



John Wright  
Town Clerk

## Lyme Regis Town Council

Town Council Offices  
Guildhall Cottage  
Church Street  
Lyme Regis  
Dorset  
DT7 3BS

email: [enquiries@lymeregistowncouncil.gov.uk](mailto:enquiries@lymeregistowncouncil.gov.uk)

Tel: 01297 445175  
Fax: 01297 443773

### **Town Management and Highways Committee**

**Core Membership:** Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr B. Larcombe MBE, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

You are summoned to a meeting of the Town Management and Highways Committee to be held at the Guildhall, Bridge Street, Lyme Regis on **Wednesday 8 November 2023** commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
03.11.23

*The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.*

*If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.*

*If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.*

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

### **AGENDA**

#### **1. Public Forum**

Twenty minutes will be made available for public comment and response in relation to items on this agenda

*Individuals will be permitted a maximum of three minutes each to address the committee*

#### **2. Apologies**

To receive and record any apologies and reasons for absence

#### **3. Minutes**

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 20 September 2023 (attached)

#### **4. Disclosable Pecuniary Interests**

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly, if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

#### **5. Dispensations**

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

#### **6. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 20 September 2023**

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting

#### **7. Update Report**

To inform members about progress on significant works and issues

#### **8. Town Management and Highways Committee – Objectives**

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

#### **9. To receive the minutes of the Traffic and Travel Working Group meeting held on 18 October 2023**

#### **10. Emergency Planning Procedure Review**

To review the Emergency Planning Procedure

#### **11. Town Management and Highways Committee – Request for use of the Langmoor Room**

To allow members to consider a request received from the Lyme Regis Indoor Rowing Centre for the use of the Langmoor Room for indoor rowing

#### **12. Request to Incorporate Raised Walkway Outside of Amusement Arcade Within Leased Area**

To allow members to consider a request received from owner of Lyme Regis Amusements to incorporate the raised walkway outside of the premises within his leased area

#### **13. Outdoor Gym Equipment and Monkey Bars**

To allow members to discuss outdoor gym equipment and monkey bars.

#### **14. Parking Issues and Anti-Social Behaviour In-and-Around Queens Walk**

To consider a request from residents of Queens Walk to provide better lighting and parking controls in Queens Court car park and to implement residents' on-street permit parking in Queens Walk

**15. Complaints, Incidents and Compliments**

Summary of complaints and incidents reported between 14 September and 2 November 2023

**16. Exempt Business**

## LYME REGIS TOWN COUNCIL

## TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

## MINUTES OF THE MEETING HELD ON WEDNESDAY 20 SEPTEMBER 2023

**Present**

**Chairman:** Cllr B. Larcombe

**Members:** Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

**Officers:** M. Green (deputy town clerk), A. Mullins (support services manager), P. Williams (acting operations manager)

**23/21/TMH Election of Chairman and Vice-Chairman**

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

Cllr C. Aldridge said she did not wish to be chairman.

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

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

**23/22/TMH Public Forum****N. Russell**

N. Russell spoke in relation to agenda item 12, Traffic and Travel Working Group. She wanted to bring to the council's attention, and probably Dorset Council (DC) too, the concerns residents had about road safety on Timber Hill and the need for traffic calming measures. She said on 27 June 2023, there was a serious accident but luckily no one was seriously injured and it involved all the major emergency services and the air ambulance. She said she had spoken to Cllr B. Bawden as the DC ward member, who had asked her to canvass the opinions of the residents on Timber Hill, so a petition was put to them. N. Russell said the volume and speed of traffic was a concern, there was little respect for the 30mph speed limit and no enforcement, which was a particular concern as families from Garmans Field walked along the road to school, etc. She said the South West Coast Path included Timber Hill and since Covid, the number of walkers had increased, plus there were no pavements. She said there were 21 properties on Timber Hill and there was a 72.6% response rate to the petition, with no one disagreeing with the proposals. Properties which didn't respond were either second homes or residents were away on holiday. N. Russell said she also went to Garmans Field and nine properties supported the proposals and felt there were dangers. She said residents would like the town council and DC to consider the situation and undertake a survey, leading to some sort of traffic calming. She said the building of houses at the top of the hill was always going to mean more people walking up and down the road. She said pedestrians were very vulnerable and the road was increasingly narrowed by hedges encroaching onto it, as well as two blind corners. She said if pedestrians were walking facing traffic, they could find themselves in a worse position so would cross the road, which was very dangerous. N. Russell said the number of walkers changed significantly, depending on the time of year. She said people drove up and down the hill at high speed and it was used as a rat run, with vehicles seeing an obstruction and

veering off and cutting off the corner. She also believed some sat navs directed people up the hill. She said she would like the town council and DC to consider this to see if they could come up with some recommendations to improve the situation.

## **N. Ball**

N. Ball spoke in relation to agenda item 12, Traffic and Travel Working Group. He said at the council's consultation event Time to Talk in 2017, people were asked what they wanted for the future and chose the things that mattered most to them. He said there was significant support for a free-to-use town bus service for all Lyme Regis residents and he believed this was the most supported of all the statements. He said six years on and there had been little mention of this specific vision; there had been suggestions of other improvements, such as extending the service, but not free to use for all Lyme residents. N. Ball said he thought now would be an ideal time to bring this vision to life and the council needed to get past the negativity of officers regarding technicalities and go for it, even if the initial roll-out was council funded and then reconsidered with the provider. He felt the service would cut unnecessary traffic into town for short trips, reducing pollution, congestion and parking, cut the use of parking spaces to increase spaces available for income, and create conversations on the bus for residents to meet and discuss all things local. He said he would be grateful if members could discuss, consider and implement this request from residents. N. Ball said perhaps the longer serving members could inform newer members about this idea supported by a public consultation, as he was sure there were some members unaware of the results of earlier consultations, and then some ideas were omitted in more recent ones. He said actions would speak louder than words and residents would look forward to a free ride soon, after showing their Gateway Card. He thought a couple of weeks to get this in place would be an ample timescale.

N. Ball also spoke in relation to agenda item 13, Parking Places Orders, Monmouth Beach and Woodmead Car Parks. He said there needed to be better spacing in the car parks for modern cars and the electric car charging spaces were a waste of time because they were in the wrong place and at a pinch point in the car park. He asked if he could park his van in the car park because it was over-sized and whether he was in breach of the parking order.

In relation to the suggested pedestrianisation of Cart Road, N. Ball said this was a great area and pedestrianisation would have very little benefit. He said it would create more problems with access, parking, deliveries and visits. He also asked how many times the hedge cutter had been used on the back of the tractor, whether it had been serviced and what its current condition was. N. Ball asked who had given permission for a bike show on the roof of the shelters during Regatta and Carnival Week when the council stated no skateboards or bikes in this area. He felt it was dangerous.

## **B. Overton (read out by Cllr B. Bawden)**

B. Overton said she was writing on behalf of the majority of residents living in Queens Walk, numbers 5 to 18, who had shown 100% interest in residents' parking, as was the case in Anning Road, South Avenue, and King's Way. She said the parking in the road was dreadful, with holidaymakers and people working in the town parking for days. She said there was a post on Facebook about dustbins being put out in the street by desperate residents. She said she understood any request to Dorset Council had to go through the local council and asked for help to do this. B. Overton said the parking area at the back of Queens Walk was used by people working in the town, by visitors and often visitors of King's Way residents so little space was left for residents. She said it was also unlit, known to have drug dealings and was felt to be unsafe. She said the police and crime commissioner and local MP visited various Queens Walk residents and were made aware of both the street and car park problems. B. Overton asked that their request was put to the town council at the earliest possible opportunity as this

would put the lower part of Queens Walk in line with the surrounding streets that had the convenience of residents' parking.

**23/23/TMH      Apologies**

Cllr P. May – holiday  
Cllr C. Reynolds – illness  
Cllr D. Ruffle – illness

**23/24/TMH      Minutes**

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, the minutes of the previous meeting held on 21 June 2023 were **ADOPTED**.

**23/25/TMH      Disclosable Pecuniary Interests**

Cllr P. Evans declared a pecuniary interest in agenda item 18, MUGA at Anning Road Playing Field as he lived close to the proposed site.

Cllr B. Bawden declared the same interest.

**23/26/TMH      Dispensations**

There were none.

**23/27/TMH      Matters arising from the minutes of the Town Management and Highways Committee meeting held on 21 June 2023**

**Gazebo removal**

Cllr B. Larcombe asked if the gazebo could be removed as soon as possible as it was out of season.

The deputy town clerk said there was a cost associated with this and it had not been budgeted for, although officers had discussed whether the costs could be met under this year's budget. He said it was intended to discuss this as part of the budget report to the Strategy and Finance Committee.

**23/28/TMH      Update Report**

**Drainage issues at SWiM**

Cllr M. Ellis was concerned the council's contribution of £10k was plus VAT as the council had only agreed £10k.

