



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 20 September 2023** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
15.09.23

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

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

2. 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

3. Apologies

To receive and record any apologies and reasons for absence

4. Minutes

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 21 June 2023 (attached)

5. 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.

6. Dispensations

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

7. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 21 June 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

8. Update Report

To inform members about progress on significant works and issues

9. Town Management and Highways Committee – Objectives

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

10. 2024-25 Budget Proposals

To allow members to consider Town Management and Highways' objectives for 2024-25 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 11 October 2023

11. External Works Budget Performance, 1 April – 31 August 2023

To inform members of performance against budget from 1 April to 31 August 2023 and of the forecast year-end position at 31 March 2024

12. Travel and Transport Working Group

To allow members to consider short-term proposals from the Travel and Transport Working Group

13. Parking Places Orders, Monmouth Beach and Woodmead Car Parks

To approve the introduction of new parking places orders for Monmouth Beach and Woodmead car parks

14. Energy Performance Certificates and Let Commercial Buildings

To inform members about the government's latest proposals for let commercial buildings insofar as they relate to energy efficiency and carbon reduction targets and to seek authority to obtain Energy Performance Certificates (EPCs) for all qualifying council-owned let commercial buildings, together with recommendations for improving their performance, where required

15. Use of Personalised Water Craft (PWCs) from Lyme Harbour

To obtain the views of members on the possible licensing, for a temporary/trial 12-month period in the first instance, by Dorset Council of PWCs launched from Lyme harbour

16. Voluntary Beach Cleans

To inform members about the council's general position with regard to voluntary beach cleans and to suggest an approach for dealing with such requests in future

17. Complaints, Incidents and Compliments

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

18. MUGA at Anning Road Playing Field

To inform members of the latest situation with covenants and other issues affecting the Anning Road playing field and how these might impact on the planned delivery of a multi-use games area (MUGA)

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. 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 – MUGA at Anning Road Playing Field

Committee: Town Management and Highways

Date: 20 September 2023

Title: Election of Chairman

Purpose of Report

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

Recommendation

The committee receives nominations and elects its 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. At the last meeting of this committee on 21 June 2023, nominations were sought for the chairman and vice-chairman of this committee. Three members were nominated and Cllr B. Larcombe was declared the winner; however, the election did not comply with section 8a of the council's standing orders, which 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.'

3. Cllr B. Larcombe did not receive an absolute majority of votes and should not have been elected chairman. Non-compliance with the council's standing orders means the election of the Town Management and Highways Committee chairman on 21 June 2023 is null and void.
4. As Cllr C. Aldridge was elected as vice-chairman of this committee with an absolute majority of votes, members and staff have referred to Cllr Aldridge on Town Management and Highways issues in the interim.
5. Consequently, nominations are sought for the chairman of this committee. If the vice-chairman is elected as the chairman, it will also be necessary to elect a new vice-chairman.
6. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
7. 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.'

8. 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.

9. The election of the chairman of the Town Management and Highways Committee will be reported to the Full Council on 25 October 2023.

John Wright
Town clerk
September 2023

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 21 JUNE 2023

Present

Chairman: Cllr B. Larcombe

Members: Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

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

Guests: M. Wilson (RNLI, lifeguard contracts and services manager), H. Irvine (RNLI, regional lifeguard lead)

23/01/TMH Election of Chairman and Vice-Chairman

It was proposed by Cllr G. Stammers and seconded by Cllr D. Ruffle that Cllr C. Aldridge is chairman of the Town Management and Highways Committee.

It was proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson that Cllr M. Ellis is chairman of the Town Management and Highways Committee.

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

Cllr B. Larcombe was duly **ELECTED** as chairman.

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

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds that Cllr C. Aldridge is vice-chairman of the Town Management and Highways Committee.

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

23/02/TMH Terms of Reference

Proposed by Cllr C. Reynolds and seconded by Cllr B. Larcombe, the committee's terms of reference were **RECEIVED**.

23/03/TMH Public Forum

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

23/04/TMH Apologies

Cllr B. Bawden

23/05/TMH Minutes

Proposed by Cllr D. Ruffle and seconded by Cllr P. May, the minutes of the previous meeting held on 19 April 2023 were **ADOPTED**.

23/06/TMH Disclosable Pecuniary Interests

There were none.

23/07/TMH Dispensations

There were none.

23/08/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 19 April 2023

Trailer Park at Monmouth Beach, Accreted Land

The deputy town clerk said a site meeting had taken place with Natural England and Dorset Council (DC) and although they expected Natural England to say the boats had to be removed from the accreted land, they appeared to be willing to compromise. He believed Natural England would be willing to allow a limited amount of boat storage on the Site of Special Scientific Interest (SSSI), but he didn't think they would agree to the current arrangements, and they would expect some changes to how the space was used.

The deputy town clerk said Natural England had asked questions about why the tarmac area was used for parking instead of boat storage. He said Natural England seemed to understand the importance of the harbour to the town, the commitment to a working harbour, and the importance of the harbour to the various clubs that used it. He added that Natural England would now look at further ecological reports and would take expert advice from people working at a national level so their response might take some time.

Cllr B. Larcombe asked what this meant for the boats and equipment that were currently on the accreted land.

The deputy town clerk said what was there could stay for the time being, but Natural England had received a complaint about the use of the land, and they were responding to that. He said the town council hadn't finalised terms for the use of the land with DC because it wasn't yet known what it could be used for. The amount DC would pay would be driven by how much of the land could be used.

Jubilee Pavilion

The deputy town clerk said the contractor expected to complete the works within two weeks, at which point the scaffolding tower and heras fencing would be removed from the lower level. He said the contractor had found other problems beneath the slabs at roof level, but it wasn't as bad as first feared, although the area beneath the parapet would need to be repaired. However, the total cost of the works would still be significantly less than the approved budget of £55k.

The deputy town clerk said the roof membrane repairs would be undertaken by a separate specialist roofing contractor commencing on 14 August 2023, so the heras fencing would be removed until that time. The duration of the roofing work was likely to be no more than 2 weeks.

Amenities hut building drawings

The operations manager said planning permission had been granted with some conditions so the project would go out to tender shortly.

Office and options feasibility study

The deputy town clerk said he would shortly be going through the process of procuring building services and would report the results to the Full Council on 26 July 2023.

Park and Ride 2023

The deputy town clerk said the application had been submitted to the Traffic Commissioners and he was now much more confident about the service being up and running by 22 July 2023.

Lister Room

Cllr B. Larcombe asked if all the issues with the tenant had been resolved.

The deputy town clerk said there were some issues with how waste was being dealt with but a solution had been found which would mean bags would not be left outside the room. He said there had also been some issues with a vehicle being left on the parade for long periods of time, primarily to bring supplies to the Lister Room, but conversations had taken place with the tenant and access would only be allowed during the permitted times.

Cllr B. Larcombe asked where tables and chairs were permitted outside the room.

The deputy town clerk said they were only allowed on the concrete area outside the room and that was now clearly understood.

23/09/TMH

Update Report

Perimeter wall – Churchyard and Insurance Claim

The deputy town clerk said the whole 65 metre length of the wall was in a poor condition so as part of the 2024-5 budget-setting process, members would need to consider a phased plan for its repair.

Cllr D. Sarson asked if there was any indication of cost to repair the whole length of the wall.

The deputy town clerk said the section which had initially collapsed could be repaired for £15-20k, but the cost to repair the whole length was likely to be a six-figure sum.

Cllr G. Stammers asked if there were areas of the wall that needed to be fenced off for public safety in case it collapses.

The deputy town clerk said he didn't think this was necessary and he didn't feel it would be necessary to close the nearby footpath at this stage. However, the initial collapse had been caused by an exceptional weather event so if there was another one, it may have to be reassessed.

Post Office

The deputy town clerk said the space that may have been available in a shop premises in the town was not suitable for a Post Office but the postmaster at Crewkerne who ran

various other outreach services in other villages may still be interested in providing some kind of service in Lyme Regis. He said a Post Office wasn't viable unless it was subsidised by another business or some other input of funds.

Town Mill steps

Cllr D. Ruffle asked if there was any idea of when a permanent repair might happen as he didn't think the current repairs looked particularly safe.

The operations manager said Cllr B. Bawden was pushing for its repair as the ward member but other than that, DC might not inform the town council when it was doing the repairs, but he would try and find out.

Cllr P. May said the trustees of the Town Mill had looked at it and felt it wasn't a big job; he said DC should be encouraged to get on with it.

Cllr C. Reynolds asked if the town council could ask to see a surveyor's report.

The operations manager said he could ask but DC might not release it as it was their land.

Cllr P. May said it was important to the viability of the mill and the businesses in the area that the steps remained open and he suggested the town council wrote to DC to press the matter.

23/10/TMH Town Management and Highways Committee – Objectives

Cllr B. Larcombe asked if some objectives might have to take priority due to budget constraints.

The deputy town clerk said firm figures would only be available once a project had been subject to competitive quote or tender. If those figures were in excess of the approved budget, then options to limit cost or increase budget would have to be looked at. However, he wouldn't expect costs to increase significantly even though the initial figure was, of necessity, an estimate.

Cllr P. May said the recent internal auditor's report referred to the problem of getting data from the parking machines and it noted there were no other machines to be installed, but it was still on the list of objectives to replace one machine.

