



John Wright
Town Clerk

Lyme Regis Town Council

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Town Management and and Highways Committee

Core Membership: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, 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

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 21 June 2023** commencing **on the rise of the extraordinary Full Council** when the following business is proposed to be transacted:

John Wright
Town Clerk
15.06.23

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. Election of Chairman and Vice-Chairman

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2023/24

2. Terms of Reference

To allow the committee to receive its terms of reference

3. 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

4. Apologies

To receive and record any apologies and reasons for absence

5. Minutes

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 19 April 2023 (attached)

6. 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.

7. Dispensations

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

8. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 19 April 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

9. Update Report

To inform members about progress on significant works and issues

10. Town Management and Highways Committee – Objectives

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

11. Gardens Land Stability Reporting

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

12. Gazebo in the Gardens

To allow members to consider the future of the gazebo in the gardens

13. Seafront Evening Litter Bin Collections

To allow members to consider in principle seasonal seafront evening litter bin collections on an ongoing basis covering up to six months.

14. Oil Painting

To allow members to consider the future of a Guildhall oil painting

15. Mini-Golf AED

To allow members to consider, in principle, purchasing an Automated External Defibrillator (AED) for the amenities hut

16. Signs for Spittles

To allow members to consider supporting the Dorset Council ward member's initiative to ask Dorset Council for more signs to alert the public to the dangers presented by the old rubbish tip

17. Complaints, Incidents and Compliments

Summary of complaints and incidents reported between 13 April and 13 June 2023

18. RNLI Lifeguards – Presentation

To allow members to consider the provision of RNLI Lifeguard services

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

19. Fishing College Winter Parking Permits

To allow members to consider a request for winter parking permits at Monmouth Beach car park for Fishing College students attending courses

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

20. 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 18 – RNLI Lifeguards – Presentation

b) Agenda item 19 – Fishing College Winter Parking Permits

Committee: Town Management and Highways

Date: 21 June 2023

Title: Election of Chairman and Vice-Chairman

Purpose of Report

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2023/24

Recommendation

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2023/24
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2023/24

Background

- 1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
- 2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
- 4. Standing order 3.t states:

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

- 5. Standing order 8.a states:

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

6. Standing order 8.b. states:

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

7. The election of the chairman and vice-chairman of the Town Management and Highways Committee will be reported to the Full Council on 26 July 2023.

John Wright
Town clerk
June 2023

Committee: Town Management and Highways

Date: 21 June 2023

Title: Terms of Reference

Purpose

To allow the committee to receive its terms of reference

Recommendation

The committee receives its terms of reference

Background

1. The terms of reference for the Town Management and Highways Committee, along with the general terms of reference that apply to all the council's committees is attached, **appendix 2A**.
2. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

John Wright
Town clerk
June 2023

Terms of Reference

2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report will normally include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to Dorset Council on planning applications.
- 2.3 Each committee will:
- 2.3.1 Elect its chairman and vice-chairman from among its membership;
 - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
 - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
 - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
 - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
 - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
 - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.
- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

5. Town Management and Highways Committee

- 5.1 The purpose of the Town Management and Highways Committee is to manage services provided by the council relating to the natural and built environment, including conservation:
- 5.1.1 Provision and maintenance of public property and open spaces, e.g. car parks, toilets, gardens, beaches, amenity services, cemetery, play park, skatepark

- 5.1.2 Administration of land and property to include leases, licences and concessions
- 5.1.3 Enforcement
- 5.1.4 Trees and planting
- 5.1.5 Street naming
- 5.1.6 To develop proposals and liaise with the county and district councils on highway maintenance and improvements, road safety, street lighting, street care, public transport, and footpaths and rights of way

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 19 APRIL 2023

Present

Chairman: Cllr P. May

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, 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), J. Wright (town clerk)

Absent: Cllr T. Webb

Guests: J. Breeze (Turn Lyme Green)

22/81/TMH Public Forum

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

22/82/TMH Apologies

Cllr C. Aldridge – holiday

22/83/TMH Minutes

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, the minutes of the previous meeting held on 1 March 2023 were **ADOPTED**.

22/84/TMH Disclosable Pecuniary Interests

Cllr D. Sarson declared a non-pecuniary interest in agenda item 12, Repair Works at The Bowls Club – Request for Contribution Towards Costs as he was a member of the bowling club, and a non-pecuniary interest in agenda item 16, Bin Your Butt Pavement Art, as he was a member of Turn Lyme Green.

22/85/TMH Dispensations

There were none.

22/86/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 1 March 2023**RNLI Lifeguard Service**

Cllr B. Larcombe said he had raised this issue at the Harbour Consultative Group as the lifeguards were based on the safest beach in Lyme Regis, while there was no proposition of the most dangerous areas, such as Back Beach and Church Cliff Beach, being manned by lifeguards. He asked if the discussions with the RNLI presented the operations manager with any difficulties as he was a member of the RNLI. Cllr B. Larcombe also asked why funds generated from the RNLI shop in Lyme Regis were not being used to fund the lifeguard service, as it was one of the top performing shops in the country.

The operations manager said his role as a volunteer with the RNLI did present a conflict but he had discussed this with the town clerk and agreed as long as he remained impartial, he could continue to have those discussions, although he could step back if members wished. He said all funds raised went back to RNLI headquarters in Poole and were not distributed locally.

Plan Bee

Cllr C. Reynolds asked if the Plan Bee garden would be established next to the table tennis area as she was concerned about attracting bees to this area.

Cllr P. May said there was no intention to encourage bees to come to the garden and the council had decided there was no more risk of someone being stung in this part of the gardens than in any other part; the previous use of this area for food and drink would have encouraged wasps anyway. He said in future the area would be referred to as the invertebrate garden.

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

The operations manager said the deputy town clerk intended to bring a confidential report to the next meeting of this committee to update members on discussions with Natural England and Dorset Council (DC).

Antiques and Craft Centre leaks

The operations manager said work had been carried out that day to address the leaks and it was hoped this would cure the problem.