The deputy town clerk said as the payment was towards work on a building owned by the council, it would be able to re-claim the VAT.

**Drainage at Woodmead car park extension**

Cllr B. Larcombe asked what the timescale was for the drainage work and what had drawn the council's attention to the issues.

The deputy town clerk said the council would need to set a budget first and would then look at doing the work early in the next financial year. He said the issues were brought to light following bad weather which led to surface water flooding in an adjoining property.

Cllr B. Larcombe said he felt this should be funded from the council's reserve because it was an unforeseen issue.

Cllr S. Cockerell agreed as the council could have some liability.

### **Post Office**

The deputy town clerk said confirmation had been received from the Post Office that it no longer had an interest in running a service in Lyme Regis, despite being approached by at least two people who were interested in running it. He said he would send the statement to members.

### **CCTV Project**

The deputy town clerk said he had a meeting with the chosen supplier later in the week.

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

The deputy town clerk said DC had instructed consultant engineers to prepare a submission for continued use of the accreted land. He said the engineers had committed to share their work with the town council before it was submitted to Natural England, as the council had to be content with the submission as landowner. He said the engineers intended to have the submission ready by the end of September.

The deputy town clerk said an email had been received from DC about the Phase V works, indicating that the project couldn't be delivered within the original budget of £3million and could cost 50% more.

### **Invertebrate garden and other 'garden ideas'**

Cllr C. Aldridge said several groups and committees were working on ideas that affected the gardens so there needed to be a way it was all pulled together. She said it had been suggested to have a group of all the committee chairmen to tie all the ideas together.

### **Jubilee Pavilion**

The deputy town clerk said the contractors working on the roof were off site due to the bad weather but were hoping to be back on site on 25 September 2023.

### **Amenities Hut Building and Plans**

The deputy town clerk said it was expected the cost of the replacement hut would be closer to £75k if green measures were incorporated. He said members would also have to consider whether to close the facility while the work was taking place.

### **Office and options feasibility study**

The deputy town clerk suggested members may wish to secure Unit 2 at St Michael's Business Centre as decant space while the office refurbishment was taking place. He said it had been empty for some months and if a decision was delayed, it was unlikely to be available when the council required it.

### **Park and ride 2023**

The deputy town clerk said the bus operator Dartline had provided passenger, cost and income information relating to the 2023 service. He said the shortfall was £11,900,

which was less than in 2022, which meant the overall cost, including the cost to rent the land, could be met within the existing park and ride budget.

### **Monmouth Beach garages**

The deputy town clerk said legal advice had been taken about the council's options and responsibilities in clearing a garage following the death of a tenant. He said it was a sensitive matter but the council needed to be able to re-let the unit.

### **Roof works to cemetery store**

The deputy town clerk said the works cost £17.6k, slightly under the £18k budget.

*Cllr B. Bawden left the meeting at 7.51pm.*

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

The deputy town clerk said the contractors were off site at the moment due to bad weather but were due back on site on 25 September 2023.

*Cllr B. Bawden returned to the meeting at 7.53pm.*

### **Filming on seafront**

The deputy town clerk said the film company had suggested some alterations to the original proposals and he would circulate the programme via the members' briefing.

### **Waste collection at Monmouth Beach**

Cllr M. Ellis asked if any of the properties affected by the changes in waste collection arrangements were those who had been involved in disputes over site licences, as she was concerned this could add to the issues.

The deputy town clerk said the historic issues with collection of rent had been almost entirely resolved and the current debt was virtually zero.

Cllr B. Larcombe asked what impact the changes in waste collection arrangements would have on the town council.

The deputy town clerk said there was a chance the council would be contacted by owners with complaints but the matter was entirely in the gift of DC. He said when there had been larger bins on the site in the past, it had led to fly-tipping and businesses trying to dispose of their waste. He said DC was introducing the changes now because it was a quieter period when there was less pressure on the service and said it would be responsive to any issues that arise.

## **23/29/TMH Town Management and Highways Committee – Objectives**

Members noted the report.

## **23/30/TMH 2024-25 Budget Proposals**

Following on from the update report, Cllr M. Ellis suggested drainage at Woodmead car park should be put forward as an objective.

Cllr B. Bawden suggested there be an objective to carry out recommendations from the traffic and travel working group, although it was noted there were no identified costs at



the moment. She said in reality, she didn't think 20mph speed limits would be introduced until 2025-26, although it was acknowledged some expenditure may be required while proposals are developed.

It was noted there were several recommendations from the working group, which included enhancing the town bus service, and an overall budget could be set aside for this.

Proposed by Cllr D. Sarson and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to identify Woodmead car park drainage and implementation of the traffic and travel working group recommendations as potential objectives for 2024-25.

### **23/31/TMH External Works Budget Performance, 1 April – 31 August 2023**

The deputy town clerk said expenditure was mainly on budget and income was over budget so it was predominantly good news.

Cllr B. Bawden asked if signs in the gardens would come under the budget for signs, which was significantly underspent.

The deputy town clerk said he wasn't sure what the signs' budget covered specifically but there was an item later in the agenda about parking places orders, which would almost certainly require new signs and would probably come from this budget.

Cllr M. Ellis asked if members would have a detailed breakdown of car parking income at any point and asked if the town council's income had gone up as a result of DC increasing its parking charges.

The deputy town clerk said further analysis of parking income would go to the Strategy and Finance Committee.

### **23/32/TMH Traffic and Travel Working Group**

Cllr C. Aldridge said the group had met four times and developed some short-term suggestions that demonstrated to residents the council was tackling local traffic and travel issues but they also wanted to develop a long-term vision, which would involve consultation with residents and visitors.

Cllr M. Ellis felt it would be difficult to enforce delivery times in the town and it would upset local businesses, and pedestrianising Cart Road would upset a lot of disabled people who were unable to walk along the seafront but enjoyed sitting in their car to enjoy the area. She said the suggestion to pedestrianise Broad Street would kill the town. She added that any consultation about highways issues should be much wider than just Lyme Voice. She was also concerned about the frequency of the working group meetings as four had taken place, therefore decisions were being made by the working group, rather than coming through to the committee for discussion by all members.

Cllr B. Larcombe said Cart Road was a safety issue, with people sitting on the road and cars trying to go up the narrow stretch of road.

Cllr B. Bawden said the aim was to take a strategic and holistic view of traffic, transport and parking issues and although some of the issues were long-term, the council needed to consider them now because the Local Transport Plan process was underway. She said the government guidance on the plan was there would be a change of approach to be vision led, and she felt the town council should be in charge of creating that vision.

Cllr B. Bawden said the council had previously agreed to fund speed surveys in the town and DC was waiting for confirmation of the precise locations. The suggested locations were: Sidmouth Road, Queens Walk, King's Way, Silver Street, Charmouth Road, and Anning Road. She also suggested Timber Hill be added to the list, at an additional cost of £200 plus VAT, given the issues in the area.

Cllr D. Sarson was concerned about the amount of work which would be involved and how many resources it would take up.

Cllr C. Aldridge said although there had been a lot of meetings, the working group had been working up proposals to bring to this committee and the list from the most recent meeting on 4 September 2023 was the group's suggested projects, which had been pared back from earlier meetings. She felt the council should work up some proposals in detail and consult with the public, rather than deciding the issues were too difficult to tackle.

Cllr G. Stammers said the pedestrianisation of Cart Road and Cobb Gate car park being dedicated to disabled parking had been discussed before but as it was a road, there would be legal issues involved with this.

The deputy town clerk said Cart Road was also intended to be the road used by HGVs because there was a weight restriction on Cobb Road. He said at this point, it was suggested the council did a bit more work on what could be achieved and what work would be involved in delivering the suggestions.

Proposed by Cllr B. Bawden and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the speed survey locations as Sidmouth Road, Queens Walk, King's Way, Silver Street, Charmouth Road, and Anning Road and to add Timber Hill as an additional location, at a cost of £200 plus VAT.

#### **23/33/TMH Parking Places Orders, Monmouth Beach and Woodmead Car Parks**

The deputy town clerk said the council would be considering parking charges for 2024-25 at the Strategy and Finance Committee on 12 October 2023 and if new charges were introduced, it would make sense to implement the orders at the same time so the signs would be replaced with all the new information.

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

*Cllr M. Ellis left the meeting at 8.59pm.*

#### **23/34/TMH Energy Performance Certificates and Let Commercial Buildings**

The deputy town clerk said it may be that the pressure to obtain Energy Performance Certificates (EPC) for all council buildings had gone away but he would still recommend the council pursued this because it was a relatively low-cost measure and it was useful to have information about energy performance and measures the council could take to improve this. He said whether or not the council needed to make changes by a certain date, improving the energy performance of its let buildings seemed to make sense.