The operations manager said the completion date had been changed to March 2024 and it was dependent on whether the council continued with the current providers Flowbird or replaced all the machines.

Cllr C. Reynolds asked why the installation of CCTV at the skatepark would be the last to be installed given the problems in the area.

The operations manager said this was because the council was waiting on the National Grid to do the dig to connect the electricity.

23/11/TMH Gardens Land Stability Reporting

Cllr B. Larcombe felt the town council should be working with DC as it was the authority that dealt with land stability and it was useful to have common data, rather than doubling up. He also felt it would be useful to have monitoring points all over the town, rather than just in the gardens.

Cllr P. May said if the town council did its own monitoring, it would have a lot more data on the gardens as there would be more monitoring points.

The deputy town clerk said he didn't know what analysis the town council would see of the data from DC and he would also be reluctant to lose the input of the geotechnical experts the council currently used, PCRMs, into what was happening on town council land. He suggested the council did its own monitoring and also contributed to DC's monitoring because this would provide a greater degree of monitoring of the gardens, the council would continue to have PCRMs' input, and the council would have a wider perspective beyond the gardens from DC's reporting, although he acknowledged this would cost around £4k more than currently.

The operations manager said the current monitoring costs were paid from the outside works' budget, but if members were considering increasing the budget, this would need to be considered as part of next year's budget-setting process.

Cllr M. Ellis said the council couldn't be sure DC was monitoring areas that were relevant to this council and it didn't require information about DC land.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to engage a town council gardens' land stability monitoring contractor for 51 ground markers.

23/12/TMH Gazebo in the Gardens

Members acknowledged the anti-social behaviour that was taking place at the gazebo, which seemed to be related mainly to one group of people.

Cllr B. Larcombe said there had been complaints from the public about the state of the gazebo and he would rather see it taken down and some benches put in its place due to the problems it brought.

Cllr M. Ellis felt it would be a shame to remove the gazebo as there was nowhere else in the gardens that provided shade for people. She also felt removing the gazebo would only move the problem elsewhere. She said in Weymouth, many of the areas such as this had gates on them so they could be closed at night.

Cllr C. Reynolds said no one else wanted to use it at the moment anyway, due to the anti-social behaviour which was taking place in there.

Cllr C. Aldridge said it had become custom and practice for certain groups to meet there and she wasn't sure if removing the gazebo would resolve the problem.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to remove the gazebo in the gardens in principle, subject to funding in the 2024-5 budget.

Cllr P. May clarified the proposal didn't rule out putting something else in place of the gazebo.

23/13/TMH Seafront Evening Litter Bin Collections

Cllr C. Aldridge said she had asked for this item to be brought to the committee as she had noticed litter was a big issue in May so she felt the seasonal litter bin collections needed to be extended beyond July to September. She felt the seafront was a vital part of the town's offering so even if it meant paying a bit more, this should be a priority.

Cllr M. Ellis said extra litter collections wouldn't be needed every day so she didn't think a six-month appointment was necessary.

Cllr M. Ellis left the meeting at 8.18pm.

Cllr B. Larcombe said most of the council's income came from visitors, through things like beach huts, car parking and amenities, so he felt it had an obligation to give some of that income back to support the town.

Cllr M. Ellis returned to the meeting at 8.20pm.

The operations manager said on quiet days, if the staff were not required for litter removal, they could be deployed elsewhere. He said the current arrangements were to have evening litter bin collections for four months of the year so this would extend the provision for a further two months, which took into account that more people were visiting out of season.

Proposed by Cllr P. May and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce, in principle, a regular seasonal seafront evening litter bin collection across six months every year which should be further discussed at 2024-5 budget-setting.

23/14/TMH Oil Painting

Cllr P. May suggested loaning the painting to the family of the subject, making it clear it was still the property of the council, but they could look after it on the council's behalf and it would be up to them if they chose to repair it.

Cllr C. Aldridge asked if there would be any implications in giving the painting to the family as it was listed as being held by the council and whether the council was allowed to do this.

The deputy town clerk said paintings were included in the council's asset register generally but not listed individually. He said the family member who had seen the painting was willing to pay £2.5k to have it restored, but only if the council sold it to him for a nominal sum. He said if the council was open to this, the council should make it a condition that the relative must repair the painting.

The deputy town clerk said the relative was not willing to pay a significant sum of money for the painting because it would cost at least as much to repair it as it was worth and equally, the council was not going to repair it, nor was it something the council could claim against its insurance due to the increased premiums which would result.

Several members were concerned about giving away an asset that effectively belonged to the residents and that it might set a precedent.

Cllr M. Ellis felt the council should retain the painting in its current condition and if another council administration wanted to repair it, they could choose to do this.

Cllr B. Larcombe said the painting should be seen as a council asset and assets came to the end of their life or got damaged and were disposed of. He said the council would naturally dispose of things that had lost their value.

It was proposed by Cllr M. Ellis to retain the oil painting of Robert William Hillman in its current condition.

This motion was not seconded.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to offer the family of Robert William Hillman the opportunity to purchase the oil painting for a nominal sum on condition that they have it professionally repaired.

23/15/TMH Mini-Golf AED

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to agree, in principle, to purchase an AED for the amenities hut, to be further discussed at 2024-5 budget-setting.

23/16/TMH Signs for Spittles

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to support 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.

23/17/TMH Complaints and Incidents Summary

Cllr B. Larcombe referred to the complaint about the amusement arcade wall and said the suggestion of railings was perhaps something the council needed to look at.

The operations manager said this was discussed by the Health and Safety Committee and due to the fall heights involved, railings were not required.

The deputy town clerk said the council had been written to by the tenant, who had offered to replace the railings that were there. He said this would be something to look at when the lease was renewed.

23/18/TMH RNLI Lifeguards – Presentation

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

23/19/TMH Fishing College Winter Parking Permits

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

23/20/TMH Exempt Business

a) RNLI Lifeguards – Presentation

The chairman invited M. Wilson and H. Irvine from the RNLI to give a presentation about the lifeguard service.

Cllr B. Larcombe said he considered the sandy beach to be a safe beach and he felt the lifeguards should be covering the more dangerous areas of Church Cliff Beach and Back Beach. He said he didn't consider the purpose of the lifeguard service was to deal with lost children and anti-social behaviour. He asked why the takings from the lifeboat shop, which was one of the best performing in the country, couldn't be used for the lifeguard service in the town.

H. Irvine said the RNLI was contracted by the town council to provide the lifeguard service on the sandy beach but if the council would like them to look at other areas, they could risk assess them. He said the physical risk of the sandy beach was low but it was elevated to medium risk because of the high number of visitors in the water and the potential for conflicting activities in the water. He said lifeguards were there to serve the community so they were there to deal with whatever issues came their way on the beach, which may include lost children or anti-social behaviour. He added that having lifeguards on an amenity beach was a draw to people.

M. Wilson outlined the overall cost of providing a lifeguard service and the proportion the council contributed. She said the RNLI was asking the council to commit to paying a RPI uplift plus 4% each year for the next five years on top of the current amount, and she outlined what the possible costs would be based on the assumption RPI was at 10%.

H. Irvine and M. Wilson left the meeting.

Members agreed the lifeguard service was a valuable asset as it provided reassurance to families that Lyme Regis was a safe beach. They also acknowledged the amount requested by the RNLI was reasonable.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to enter into an agreement for the provision of RNLI Lifeguard services at the 2023 rate, plus annual uplifts of RPI plus 4% for the next five years, starting from 2024.

b) Fishing College Winter Parking Permits

Some members were concerned allowing the fishing college to have concessionary permits would set a precedent as it was a business and other businesses might also request the same.

It was also unknown how many days the permits were likely to be needed to be able to estimate the subsidy.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that officers find out how many days the Fishing College would need winter parking permits and what the total cost is likely to be.

The meeting closed at 8.25pm.

Committee: Town Management and Highways

Date: 20 September 2023

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 21 June 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

23/14/TMH – Oil Painting

The relative of the subject depicted in the damaged oil painting has confirmed he is willing to acquire it at a nominal sum as agreed. The sale is conditional on him having the painting professionally repaired on the basis and at the cost previously advised and within a reasonable timescale, six months. The restorer, who is based in Yeovil, will shortly collect the painting to commence the restoration work.

23/18/TMH- RNLI

The new five-year contract with the RNLI to provide a lifeguarding service for the front beach at Lyme has now been agreed and completed on the basis sought by the RNLI and approved by members, i.e., an annual increase in cost of RPI + 4%.

23/19/TMH Fishing College Request for Winter Parking Permits

Members had sought further clarity about this request, in particular how many permits/spaces might actually be used and how often.

It is understood that various classes are run of differing sizes and duration, and they tend to be organised on a demand-led basis. This makes predicting a precise number of spaces required and a guaranteed frequency of use extremely difficult.

The matter is included on this agenda as a separate item for further consideration.

Mark Green
Deputy town clerk
September 2023

Committee: Town Management and Highways

Date: 20 September 2023

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues. Previously reported or background information is in normal typeface and the most recent update is in italics, bold.

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.

Work is due to commence on the initial repair by the end of this month and the work is expected to take about 4-5 weeks to complete. A more comprehensive report about the need to carry out a phased programme of repairs and the likely cost implications will be available to inform the budget-setting process.

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.