22/87/TMH

Update Report

Amenities hut building drawings

The operations manager said the planning application had been resubmitted.

Replacement chalets – rotting wood

The operations manager said KEOPS, who supplied the chalets, were visiting site the following week.

Lister Room

The operations manager said Keeley Glazing visited the site that day and hopefully all issues regarding leaks into the room were now resolved.

Park and Ride 2023

The operations manager said at least one operator would submit a quote to provide the service this year and further discussions were taking place with another operator.

Cllr B. Bawden asked if anyone had spoken to DC as she had offered to do this. She said park and ride was an issue elsewhere and in some other towns, DC paid for a bus and driver.

The town clerk said the deputy town clerk had intended to speak to DC although he wasn't optimistic about getting any support.

Cllr B. Bawden said DC also had experience in dealing with bus operators so she would discuss this further with the deputy town clerk.

Jubilee Pavilion

Cllr D. Sarson asked if the arrangement with Garry Sutherland to use the Jubilee Pavilion as a rowing centre was an open-ended arrangement as members had received an email from Marcus Dixon, of Lyme Regis Gig Club, about the pavilion being used in the long-term as a sports centre.

The town clerk said he had met with Marcus Dixon and Garry Sutherland to discuss the future of the rowing centre and as the works to the pavilion were to a lesser extent than originally thought, the facility could remain there for up to three months longer. He said he had spoken to them about where it could go after that as the council's current position was to commercially let the pavilion, but this decision was made some time ago when the council was under severe financial pressure. As such, members needed to re-visit this decision when the work was finished.

The town clerk suggested members could start to look at a complex in the shelters, including use of the Langmoor Room, to create more sporting facilities on the seafront for rowing, sea swimming and spinning, for example. He said he also spoke to Marcus Dixon and Garry Sutherland about storage of the gigs and whether there could be any discussion with Natural England, which would free up the wooden shed at Monmouth Beach. However, these were all just discussions and Marcus Dixon was welcome to put a proposal to the council. He added this might also help members in considering the future of the Marine Parade lift.

Office and options feasibility study

Cllr B. Larcombe was concerned the detailed programme of work would not be brought to members until the next committee meeting as he didn't want any further delays.

The town clerk said the decision to remain in the office was only made on 5 April 2023 so the deputy town clerk needed some time to pull the programme together. He said officers had also had discussions about how to resource such a significant project.

22/87/TMH

Town Management and Highways Committee – Objectives

Cllr M. Ellis asked that the objectives be put in completion date order.

Cllr B. Larcombe said he understood some of these objectives would have to go back to committees for discussion as they had never been debated and members had only allocated a budget for potential objectives.

The town clerk said the council went through two committee cycles to agree its objectives, as well as a briefing session for members, and all the objectives were agreed through that process. He said some of the objectives would need to come back for more discussion and they had been allocated to the relevant committee but there was no intention to start new discussions on objectives totalling £750k.

Cllr G. Turner asked if the paths in the gardens would be tarmac or gravel.

The operations manager said they would be compacted gravel.

The town clerk said members shouldn't expect to see much progress on the objectives at this point as they were projects from April 2023 and the completion dates were throughout the financial year.

Cllr S. Cockerell asked if contractor availability was an issue as this had been mentioned several times.

The town clerk said this was an issue; the council had struggled to secure contractors post-Covid, especially in professional services.

22/88/TMH Outdoor Gym Equipment and Monkey Bars

Cllr C. Reynolds said she supported the idea of outdoor gym equipment and spoke about the physical, mental and social benefits. She said every holiday destination abroad had this kind of equipment and seaside locations didn't seem to be an issue elsewhere.

Several members said they would not like to see any equipment for younger children removed at Anning Road play park to make way for monkey bars.

Cllr D. Ruffle said if the gym equipment was at Anning Road play park, it could be aimed at adults as well as children, although it wouldn't be as accessible as on the seafront or in the gardens.

Cllr C. Reynolds said the council had talked previously about removing the BMX humps at Anning Road playing field and this would be an ideal place to put gym equipment, as well as monkey bars, which would mean no other equipment would have to be removed from the play park.

The operations manager suggested members considered this equipment as part of the major £150k project for 2023-24 as space for these projects was limited and whatever was decided on the larger project might affect where the gym equipment or monkey bars went.

Cllr M. Ellis said there was a covenant on Anning Road Playing Field which restricted its use to children so this may prevent gym equipment being located there. However, she supported the idea of gym equipment and felt it should be spread out over a larger area rather than grouped in one area.

The operations manager agreed members could look at locating the equipment in one location or spread it out so it becomes a trim trail for people to move along.

Cllr B. Bawden said she had spoken to DC about the possibility of putting gym equipment on East Cliff Walkway because lots of people went running along there.

The town clerk said at the next Strategy and Finance Committee meeting, members would be asked to consider the major project for 2023-24 and this might impact Anning Road playing field or the gardens, after which, he suggested members re-visited the idea of gym equipment and monkey bars as this would help inform the location.

Cllr B. Larcombe said when members looked at equipment, it was important to assess maintenance and durability and to think carefully about the location in terms of adults and children mixing and its positioning on regular running routes.

Cllr B. Bawden said when the play park was designed at West Bay, children at Mountjoy School were involved, which meant the park was suitable for all ages and abilities. She hoped the council would involve children in the planning of the major project so it was accessible for all.

Members agreed the discussion would take place at the Strategy and Finance Committee meeting about the major £150k project and once this was scoped out, it would help inform discussions about gym equipment and monkey bars.

22/89/TMH Monmouth Beach Garages Policy

Members agreed the Monmouth Beach garages should be restricted to the use of Lyme Regis residents and acknowledged those on the waiting list who lived outside the town would be informed they would no longer be eligible. However, those who already had garages but lived outside Lyme Regis would be allowed to continue renting them.

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to restrict the hire of Monmouth Beach garages to Lyme Regis residents and to inform those on the waiting list who live outside Lyme Regis they are no longer eligible.