*Cllr M. Ellis returned to the meeting at 9.01pm.*

Cllr B. Bawden said she had met with engineers from Low Carbon Dorset about what they could do in general to help so she could ask if they could help the council with expertise or to access funding.

Proposed by Cllr S. Cockerell and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to 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.

#### **23/35/TMH Use of Personalised Water Craft (PWCs) from Lyme Harbour**

As the council's representative on the Harbour Consultative Group, Cllr B. Larcombe said this was an issue that had been raised in that forum previously and this council had, in the past, voted against supporting use of PWCs from the harbour.

The deputy town clerk said the harbourmaster had received a request to issue up to 10 licences for PWCs to launch from Lyme harbour on a trial basis, which would be considered by the Harbour Consultative Group on 5 October 2023. He said he felt it would be useful for anyone attending the meeting on the council's behalf to have a clear and up-to-date mandate to express a view.

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to re-state the council's position that it opposes the launching and use of personalised water craft from Lyme Regis harbour or any other location along the seafront at Lyme Regis and to oppose the licensing, for a temporary/trial 12-month period in the first instance, by Dorset Council of personalised water craft launched from Lyme harbour.

#### **23/36/TMH Voluntary Beach Cleans**

The deputy town clerk said it was made extremely clear to any group wishing to do a beach clean that there were risks and it was their responsibility to provide appropriate personal protective equipment. He said the council couldn't provide insurance for voluntary groups that were not under its control and management and this was made very clear to any groups.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the suggested position on requests for voluntary beach cleans and to prepare a basic handout to give to those wishing to carry out a beach clean.

#### **23/37/TMH Complaints, Incidents and Compliments**

Members noted the report.

*Cllr G. Turner left the meeting at 9.21pm.*

*Cllr P. Evans and Cllr B. Bawden left the meeting at 9.22pm in line with their declaration of pecuniary interests.*

#### **23/38/TMH MUGA at Anning Road Playing Field**

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, 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.

## **23/39/TMH Exempt Business**

### **a) MUGA at Anning Road Playing Field**

Members discussed the proposed new location for the multi-use games area (MUGA) within Anning Road playing field.

Cllr B. Larcombe said the play equipment was already on the northern side of the field so the suggested location for the MUGA would be an extension of this.

*Cllr G. Turner returned to the meeting at 9.23pm.*

The deputy town clerk said there were numerous benefits associated with the proposed location; there were no services in the area and although it wasn't level, it would involve a lot less engineering work than in the previously proposed location.

Proposed by Cllr G. Stammers and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support locating the multi-use games area on the northern side of Anning Road playing field, adjacent to the children's play area.

*The meeting closed at 9.29pm.*

**Committee:** Town Management and Highways

**Date:** 9 November 2023

**Title:** Matters arising from the minutes of the Town Management and Highways Committee meeting held on 20 September 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**

#### **23/32/TMH –Traffic and Travel Working Group**

The group last met on 3 September 2023 and will be meeting again on 22 November 2023.

In the meantime, contact has been made with the operator of the town bus who has indicated their willingness to discuss possible service alterations and enhancements.

Further information has been obtained about the legal status of Cart Road and the restrictions which currently apply to Cobb Road, and this information will be brought to the next meeting of the group.

#### **23/33/TMH – Parking Places Orders, Monmouth Beach and Woodmead Car Parks**

Draft Orders are being discussed with both Dorset Council and the police, the approval of both being required before they can be advertised and implemented. The Orders will incorporate any revised charges agreed through the budget-setting process and will be effective from 1 April 2024, to minimise costs and avoid duplicating processes.

The possibility of incorporating an order for the park and ride site which permits a change to pay to park is also being investigated, although that may be more difficult because the council doesn't own the site and any detailed provisions will also require the approval of the landowner in addition to the usual statutory consultees.

The order-making process will also regularise penalty charges and offences. This requires the involvement of the various external agencies involved in the ticketing and enforcement process to ensure the necessary changes are made to their back-office systems and the wording of any electronic messages generated by those systems. The council also needs to ensure consistency between the new Orders, the legislative framework and its own residents' parking and other permits.

The potential to switch to decriminalised parking enforcement also continues to be investigated as part of this process, but that may not be feasible for a variety of reasons.

#### **23/34/TMH – Energy Performance Certificates and Let Commercial Buildings**

After obtaining quotes, Graham Dowling of Honiton has been appointed to carry out the surveys and provide the recommendations about potential for improvement. The work is expected to be completed within the next month and the outcome will be reported to the next meeting of this committee.

### **23/35/TMH – Use of Personalised Water Craft (PWCs) from Lyme Harbour**

At the last meeting, the deputy town clerk reported the harbourmaster had received a request to issue up to 10 licences for PWCs to launch from Lyme harbour on a trial basis, which would be considered by the Harbour Consultative Group on 5 October 2023.

Members unanimously recommended and Full Council subsequently agreed to re-state the council's position that it opposes the launching and use of personalised watercraft from Lyme Regis harbour or any other location along the seafront at Lyme Regis and to oppose the licensing, for a temporary/trial 12-month period in the first instance, by Dorset Council of personalised watercraft launched from Lyme harbour.

Charmouth Parish Council subsequently also resolved to oppose the licensing of PWCs.

The meeting of the Harbour Consultative Group on 5 October 2023 did not vote on the matter as had been anticipated, but there was a very clear majority of those present who did not support the proposal.

The intention was that the matter be taken to Dorset Council's Harbours Advisory Committee on 22 November 2023 for consideration and decision, but the town council has now been informed that this matter has been deferred for more information before being taken back to a future meeting of that committee.

The intention is that any future Dorset Council meeting be attended by both the local ward member and the chairman of this committee, and a statement and question had been prepared in anticipation of the meeting on 22 November 2023.

### **23/38/TMH – MUGA at Anning Road Playing Field**

Southwest Surveys undertook a detailed measured survey of the playing field on 1 November 2023 with a view to establishing with certainty what could be fitted where on the field prior to undertaking the planned public consultation, commencing mid-November. Any further update will be reported verbally.

Mark Green  
Deputy town clerk  
November 2023

**Committee:** Town Management and Highways

**Date:** 9 November 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**

#### **Drainage at Woodmead car park extension**

As previously reported, 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, and the first stage, a detailed topographical survey to establish precise levels, was undertaken by Southwest Surveys on 31 October 2023. A thorough jetting and cleaning of both existing gulleys in the main car park and the petrol interceptor has been commissioned, but not yet undertaken. The contractor is being chased given the urgency of the issue.

A sum of £50k has been included in the council's objectives for 2024/25 to deliver a scheme of new and improved drainage and the preliminary work is being prioritised given the recent incident referred to below.

On Saturday 28 October 2023, the local weather was extremely unsettled with periods of prolonged and very heavy rainfall. During that period, surface water accumulated to such an extent in the lowest part of the overflow car park that it overtopped the kerbs and ran through the neighbouring property, Overjordan, in what can only be described as a torrent. The incident was captured on video by both council staff and the property owner.

Fortunately, most of the water avoided buildings and ran down steps through the garden before ultimately discharging into the river.

Little damage appears to have been done, but considerable mess was caused.

The deputy town clerk is meeting on site with the property owner on 3 November 2023 and a further verbal update will be provided at the meeting.

Temporary measures to avoid a repeat occurrence are being investigated but there are inherent risks with any temporary measures which create a larger and 'dammed' lake in this location. It may be possible to divert part of the surface water flow before reaching this area and that will also be looked at, in addition to getting the gullies and drains jetted and power vacced asap.

On the 28<sup>th</sup> there also appears to have been foul discharge from the drains associated with the Emergency Services Centre. These drains are not the responsibility of the town council and the matter has been drawn to the attention of Dowsset and Wiltshire Fire Services, who are understood to be responsible for the site.

It may be that any scheme will need to be implemented prior to the next financial year given the inherent and potential risks involved to both the council and third parties. A report will be taken to the Strategy and Finance Committee on 29 November 2023.

## **Town Mill Steps**

Dorset Council had agreed a scheme of works to be undertaken in October. That work has now been completed.

## **CCTV Project**

The contract has been awarded to Scutum West as agreed by members and an initial meeting took place in late September. The meeting addressed various issues, including the interface of the local system with the remote monitoring facility, the potential installation of an additional camera in the gardens and issues with the provision of an electrical supply to some of the locations.

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 but not yet obtained. This issue will be raised at a meeting with their property team on 9 November 2023.

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**

It was reported to the Town Management and Highways committee on 20 September:

*'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.'*

Since that meeting, JBA have been formally appointed by Dorset Council and have prepared pre-application draft documents for consideration by this council and by Natural England, using that organisation's Application Advisory Service.

Draft documents submitted include application for consent, beach management plan and Habitats Regulations Assessment. The deputy town clerk commented on these documents on behalf of the town council, and they were then sent to Natural England for their consideration and comment.