The works appear to have been completely successful and have cured the long-standing drainage problems affecting this unit.

Drainage at Woodmead car park extension

The results of a detailed site investigation have now been received and there are significant issues with the existing surface water drainage system, especially with drains at the foot of the bank on the 'lower' side of the car park and with a petrol interceptor at the outfall of this drain at the base of the steps to Hill Road.

There is no drainage in the overflow car park.

A scheme to resolve these various problems is being prepared, but the first stages will be the undertaking of a detailed topographical survey to establish precise levels and a thorough jetting and cleaning of both existing gulleys in the main car park and the petrol interceptor. The latter is particularly important to avoid the risk of any hydrocarbon discharge into the river.

The intention is to have an initial scheme design and cost prepared in time to inform the budget setting process. At this stage it would be reasonable to expect a total scheme cost of not less than £30-50k.

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.

Dorset Council has now agreed a scheme of works to be undertaken in October. There is pressure for this scheme to include bicycle racks at the top of the steps, something which Dorset Council is not willing to do, for the time being at least. Alternative routes will be clearly signed for the duration of the works. There will be some overlap with the planned resurfacing of the access road to the Town Mill.

If members wanted to support the provision of cycle racks in this location then it could be put forward as an objective for 2024/25 but the officer view is that this is something which should be undertaken by Dorset Council as landowner and highway authority.

CCTV Project

The contract has been awarded to Scutum West as agreed by members and an initial meeting is being arranged for later this month. This meeting will address various issues, including the interface of the local system with the remote monitoring facility.

There remain some issues with the provision of an electrical supply to some of the locations, but discussions are ongoing to resolve this.

An updated price is being obtained from National Grid for the provision of a power supply to the camera at the skatepark site, and the permission of Dorset Council to cross their land has been sought.

An additional camera in the gardens is being priced at the request of the police and the Police and Crime Commissioner grant will be sought as soon as possible, their requirement is that it cannot be drawn down until after the order/installation of the third camera.

Trailer Park at Monmouth Beach, Accreted Land, Phase V Cobb Works

As reported verbally at the last meeting, Dorset Council is working to a deadline of 30 September 2023 for the completion of an application to Natural England. They are in the process of appointing JBA, the consultants advising on the Cobb Phase V works, to assist with the necessary environmental and ecological input. A copy of the consultant's proposals was received on 14 September 2023 and it includes a date of 29 September 2023 for completion of their brief. Natural England offer an advisory service, and this will also be utilised.

The application itself will have to be submitted by this council as landowner and it is also this council that may be subject to any formal action by Natural England, for the same reason. It is, therefore, critical that momentum is maintained with this work and the required timescales are met by Dorset Council.

With regard to the planned Cobb Phase V works, it appears this may also impact the town council's accreted land. Ownerships, etc have been drawn to the attention of the team at Dorset Council leading on this project and any necessary reports will be submitted to members in due course.

Antiques and Craft Centre leaks

No further leaks have been reported and it appears that the issue has been resolved.

Invertebrate garden and other 'garden ideas'

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.

Various ideas have emerged about the gardens and the matter will be raised at the forthcoming chairmen's meeting to discuss how the various ideas and inputs are best coordinated.

Jubilee Pavilion

Further vulnerabilities with the installed roof system and membrane were identified as a result of the June site meeting. O'Briens of Bridport were appointed to carry out the additional repairs to the Bauder roof membrane and to properly tie it to the adjacent upstand. Although that work was slightly delayed, the contractor is now on site and the work will be complete by the end of September. The additional cost of this work is about £10k, but the total cost of all works to the pavilion roof will still be well below the approved budget of £50k. The anticipated underspend is about £15k.

Amenities Hut Building and Plans

The planning application has been approved by Dorset Council and the building regulations application is in the process of being submitted.

The building regulation plans have been amended to change the trenched foundation to a raft design given the piled nature of the ground. The architect is being asked for confirmation that this will not involve the resubmission of amended plans for the purposes of planning.

There is a meeting arranged with the architect for 29 September 2023, at which the process for procurement and delivery will be discussed.

The building work will need to be the subject of a formal quotation or tender process; most likely the latter given the potential costs involved.

The current programme for delivery involves construction during February/March 2024, when the mini golf is only open over weekends and at half term and when any loss of income is likely to be at a minimum.

Nonetheless, during the same period last year, income significantly exceeds costs and it may still warrant looking at some temporary arrangements to keep the facility open during construction.

A more detailed report will be submitted to the 11 October 2023 meeting of the Strategy and Finance Committee given the potential financial implications of either shutting or putting in place temporary measures to keep the facility open during construction. Although the income during any temporary arrangements is likely to exceed the cost of implementation, no budget currently exists for any temporary measures and it is unlikely that the already approved project budget of £50k will be sufficient to absorb the cost. There is general concern about the adequacy of the overall budget, but this will only be properly tested once competitive prices have been obtained.

The intention is to incorporate as many measures to enhance energy efficiency and reduce the carbon footprint of the build and ongoing occupation of the building, but this is likely to come at additional cost.

Measures could include PV panels on the roof, locally and sustainably sourced timber, timber treatment using more environmentally friendly processes, maximising insulation values, etc.

Replacement chalets – rotting wood

Discussions with tenants, contractor/supplier and solicitors are ongoing. As previously reported, this matter is unlikely to be resolved quickly.

Office and options feasibility study

Members have agreed to appoint Crickmay Stark to assist with architectural and building related work and they have been appointed and instructed on this project. The initial work involves the undertaking of a full cost plan using a specialist quantity surveyor (QS). This will help inform the budget setting process. The QS will individually cost all aspects of the building work, including all works which assist with meeting the council's environmental and carbon reduction ambitions.

A further report will be submitted to the meeting of the Strategy and Finance Committee on 11 October 2023. This will help inform the budget setting process. At this stage, all budgetary provision for this work is contained within the financial year 2024/25. Whilst the substantive building works are planned for autumn 2024, preparatory work will need to take place prior to 1 April 2024 if this timescale is to be met. The QS cost is an example of this. This issue will be addressed at the 11 October 2023 meeting.

In addition, decant space will be required during much of the refurbishment work. Whilst some hybrid working may be an option, as may the use of Unit 1A at St Michael's Business Centre, Unit 2 at the same address is currently vacant and is a larger ground floor unit of a similar area to the whole of the ground floor of the existing offices. One option would be to take a short-term lease of this area to safeguard its availability during the works to the office. The combined rent and service charge is approximately £8k p.a. and the unit is in good condition, air conditioned and requires virtually no work to make it useable. It would also offer the opportunity for an alternative meeting venue whilst not in use as decant space.

Members may want to consider this as a potential 'objective' for 2024/25.

Cemetery Lodge and Harbour Store

Members have agreed to appoint Crickmay Stark to assist with architectural and building related work and they have been appointed and instructed on this project. A measured survey has been undertaken and a preliminary specification of work is being prepared with a view to preparing the required plans and producing the necessary tender documents. QS advice will also be sought to confirm the likely costs involved. It may be possible to avoid the need for planning permission if the works comprise wholly or primarily repairs. Neither building is listed. The approved budget for both schemes is £100k in total and the initial view is that this is a challenging target given the scope of works required in both locations.

Any additional information about costs will be reported to the meeting of the Strategy and Finance Committee on 11 October 2023.

Park and Ride 2023

The reduced service for 2023 has now concluded and detailed passenger numbers, ticket sales and income, etc figures are awaited from Dartline, the operator. There have been one or two complaints about congestion caused by the buses at peak times and about passengers not being allowed to board at the bottom of the hill. Generally, the service has operated without significant issues, except on the one day when Charmouth Road was closed without notice for emergency repair works to be undertaken.

Given the experience of this year, when the long-standing operator pulled out at very short notice, planning for next year's service has already commenced and a full report about both the cost of this year's service and the proposals for next year will be taken to the meeting of Strategy and Finance Committee on 11 October 2023. That will then help inform the budget setting process.

Monmouth Beach Garages

Following the death of a tenant, steps are being taken to clear the remaining contents of the garage so it can be re-let. Some contents have already been cleared by family members, but anything not cleared

by the end of September will be itemised and stored for subsequent collection or disposal in accordance with legal advice obtained by the council's solicitor.

Roof Works to Cemetery Store

The works have been completed ahead of the original programme and 'on budget'. The total cost is approximately £18.3k and the approved budget was £18k. The contractor was Perennial Roofing Ltd of Bridport.

Cemetery Paths Resurfacing

The resurfacing work has been completed on programme and to budget. The total cost is £16k and the approved budget was £16k. The contractor was H C Lewis Ltd of Beaminster.

Works to paths in gardens

Peter Chapman Geotechnical prepared an initial specification for the remedial works to various of the 'lower' paths in the gardens, where significant movement had occurred over the last 12-18 months in particular.

Given their successful quote for similar repair works in the cemetery, it was agreed that H C Lewis Ltd of Beaminster should undertake initial works to dig up and repair one short section of the affected paths.

This would then allow the subsurface problems to be inspected in greater detail by the geotechnical engineer and inform the final specification for the remainder of the repair works.

The price for the initial works will be approximately £6k. Although H C Lewis have provided a price to undertake all the required works to the same specification as the initial work, it is highly likely that this specification will need to change and this will, in turn, affect their price. In any event, the bulk of the repairs should be quoted or tendered on a separate basis to comply with the council's financial regulations and standing orders.