22/90/TMH Gardens Land Stability Reporting

Cllr G. Stammers felt the council should engage its own land stability monitoring contractor as there would be more markers and the cost was not prohibitive.

Cllr B. Larcombe said he would feel more comfortable if the town council was in partnership with DC regarding land stability, rather than the town council determining the issues itself. He felt there was value in having that shared role with DC in monitoring land stability.

Cllr M. Ellis said in the same way the town council could contribute to DC's ground monitoring, the town council could engage its own land stability monitoring contractor and ask DC to contribute 50% of the cost, which would provide more thorough information.

The town clerk said the council needed to know how much DC would charge for the monitoring and he agreed shared responsibility was important.

Cllr M. Ellis said more negotiation was needed and suggested officers found out from DC how much it paid for monitoring and to ask if it would consider contributing to the town council's monitoring.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that officers engage with Dorset Council to find out how ground monitoring information in the gardens is received and processed, how much the ground monitoring costs, what contribution the town council would be required to make, and to establish if Dorset Council would be interested in contributing to the cost of the town council's ground monitoring.

22/91/TMH Repair Works at The Bowls Club – Request for Contribution Towards Costs

Cllr B. Bawden left the meeting at 8.01pm.

Cllr G. Stammers felt the council should make a contribution towards the repair works as it was the council's wall.

Cllr M. Ellis said the bowling club had responsibility for all maintenance and repairs and she was concerned that making a contribution would set a precedent for other works in the future and with other organisations. She also felt the bowling club should have come to the council for a community grant for this work.

The town clerk said it could be argued both ways as to whether the council should contribute to the costs and agreed it would have been helpful if the club had applied for a community grant. If any contribution was agreed, he suggested the council made it clear it was a one-off, without prejudice or without accepting any liability. He said if the

council accepted any liability, there could be further issues with other damp penetration, which could cost tens of thousands of pounds.

Cllr B. Bawden returned to the meeting at 8.03pm.

Cllr B. Larcombe asked if there was any residual legal requirement for the council to maintain the boundary wall.

The town clerk said it could be argued either way but in reality it came down to what the council chose to do. He said the club had obtained a quote for £1,420 and had asked the council to consider paying all or part of this, so it could consider a lesser amount.

Cllr M. Ellis reminded members this would be unbudgeted expenditure.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to make a 50% contribution towards the cost of repair works at The Bowls Club, Monmouth Beach and to make it clear this was a one-off payment, without prejudice, and the council accepts no liability.

22/92/TMH Future Use of the Langmoor Room

The operations manager said since drafting the report, he had spoken to the DC officer who was bidding for funding for Changing Places toilets; although round two funding had been allocated, he believed £24k would be available so the town council could bid for this, if a suitable location was identified. He said around £16k was required to fit out a room as a Changing Places toilet but none of this resolved the issue with the lift. However, it would give the Langmoor Room a proper use to possibly justify repairing the lift.

Cllr B. Larcombe felt this kind of facility should be put on ground level where there wasn't an issue with a lift and suggested the Jubilee Pavilion. He also felt the Langmoor Room should be taken out of use as it wasn't earning any money and used instead for staff or as a store.

The operations manager said he had walked around the town with the DC officer last year and there was no other location in the town to put this facility.

Cllr C. Reynolds said she supported the idea of a Changing Places toilet but didn't feel the council could consider it, or any other suggestions for the use of the room, until a decision had been made about the lift.

The town clerk said officers would like more time to explore the options, of which a Changing Places toilet was one and a proposal from the gig club was another, but he agreed the council needed to decide what to do about the lift first. However, if the council kept the lift, it would be tied to maintaining it, regardless of what the room was used for. He added that the council might be forced to make a very difficult decision it didn't want to make.

Cllr B. Bawden asked if the room could also accommodate sea swimmers if it was a Changing Places toilet.

The operations manager said the room was 3 x 4m² so it could accommodate both uses.

Cllr M. Ellis said an option was put forward when the shelters were built to extend the ramp on the opposite end to the top level, which would mitigate the need for a lift to that level, and then perhaps a plate lift could be installed just for access to the Langmoor Room.

The operations manager clarified the legal position; he said any public building built after 2000 had to have disabled access but the lift installed at the shelters was not fit-for-purpose. He said the council could choose to remove the lift but it would potentially open itself up to legal challenge.

Several members suggested re-configuring the area so the room would be removed entirely.

Several members suggested de-commissioning the room and using it for storage or staff, but it was acknowledged it would still require disabled access as people would be still be accessing the room.

The operations manager said the lift also provided access to the top level of the shelters so it wasn't simply a matter of taking the Langmoor Room out of use.

Members agreed officers should be given more time to explore the options for use of the Langmoor Room and the implications on the lift.

22/93/TMH Dorset Council Highways Meeting and Highways issues

Cllr B. Bawden said the request for funding for two further speed indicator devices (SID) would come from next year's budget, if agreed, rather than reserves.

She said although Sidmouth Road scored low in the impact assessment for double yellow lines, residents were being encouraged to keep reporting concerns and near misses to DC as the more issues reported, the more enforcement there would be from police and it would move up DC's list of priorities.

Cllr C. Reynolds said she understood a Speedwatch couldn't operate in areas without pavements.

Cllr B. Bawden said it wasn't proposed to operate in any areas without pavements; Sidmouth Road and Queen's Walk had been requested and King's Way and Anning Road were also possibilities.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to conduct five potential speed indicator device site surveys at a cost of £950 from the external works' budget.

Members discussed the request to purchase two further SIDs to cover potential new sites.

The town clerk said members should not commit funding from the next financial year at this point; normally any potential projects suggested by members would be considered at budget-setting time. He said in 2024-5, most of the council's spare funds would be spent on the office refurbishment but the purchase of SIDs could be considered as part of the budget discussions.

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

22/94/TMH Bin Your Butt Pavement Art

The chairman brought this item forward on the agenda and invited J. Breeze from Turn Lyme Green (TLG) to speak.