The management proposals include a permanent reduction in the area being used in connection with the harbour, together with land use and management proposals designed to minimise the impact on the site and allow the natural vegetation and other protected features to recover and flourish. A small area of the beach is earmarked as an 'exclusion zone' where no harbour related use or public access will be permitted, to assist with the recovery of protected features. This will not impact on the overall scope of public access to the beach area.

The deputy town clerk has continued to liaise with JBA, Dorset Council and Natural England and Natural England has now responded to the draft proposals from JBA. Although several areas have



been identified where more information or clarification is required, the suggestions are all generally positive and it now looks highly likely that a successful outcome can be achieved.

Although the submission deadline of 30 September 2023 has not been met, Natural England are satisfied with the progress being made and the delay will not result in any action being taken against the town council as landowner.

When the final extent of harbour use is determined, the rent will need to be recalculated and any revised figure will be reported to members. In the meantime, Dorset Council has been billed for the historic amount.

### **Antiques and Craft Centre leaks**

No further leaks have been reported, despite the recent very wet and windy weather and it appears that the issue has been resolved.

### **Jubilee Pavilion**

Further vulnerabilities with the installed roof system and membrane were identified as a result of a site meeting earlier in the summer. 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. This work has been repeatedly delayed, either by poor weather, materials issues or other problems. The work remains only partially complete and there are significant leaks into the building as a result. The contractor is very clearly aware of the council's frustrations at the delays and any further update will be reported verbally at the meeting.

Notwithstanding the delays, there is still anticipated to be an underspend of about £15k on this work compared with the originally approved budget of £50k.

### **Amenities Hut Building and Plans**

As previously reported, the planning application has been approved by Dorset Council and the building regulations application has now also been approved.

The building regulation plans have been amended to incorporate a raft foundation design given the piled nature of the ground. The architect has confirmed this will not involve the resubmission of amended plans for the purposes of planning.

There was a meeting with the architect on 29 September 2023, at which the process for procurement and delivery was discussed, along with other delivery-related issues.

The building work needs to be the subject of a formal tender process because of the anticipated cost.

The agreed programme includes a date for the return of tenders prior to Christmas and the architect has been instructed to proceed to that stage in the first instance.

The architect has expressed his concern about the adequacy of the approved budget, £70k, but proceeding to the tender stage will allow costs to be established through a competitive process.

If the costs do turn out to be as high as the architect has suggested, then the council may need to fundamentally revisit either the project or the funding for it.

If the tenders prove to be affordable then the programme anticipates a start on site in spring.

This will require alternative and temporary arrangements to be put in place, both for the amenities staff and for the gardening team, who use the building as their mess facility.

All of these issues will be brought back to members once tenders have been received.

### **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 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 involved the undertaking of a full cost plan using a specialist quantity surveyor (QS). This helped to inform the budget setting process. The QS individually costed all aspects of the building work, including all works which assist with meeting the council's environmental and carbon reduction ambitions.

His report was submitted to the meeting of the Strategy and Finance Committee on 11 October 2023 at which members recommended 'not to proceed with the project to refurbish the council office and to look for alternative office facilities.'

This recommendation was endorsed by Full Council at its meeting on 25 October 2023.

A meeting is taking place with the council's architect on 6 November 2023 to start considering options for alternative accommodation. A meeting will also be taking place on the same day to look specifically at potential options involving St Michael's Business Centre. In the meantime, the decision to safeguard Unit 2 at the centre is being pursued.

Any update will be provided verbally at the meeting.

### **Cemetery Lodge and Harbour Store**

Members agreed to appoint Crickmay Stark to assist with architectural and building related work and they have been appointed and instructed on these projects. Measured surveys have been completed and initial plans prepared for discussion, including with the staff most directly affected.

Those initial survey plans and proposals are attached as **appendices 7A, B, C and D** for members' information.

The plans and the subsequent programmes of work and costings will be discussed with the architect at a meeting taking place on 6 November 2023.

It would appear that works to the harbour store are unlikely to require planning permission, but works to the lodge may need additional approvals given its location within the designated Cemetery Conservation Area.

Any additional information arising from the meeting on 6 November 2023 will be reported verbally, including the anticipated programme of works.

Once developed further, plans will be presented for member approval prior to any applications being submitted or quotes or tenders being sought.

### **Park and Ride 2023**

The 2023 outturn and the proposals for 2024 were considered at the Strategy and Finance Committee meeting on 11 October 2023.

The deputy town clerk will now invite expressions of interest from potential operators for the 2024 service, at the same time as progressing discussions with the landowner about the intended longer-term agreement for the site.

If the timings and site discussions allow, it may be that operator interest will be sought for a multi-year agreement.

Further reports will be provided to either this committee or Strategy and Finance in due course.

### **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 further contents have already been cleared by family members and what is left is considered to be relatively worthless and not suitable for storage elsewhere, as had originally been intended. Subject to legal advice, the intention is to simply dispose of the remaining items and proceed with the re-letting of the garage.

Occupation until the complete emptying of the garage will be billed for.

### **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 HC 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 HC 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 HC 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 were due to be undertaken before the end of October, but this has been weather delayed. Hopefully, the work will be able to commence shortly, although the weather outlook remains relatively poor.

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 has now completed these works within budget (£21.6k) and to programme.

The contractor proved to be exceptionally responsive to local circumstances and tenant concerns and, on occasions, commenced work as early as 2am. Some additional areas of repair were also undertaken, all at no additional cost.

A letter has been written to the contractor thanking them for their exceptional work.

## **Filming on Seafront**

Members received separate briefings about filming for Netflix at various locations on or near the seafront during the first or second week in October. The filming completed without any major issues and the production company thanked the town council for their help and assistance throughout the shooting period.

The additional payment to the town council arising from the filming amounted to about £12k +VAT.

## **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 are still advising 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) have no longer been 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 involve the use of two additional 1,100 ltr waste bins 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 are now 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 are 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 proving unpopular with some owners. They may well also increase the risk of commercial 'fly tipping' in the additional 1,100 ltr bins but this hasn't occurred since September but 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 is being 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.

### **Perimeter wall – Churchyard**

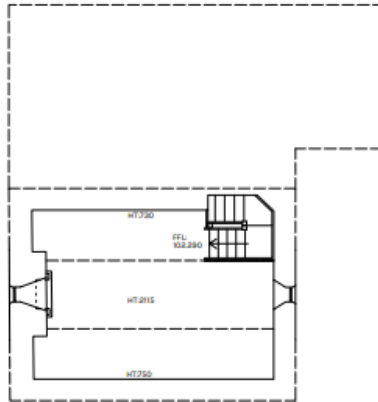
Work is about to commence on the initial repair and the work is expected to take about 4-5 weeks to complete. A more comprehensive report about the need to carry out a phased programme of repairs and the likely cost implications was available to inform the budget-setting process and has been included in the council's objectives for 2024/25 onwards.

### **Oil Painting**

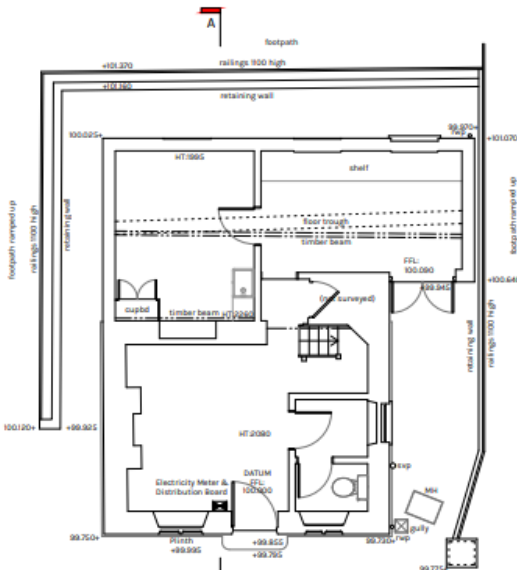
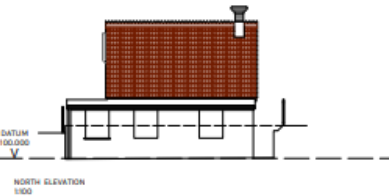
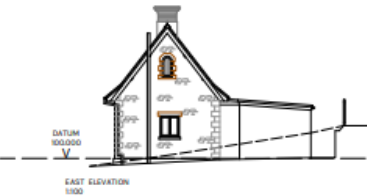
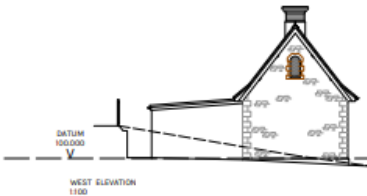
Members have previously agreed to a damaged painting being sold to a descendent of the person portrayed in it for a nominal sum and conditional on him having the painting professionally restored at his cost.

The restorer collected the painting on 2 November 2023 with a view to commencing restoration work immediately.