The initial price provided by H C Lewis is well below the approved budget of £100k and this may give some confidence that the works can be completed on or under budget.

The preliminary works will be undertaken before the end of October, after which a further update or report will be provided to members.

It is intended to instruct Peter Chapman to manage the works on site given the importance of geotechnical input.

Repairs to Fascia above SWiM, Antiques and Craft Centre, Amusement Arcade and Public Toilets

The selected contractor, APA Concrete Repairs Ltd of Weybridge is now on site and repair works are progressing. The programme extends from 11-26 September 2023 and the work involves the removal of all loose and spalled concrete, the treating of any corroded steelwork, the cleaning, sealing and making good of the surface and its subsequent 'painting' with specialist material.

The tenants were notified prior to the commencement of works and no major issues have occurred to date, although one additional area of deterioration has been identified.

The work is commencing at 5am to minimise disruption to tenants, and work around entrances and sensitive areas ceases when each individual tenant opens to the public.

The quoted price for the work was £21.6k. Additional works agreed as required whilst on site will be priced additionally. Although the work is very weather dependent, the contractor has made good progress to date and is on programme.

Filming on Seafront

Members have received a separate briefing about potential filming for Netflix at various locations on or near the seafront during the first or second week in October.

There is a further visit to Lyme by the technical team on Friday 15 September 2023 and any further updates arising from that visit will be provided verbally at the meeting.

Training to Enable local On-Street Parking Enforcement

Members have previously been advised about the intention for the enforcement officers to receive appropriate training from Dorset Council to enable the local enforcement of on-street parking issues.

That training has not yet been provided and Dorset Council has now advised that the training will, hopefully, be provided 'over the winter period'.

Waste Collection at Monmouth Beach

Members have previously been informed that Dorset Council intend to change some of their waste collection arrangements at Monmouth Beach, specifically as they apply to static caravans and some chalets.

From 11 September 2023 onwards, those chalets which are business rated (eight chalets at present) will no longer be able to have their waste collected free-of-charge. This is because business rated premises should pay for a separate collection of 'commercial waste'. Previously, waste from these chalets was mixed with waste from other council tax-paying chalets, but this will not be permitted going forwards.

A similar arrangement has existed for all static caravans since 1 April this year. The sites of all static caravans are subject to business rates because the type of premise falls into a different taxation class, irrespective of actual use.

The new arrangements will involve the use of two additional 1,100 ltr waste bins which will be collected fortnightly at a cost of £18.02 each per collection. This amounts to a total monthly charge of either £72.08 or £108.12 depending on how many complete weeks fall within that month.

In addition, the on-site domestic waste collection to Ware Cliff and Bowling Green has ceased, and all chalet owners will be expected to bring their waste down to the existing large bins at car park level. This on-site collection service did cease temporarily several years' ago but was reintroduced during Covid. There will be special arrangements for chalet owners who are physically unable to bring their waste down to the lower level.

Whilst the changed arrangements do provide additional overall bin capacity, they are likely to prove unpopular with owners. They may well also increase the risk of commercial 'fly tipping' in the additional 1,100 ltr bins. This particular problem has occurred in this area previously and led to the introduction of combination locks on the bins. That solution may have to be reintroduced, but it is inconvenient for legitimate users. The situation will be monitored. If Dorset Council suspect 'fly tipping' has occurred, then it is not uncommon for the waste to be left uncollected.

The general collection service to this area will also be removed between 7 January and 7 March each year. This is not unreasonable given that no chalet or caravan should be occupied during that period, and general waste from beach users is likely to be minimal.

Dorset Council has also indicated that it is investigating the POSSIBILITY of charging for waste collection from all non-permanently occupied 'holiday-let' premises, irrespective of whether they are business rated or pay council tax. Apparently, this is something which they are legally able to do, but no

decisions have yet been made. However, the suggestion is that the arrangement may be introduced sometime this year or next.

Given the town council already bills owners for site fees and water charges, the intention is that Dorset Council charge the town council for the commercial waste collections and the town council then recharges the individual chalet or caravan owners concerned. This is administratively simpler and more cost-effective.

Mark Green
Deputy town clerk
September 2023

Committee: Town Management and Highways

Date: 20 September 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 9A**. Progress with objectives is updated continuously and changes since the last meeting of the committee in June are clearly shown highlighted in yellow. There has been a change in lead officer in some instances due to the current absence on long term sick leave of the operations manager. In some instances, greater detail about a particular objective may also be provided elsewhere on the agenda, primarily in the update report.
4. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

Mark Green
Deputy town clerk
September 2023

APPENDIX 9A

Objective	Budget, £k	Completion date	Lead officer	Timeline	Comments
Determine the use of the trailer park and accreted land	N/A	April 2023 January 2024	MG	<i>June 2023 assuming Natural England approval and no undue delays in completing the legal work</i>	Critical meeting taking place 19 June 2023. Working to 30 September deadline for submission of application to Natural England
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>	Sign on order. Sign installed August 2023
Replace Langmoor Room door	7	June 2023 January 2024	MAD PW	<i>Quotes: Mar/April 2023 Work: May/June 2023</i>	Quotes obtained. Decision deferred until the use of the Langmoor Room is determined.
Remedy water ingress to the Jubilee Pavilion	50	June 2023 October 2023	MG	<i>Work to be completed by June 2023</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. First stage completed. Additional contractor engaged to apply a tanking material to the seaward side of the building at roof level and waterproofing to known leaking areas. Target date for completion 30 September. Budget underspend of £15k.
Repairs to the fascia of SWiM, antiques and craft centre and amusement arcade	10	June 2023 October 2023	MG	<i>Work to be completed by Early July 2023</i>	Work is entirely weather dependent so timescale assumes reasonable weather. Due to start 11 September and expected to take two weeks to complete. Revised budget estimate £22k.
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>	Contractor appointed, Crickmay Stark, Dorchester
Renew cemetery chapel	18	September	MAD/MG	<i>Quotes: Mar – May 2023</i>	Work dates will be dependent on

roof		2023		<i>4wks work: August 2023</i>	contractor availability Roofing work completed, decoration to be undertaken. On budget.
Retarmac cemetery paths	15	September 2023	MAD	<i>Quotes: Mar – May 2023 Work: summer 2023</i>	Work dates will be dependent on contractor availability and weather Work completed. Budget overspend of £1k
Replace tractor	40	November 2023	MAD	<i>Tractor received 13 June 2023</i>	Tractor is expected prior to the summer season. Nov 2023 represents the 1yr lead time. Tractor delivered. Budget underspend of £5k.
Repairs to woodland walk bridge	5	November 2023	MAD	<i>Quotes: Mar- May 2023 Work: Autumn 2023</i>	Work dates will be dependent on contractor availability Work completed. Budget underspend of £1,250
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 Agree scope and likely cost of work-June 2023 (if within already approved budget) Appoint building contractor-July 2023 Complete works- August 2023</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 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. Contractor due to start work by 30 September. Anticipated budget underspend of £5k.
Undertake replacement of harbourmaster's store and cemetery lodge	100	March 2024	MG	<i>Agree scope of works- June 2023 Appoint contract manager-End July 2023 Project completion-October/November</i>	Timescale will depend on the need for any external consents or permissions- which will be informed by the scope of works.

				2023	Architect/contracts manager appointed. Measured survey undertaken, specification in the process of being drawn up. Completion date may be beyond March 2024 if planning consent is required.
Replace one parking machine	5	March 2024	MAD PW	<i>Install: March 2024 Dependent on the future of Monmouth machines</i>	Dependent on machine availability Deferring until existing issues with Flowbird are resolved or contract terminated.
Footpath repairs in the gardens	100	March 2024 May 2024	MAD/MG MG/PW		Work dates will be dependent on contractor availability and weather Investigation with engineer early-2023 Trial Work: Sep/Oct 2023 Tender: Autumn 2023 Work: Spring 2024
Improve CCTV provision	38	March 2024	MAD MG	<i>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</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. Planning permission granted. Quotation process completed, Scutum West appointed. Meeting to be scheduled with Scutum West and Top Sparks. Discussions instigated to secure electrical supply to all cameras. Approval being obtained from Dorset Council for trenching to skatepark location and updated quote for supply to skatepark being obtained from National Grid. Contribution of 11k received from Skatepark Committee and £16.6k expected

					from the Office of the Police and Crime Commissioner.
Identify locations and install gym equipment	25	March 2024	JW	<i>Report to TMH in September Quotes: Autumn 2023 Install: Spring 2024</i>	Work dates will be dependent on contractor availability Report deferred to 8 November TMH meeting while clarity on the MUGA and other ideas for the use of the gardens is sought
Replace the amenities' hut	55	March 2024	MAD MG	<i>Planning app decision: Jun 2023¹ Invitation to Tender: Summer 2023 Work: Autumn 2023 or Spring 2024</i>	Work dates will be dependent on contractor availability Planning permission obtained. Building regulations application submitted, with revised foundation detail. Tender process to be completed October/November 2023. Contractor to be appointed by January 2024. Work to be completed February/March 2024.
Monkeybars for Anning Rd playpark	5	March 2024	MAD PW	<i>To be discussed with Gym equipment at September TMH Install: Spring 2024</i>	Completion date is dependent on equipment availability Report deferred to 8 November TMH meeting while clarity on the MUGA is sought
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>	Will exceed the budget due to professional services for listed building consent and the amount of work potentially required. Requires re-budgeting for 2024-25 (£25,000 is required). NB this is adopted highway and discussions will take place with Dorset Council about a contribution.
Implement proposals from the travel and transport	TBC	TBC	JW		Report and minutes elsewhere on the agenda

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

working group – including town bus					
Develop a multi-use games area at Anning Road Playing Field	150	June 23	JW MG/PW		Report to September TMH about all issues and options.
Re-model park & ride for 2024 & beyond		March 2024	MG		Discussions with the owners of the Charmouth Road park and ride site are ongoing. The site owner is preparing a planning application for consent to install facilities on the site. Planning application submitted by landowner but later withdrawn as it lacked a biodiversity appraisal. Biodiversity report commissioned in June but not yet been received so the application has yet to be resubmitted.

