering loops that gather data on speed as vehicles pass over them. The data would prove helpful in deciding the next best step. Five sites were proposed by Cllr Bawden to survey: Sidmouth Road (two sites), Queens Walk, Kingsway and Anning Road. This would be at a cost of £950. Two more SIDs would be required to cover these five sites should all five surveys suggest a SID is required. One SID should be used for a maximum of three locations. A SID costs £2,595 +VAT plus £250 for the solar panel, plus pole installation. Also, a local public consultation would need to be undertaken in the immediate area of the proposed pole installation. The survey costs and the cost of SIDs and solar panels, £5,690 +VAT, plus installation will need to be met from reserves as unbudgeted expenditure or be budgeted for the next financial year.

- c. Parking control road markings

The town council requested road markings to control parking on sections of Sidmouth Road, Springhill Gardens and Roman Road to control parking. These requests will be considered by DC Highways but there seemed not much likelihood of success as the needs assessment will not show high scores, regardless of pedestrians being forced to walk in the road. DC officers explained that the emergency services have not complained about Sidmouth Road being

blocked and there are few reports of near misses, and removing parked vehicles will increase speeds.

The bus stop marking at the Clappentail Lane roundabout will be checked and marked up if it is a full bus-stop and not a request one. DC officers felt it should be moved further away from the junction and that parking should be prevented on that stretch from the junction. They also agreed to report the repairs needed to the road surface and roundabout.

Similarly, at Springhill Gardens, the upper paved section of Roman Road and junction of Springhill Gardens was seen to warrant double yellow lines but not Springhill Gardens itself or the downhill section of Roman Road. Residents can apply to have white lines across driveways where they have dropped pavements. Residents' parking permits were not possible in areas where most properties have drives and/or garages.

d. Engine idling signs for outside the school

DC officers said there was not a Department of Transport/Highways Code regulated sign to deter engine idling, for outside the school, to avoid lingering exhaust fumes but if we could get the private landowners and the school to put the signs up on their properties, they would try to get us some signs. Cllr Bawden would talk to the school about this.

e. Road surfaces and potholes

Concerns can be reported on the public website - <https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/report-a-problem-on-the-road-or-pavement>

The highway maintenance teams will then assess how quickly the holes need to be filled or whether resurfacing is needed.

f. Near misses and other road or parking related concerns

These can either be reported to Dorset Council or through the Dorset RoadSafe link - <https://www.dorsetroadsafe.org.uk/enforcement-operations/reporting-traffic-concerns/>

Data gathered by Dorset Police will influence how much enforcement is put in place. For example, people driving cars and bikes noisily round residential areas and/or car parks; pedestrians nearly being hit by a car or bike or being hit but not injured; cars parked dangerously close to junctions, reducing the flow of traffic or pedestrians or blocking driveways preventing access; speeding, dangerous driving; road rage, etc.

g. Other issues

CCTV was discussed. A project is underway to provide CCTV for the skatepark.

The wider parking review that was promised was not likely to be conducted soon due to staffing capacity but legislative changes coming later this year could affect what might be possible.

The taxi rank request remains with the licensing team at Dorset Council. Any updates will be reported to future meetings of this committee.

2. Speedwatch

The planned session to start Speedwatch training in Queen's Walk Lyme Regis on Friday 21 April has been cancelled by the Dorset RoadSafe team. The next training session will be Thursday 4 May 2023 at Queens Walk at 10.30am.

3. Lyme Road / Crogg Lane junction

Uplyme Parish Council would welcome this council's support on a road widening scheme where the road narrows near the junction of Crogg Lane and Lyme Road for enhanced pedestrian and school children's safety. The ward member has been liaising with her Devon counterpart to support this scheme on behalf of Dorset school children who use Lyme Road on their walk to/from school.

4. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Matt Adamson-Drage
Operations manager
April 2023

Committee: Town Management and Highways

Date: 19 April 2023

Title: Traffic and Travel Strategy Working Group

Purpose of the Report

To allow members to discuss forming a traffic and travel strategy working group

Recommendation

Members approve forming a traffic and travel strategy working group and appoint members to that working group

Report

1. The chairman of this committee has asked to form a traffic and travel strategy working group to discuss and formulate a plan to tackle the ever-difficult issue of traffic in the town. The issues have been discussed by this council over many years but solutions that everyone can get behind have evaded the membership to date as the problems are not simple to solve.
2. Views on this are many and varied, and whatever is decided will require full backing from the council and consultation with the local community to achieve meaningful solutions to benefit the majority.
3. Members should be aware that solutions are not in the gift of the town council but that the town council can drive and encourage stakeholder agencies to help provide the required solutions. Stakeholder agencies will include, but are not limited to; the local and wider community, the business community, Dorset Council Highways, Devon Council Highways, Highways England and Uplyme Parish Council.
4. The working group will be expected to report back to an autumn meeting of this committee.
5. Members are encouraged to join this working group to achieve a focus and formulate a plan that the whole council can champion.
6. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Matt Adamson-Drage
Operations manager
April 2023