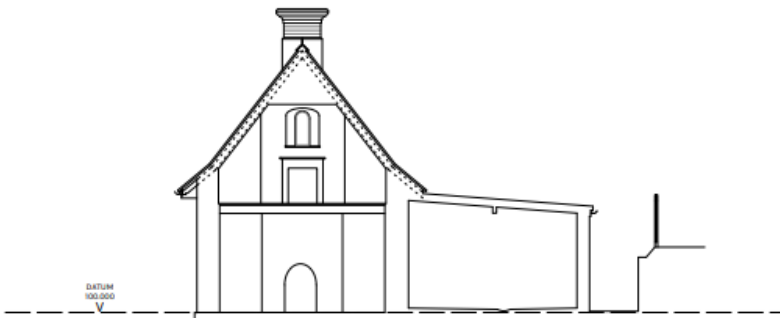
Mark Green  
Deputy town clerk  
November 2023



FIRST FLOOR PLAN  
1:50



GROUND FLOOR PLAN  
1:50



SECTION A - A  
1:50

MATERIALS

- WALLS:  
Stone/Flint with dressed stone quoins  
Masonry with a course render
- ROOFS:  
Clay Roman Tiles with Crested Ridge Tiles - Brown/Grey  
3 Layer felt flat roof
- DOORS:  
Timber painted - Teal
- WINDOWS:  
Timber Casement painted - Teal  
Metal Casements with leaded lights painted - Teal
- DRAINAGE GOODS:  
Metal gutter and downpipes painted - Teal  
UPVC gutter - black  
SVP painted - Teal

Preliminary  
31.08.2023

**CRICKMAY  
STARK  
ARCHITECTS**

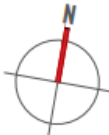
CEMETERY LODGE  
THE CEMETERY  
CHARMOUTH ROAD, LYME REGIS  
For Lyme Regis Town Council  
SURVEY  
FLOOR PLANS, SECTION & ELEVATIONS

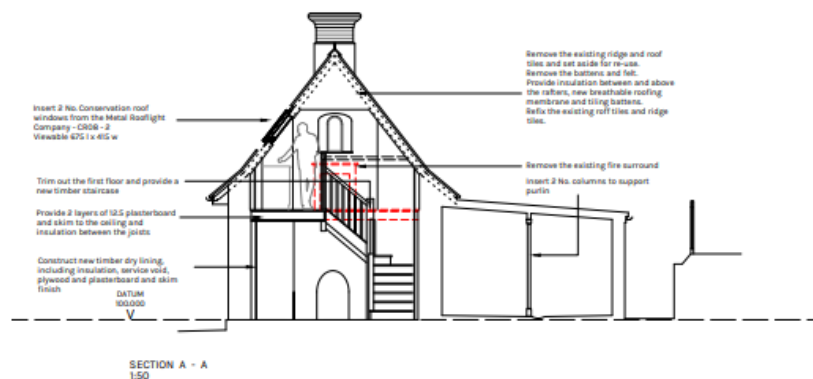
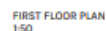
SCALE 1:50 and 1:100 @ A1  
DATE August 2023  
DRAWN C.M.Read

23/074/ S1

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Metres @ 1:50  
COPYRIGHT RESERVED

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Metres @ 1:100





## MATERIALS

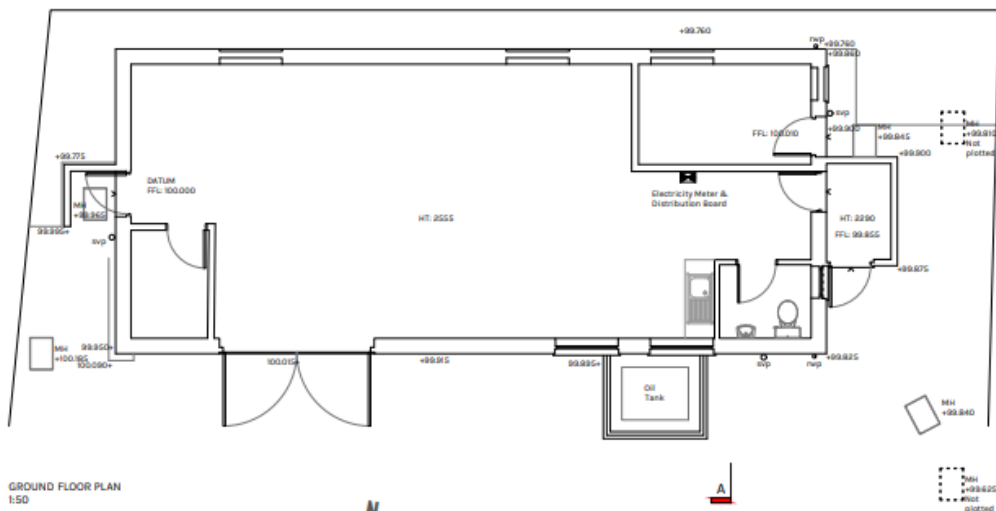
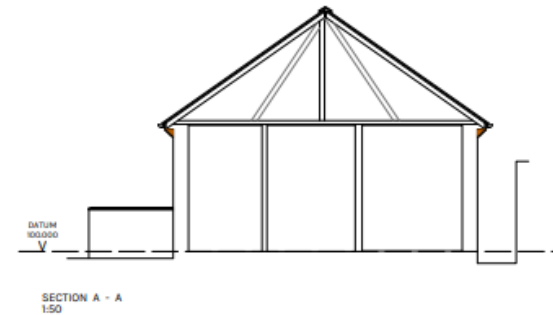
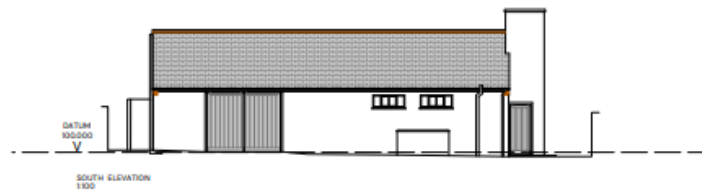
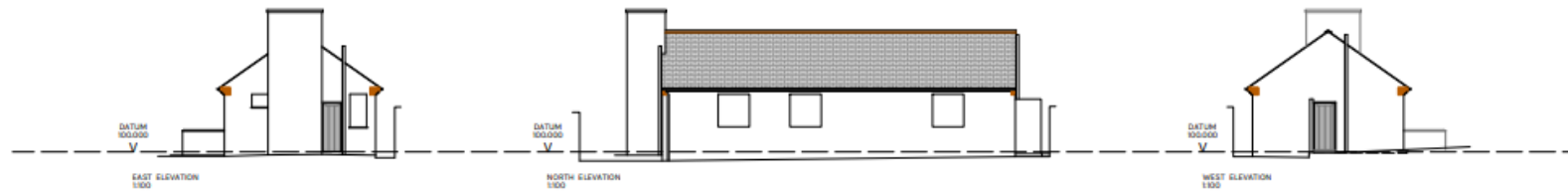
**WALLS:**  
Stone/Flint with dressed stone quoins  
Masonry with a coarse render

**ROOFS:**  
Clay Roman tiles with Crested Ridge Tiles - Brown/Grey  
2 Layer felt flat roof

**DOORS:**  
Timber painted - Teal

**WINDOWS:**  
Timber Casements painted - Teal  
Metal Casements with leaded lights painted - Teal

**DRAINAGE GOODS:**  
Metal gutter and downpipes painted - Teal  
UPVC gutter - black  
SVP painted - Teal



## MATERIALS

WALLS:  
Masonry with a course render

ROOFS:  
Fibre Cement (Asbestos) Slates with Angular Clay Ridge Tiles - Brown/Grey  
Fibreglass flat roof

DOORS;  
Timber painted - Blue

WINDOWS:  
Timber / Metal Casement painted - Blue

DRAINAGE GOODS:  
 UPvc gutter - Black  
 SVP painted - Blue

Preliminary  
31.08.2023

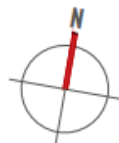
**CRICKMAY  
STARK  
ARCHITECTS**

13-15 Prince's Street  
Dorchester  
Dorset  
DT1 1TW  
**T** 01305 262636  
**E** [info@nickmystark.co.uk](mailto:info@nickmystark.co.uk)  
[www.nickmystark.co.uk](http://www.nickmystark.co.uk)