Committee: Town Management and Highways

Date: 20 September 2023

Title: 2024-25 Budget Proposals

Purpose of Report

To allow members to consider Town Management and Highways' objectives for 2024-25 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 11 October 2023

Recommendation

Members identify Town Management and Highways' objectives for 2024-25

Background

1. On 10 October 2023, the 2024-25 budget-setting process commences with a budget briefing for members. The formal process starts the following day with the presentation of a series of budget-related reports to the Strategy and Finance Committee.
2. The budget is taken through two committee cycles and concludes at the Full Council on 13 December 2023.

Report

3. This item has been placed on all committee agendas in the run-up the Strategy and Finance Committee on 11 October 2023; the Strategy and Finance Committee on 11 October 2023 formally starts discussion on the 2024-25 budget and the five-year financial plan.
4. Members are asked to identify any Town Management and Highways-related objectives that need to be considered alongside other committee objectives during the budget-setting process.
5. This committee has already identified some items in-year which it would like to pursue through the 2024/25 budget-setting process, and these will be picked up in any event. Example of this include the AED for the amenities hut and the removal of the gazebo, both discussed at the last meeting of this committee.
6. Any recommendations from this committee will be considered by the Strategy and Finance Committee on 11 October 2023 and the Full Council on 25 October 2023.

John Wright
Town clerk
September 2023

Committee: Town Management and Highways Committee**Date:** 20 September 2023**Title:** External Works Budget Performance, 1 April – 31 August 2023**Purpose of Report**

To inform members of performance against budget from 1 April to 31 August 2023 and of the forecast year-end position at 31 March 2024

Recommendation

Members note the report.

Report

1. The external works budget from 1 April to 31 August 2023 is detailed below.
2. Within the column 'Actual vs Budget', the black figures are under budget and the red figures are over budget.
3. This year we set new budget headings that met the criteria of our current operation, to better analyse the external works budget. Where we can, we have profiled the external works budget, to reflect the pattern of income and expenditure throughout the year.
4. The external works budget was set at £251,750, however the forecast position at March 2024 is £270,750, with a £19k overspend due to car park charges, explained in the analysis below.

		Actual to 31 August 23	Budget to 31 August 23	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 24
External works budget							
6500	Supplies	9,700	14,583	-4,883	(33%)	35,000	35,000
6501	Machinery Maintenance	2,440	2,083	357	17%	5,000	6,000
6502	Machinery & Tools	99	729	-630	(86%)	1,750	1,750
6503	Infrastructure	11,596	6,250	5,346	86%	15,000	15,000
6504	Amenity Area Equipment	1,276	1,296	-20	(2%)	2,000	2,000
6511	Electric and Plumbing Contractors	7,699	8,333	-634	(8%)	20,000	20,000
6522	Bins	11,889	14,118	-2,229	(16%)	30,000	30,000
6530	Toilets	17,076	17,267	-191	(1%)	37,000	40,000
6560	SHEF/PPE	1,210	833	377	45%	2,000	4,000
6600	Vehicle Lease/Purchase	0	417	-417	(100%)	1,000	1,000
6601	Vehicle Tax and Insurance	640	960	-320	(33%)	1,200	1,200
6602	Vehicle Maintenance	1,503	1,667	-164	(10%)	6,000	6,000
6603	Vehicle Fuel	2,676	3,095	-420	(14%)	6,500	6,500
6650	Floral Display /Tree Surgery	4,902	10,833	-5,931	(55%)	26,000	26,000
6651	CCTV Webcam	87	450	-363	(81%)	1,800	1,800
6669	Car Park Card Transaction Charges	21,582	16,890	4,692	28%	29,000	45,000
6670	Car Park Cash Collection Charge	3,587	5,824	-2,237	(38%)	10,000	9,000
6673	Traffic Management/Car Park	5,784	6,250	-466	(7%)	15,000	15,000
6676	Signs	370	2,083	-1,713	(82%)	5,000	3,000
6680	Equipment Rental	535	1,042	-507	(49%)	2,500	2,500
		104,650.14	115,004.36	-10,354.22		251,750.00	270,750.00

Analysis

5. The main reasons for the expenditure variations are:
 - Machinery maintenance is forecast for an overspend of £1k due to an unprecedented number of repairs required during the year due to ageing machinery.
 - Infrastructure is projected for a large overspend to August 2023. This is due to unplanned works painting white lines in the car parks at the beginning of the year. We were offered the

opportunity to have the works completed at a largely discounted rate, with the supplies left from a previous job. This gave us a huge saving on labour, call out fees and consultation. The forecast for the year is to remain on budget.

- Toilets are forecast for an overspend of £3k due to additional cleans through the shoulder period, which remained busy, and additional consumables purchased.
 - SHEFF/PPE is forecast for an overspend of £2k, due to underbudgeting. All costs associated with this heading are necessary and routine.
 - Car park card transactions is forecast at £20k over budget at March 2024. This is due to higher than budgeted car park income due to an increase in volume. Car park income is up 20% to the end of August. This is a prudent estimation if income remains along the same pattern. The use of card services and app facilities over cash is becoming more favourable.
6. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

Naomi Cleal
Finance manager
September 2023

Committee: Town Management and Highways

Date: 20 September 2023

Title: Travel and Transport Working Group

Purpose of Report

To allow members to consider short-term proposals from the Travel and Transport Working Group

Recommendations

Members adopt the working groups recommendations detailed in paragraph 6

Background

1. It was recommended by the Town Management and Highways Committee on 21 June 2023 to form a Traffic and Travel Strategy Working Group; the working group was subsequently approved by resolution of the Full Council on 26 July 2023.
2. The working group consists of Cllr C. Aldridge (chairman), Cllr B. Bawden, Cllr S. Cockerell, Cllr P Evans MBE, Cllr P. May and Cllr B Larcombe MBE. Alan Bristow, who previously worked for Transport for London, joined the working group on 18 August 2023.
3. The group has met on 6 July, 26 July, 18 August, and 4 September 2023 and notes from the meetings are attached at **appendices 12A to D**.

Report

4. The group has agreed short-term recommendations for this committee to consider, it has also started to develop an approach to produce a long-term vision.

Short-term recommendations

5. In identifying recommendations, the working group considered objectives that were already in a process, along with objectives that were directly within the town council's gift or where their achievement could be realistically influenced by the town council.
6. The recommendations for consideration are:
 - the implementation of a medium-term park and ride solution
 - extending the town bus to Charmouth and Uplyme and reviewing the route
 - re-enforcement of delivery times in town
 - LRTC's enforcement officers authorised to tackle on-street parking
 - improved signage, including lorry size restrictions, park and ride promotion, engine idling
 - a 20mph speed limit for the town
 - pedestrianisation of Cart Road
 - the exploration of local transport link to Axminster train station in conjunction with the Western Area Transport Action Group (WATAG)
7. In addition, the working group asked the town clerk to contact Dorset Council to highlight the traffic problems on Church Street and ask for mitigation proposals.
8. Further work will be undertaken to determine the processes and costs required to achieve these recommendations.
9. Cost estimates for these recommendations will be reported to the Strategy and Finance Committee on 11 October 2023.

Developing a long-term vision and strategy

10. The working group considered the development of a long-term vision and strategy and to help in its formulation agree to hold three further single-issue working group meetings to consider:
 - Dorset Council BCP Joint Local Transport Plan 4 Development
 - the 2030 Vision
 - travel and transport vision options.
11. Cost estimates will be considered by the Strategy and Finance Committee on 11 October 2023.
12. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

John Wright
Town clerk
September 2023

LYME REGIS TOWN COUNCIL

TRAFFIC AND TRAVEL STRATEGY WORKING GROUP MEETING 1

MINUTES OF THE MEETING HELD ON THURSDAY 06 JULY 2023
AT 10AM IN THE COUNCIL OFFICE MEETING ROOM

Chairman: Cllr C. Aldridge

Members:

Cllr B. Bawden

Cllr P. May

Cllr B. Larcombe

Cllr S. Cockerell

Secretary: Matt Adamson-Drage, Lyme Regis Town Council operations manager

Apologies Cllr B. Larcombe

Purpose of Meeting

The traffic and travel strategy working group was formed from a recommendation of the Town Management and Highways committee meeting on 21 June 2023.

Members wanted to have the opportunity to work on solutions for the ongoing traffic and travel issues in Lyme Regis.