Committee: Town Management and Highways

Date: 19 April 2023

Title: Bin Your Butt Pavement Art

Purpose of the Report

To allow members to discuss Litter Free Dorset's Bin Your Butt pavement art

Recommendation

Members consider approving, in principle, either pavement art on town council pavement areas, or bin your butt signage on the seafront, or both pavement art and signage

Report

1. Litter Free Dorset have allocated £600 to Turn Lyme Green (TLG) as part of the Bin your Butt Campaign. TLG would like to use this funding to create pavement art in Lyme Regis to raise awareness of the detrimental impact of cigarette butts, see **appendix 16A**.
2. Before committing an artist to do this work, TLG would like to understand if the council would approve, in principle, 'Bin your Butt' stencils along the seafront on council-owned pavement areas. The areas would be agreed in consultation with the operations manager.
3. Alternatively, a sign or poster campaign could be employed or both the stencil art and signage could be employed. Turn Lyme Green would like to understand the council's view on which option it would prefer.
4. A similar project has recently received unreserved approval from Wimborne Town Council in its conservation area.
5. Stencils are already used on pavements detailing where dogs must be kept on leads. This stencilling fades over time and requires re-spraying once or twice a year. Any pavement art would be expected to fade and disappear over a period of months and would not be re-sprayed unless this council approved.
6. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Matt Adamson-Drage
Operations manager
April 2023

Briefing for LRTC Lyme Regis Bin Your Butt Campaign

In late 2022, on behalf of Turn Lyme Green (TLG), the Litter Picking Team in Lyme Regis and other groups across Dorset were invited to submit project proposals to Litter Free Dorset's (LFD) Community Fund. TLG were successful in being awarded £600.

Cigarette butts are consistently one of the most littered items in Lyme. The purpose of the project is to reduce their irresponsible disposal by raising awareness of their detrimental environmental and other effects. The funds will be used to commission temporary pavement art from a Dorset-based artist and buy materials. In addition, LFD materials (posters, beer mats etc.) will be distributed by TLG volunteers to pub, restaurants, bars and shops as well as trial cigarette butt pouches (purchased from TLG funds) to smokers agreeing to take part in a short survey.

Subject to permissions, the proposed siting of the pavement art is outside the Marine Theatre and along Cart Road towards the public toilets near The Cobb Arms where a LFD-funded cigarette butt ballot bin was recently installed. Again, subject to agreement, it is envisaged that the design would be repeated up to 10 times along Cart Road and near the benches outside the Marine Theatre. The art design will be chosen by a representative of TLG, LFD and, ideally, a member of LRTC. It would be in the form of stencil art using materials that generally fade after 3-6 months. The timing of the installation – with some sort of an event to draw attention to it in the media etc. - would be June, and the campaign designed to target residents and visitors over the summer months.

Janet Breeze, Caroline Aldridge
16 March 2023

Committee: Town Management and Highways

Date: 19 April 2023

Title: Langmoor Gardens Planting Signs

Purpose of the Report

To allow members to discuss a proposal for Langmoor Gardens planting signs

Recommendation

Members approve a project to sign each plant bed in Langmoor Gardens

Report

1. Cllr Bawden has suggested that each bed in Langmoor Gardens should be signed with the details of its contents for members of the public to access via a QR code. The QR code would be linked to a web page of the planting scheme. As well as the QR code, the signage could include an interpretation board.
2. The cost of simple posts and signs could be met from the existing gardens' budget but more elaborate signs may be costly and would need to be funded from reserves.
3. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Matt Adamson-Drage
Operations manager
April 2023