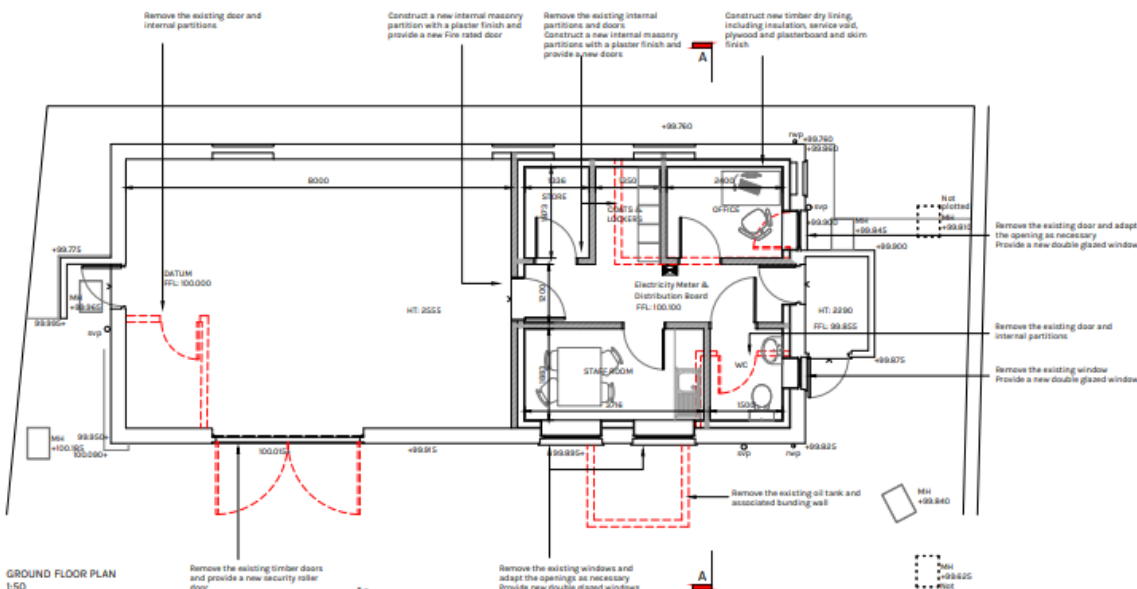
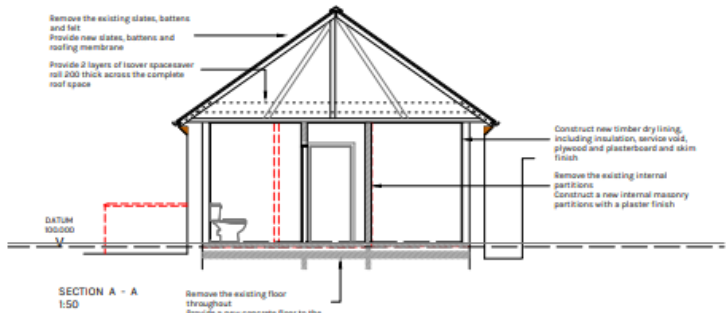
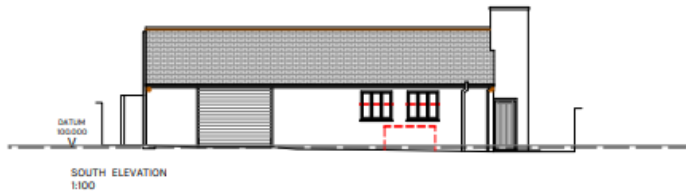
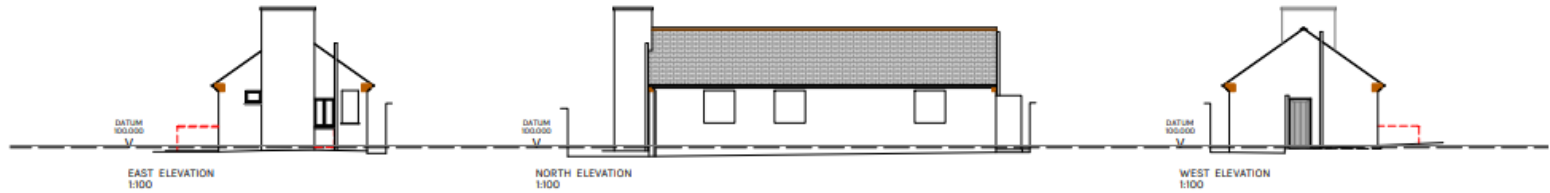
BEACH STORE  
MONMOUTH BEACH  
LYME REGIS  
For Lyme Regis Town Council  
SURVEY  
FLOOR PLANS, SECTION & ELEVATIONS

|       |                     |
|-------|---------------------|
| SCALE | 1:50 and 1:100 @ A1 |
| DATE  | August 2023         |
| DRAWN | C.M.Read            |

23/075/ S1







- MATERIALS**
- WALLS:  
Masonry with a course render
  - ROOF'S:  
Fibre Cement (Asbestos) Slates with Angular Clay Ridge Tiles - Brown/Grey  
Fibreglass flat roof
  - DOORS:  
Timber painted - Blue
  - WINDOWS:  
Timber / Metal Casement painted - Blue
  - DRAINAGE GOODS:  
UPVC gutter - Black  
SVP painted - Blue

Preliminary  
23.10.2023

**CRICKMAY  
STARK  
ARCHITECTS**

13-16 PLYMOUTH STREET  
DORCHESTER  
DT1 1TW  
T 01300 360836  
E info@crickmaystark.co.uk  
www.crickmaystark.co.uk

BEACH STORE  
MONMOUTH BEACH  
LYME REGIS  
For Lyme Regis Town Council

SCHEME DESIGN  
FLOOR PLANS, SECTION & ELEVATIONS

SCALE 1:50 and 1:100 @ A1  
DATE October 2023  
DRAWN C.M.Read

23/075/ SK1



**Committee:** Town Management and Highways

**Date:** 9 November 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 8A**. Progress with objectives is updated continuously and changes since the last meeting of the committee in September 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 13 December 2023.

Mark Green  
Deputy town clerk  
November 2023

| Objective  | Budget, £k | Completion date                            | Lead officer | Timeline   | Comments  |
|--|------------|--|--------------|--|---|
| Determine the use of the trailer park and accreted land          | N/A        | April 2023<br>January 2024                 | MG           | June 2023 assuming Natural England approval and no undue delays in completing the legal work | Critical meeting taking place 19 June 2023. Working to 30 September deadline for submission of application to Natural England. Deadline missed by Dorset Council but good progress made, preliminary application made, views of Natural England obtained and final application about to be submitted for approval.  |
| Install water Refill station at the Candles on the Cobb Pavilion | 0.3        | June 2023                                  | MAD          | Install: Apr/May 2023<br>Parts arrived 13.04.2023<br>Installed: 8 June 2023                  | Sign installed August 2023  |
| Replace Langmoor Room door                                       | 7          | June 2023<br>January 2024                  | MAD<br>PW    | Quotes: Mar/April 2023<br>Work: May/June 2023  | Quotes obtained. Decision deferred until the use of the Langmoor Room is determined.  |
| Remedy water ingress to the Jubilee Pavilion                     | 50         | June 2023<br>October 2023<br>December 2023 | MG           | Work to be completed by June 2023  | Work is entirely weather dependent and timescale assumes reasonable weather. It also assumes that final leak tests on 24/2/23 confirm cause of leak.<br>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. Works part complete and delayed for weather and technical/materials reasons. Contractor under extreme pressure to complete works asap. |

|   |     |                                     |        |  |   |
|---|-----|-------------------------------------|--------|--|---|
| Repairs to the facia of SWiM, antiques and craft centre and amusement arcade          | 10  | June 2023<br>October 2023           | MG     | Work to be completed by Early July 2023  | Work is entirely weather dependent so timescale assumes reasonable weather.<br>Due to start 11 September and expected to take two weeks to complete. Revised budget estimate £22k. Works completed to programme and budget.   |
| Identify preferred partners for provision of professional services and building works | N/A | September 2023 (now 26 July target) | MAD/MG | Advertise to encourage applications – early Summer 2023  | Contractor appointed, Crickmay Stark, Dorchester  |
| Renew cemetery chapel roof  | 18  | September 2023                      | MAD/MG | Quotes: Mar – May 2023<br>4wks work: August 2023   | All works completed ahead of programme and on budget.   |
| Retarmac cemetery paths   | 15  | September 2023                      | MAD    | Quotes: Mar – May 2023<br>Work: summer 2023  | Work completed. Budget overspend of £1k   |
| Replace tractor   | 40  | November 2023                       | MAD    | Tractor received 13 June 2023  | Tractor delivered. Budget underspend of £5k.  |
| Repairs to woodland walk bridge   | 5   | November 2023                       | MAD    | Quotes: Mar- May 2023<br>Work: Autumn 2023   | Work completed. Budget underspend of £1,250   |
| Repairs to church wall (subject to confirmation of ownership and liability)           | 30  | December 2023                       | MG     | Confirm all responsibilities and ownerships-February 2023<br>Procure and appoint managing contractor-March 2023<br>Undertake detailed survey-May 2023<br>Agree scope and likely cost of work-June 2023 (if within already approved budget)<br>Appoint building contractor-July 2023<br>Complete works- August 2023 | This timescale may be <b>very</b> optimistic and assumes no need for external permissions or consents and the ability to complete the works within the already approved budget.<br><br>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.<br><br>Contractor due to start work by 30 October. Anticipated budget underspend of £5k. |