ITEM 1. ELECTION OF CHAIR

Cllr C. Aldridge confirmed she would be happy to chair the meetings.

ITEM 2. Other Members for the Working Group

Cllr P. Evans had expressed interest in being part of this working group and members agreed he should be invited to join for the next meeting.

Action: Secretary

Alan Bristow has a good deal of experience in this area and Cllr B. Bawden suggested that he should be asked to join the working group as an expert that could drop-in.

Action: Secretary

Members generally agreed that the working group should not become too large becoming unwieldy.

ITEM 3. LENGTH OF MEETING

The length of the meeting was discussed. Due to members appointments today the meeting was capped at 75 minutes but usually the meeting would be expected to be 90 minutes in future.

ITEM 3. SCOPE

Members asked for the Hydrock traffic report to be circulated to members of the working group.

Action: Secretary

The secretary said to members that he had met with the town clerk and deputy to discuss scope and it would be best if the scope did not include items that were already in processes elsewhere eg. park and ride, town bus, public transport, car parks and parking.

The secretary also said that members should focus on what was in this council's gift and deliverable, understanding the constraints that exist, reputational risk and exposure and what is credible for the town.

Members generally disagreed with this saying that the scope needed to be very broad and consider all aspects.

Cllr B. Bawden spoke of the Dorset Council local transport plan which was to be released soon and the Purbeck local transport plan that was already in place.

Cllr B. Bawden said that she had spoken with Alan Bristow who has been involved in large projects to reframe traffic and travel in other towns. He suggested that a bold vision should be set which could be worked towards over time.

Members set about attempting to frame a bold vision such as pedestrianizing Broad Street. Other members said this would not necessarily include discussing connectivity to Axminster and further afield which should be added.

Cllr S. Cockerell suggested that once the bold vision had been decided it should be brainstormed to collectively understand all the various elements that would need to be considered.

The secretary said this was not in the council's gift and would be extremely difficult to achieve and involve many agencies such as Dorset Council and Devon Council Highways and Highways England, bus companies and local businesses. Dorset Council may be unlikely to back an idea which loses them income from Broad Street and Cobb Gate car parks.

Members asked for an exhaustive list of agencies that members would need to consider.

Action: Secretary

Cllr B. Bawden suggested the remit should be to create a safe, pleasant and accessible environment to live in. After discussion it was agreed that the remit should be;

To create a safe, pleasant, accessible, connected environment that holistically considers action for decarbonisation, air quality, transport, parking and traffic to improve the quality of Lyme Regis for everyone.

ITEM 4. ANY OTHER BUSINESS

Members agreed to report back to Town Management and Highways committee on 20th September 2023 and that the minutes of the working group should be sent to all members.

Action: Secretary

Cllr B. Bawden asked if a public consultation could be conducted in support of the 20mph town that the council had already backed. The secretary said he would ask the support services manager who he believed usually dealt with public consultations.

Action: Secretary

ITEM 5. NEXT MEETING DATE

It was agreed that the next meeting would be held in the council office meeting room on Wednesday 26 July at 10am.

The meeting ended at 11:15am.

LYME REGIS TOWN COUNCIL

TRAFFIC AND TRAVEL STRATEGY WORKING GROUP MEETING 2

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 JULY 2023
AT 10AM IN THE COUNCIL OFFICE MEETING ROOM

Chairman: Cllr C. Aldridge

Members:

Cllr B. Bawden

Cllr P. May

Cllr B. Larcombe MBE

Cllr S. Cockerell

Cllr P. Evans MBE (non-voting until appointed)

Secretary: Matt Adamson-Drage, Lyme Regis Town Council operations manager

Apologies Cllr P. Evans MBE

Purpose of Meeting

The traffic and travel strategy working group was formed from a recommendation of the Town Management and Highways committee and was formerly discussed at a Chairman's meeting.

Members wanted to have the opportunity to take a strategic and holistic look at the ongoing traffic, parking and accessibility issues in Lyme within a wider context of the need to decarbonise our transport in line with our 2030 Net Zero pledge and the need to improve the health, well-being, social and economic prospects for the area.

ITEM 1. MATTERS ARISING

Cllr C. Aldridge opened the meeting at 10.32am as some of the members had not arrived on time.

The purpose and scope on the minutes of the last meeting were discussed. Members were generally happy with them.

The secretary informed members that actions were largely complete and that the consultation of the 20mph speed limit would be organised with the support services manager.

Action: Secretary

The Hydrock report had been circulated as had a list of agencies that would need to be consulted and influenced. Members also spoke about Park and Ride signage. Members asked if WATAG, DAPTC and the Police could be added to the list.

Action: Secretary

ITEM 2. PUBLIC CONSULTATION FOR A 20MPH LIMIT IN LYME REGIS

Members reconfirmed that a public consultation should be set up using Lyme Voice to consult on a Lyme Regis wide 20mph limit. Cllr B. Bawden would liaise with the secretary and the support services manager on wording and timing.

Cllr B. Bawden also spoke about her work as ward member with Uplyme PC on widening the road for pedestrians at Crogg Lane and the Speedwatch scheme, next convening with volunteers on 10 August at 10am.

ITEM 3. VISION

Cllr C. Aldridge had emailed (sent on 16 July) a non-exhaustive list of possible topics for the committee to discuss and said she would welcome any additional topics.

- Possible pedestrianisation of part of the High Street or more...
- Change of use of the Clock Tower Car Park to Disabled and stop Disabled Parking on Cart Road
- Speed restrictions - 20 mph - throughout the town
- Restriction of Traffic in some roads – eg Coombe Street – to residents only
- Consider making more streets one way
- Uses of traffic calming measures – pinch points etc within the town eg Pound Road
- Review of Alternative Bus Routes to avoid Church Road
- Further Restrictions on Loading/Unloading and large lorries
- Further measures to discourage or stop unnecessary through traffic - signposting on the edge of town, information on whether car parks are full, charging non residents and commercial vehicles
- Improved bus service - to Axminster station in particular
- Use of minibuses or other smaller on demand vehicles to transport from lower to upper part of town, including park and ride
- Increase and enforce parking restrictions
- Develop a proper enforcement system
- Public Consultation on alternative traffic system
- Gather information on pollution caused by traffic especially in the Church Road/Coombe Street area
- Consult with towns with similar problems eg St Ives, Polperro, Newton Abbot is just putting in a new scheme etc

Some, but not all, of these topics were discussed.

Cllr B. Larcombe MBE said he would like to see size restriction signs on the roads into Lyme Regis and said the council should keep pushing for that. He said the local MP was on side with that idea.

The members then spoke about enforcement. They felt that there were not enough enforcement officers and that this council should employ more. Also that the council should be pressing DC to train our officers to civil enforcement standard. DC had said they would do this over 18mths ago but nothing had happened despite being chased up.

Members were keen to invite Alan Bristow to the next meeting as a special advisor. The committee were told that he used to work in the London Mayor's office specialising in Active Travel, was involved with organising the transport plan for the commonwealth games, and had been involved with pedestrianisation and cycle routes in London.

ITEM 5. NEXT MEETING DATE

It was agreed that the next meeting would be held in the council office meeting room on Friday 18 August at 10am.

The meeting ended at 11:30am.

LYME REGIS TOWN COUNCIL

TRAFFIC AND TRAVEL STRATEGY WORKING GROUP MEETING 3

MINUTES OF THE MEETING HELD ON FRIDAY 18 AUGUST 2023
AT 10.00AM IN THE COUNCIL OFFICE'S MEETING ROOM**Attendance****Chairman:** Cllr C. Aldridge**Members:** Cllr B. Bawden, Cllr P. Evans MBE, Cllr B. Larcombe MBE, Cllr P. May**Non-members:** Alan Bristow**Officers:** John Wright, town clerk**Apologies:** Cllr S. Cockerell

The meeting heard from Alan Brewer about the approach adopted by Transport for London in assessing, consulting, and implementing traffic and travel initiatives.

The meeting agreed:

- the town clerk would provide a list of 'achievable' projects for consideration at the next meeting.
- Cllr B. Bawden would provide a list of the Dorset Council issues which she was pursuing.
- the projects would be categorised, e.g., environmental impact, parking, travel, transport, pedestrians, and safety were suggested.
- the 'achievable' projects approved at the next working group meeting would be presented to the Town management & Highways Committee on 20 September 2023.
- the creation of a broader vision would remain an objective and would be reported to a subsequent meeting of the Town Management & Highways Committee.

Next meeting

10.00am Monday 4 September 2023, in the meeting room at the council's offices.

LYME REGIS TOWN COUNCIL

TRAFFIC AND TRAVEL STRATEGY WORKING GROUP MEETING 4

MINUTES OF THE MEETING HELD ON MONDAY 4 SEPTEMBER 2023
AT 10.00AM IN THE COUNCIL OFFICE'S MEETING ROOM**Attendance**

Chairman: Cllr C. Aldridge

Members: Cllr B. Bawden, Cllr S. Cockerell, Cllr B. Larcombe MBE, Cllr P. May

Non-members: Alan Bristow

Officers: John Wright, town clerk

Apologies: Cllr P. Evans MBE

Minutes of the meeting 18 August 2023

Approved

Matters arising from the meeting 18 August 2023

No matters arising, other than those issues contained within the agenda

Quick wins

The working group approved the following as 'quick wins' which were either within the direct control of Lyme Regis Town Council or the town council had a reasonable chance of influencing and/or working with Dorset Council in pursuit of the objectives:

- the implementation of a medium-term park and ride solution
- extending the town bus to Charmouth and Uplyme and reviewing the route
- re-enforcement of delivery times in town
- LRTC's enforcement officers authorised tackle on street parking
- improved signage, including lorry size restrictions, park & ride promotion, engine idling
- a 20mph speed limit for the town
- pedestrianisation of Cart Road
- the exploration of local transport link to Axminster train station in conjunction with WAYTAG

In addition, the working group asked the town clerk to contact Dorset Council to highlight the traffic problems on Church Street and ask them for mitigation proposals.