J. Breeze said TLG had been awarded £600 to support a cigarette butt disposal campaign, which would involve installing three pieces of artwork; one near Theatre Square, one near the Rock Point Inn, and one near the new cigarette bin on the Cobb Arms toilets. She said they chose these areas, subject to permissions, because during their regular litter picking, these areas were most littered with cigarette butts.

J. Breeze said the other element of the campaign was to advertise for a local artist to design some pavement art, which would last for three to six months, educating people to dispose of cigarette butts responsibly. Other options were to stencil artwork along the seafront or attach signs to railings which could be moved between areas. She said her preference would be to have the three pieces of artwork because the stencil art wouldn't allow much messaging to be included and signs would be crowded out by other signs.

J. Breeze said she understood DC Highways would be happy to have the artwork on its land as it had approved similar projects in Weymouth and Wimborne. She said it was really a question of which option the town council preferred.

It was noted the three locations proposed for the artwork were not town council land and therefore didn't require this council's approval. However, members were generally supportive of the proposals.

Cllr B. Bawden asked if TLG planned to put more cigarette bins at the other two locations, e.g. Theatre Square and the Rock Point.

J. Breeze said TLG could look into this.

22/95/TMH Traffic and Travel Strategy Working Group

Several members felt a lot of effort had been put in and plans drawn up in the past to improve traffic issues but it had made no difference, so they didn't feel it would be any different now.

Cllr P. May said there were still solutions which could be implemented, such as a 20mph speed limit in Broad Street to make it safer for pedestrians.

Cllr G. Stammers said if members wanted to form a working group, there was no harm in this but she felt the traffic issues were an unsolvable problem.

Cllr C. Reynolds said the biggest issue was lack of enforcement of existing regulations.

Cllr B. Bawden said DC was recruiting more people and she had spoken to officers about training for the town council's enforcement officers. She said there were a lot of legislation and regulations being introduced, such as decarbonising transport, so there was provision for a changed hierarchy of users and active travel initiatives. She agreed it wasn't going to be easy to implement changes in Lyme Regis but she felt doing nothing wasn't an option. She said the town council could ask DC to look at various options and it now had a huge amount of data which could be used to support any requests.

Cllr B. Larcombe said there were certain initiatives which he felt would make a big difference, such as size restrictions on vehicles allowed into the town as well as weight restrictions, but the working group needed to be limited to things the town council could influence.

Cllr B. Bawden said DC had a new 20mph speed limit policy so this was something the town council could pursue. She suggested external experts could join the working group.

Cllr P. May said he wasn't against external people joining the working group but felt they could be co-opted by members of the working group.

The town clerk suggested the working group should focus on several things that could make a difference so it was achievable and realistic.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to form a traffic and travel strategy working group and to appoint Cllrs P. May, B. Larcombe, C. Aldridge, S. Cockerell and B. Bawden to the group.

22/96/TMH Langmoor Gardens Planting Signs

Cllr B. Bawden said the aim was to make more of an amenity of the gardens, to expand the educational opportunities and explain the planting schemes, especially the sensory aspects. She said the operations supervisor had suggested something simple with QR codes to link to information on the council's website.

The operations manager said phone apps were available which allowed you to take a photo of a plant and identify it.

However, Cllr B. Bawden said it was more than just identifying plants, it was also about the rationale for the different areas of the gardens.

Cllr C. Reynolds asked that the community garden be included in any scheme as lots of people asked for information about it. She felt it was a good idea as long as the information could be accessed by everyone, which wouldn't be possible if QR codes were used.

Cllr B. Larcombe felt it would be sufficient to just name the plants, restricted to the unusual species, and someone could then look up the information themselves.

It was agreed Cllrs C. Reynolds and B. Bawden would discuss the options with the operations supervisor and come back to this committee with suggestions and costs for signing the most important plants.

22/97/TMH Complaints, Incidents and Compliments

Members noted the report.

The meeting closed at 9.22pm.

Committee: Town Management and Highways

Date: 21 June 2023

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 19 April 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 1 March 2023

Trailer Park at Monmouth Beach, Accreted Land

Discussions are ongoing with Natural England and Dorset Council about the use of the accreted land and a site meeting is taking place on 19 June 2023 involving all parties.

A verbal report will be given at the meeting about the outcome of that meeting and any actions which arise from it.

Antiques and Craft Centre leaks

The roofing contractor has returned to site and carried out the agreed repairs.

To date but accepting the exceptionally dry period with only one or two days of rain since the repairs were completed, the works do seem to have solved the leaks into the unit beneath.

Invertebrate garden

So far, wildflower seeds have been sown at the land near the mini-golf. The other land identified is currently bare. The operations supervisor welcomes working with any members who wish to be involved.

Jubilee Pavilion

The local contractor referred to in the previous report, Philip Thomason of Thomason Cudworth, commenced work in mid-May and is making good progress in carrying out the agreed repointing and resealing to the parapet area.

During the course of the works, some apparent water penetration between the roof slab and the sealing membrane has been noted and further investigations are being undertaken. If a failure has occurred, either with the adhesion of the membrane to the slab or of the 'flashing' between the back of the parapet wall and the roof slab then further repair works may be required.

A site meeting with a contractor familiar with the roofing material used to seal the slab is taking place on site on 16 June 2023 and a verbal update will be provided at the meeting.

Amenities hut building drawings

The planning application is with Dorset Council.

Replacement chalets – rotting woo

Discussions with tenants, contractor/supplier and solicitors are ongoing. As previously reported, 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, although concerns about waste and parking/deliveries have been highlighted and are being addressed. The residual issues with water ingress to the premises have now been resolved.

Office and options feasibility study

Work has commenced to progress the preferred option of carrying out repairs and improvements to the existing office building.

Members have agreed to invite proposals for preferred contractors for building related professional services such as architects and surveyors with a view to appointments being confirmed at Full Council on 26 July 2023. These appointments will be employed on the office project as well as other building-related objectives, such as the Monmouth store and cemetery lodge. In the meantime other reports are being obtained preparatory to a commencement of work, i.e., environmental and ecological surveys, electrical surveys and a refresh of the most recent repairs and structural surveys. These surveys should be complete by the time of Full Council on 26 July 2023.