|   |     |                        |                 |   |   |
|---|-----|------------------------|-----------------|---|---|
| Undertake replacement of harbourmaster's store and cemetery lodge | 100 | March 2024             | MG              | Agree scope of works- June 2023<br>Appoint contract manager-End July 2023<br>Project completion-October/November 2023   | Initial plans and specifications prepared and attached to this agenda. Programme of works to be agreed 6/11/23  |
| Replace one parking machine                                       | 5   | March 2024             | MAD<br>PW       | Install: March 2024<br>Dependent on the future of Monmouth machines   | Deferring until existing issues with Flowbird are resolved or contract terminated.  |
| Footpath repairs in the gardens                                   | 100 | March 2024<br>May 2024 | MAD/MG<br>MG/PW |   | Work dates will be dependent on contractor availability and weather<br>Investigation with engineer early-2023<br>Trial Work: Sep/Oct 2023<br>Tender: Autumn 2023<br>Work: Spring 2024<br>Trial work delayed by weather...commencement expected November 2023.   |
| Improve CCTV provision  | 38  | March 2024             | MAD<br>MG       | Listed Building Consent: Feb/Mar 2023<br>Invitation to tender: June 2023<br>Install: Rock Point/Baptist Church/Gardens – July/August 2023<br>Quotes for columns: March-May 2023<br>Install: Monmouth - Autumn 2023<br>DNO install power to skatepark: Autumn/Winter 2023/24<br>Install skatepark: by March 2024 | Dependent on listed building consent, availability of equipment and columns (and column install), and the DNO work.<br>Grant from OPCC to be requested on order of the first three cameras.<br>Planning permission granted.<br>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 |

|  |    |               |           |   |   |
|--|----|---------------|-----------|---|---|
|  |    |               |           |   | <i>from the Office of the Police and Crime Commissioner.</i>  |
| Identify locations and install gym equipment | 25 | March 2024    | JW        | <i>Report to TMH in September<br/>Quotes: Autumn 2023<br/>Install: Spring 2024</i>  | <i>Work dates will be dependent on contractor availability<br/>Report deferred to 8 November TMH meeting while clarity on the MUGA and other ideas for the use of the gardens is sought.<br/>Report on this agenda.</i>   |
| Replace the amenities' hut                   | 55 | March 2024    | MAD<br>MG | <i>Planning app decision: Jun 2023<sup>1</sup><br/>Invitation to Tender: Summer 2023<br/>Work: Autumn 2023 or Spring 2024</i> | <i>Work dates will be dependent on contractor availability<br/>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. Following meeting with architect, tenders to be returned and evaluated prior to Christmas 2023. Subsequent programme to be revisited after costs and affordability have been further assessed.</i> |
| Monkeybars for Anning Rd playpark            | 5  | March 2024    | MAD<br>PW | <i>To be discussed with Gym equipment at September TMH<br/>Install: Spring 2024</i>   | <i>Report on this agenda.</i>   |
| Repairs to Bell Cliff steps and railings     | 5  | November 2024 | MAD       | <i>Listed Building Consent: by March 2024<br/>Quotes: spring/summer 2024<br/>Work: Autumn 2024</i>                            | <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</i>   |

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

|  |     |            |             |  |   |
|--|-----|------------|-------------|--|---|
|  |     |            |             |  | <i>highway and discussions will take place with Dorset Council about a contribution. Meeting taking place with Dorset Council's property team and ward member on 9 November. This matter will be discussed.</i>   |
| Implement proposals from the travel and transport working group – including town bus | TBC | TBC        | JW          |  | <i>Minutes elsewhere on this agenda. Next meeting on 22 November 2023.</i>  |
| Develop a multi-use games area at Anning Road Playing Field                          | 150 | June 23    | JW<br>MG/PW |  | <i>Measured survey undertaken and public consultation to commence November 2023.</i>  |
| Re-model park & ride for 2024 & beyond   |     | March 2024 | MG          |  | <i>Planning application resubmitted by landowner but not yet determined, discussions with landowner ongoing about longer-term agreement. Submissions from potential bus operators to be sought November 2023 following decisions at Full Council 25 October 2023.</i> |

## LYME REGIS TOWN COUNCIL

## TRAFFIC AND TRAVEL STRATEGY WORKING GROUP MEETING 5

MINUTES OF THE MEETING HELD ON MONDAY 18 OCTOBER 2023  
AT 10.00AM IN THE COUNCIL OFFICE'S MEETING ROOM**Attendance**

**Chairman:** Cllr C. Aldridge

**Councillors:** Cllr B. Bawden, Cllr S. Cockerell, Cllr P. May

**Non-councillor:** Alan Bristow

**Officers:** John Wright, town clerk

**Apologies:** Cllr P. Evans MBE, Cllr B. Larcombe MBE

**Minutes of the meeting 4 September 2023**

Approved

**Matters arising from the meeting 4 September 2023**

JW said a working group was established some time ago to consider the town bus, but the working group hadn't met. JW said he would contact the members of this group and suggest its remit was absorbed into the traffic and travel working group.

It was agreed that meeting would take place with Charmouth Parish Council and Uplyme Parish Council to discuss the possibility of extending the town bus.

It was agreed any changes to the town bus route should involve consultation and costings.

BB agreed to contact Dorset Council for further details on its travel plan and to see if an officer could speak to the working group.

BB and JW would meet separately on the letter to Dorset Council confirming speed survey locations.

The group felt that while it was important to consider single issues, it wanted to keep track of the quick wins it had identified and felt an item to review progress should be included on its working group agenda.

**Dorset Council and Bournemouth Poole and Christchurch Transport Plan 4 Development**

The working group received a presentation from JW on the report considered by Dorset Council's cabinet. In summary:

- the current local transport plan (LTP) runs until 2026, the new plan will be adopted in spring 2025 and will run from 2023 to 2041
- the new LTP will also set out a long-term vision for moving around Dorset safely and sustainably, it will align with government, related national and local policies, and make the case for transport investment
- the LTP approach will be vision-led and will be informed by natural environment, climate and ecological implications.

A copy of the presentation is attached, **appendix 9A**.

**The next meeting**

The next meeting will consider the 2023 Vision and will take place at 2pm, Wednesday 22 November 2023 in the council's offices.



**Committee:** Town Management and Highways

**Date:** 8 November 2023

**Title:** Emergency Planning Procedure Review

**Purpose of the Report**

To review the Emergency Planning Procedure

**Recommendation**

Members review the procedure and instruct officers on any further amendments

**Report**

1. Each year, in November, the Emergency Planning Procedure is reviewed. A draft, including amendments in red, is at **appendix 10A**. The amendments include any changes to phone numbers and roles.
2. The operations manager undertook flood warden volunteer training at the Community Resilience Day run by the Environment Agency on 18 October 2022 in West Bay. In the absence of the operations manager, Pete Williams, acting operations manager, will be responsible for all flood and flood damaged related incidents and shall direct staff accordingly seven days a week. He receives all notifications from the relevant authorities to deal with such incidents and is contactable via his works mobile number, 07912 387888.
3. Responsibilities of flood wardens include monitoring flooding, recording and reporting, advising those at risk of flooding about the help available, distributing sandbags and hydrosnakes where required, and co-ordinating with emergency services where required.
4. Any recommendations from this committee will be considered by the Full Council on 13 December.

Pete Williams  
Acting operations manager  
November 2023

# Lyme Regis Town Council

## Emergency Planning Procedure

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Locations that could be used as places of safety .....13

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# Introduction

This procedure takes a practical approach towards what the town council can realistically do in the event of an emergency.

It starts off by giving a pen portrait of who does what in the county, along with their contact details. This is followed by details of how the town council will organise itself and the resources it has at its disposal in the event of an emergency.

It goes on to identify contact details for the relevant council employees, the voluntary organisations who may be able to assist in the event of an emergency, and the care and residential homes in the town.

John Wright  
Town Clerk  
November 2023

Next Review: November 2024

# Who does what in Dorset?

## **The Strategic Co-ordinating Group**

This consists of the county's police, fire and rescue, health and ambulance services, along with the Coastguard, Environment Agency, and the chief executives of the county council.

The Strategic Co-ordinating Group, also known as 'Gold Command', is chaired by a senior police officer, normally an Assistant Chief Constable.

As indicated by its name, this group co-ordinates a strategic approach across services. The group is called together in the event of a significant emergency.

## **The Tactical Co-ordinating Group**

Representation is as above. The Tactical Co-ordinating Group is also known as 'Silver Command'. This group implements the decisions made by the Strategic Co-ordinating Group.