Developing a long-term vision and strategy

The working group considered the development of a long-term vision and strategy and to help in its formulation agree to hold three further single-issue working group meeting to consider:

- Dorset Council BCP Joint Local Transport Plan 4 Development
- the 2030 Vision
- travel and transport vision options

The report to Town management and Highways 20 September 2023

Based on the direction given at the working group, the town clerk will draft a report for consideration at the Town Management and Highways Committee on 20 September 2023

Next meeting

TBA

Committee: Town Management and Highways

Date: 20 September 2023

Title: Parking Places Orders, Monmouth Beach and Woodmead Car Parks

Purpose

To approve the introduction of new parking places orders for Monmouth Beach and Woodmead car parks

Recommendation

Members support the introduction of new parking places orders for Monmouth Beach and Woodmead car parks and authorise the town clerk, in conjunction with the chairman of the committee, to approve the draft orders prior to public and stakeholder consultation.

Background

1. The Road Traffic Regulation Act 1984 (as amended) provides for the designation and management of land as an off-street parking place. The detailed management arrangements are contained in an Order made under the relevant provisions of the Act, which must be the subject of public consultation and approval by both the highway authority and the police. A town or parish council has the specific powers under the Act to provide and manage off-street parking places.
2. The Order can contain a huge range of provisions, including the classes of vehicles permitted to use the car park, the charges levied and the penalty charge offences and payment arrangements.

Report

3. Such Orders exist for Woodmead and Monmouth Beach car parks, but both are very dated (1989) and include some quite outdated provisions, including the categorisation of permitted vehicles, using weight and other descriptors that are no longer in either common use or even referenced in the latest legislation.
4. In addition, the arrangements at Monmouth Beach are particularly complicated because part of that car park was managed for a period from the mid 90s until 2013 by West Dorset District Council, who made their own separate Order with slightly different provisions.
5. Other minor inconsistencies have also been highlighted between the provisions contained in the Orders as regards penalty charge offences and the wording used on the relevant penalty charge notices or in the web or app-based payment systems now used by an increasing number of customers. For instance, one may say that a vehicle 'must be parked wholly within a marked bay' and another may say 'no vehicle over 4.8m in length is permitted'. When an average bay is 4.8m in length then the practical effect may be the same, but the wording should still be consistent.
6. Subject to member views, this is also an opportunity to remove the separate Cabanya name at Monmouth Beach and to simply refer to the entire car park as Monmouth Beach. The Cabanya name may have local significance, but it is utterly confusing to visitors using the car park who see only one large and undifferentiated area. It is especially confusing to those who pay using phone or web-based apps.
7. It is suggested that fresh Orders be drafted for both the Woodmead and Monmouth Beach (including Cabanya) car parks which address any existing inconsistencies and anomalies,

which incorporate the latest terminology and vehicle classifications and which incorporate any new fees and charges which may be agreed as part of the forthcoming review of fees and charges for 2024/25.

8. It is further suggested that authority to agree the draft Orders and plans prior to public and stakeholder consultation be delegated to the town clerk in conjunction with the chairman of this committee.
9. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

Mark Green
Deputy town clerk
September 2023

Committee: Town Management and Highways

Date: 20 September 2023

Title: Energy Performance Certificates and Let Commercial Buildings

Purpose of Report

To inform members about the government's latest proposals for let commercial buildings insofar as they relate to energy efficiency and carbon reduction targets and to seek authority to obtain Energy Performance Certificates (EPCs) for all qualifying council-owned let commercial buildings, together with recommendations for improving their performance, where required

Recommendation

Members authorise obtaining Energy Performance Certificates (EPCs) for all qualifying council-owned and let commercial buildings, together with recommendations for improving their performance, where required, in order to enable proper planning and investment to safeguard the council's long-term commercial income and to help meet the council's agreed environmental targets.

Background

1. The government is proposing that all let commercial premises with a net internal floor area exceeding 50 sq.m. should meet or exceed EPC C by 2027 and EPC B by 2030.
2. Although not yet enacted, it appears almost certain that the proposals will become law later this year. The only exceptions are likely to be for Listed Buildings, where a reduced target or exemptions may be agreed. The suggestion is that after an as yet unspecified period for compliance, non-qualifying premises will not be permitted to be let.

Report

3. The town council derives about 7% of its total income from let commercial premises which may be required to meet these targets. Although some will meet or exceed the targets without alteration or improvement, many will not. For instance, the Lister Room recently achieved EPC B, whilst the Antiques and Craft Centre achieved only EPC E.
4. The council normally only obtains EPCs when a property is let for the first time or when a lease is renewed. Given the importance of this issue to the council and the need to forward plan any necessary alterations and improvements in consultation with affected tenants, it is suggested that the council should pre-emptively obtain EPCs for all of its qualifying let commercial premises, together with recommendations about how best to improve their performance, where required.
5. Based on the recent cost of obtaining reports for the Lister Room and the Antiques and Craft Centre, the total cost involved is unlikely to exceed about £3k, including any recommendations for improvement. No specific budget currently exists for this work, although it could be met from the general 'professional fees' budget if necessary.
6. Given the imminent budget setting process, it is probably more appropriate to submit the cost as an objective for 2024/25 in the first instance.

7. Any recommendations from this committee will be considered by the Strategy and Finance Committee on 11 October 2023 and the Full Council on 25 October 2023.

Mark Green
Deputy town clerk
September 2023

Committee: Town Management and Highways

Date: 20 September 2023

Title: Use of Personalised Water Craft (PWCs) from Lyme Harbour

Purpose

To obtain the views of members on the possible licensing, for a temporary/trial 12-month period in the first instance, by Dorset Council of PWCs launched from Lyme harbour

Recommendation

Members consider the possible licensing, for a temporary/trial 12-month period in the first instance, by Dorset Council of PWCs launched from Lyme harbour

Background

1. This council has always opposed the launching and use of jet skis, now called PWCs, from Lyme harbour or any other location along the seafront at Lyme. Reasons have included concerns about noise and nuisance, together with concerns about water safety, especially in the increasingly busy area around the harbour entrance.

Report

2. At an informal meeting of harbour users held on 14 September 2023 it was reported the harbourmaster had received an approach from the power boat club for the licensing of PWCs on a trial basis and that he was intending to take the matter forward for consideration and vote at the next scheduled meeting of the Harbour Consultative Group, calendared for 5 October 2023.
3. At that meeting, the town council will be represented by Cllr B. Larcombe and the deputy town clerk. It would be helpful if they were able to attend having first obtained a clear and current view from this committee, albeit there will not be sufficient time for any recommendation to be considered by Full Council.
4. Notwithstanding the outcome of the meeting on 5 October, Dorset Council, as harbour authority, may still take the matter forward for further consideration and/or approval.
5. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

Mark Green
Deputy town clerk
September 2023

Committee: Town Management and Highways

Date: 20 September 2023

Title: Voluntary Beach Cleans

Purpose

To inform members about the council's general position with regard to voluntary beach cleans and to suggest an approach for dealing with such requests in future

Recommendation

Members consider the report suggest an approach for dealing with requests for voluntary beach cleans in future

Background

1. Turn Lyme Green has organised regular beach cleans along the seafront at Lyme Regis for some time and these have always been very well managed with good liaison before each clean about dates and any other potential issues, such as ensuring sufficient bin capacity in which to place the rubbish collected. The council does not actively 'manage' the volunteers and does not provide either insurance cover or PPE.

Report

2. Recently, the council has received approaches from other groups wanting to undertake beach cleans in Lyme, with one scheduled to take place on 27 September 2023 and another in mid-October. Both groups are experienced and have undertaken previous cleans in other locations.
3. Given this apparent increase in interest in beach cleans, it may be worth stating and agreeing the town council's general position on such requests. The officer suggestion is that this should comprise something relatively simple and along the lines of:
 - The town council generally welcomes interest from experienced voluntary and other groups wishing to undertake beach cleans in Lyme Regis, although it may wish to suggest alternative dates if the requested date clashes with other known and planned activities.
 - That a basic handout be prepared setting out the complicated ownership situation along the seafront in Lyme, providing the relevant landowner and emergency service contact details, offering basic advice about the need for suitable clothing and PPE, the risks of working in areas of known land instability and the need to carefully check tide times, etc.
 - That, prior to any clean on land in its ownership and control, the town council expects to see a basic risk assessment appropriate to the scale of activity planned.
 - That, on the advice of its insurers, the town council does not offer insurance cover for any group beach cleaning on its or other land because the group is not under the direct management and control of the town council.
4. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

Mark Green
Deputy town clerk
September 2023

Complaints and Incidents Summary – 13 June 2023 to 13 September 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
132	14.06.23	Do Lyme Regis Council have a policy or action plan to alleviate the problem with seagulls attacking people on the beach. Yesterday I witnessed about 30 seagulls descend on a person carrying food knocking them over and causing distress. This is getting worse each year . I know they are protected but some control and deterrent is required before someone gets seriously hurt. I don't know what measured you are currently considering . My suggestion would be to erect a discreet net or wires over the worst area which is between the Cobb arms and just past the Royal Standard. I would suggest this is led by the council and done in conjunction with the food outlets along this stretch. Yesterday the gulls were not only attacking people on the beach but along the walkway from conn arms to the royal standard. I don't know what to suggest for the open beach areas maybe get someone to make open netting umbrellas at small canopies and sell them/. Rent them to beach goers. Just a few thoughts	Sandy Beach	13.06.23	Support Services Manager / Operations Manager	Replied to email, with standard response regarding seagulls, advised that comments would be added to complaints list for members consideration.