Park and Ride 2023

Following on from the decision of Full Council to operate a two-bus, Lyme-only park and ride service for 2023, further discussions have taken place with Dartline about the delivery of this service.

A timetable has been agreed which mirrors that for 2021 (10.30 to 19.30 approx. on a 17-minute frequency) and the cost for two double-deck buses and three drivers (one driver for part of the day only to allow cover during necessary working hours breaks) has been finalised at £1,140 per day. This is slightly more than the £1,100 previously quoted for two buses as part of a three-bus package including the Charmouth link. The increase is because two buses providing a Lyme-only service requires a third driver to provide cover whereas the three-bus service including Charmouth could cover break periods without requiring a 'spare' driver. The modest increase is, therefore, reasonable.

Over the 44-day duration of the planned service for this year (22 July – 3 September inclusive) the maximum potential increase in the previously reported cost is £1,760. The maximum possible overall cost of the bus service is £50,160, assuming no ticket income whatsoever. In reality, ticket income will reduce this cost very considerably, possibly even to zero with a good summer. The revised ticket charges and other arrangements already agreed by members will also reduce any potential costs to the council.

The advanced signage has all been approved by the AA and the relevant highways authorities and will be put up/installed on 21 July 2023. The total cost for the manufacture, installation and removal of eight signs by the AA is a very reasonable £644+ VAT.

Dartline have applied to the Traffic Commissioners to register the service and the landowners are informed of the latest situation.

22/89/TMH – Monmouth Beach Garages Policy

All those on the waiting list who are not Lyme Regis residents have been contacted to inform them they are to be removed from the list.

Matt Adamson-Drage
Operations manager
June 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

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 has been undertaken and a further detailed report will be submitted to members once a detailed cost plan has been completed.

The initial indication is that much of the wall and its foundation is in poor condition, that the cost to repair solely the collapsed section will be within the agreed budget of £30k but that a phased plan of repair may be required over a period of several years to ensure the long-term integrity of the wall.

Drainage issues at SWiM

Members previously agreed the council, as landlord, should make a contribution of up to £10k or 25% of the cost of the works, whichever was the lesser.

The works are complete, and officers have been provided with the requested detailed and full receipts for the works undertaken. The final cost of the works was £45,263.25 +VAT. On this basis, and following final inspection, a contribution of £10k (+VAT) has been made.

Drainage at Woodmead car park extension

Little further progress has been made with this issue because the preferred drainage option has now been ruled out for technical reasons. Other options are being explored. The timescale for resolving this issue needs to be by end of late summer 2023 to avoid further winter weather flooding issues to the neighbouring property.

Post Office

Any further update will be provided verbally at the meeting.

Town Mill Steps

The Town Mill steps were closed on advice from the fire brigade at 5pm on Tuesday 6 June 2023. Dorset Council engineers took remedial actions on 14 June 2023 and re-opened the path. Further repair work will be necessary at a date to be agreed.

CCTV Project

An invitation to tender was published on the Government's Contract Finder website earlier this month, with a closing date of 30 June 2023. There have been numerous requests for information.

The contract will be awarded in early July.

Vape Project – Litter Free Coast and Sea

The annual project for Litter Free Coast and Sea is disposable vapes. We have a received a request to display promotional banners highlighting the litter waste generated by disposable vapes. The banners will go up on the seafront shortly.

Matt Adamson-Drage
Operations manager
June 2023

Mark Green
Deputy town clerk

Committee: Town Management

Date: 21 June 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, objectives were agreed for the year and a budget estimate 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 10A**.
4. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

John Wright
Town clerk
June 2023

Objective	Budget, £k	Completion date	Lead officer	Timeline	Comments
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>	<i>Critical meeting taking place 19 June 2023.</i>
Install water Refill station at the Candles on the Cobb Pavilion	0.3	June 2023	MAD	<i>Install: Apr/May 2023 Parts arrived 13.04.2023 Installed: 8 June 2023</i>	<i>Sign on order.</i>
Replace Langmoor Room door	7	June 2023	MAD	<i>Quotes: Mar/April 2023 Work: May/June 2023</i>	
Remedy water ingress to the Jubilee Pavilion	50	June 2023	MG	<i>Work to be completed by June 2023</i>	<i>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.</i>
Repairs to the facia of SWiM, antiques and craft centre and amusement arcade	10	June 2023	MG	<i>Work to be completed by Early July 2023</i>	<i>Work is entirely weather dependent so timescale assumes reasonable weather.</i>
Identify preferred partners for provision of professional services and building works	N/A	September 2023 (now 26 July target)	MAD/MG	<i>Advertise to encourage applications – early Summer 2023</i>	
Renew cemetery chapel roof	18	September 2023	MAD	<i>Quotes: Mar – May 2023 4wks work: August 2023</i>	<i>Work dates will be dependent on contractor availability</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>
Replace tractor	40	November 2023	MAD	<i>Tractor received 13 June 2023</i>	<i>Tractor is expected prior to the summer season. Nov 2023 represents the 1yr lead time.</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 church wall (subject to confirmation of ownership and liability)	30	December 2023	MG	<i>Confirm all responsibilities and ownerships-February 2023 Procure and appoint managing contractor-March 2023 Undertake detailed survey-May 2023</i>	<i>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</i>