Complaints and Incidents Summary – 25 February 2023 to 13 April 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
123	01.03.23	This is more a comment really. I recently landed in LR at the finish of the East Devon away. We were disappointed there seemed to be no plaque or marker of any kind denoting the end of this lovely trail. I think the council may be missing an opportunity to highlight a feature that would bring more walkers to the town. I will be contacting Exmouth too. More should be made of the start/ finish. Apologies if I somehow missed it. The trail is very well waymarked and we are encouraging others to do it. Greater footfall would mean revenue for business along the way but especially in LR itself, I need hardly point out.	Coast Path	Enquiries Email	Operations Manger	GR emailed response advising this request would be forwarded to councillors & would advise of any developments
124		A complaint was reported to Cllr B. Larcombe regarding dogs defecating in the cemetery.	Cemetery	Telephone call	Operations Manager	Looking into what can be done to secure gates and the perimeter to keep stray dogs out.
125	31.03.23	We visited Lyme today for the first time in a while and I was dismayed to see the beach front toilets are now unisex. They were empty when I attended but even still I didn't feel particularly safe and I definitely wasn't happy. I don't want to share toilets with men and I don't want my young daughter to have to either. As a women and a mother separate female toilets make me feel more comfortable and feel safer. I know	Unisex toilets, Beachfront	31/03/2023	Operations Manager	Replied to email, unisex toilets done to be inclusive, advised complainant of single sex toilet locations in Lyme Department for Levelling Up, Housing and Communities

		that statistics of crimes towards women rise where they are forced to use unisex toilets. I also am aware that men's toilets are often more messy. My husband also commented on how he didn't feel comfortable either. Please let me know where best to send my complaint if there is a particular department or person that would be best to send it to?				announced on 4 July 2022 that all new public buildings, over a certain size, must have separate male and female facilities. Link to government statement.
126	31.03.23	As a long time visitor to Lyme and the surrounding area I would just like clarification on the bikes being ridden along the front, along where the beach huts are. Not only ridden but at times very fast, Obviously riding a bike on a public path is not allowed so assume it's not here either, however I counted around 8 different cyclists doing this the other day while sitting in my beach hut. It's really dangerous for anyone but with older people, children and dogs even worse.	Cart Road,/Beach huts	29/03/2023	Operations Manager	Replied to email, advised Dorset Council owned this land/classed as a highway, gave him DC contact info and advised to approach them

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
75	08.03.23	I am a Blue Badge guide, based in Bath. I brought a group of 21 American college students and staff to Lyme yesterday, on a largely Jane Austen based tour - although George Somers and Ananias Dare certainly got a mention!		Operations manager	Emailed back 08/03/23 thanking him for his comments GR

		<p>The group absolutely loved Lyme - for them, it was a classically quaint English seaside resort.</p> <p>For me as a guide, it was brilliant - the information panels around the town are incredibly helpful, the town maps are superb, and the provision of public toilets amazing - it puts Bath to shame!</p> <p>The town looks so well cared for - litter free, spick and span.</p> <p>I can tell that the town council plays a big part in that, which is why I wanted to give you this feedback.</p> <p>I'm actually coming back to Lyme with my wife for a four day break next week - can't wait!</p>			
76	14.03.23	<p>Many thanks to Jamie for weeding the cobbles and pathway to the front of the church.</p> <p>It looks much better now.</p>	Churchyard	Operations manager	Member of staff thanked
77	20.03.23	<p>Philip May, one of your Energy Champions, has just done a heat loss survey on our home. We found his visit extremely helpful. The survey was very thorough. It was very reassuring to know the areas in which the house is adequately insulated but also to know what needs attention and improvement. We are very grateful to you for this service and would recommend it highly to all residents in the town.</p>		Cllr P. May	Emailed back 20/03 thanking him for his comments GR
78	21.03.23	<p>Please could you pass our thanks on to Matt and the men who came to help with the church flagpole today. Also a big thank you for those who came to clear the weeds and drainage around the edge of church last month. They did a fab job</p>	Church	Operations manager	Emailed back 22/03/23 thanking her for her comments. AM
79	05.04.23	<p>Dear Cara, Just a quick note to thank you ever so much for your prompt dispatch of the new gateway cards which I have now safely received. You have been super!</p>		C. Austin	Emailed back 05/04/23 thanking her for her comments. GR

80	05.04.23	<p>I wanted to email to say thank you incredibly much for the offer of the bench and we are very grateful. You could not have been more helpful and often people don't get thanked for going out their way to help others so thank you kindly, He was very helpful and informative. Well done to Lyme Regis Council for supporting this initiative. Other councils should definitely do the same.</p>		M Green/P Williams	Emailed back 05/04/23 thanking him for her comments. GR
81	06.04.23	<p>Wendy and I have just walked through the gardens and I'd really like to congratulate everyone for the work they've done. The standard achieved is very obvious. It's come a long way in the last 3-4 years and the hard work and personal commitment put into this has made the whole area the major feature and attraction it is for anyone living, visiting, or holidaying in Lyme. The tree planting and management, the extended range of new shrubs, and re-working of the borders is great. It's a special place and sets Lyme apart from other resorts who aren't so lucky to have such a unique and invaluable public garden setting. It's a credit to all who've worked so hard on this...Brilliant</p>	Langmoor Gardens	Operations Manager	Message shared with members of staff.