134	06.07.23	Lyme Regis is missing out on people such as myself and friends visiting due to the same-sex toilets near the beach. We used to be big-spenders there, but no more. Would the town council like to reconsider them?	Unisex toilets	04.07.23	Operations Manager	Replied to email, advised that comments would be added to complaints list for members consideration.
135	17.07.23	<p>My Wife and I stayed at the Cobb Arms from Sunday the 9th of July till Friday the 14th July. We loved our stay and found the town very quaint, found many great restaurants and bars. However having no parking at the Cobb Arms meant we had to park in the Monmouth Beach car park.</p> <p>We like to arrive and leave the car till we drive home, making good use of the local public transport.</p> <p>I know this is not a Council car park, but you must have control over their charging.</p> <p>I used the APP to pay for parking and was astounded to find no discount for residents, on a normal day I was charged £20.80 plus 10p for a notification text.</p> <p>This meant on top of my accommodation I paid a total of £107.60 to park my car for five days.</p> <p>There is a car park up a very steep hill that was £5 a day cheaper, but at our age that was not an option.</p> <p>Unfortunately this is the only place we have visited in England where there is no discount for parking long term, and as such I do not think we will be visiting again, which is a pity as apart from the exorbitant parking charges we really enjoyed our stay.</p>	Monmouth Beach car park	16.07.23	Operations Manager	Emailed back to explain the parking charges, periods and permits available in TC car parks. Also mentioned the Park and Ride service available during the summer months.

130	02.06.23	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.	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.
131	28.07.23	<p>Myself and a great number of residents here who I've talked to are saddened that all the beautiful roses which graced these gardens for many years have been pulled out. Why? They looked perfectly healthy and are now replaced by mostly large rocks!</p> <p>What a waste and destruction of nature which once gave great pleasure and character to these once beautiful unique gardens. The part of Langmoor Gardens I refer to are near poco pizza marine parade.</p>	Jane Austen Garden	27.07.23	Works Supervisor	Emailed to explain the gardeners decision and where the roses had been relocated to.
132	04.08.23	fantastic that the park and ride is open again for summer ,but maybe your drivers could all be given the same info, lovely driver going down, chippy and happy, I asked if will still pick up bus back from up the hill and he suggested we waited where we got off and went up in a empty bus ,which we did ,the driver that picked us up was very rude and said we were not allowed ,he did let us on but made us feel very small and it was very unnecessary	Park and Ride	04.08.23	Deputy Town Clerk	Deputy Town Clerk contacted Dartline to discuss the situation.

133	10.08.23	Please can we put notices on the seafront about harming seagulls? It is illegal, but ignorant visitors seem entitled to throw stones at them or worse. Yesterday evening my young granddaughters witnessed a man attacking a bird with a spade so severely that it had to be euthanised after we managed to secure it and take it to Axminster vet hospital. Visitors ignore notices about feeding gulls, offering up leftovers then attacking them for flocking down. We must make it very clear gulls are wildlife and belong here; visitors should eat under cover. Perhaps erecting sails as shelters adjacent to the beach might help?	Seafront	09.08.23		Emailed back advising to look at RSPB website that gives advice about reporting crimes against wildlife. Assured that comments would be forwarded to members for their attention.
134	09.08.23	I'm just getting in touch to report a nuisance seagull attack. I visited Lyme Regis today and I was attacked by a seagull whilst I was sat on the seafront with my husband and 3 year old son. The seagulls swooped down on us, brushing against my son's head, before grabbing an ice cream out of my hand. My son was really upset and scared by this. I understand that the council do not have an obligation to do anything about this as seagulls are wild and protected animals. I wanted to make you aware however in case action can be taken in the future. Thanks	Seafront	09.08.23		Emailed back to sympathise with the experience, and assure that comments will be forwarded to members for their attention.
135	24.08.23	Lyme Regis council- double decker buses for park and ride!!! What on earth were you thinking, talk about absolute chaos and total gridlock for at least 29 minutes, totally unsafe for pedestrians with not only p&r double decker buses but the normal bus service coming through the centre of town. Totally ruined Lyme Regis won't be coming again!	Park and Ride	23.08.23	Deputy Town Clerk	Emailed back to explain the service and what was required.

136	23.08.23	Can I suggest a step is left at the park and ride location for access onto the bus into town. We took the park & ride on 22/8/23 and the disabled step on the bus was not working which was a major problem for one of our party who has mobility issues. Although the driver was very nice and apologetic that the step would not lower down for assistance this caused extreme embarrassment and pain to get on and off the bus as they had to be pulled and hauled of and on the bus in front of other passengers and the lady was quite distressed..The lady in our party has had a sore leg after this event which means we have lost a couple of days of our holiday to aid her recovery which could easily have been avoided if there had been a step left at the site. Having a step left at the park and ride location for assistance in such cases of vehicle failure for others in the future would be relatively inexpensive and aid the less mobile in our communities	Park and Ride	23.08.23	Deputy Town Clerk	Emailed back to assure that comments would be passed to members for their consideration.
137	08.09.23	A couple of years ago whilst the new estate was being built at the top of Queens Walk/Applebee Way, I asked the town clerk about the possibility of extending the town bus service. The road is now a loop, so turning is not ,now, a problem. I had quite a positive response, at the time, but since realising that the new road is "unadopted" I thought the bus may not be able to use it? Please may I have a response as it seems unfair that we, at the top of Queens Walk, do not have easy access to our local bus service. Thank You	Town Bus Service	08.09.23	Town Clerk	Emailed back to ask for a more detailed description of what was wanted and needed from the service. A report will be taken to the next traffic and travel working group meeting.

Complaints and incidents dealt with by Dorset Council

No.	Date	Incident?	Where?	When did it occur/When noticed?	Item reported to:	Reference:
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Compliments received

No.	Date	Compliment	Where?	Item reported to:	Any further information
90	29.06.23	I just had to write and say that on a recent visit to Lyme Regis and a walk around Langmoor Gardens, a place I have always enjoyed. I was very pleased to see the Community Veg plot with lots of lovely veg being grown to help local people who maybe struggling to make ends meet and also meals for the elderly etc. While there I met a lady working very hard and it seems that she and her husband both very community spirited people are the only ones digging, weeding, planting, and watering the garden. that is a lot of hard work for two people. I asked "aren't there any others who would help?" well it seems that at the start of the project there were 15 others who put their names down to help but have not turned up, that's not very community minded is it? Where are they I wonder? I must say that it was very disappointing to hear, and I felt like I should have got on my old togs and helped out too! And I would have, but I don't live in Lyme Regis. Needless to say, myself and my family who were with me, commended the lady and her husband for all they were doing for their community. All that can be said now is WELL DONE!! to the 2 hard workers and SHAME!! on the so-called volunteers!! Yours respectfully, from someone who cares.		Support Services manager	Handwritten letter shown to member responsible for the community garden
91	06.07.23	Thank you so much for lending us your amazing beach wheelchair on Tuesday. We had a lovely time. Your staff were so very helpful particularly Matt. Thank you so much for everything.		Operations manager	Thanked in person and assured compliments would be passed to relevant member of staff.
92	17.07.23	Another fabulous week in your town, as always so impressed with the cleanliness and frequency of bin collections. Thank You!		Operations Manager	Emailed back 26/04/23 thanking her for her comments. GR

93	18.07.23	A thank you to those involved for very promptly replacing the broken grit bin in Timber Hill.		Works Supervisor / Operations Manager	Shared with the team.
94	15.08.23	Seafront always looks wonderfully clean but bit disappointed with scruffy nature of main shopping street. Looks like it needs a good sweep and litter pick I appreciate it was Carnival weekend		Works Supervisor	Added to compliments list for members to read.
95	18.08.23	I just wanted to send an email to express that I was impressed with the dedication of one of your cleaning operatives today. They were driving a van and clearing bin rubbish, but they stopped and got out to pick up a few bits that had been dropped and were littering the road along Marine Parade. I am sure this is all part of their job, but it would have been easy to not see and even easier not to have done and I was very impressed. They were driving a van with the registration WP68 EFR at 16:51 on Thursday 17 August		Works Supervisor	Added to compliments list for members to read.
96	25.08.23	Thanked Mark Bujniewicz for cleaning her relatives grave. Very grateful and handwritten in a card, hand delivered to Mark at the office		Works Supervisor	Added to compliments list for members to read.