				<p>Agree scope and likely cost of work- June 2023 (if within already approved budget) Appoint building contractor-July 2023 Complete works- August 2023</p>	<p>budget.</p> <p>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.</p>
Undertake replacement of harbourmaster's store and cemetery lodge	100	March 2024	MG	<p>Agree scope of works- June 2023 Appoint contract manager-End July 2023 Project completion-October/November 2023</p>	<p>Timescale will depend on the need for any external consents or permissions- which will be informed by the scope of works.</p>
Replace one parking machine	5	March 2024	MAD	<p>Install: March 2024 Dependent on the future of Monmouth machines</p>	<p>Dependent on machine availability</p>
Footpath repairs in the gardens	100	March 2024	MAD/MG	<p>Investigation with engineer early-2023 Trial Work: Sep/Oct 2023 Tender: Autumn 2023 Work: Spring 2024</p>	<p>Work dates will be dependent on contractor availability and weather</p>
Improve CCTV provision	38	March 2024	MAD	<p>Listed Building Consent: Feb/Mar 2023 Invitation to tender: June 2023 Install: Rock Point/Baptist Church/Gardens – July/August 2023 Quotes for columns: March-May 2023 Install: Monmouth - Autumn 2023 DNO install power to skatepark: Autumn/Winter 2023/24 Install skatepark: by March 2024</p>	<p>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.</p>
Identify locations and install gym equipment	25	March 2024	JW	<p>Report to TMH in September Quotes: Autumn 2023 Install: Spring 2024</p>	<p>Work dates will be dependent on contractor availability</p>
Replace the amenities' hut	55	March 2024	MAD	<p>Planning app decision: Jun 2023¹</p>	<p>Work dates will be dependent on</p>

¹ Originally March 2023 – delayed due to a re-draw for the planning application

				<i>Invitation to Tender: Summer 2023 Work: Autumn 2023 or Spring 2024</i>	<i>contractor availability</i>
Monkeybars for Anning Rd playpark	5	March 2024	MAD	<i>To be discussed with Gym equipment at September TMH Install: Spring 2024</i>	<i>Completion date is dependent on equipment availability</i>
Repairs to Bell Cliff steps and railings	5	November 2024	MAD	<i>Listed Building Consent: by March 2024 Quotes: spring/summer 2024 Work: Autumn 2024</i>	<i>Will exceed the budget due to professional services for LBC and the amount of work potentially required. Requires re-budgeting for 2024-25 (£25,000 is required)</i>

Committee: Town Management and Highways

Date: 21 June 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 town council gardens' 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 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 its reports were interpreted by local geotechnical experts PCRM 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 was 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 this council's 51 ground markers per visit. The markers should be monitored twice per year in April and October. Costs for monitoring are normally met from the existing budget.
5. A report was brought to the last meeting of this committee on 19 April 2023 about ground stability monitoring and it was recommended and subsequently resolved by Full Council on 17 May 2023 'that officers engage with Dorset Council to find out how ground monitoring information in the gardens is received and processed, how much the ground monitoring costs, what contribution the town council would be required to make, and to establish if Dorset Council would be interested in contributing to the cost of the town council's ground monitoring'.
6. Officers have discussed this with DC and established DC is locked-in with its procurement strategy and therefore cannot contribute to our monitoring. DC monitors c.60 locations around Lyme Regis including in the gardens (28). DC pays £6,290.22 +VAT per year (two visits). If this council would like all of that information DC would prefer a 50% contribution. If this council only wants the gardens monitored, then DC will accept a proportionate contribution.

7. DC has a contract with its land stability monitoring contractor until 2024.
8. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

Matt Adamson-Drage
Operations manager
June 2023

Committee: Town Management and Highways

Date: 21 June 2023

Title: Gazebo in the Gardens

Purpose

To allow members to consider the future of the gazebo in the gardens

Recommendation

Members consider the future of the gazebo in the gardens and consider making a recommendation in principle for further discussion at budget-setting

Report

1. The gazebo in the gardens is suffering from rot to the structure and members should consider its future. There is, however, no budget to achieve a replacement or alternative.
2. The gazebo, in recent history, has attracted the homeless and a fair amount of anti-social behaviour. The police have asked for a CCTV camera to cover this location.
3. A direct replacement building would be costly as it is a relatively large structure. A simple open sided roofed gazebo structure could cost around £3,000 to £5,000, but if members choose a direct replacement this will be costed for discussion at budget-setting.
4. Alternatives of much lower cost might include curved seating and a focal centre piece (perhaps a sculpture).
5. Any recommendations from this committee will be considered by Full Council on 26 July 2023.

Matt Adamson-Drage
Operations manager
June 2023

Committee: Strategy and Finance

Date: 21 June 2023

Title: Seafront Evening Litter Bin Collections

Purpose

To allow members to consider in principle seasonal seafront evening litter bin collections on an ongoing basis covering up to six months

Recommendation

Members consider introducing a regular seasonal seafront evening litter bin collection across six months every year which should be further discussed at budget setting

Background

1. A report was brought to the Strategy and Finance Committee on 10 May 2023 about introducing evening seafront litter bin collections for this year. The former chairman of this committee would like an opportunity to discuss making this a seasonal arrangement with a view to extending it into the shoulder months.
2. Seafront evening litter bin collections, including locking the Marine Parade toilets at 11pm, had been included as part of the council’s service across 2021 and 2022. The provision also included evening security guards. The money for these provisions was granted through various Dorset Council Covid bounce back funds. During summer seasons prior to 2021 the litter service ceased and Marine Parade toilets were locked at 8pm on most days.
3. In 2021 the extra litter service ran from 3 April to 6 September with extra part time staff working 6pm to 11pm or 8pm to 11pm across the week. This early April start was partly due to the full-time cleansing operative having a broken ankle and partly due to a short gap in seafront attendant cover when replacing staff that had resigned.
4. In 2022 the extra litter service ran from 11 July to 4 September (eight weeks) with extra staff working 6pm to 11pm or some longer shifts across the week.

Report

5. There are two full-time staff that undertake litter collections normally. During the summer, the cleansing operative’s shifts are generally 6am to 2.30pm and the seafront attendant’s shifts are generally 11.30am to 8pm but there are some changes to shift timings through the week to meet the 47 hours-a-week contract and to cover the other member of staff’s day off. The shift times are below:

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Cleansing Operative	6am-230pm	6am-230pm	6am-230pm	OFF	6am-2pm	6am-2pm	6am-230pm
Seafront Attendant	1130am-8pm	1130am-8pm	11am-630pm	6am-230pm	1130am-8pm	OFF	1130am-8pm

6. These timings were chosen to cover an early morning litter collection, as a priority, and allows the seafront attendant to cover as late as possible in the evening but allows him to be available for as much of the daytime as possible.
7. It has been noted by some members that on occasion there is not enough litter collection. It is also worth noting that, according to Dorset Waste Services, more litter is being produced than

ever before. Predominantly the issue occurs on sunny days in the 'shoulder' season (Apr/May/Jun or Sep).

8. The staffing for litter collection is finely balanced. Too much and there's not enough to do, wasting council resource in salary payments, and too little and the litter can overflow later in the evening .. but by 8am the following morning all the overnight litter has been collected.
9. Two part-time staff would be required to cover the extra shifts to complement the existing staff (seven day a week working is not allowed in the working time directive). Existing staff working overtime would be more costly in terms of pay. The operations manager has proposed a shift below:

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Seasonal Cleansing1	8pm-11pm	OFF	6pm-11pm	230pm-11pm	8pm-11pm	OFF	OFF
Seasonal Cleansing2	OFF	8pm-11pm	OFF	OFF	OFF	2pm-11pm	8pm-11pm

10. Due to living wage and general salary increases the current rates would be £11.42 per hour and £13.95 per hour, which on this shift pattern, with the higher rate paid from 6.30pm, would be a cost to the council of £447.09 per week. This represents £11,624.21 for a six-month period (not including ancillary costs such as N.I and pension).
11. Members may wish to make a decision in principle and discuss it further during the budget-setting process for 2024-5.
12. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Matt Adamson-Drage
 Operations manager
 June 2023

Committee: Town Management and Highways

Date: 21 June 2023

Title: Oil Painting

Purpose

To allow members to consider the future of a Guildhall oil painting

Recommendation

Members consider the appropriate action for the oil painting of Robert William Hillman

Background

1. A painting of Robert William Hillman was formerly displayed in the Guildhall.
2. The information we have on the painting is as follows:

Robert William Hillman 1900 [1829-1899, Town Clerk (and Lyme solicitor), Mayor 1842, 1857, 1860-61], was painted by John White, according to a contemporary newspaper cutting for 1900. He may well be John White RI, a Scottish artist, (1851–1933) who is known to have painted in East Devon – Beer, Branscombe etc. The picture at current estimations is worth around £2,000.

ArtUK.org [Robert William Hillman \(1829–1899\), Town Clerk | Art UK](#)

See link for recently sold John White artwork <https://www.invaluable.com/artist/white-john-igvvsy3nwb/sold-at-auction-prices/>



Report

3. It appears not to have been hung in the Guildhall for some time and was put away in a cupboard. Storage in this manner has led to two large tears in the canvas. The cost to repair it would be c.£2,500. The painting, including frame, has been valued by Lawrences at the same amount.

4. Recently, a relative of the subject has approached the council with a view to repairing the painting and taking it into his ownership.
5. There is some sensitivity surrounding this as the council is a custodian of the painting and has been for many years and the artwork is listed as held by the Guildhall on art websites and with Lyme Regis Museum.
6. Any recommendations from this committee will be considered by Full Council on 26 July 2023.

Matt Adamson-Drage
Operations manager
June 2023

Committee: Town Management and Highways

Date: 21 June 2023

Title: Mini-Golf AED

Purpose

To allow members to consider, in principle, purchasing an Automated External Defibrillator (AED) for the amenities hut

Recommendation

Members consider purchasing an AED for the amenities hut, in principle, which could be further discussed at budget-setting

Background

1. A member of amenities staff recently suggested that the council should purchase an AED for the amenities hut after noticing several elderly people out of breath on their way up to Holmbush car park.

Report

2. The nearest AEDs to the amenities hut are in Holmbush car park or by the Jubilee Pavilion.
3. An AED similar to the council's existing one retails at £2,100 +VAT. Pads need replacing every three years at a cost of £120 +VAT. AEDs can be expected to last for seven to 10 years before requiring replacement. In a seafront environment we have found that the wall case has required replacement at six years due to corrosion of the buttons and hinges.
4. As this is not included in the budget, members may wish to make an in principle decision at this point, which could be further discussed when the 2024-5 budget is set.
5. Any recommendations from this committee will be considered by Full Council on 26 July 2023.

Matt Adamson-Drage
Operations manager
June 2023

Committee: Town Management and Highways

Date: 21 June 2023

Title: Signs for Spittles

Purpose

To allow members to consider supporting the Dorset Council ward member's initiative to ask Dorset Council for more signs to alert the public to the dangers presented by the old rubbish tip

Recommendation

Members consider supporting the Dorset Council ward member's initiative to ask Dorset Council for more signs to alert the public to the dangers presented by the old rubbish tip by asking officers to write with its support

Report

1. Following the recent Panorama programme on the BBC about the old rubbish tip, the Dorset Council ward member, Cllr B. Bawden, has asked if Dorset Council can provide more signage to alert the public to the dangers presented by items from the old tip making their way to the beach.
2. Dorset Council makes regular inspections of this area and from time to time clear up any dangerous waste that has fallen onto the beach.
3. Cllr B. Bawden would like the town council's support in this initiative. If agreed, officers would write a letter of support to Dorset Council.
4. Any recommendations from this committee will be considered by Full Council on 26 July 2023.

Matt Adamson-Drage
Operations manager
June 2023

Complaints and Incidents Summary – 13 April 2023 to 13 June 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
127	13.04.23	Dear Sir/Madam, I wanted to let you know that on the morning of Monday 3rd April, whilst at Lyme Regis seafront, I was outside the amusements with my daughter and baby grandson. I stepped backwards off the raised walkway and fell probably 80cm to the area below, resulting in a broken foot and I am now in plaster. I am certain I am not the first to do this and I don't imagine I will be the last, unless something is done to prevent this from happening again. I am concerned that if a child fell, the injuries could be fatal. Railings would prevent this and I am hoping that this is something you would consider.	Amusement Arcade wall	03.04.23	Operations Manger	Replied to email, advised that comments would be added to complaints list for members consideration. Discussed at Health & Safety Committee
128	02.05.23	I'm from Exeter and had my day trip to Lyme Regis ruined by finding bags of dog poo in various parts of the beach, lots litter on beach and a man urinating behind a rock. Seriously clean the beach and stop people taking their dogs on to it.	Sandy Beach	01.05.23	Operations Manager	Replied to email, advised that comments would be added to complaints list for members consideration.
129	02.06.23	You may be aware that Monmouth Beach has some small areas of wild grass and flowers that grow in patches on the beach, adding greatly to its character and providing a native habitat for bugs, bees, bird life and other fauna. Regrettably, on the weekend of 20/21 May, someone sprayed weed killer on these patches and now they are dying or dead, along with	Monmouth Beach	May 2023	Operations Manager	Operations manager replied to email, advised that comments would be added to complaints list for members consideration.

		<p>most of the existing ecosystem that it hosted.</p> <p>I recently brought this matter up at the Beach hut owners AGM last weekend and our legal advisor was under the impression that spraying the beach was illegal. Does the Council have any opinion on this or do you suggest raising it with Natural England. I look forward to receiving your comments.</p>				
130	02.06.23	<p>Please can you arrange for all the rubbish up by the beach huts behind the Gig club to be collected, it always seems to be a forgotten area. It is getting to look a total mess not only with the weeds everywhere but now loads of takeaway rubbish & disposal bbqs left between the huts which is highly dangerous & inconsiderate. Please can you try to sort this as it will get a lot worse as the summer season gets underway.</p>	Monmouth Beach beach huts/car park	May 2023	Operations Manager	Operations manager replied to email, advised that comments would be added to complaints list for members consideration.

Complaints and incidents dealt with by Dorset Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
01	30.05.23	A resident contacted us on facebook, raising concerns about a fallen tree on the footpath near the old mill between Lyme Regis and Uplyme.	Footpath	30.05.23	Reported to Russell Goff at Dorset Council	Advised that the land may be East Devon and Dorset Council will liase.
02	12.06.23	The fallen wall adjacent to Broad Street car park above the steps to the town mill bridge, Dorset Council had received reports from residents concerned about the safety. The team were	Broad Street Car park	12.06.23	Photos sent to Russell Goff who is investigating	

		unable to come out to assess, office staff sent in photographs.			the situation.	
03	12.06.23	<p>As a frequent visitor to Lyme I am very disappointed that you have allowed a business to operate which is ruining the experience of all the users of the harbour yard and adjacent beach, customers of the Harbour Inn, Beach Side Cafe and Royal Standard pub and ice cream parlour.</p> <p>When in use, the beach side sauna produces smoke from a chimney around 2m from the ground, which blows down onto an area which is packed with people eating and drinking. It is noxious, as is all wood smoke, and damaging to the health of anyone who spends any time there. It was bad enough in the winter when it started operating in its current location, but now that the weather is hot and sunny it has become utterly intolerable. You just can't stick something which billows out noxious smoke into an area which is very crowded with people seeking fresh air, that is to say, beach users. Please could you explain the process which enabled such a business to be granted permission to operate in its current location?</p>	Slipway, Lyme Harbour	June 2023	Operations Manager	Operations manager responded to email, explaining that the sauna is not on LRTC land.

Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
82	18.04.23	<p>Thanks to you and your team for sorting out the cleaning of the bus shelters adjacent to Cloverdale Court so quickly. They look so much better now without the posters and graffiti. I understand from The Manager here that the gardener is cutting back the shrub which has been encroaching into the shelter which will help. Once again, we all Thank you and the staff for your efforts. We really appreciate it.</p>		Operations manager	Emailed back 18/04 thanking her for her comments GR

83	20.04.23	Compliments given to the cleanliness of the unisex toilets and standard of the seafront, very well kept and looked after by the team, personally popped into the offices to leave praise for the team involved in maintaining the seafront and gardens areas.		Operations manager	Thanked in person and assured compliments would be passed to team and members.
84	25.04.23	This website is great		The Support Services Manager	Emailed back 26/04/23 thanking her for her comments. GR
85	07.05.23	Please would you pass this comment on to the cemetery groundsman. Thank you that the cemetery always looks lovely and well cared for. But a special thanks for today's experience. Care had been taken to mow around the clumps of cowslips with other wild flowers growing amongst them. It's so good to be able to do a bit of wild flower spotting on a walk across the cemetery and to have a groundsman that gives some thought to the negative impact of mowing.		Operations manager	Shared with the team.
86	10.05.23	Dear All involved, Just to say a big thank to everyone involved with the Kings coronation celebrations. The people who did not attend missed out on what was truly memorable occasion. A big thanks must go to all staff ,especially the outside staff that kept the whole event ticking over. We must also thank the councillors who gave of time to be on the gate and patrol the field and inform the general public what was going on. Well done to everyone 🙌. A day we both won't able to forget, keep up the good work.		Support Services Manager	Added to compliments list for members to read.
87	11.05.23	I just wanted to write to the town council on behalf of myself and 6 friends who went to the Coronation party at the football ground on Monday. We were overwhelmed by the generosity of the town council in providing local residents with free refreshments. The whole event was fabulous, with a very happy atmosphere. Our thanks to all those involved and for the friendly and courteous attention we received from stewards and stall holders. It was very much		Support Services Manager	Added to compliments list for members to read.

		appreciated all round.			
88	11.05.23	The crazy golf is brilliant	Langmoor Gardens	Operations Manager	Message shared with members of staff.
89	22.05.23	Thank you for another wonderful time in our beach hut, this is becoming an annual event and much enjoyed Thank you – from the bin man who made sure bins along the prom were emptied (I saw him at least twice) during the day, the vastly reduced number of seagulls, to the cleanliness, vibrancy and seeing so many people enjoying the beach and sea.		Support Services Manager & Operations Manager	Added to compliments list for members to read.