## **Dorset Council (DC)**

Dorset Council's advice is to call 01305 221000 and follow directional instructions, this line is managed 24/7.

In the event of an emergency, Dorset Council will endeavour to provide the latest information on the front page of the [dorsetforyou](http://dorsetforyou.com) website.

Dorset Council is responsible for highways, they have a Vulnerable People Plan, and will transport evacuees to rest and reception centres. The principal rest and reception centre for Lyme Regis is Woodmead Halls, 01297 443942. The purpose of the rest and reception centre is to provide a venue for people to be directed to, and from where other organisations will provide help and support. They are responsible for flooding, except for coastal and main river flooding, which is the responsibility of the Environment Agency.

Dorset Council also has a supply of sandbags at the Charminster depot in Dorchester.

## **National Highways**

The National Highways (Highways England changed its name to National Highways in August 2021) is responsible for motorways and major trunk roads. The A35 and the A303 are designated major trunk roads. The National Highways can be contacted on 0300 123 5000 and [info@nationalhighways.co.uk](mailto:info@nationalhighways.co.uk) The latest up-to-date information is available on their website: <https://nationalhighways.co.uk>

## **The Environment Agency**

The Environment Agency is responsible for coastal flooding and main rivers. There are two national contact numbers: Floodline, 0345 988 1188 and the Incident Hotline, 0800 807060. The regional team is based at Blandford, 01258 483326.

The regional team's advice is that if there is an emergency or up-to-date information is required, we should dial a national contact number and ask to be put through to the Blandford flood warning duty officer.

The town council is registered with the Environment Agency for coastal and river flood alerts.

## **South West Water**

South West Water can be contacted on 0800 169 1144.

## **The Emergency Services**

The police, fire and rescue, and ambulance services can be contacted on 999. The Maritime Coastguard Agency and the Royal National Lifeboat Institution can also be contacted on 999. In a non-emergency the police can be contacted on 101.

## **The Maritime Coastguard Agency (MCA)**

The MCA has highly trained Maritime Rescue Coordination Centre personnel who are ready to respond to emergency calls on a 24-hour, 365-days-a-year basis for the UK coast and surrounding waters. Their primary aim is to reduce incidents through prevention activity, education and improved regulations while maintaining effective enforcement. Their main emergency response is Search and Rescue, Counter Pollution & Response, Receiver of Wreck. They can be contacted on 999.

## **The Royal National Lifeboat Institution (RNLI)**

The RNLI is a charity that saves lives at sea. They provide, on call, a 24-hour, 365-days-a-year lifeboat search and rescue service and a seasonal lifeguard service. The RNLI also has a Flood Rescue Team available on a 24-hour, 365-days-a-year basis ready to deploy to flooding events in the UK, Ireland and abroad to perform search and rescue.

## **Western Power Distribution**

Western Power Distribution is the electricity distribution network operator for the Midlands, South Wales and the South West. They can be called in the event of a power cut and are available 24 hours-a-day, 365 days-a-year. They have special arrangements in place for vulnerable people and customers who depend on electricity. In the event of an emergency they can be contacted on 0800 365900.

## **Southern Gas Networks (SGN)**

Southern Gas Networks (SGN) provide a safe and secure supply of gas to 5.8 million customers and are the second largest gas distributors in the UK. In the event of a suspected gas leak call 0800 111 999. They are available 24 hours-a-day, 365 days-a-year.

## **Other useful numbers**

Other useful numbers can be found on the Lyme Regis Town Council website under Community/Useful Information/Useful Contacts.

# The role of the town council

In the event of an emergency, the town council will suspend the normal duties of its employees and direct them to assist its residents and other agencies working in the town. In doing so, the town council will pay proper regard to the health and safety of its employees.

The town council's first point of contact in an emergency is the town clerk. Other secondary points of contact, in order, are the deputy town clerk, the acting operations manager and the support services manager.

If an emergency event occurs, the town clerk or deputy town clerk should work with a lead councillor, normally the Mayor or chairman of the Strategy and Finance Committee or, in their absence, one of their deputies. Their contact details, along with those of other employees are attached. Further details are as follows:

- The town clerk/deputy town clerk/ acting operations manager/support services manager should consider advice from the lead councillor but retain responsibility for operational decision-making.
- The town clerk, or in his absence the deputy town clerk/acting operations manager/support services manager, should take whatever measures are necessary to protect public health and council property.
- As soon as an emergency has been contained or resolved, the member and the town clerk or deputy town clerk / acting operations manager / support services manager should decide what information needs to be communicated to whom and when this should be done. This includes an assessment of whether a press release should be issued.
- If any actions taken subsequently need to be stood-down, e.g., the removal of a cordon, the town clerk/deputy town clerk/acting operations manager/support services manager must propose how this should be done.
- The town clerk/deputy town clerk/acting operations manager/support services manager must complete a report on the emergency. This report must detail any further actions required and must be reported to the next appropriate council meeting.
- A log of key events and actions will be maintained for the duration of the emergency.

In the event of an emergency, the town council will aim to keep its office open to:

- provide information and assistance to the public.
- update its website.
- liaise with other statutory and voluntary agencies working in the town
- co-ordinate the activities of its employees.

Other employees will be directed to such duties that are appropriate. Typically, these could include establishing that vulnerable residents are safe and secure, escorting residents to rest and recovery centres, clearing snow, gritting, deploying sandbags, clearing blocked areas and assisting other organisations who are responding to the emergency.

The resources of the town council are limited. However, they could be of assistance as a first response or to deal with isolated incidents.


To this effect, the town council has available:



- 50 x 20 kg salt bags at the works store and 850kg of loose salt at the works store. Keys are held by the external works' team and at the town council's office



- a towable gritter located in the works store and a hand gritter located at the cemetery mortuary. Keys are held by the external works' team and at the town council's office
- 100 loose sandbags and 50 made-up sandbags at the works store. 25 made up sandbags by the storm drain at Ware Cliff/Bowling Green. Keys are held by the external works' team and in the town council's office
- 72 hydrosnakes are located at the East Store. Keys are held by the external works' team and in the town council's office

# Town council emergency contacts

|   |  |
|---|--|
|    | <b>Name:</b> John Wright   |
|   | <b>Title:</b> Town Clerk   |
|   | <b>24hr telephone contact:</b><br>(m) 07912 387886 (w) 01297 445175 (h) 01308 427874   |
|   | <b>Email:</b> john.wright@lymeregistowncouncil.gov.uk  |
|   | <b>Address:</b> Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS  |
|    | <b>Name:</b> Mark Green  |
|   | <b>Title:</b> Deputy Town Clerk  |
|   | <b>24hr telephone contact:</b><br>(m) 07843 378995 (w) 01297 445175  |
|   | <b>Email:</b> mark.green@lymeregistowncouncil.gov.uk   |
|   | <b>Address:</b> Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS  |
|  | <b>Name:</b> <i>Matt Adamson-Drage – Currently off sick</i><br><i>Pete Williams</i>  |
|   | <b>Title:</b> <i>Operations Manager – currently off sick</i><br><i>Acting operations manager</i>   |
|   | <b>24hr telephone contact:</b><br><i>(m) 07787 520214 (w) 01297 445175 – currently off sick</i><br><i>(m) 07912 387 888 (w) 01297 445175</i> |
|   | <b>Email:</b> <i>matt.adamson-drage@lymeregistowncouncil.gov.uk</i><br><i>pete.williams@lymeregistowncouncil.gov.uk</i>                      |
|   | <b>Address:</b> Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS  |
|   |  |

|  |  |
|--|--|
|    | <b>Name:</b> Adrianne Mullins  |
|  | <b>Title:</b> Support Services Manager   |
|  | <b>24hr telephone contact:</b><br>(m) 07565 192874 (w) 01297 445175  |
|  | <b>Email:</b> <a href="mailto:adrianne.mullins@lymeregistowncouncil.gov.uk">adrianne.mullins@lymeregistowncouncil.gov.uk</a>           |
|  | <b>Address:</b> Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS  |
|    | <b>Name:</b> Cllr David Sarson   |
|  | <b>Title:</b> Mayor  |
|  | <b>24hr telephone contact:</b> 01297 445581  |
|  | <b>Email:</b> <a href="mailto:Irtccllr david.sarson@lymeregistowncouncil.gov.uk">Irtccllr david.sarson@lymeregistowncouncil.gov.uk</a> |
|  | <b>Address:</b> 19 Elizabeth Close<br>Lyme Regis<br>Dorset<br>DT7 3BN  |
|  | <b>Name:</b> Cllr Philip May   |
|  | <b>Title:</b> Deputy Mayor   |
|  | <b>24hr telephone contact:</b> 07740 974304  |
|  | <b>Email:</b> <a href="mailto:Irtccllr philip.may@lymeregistowncouncil.gov.uk">Irtccllr philip.may@lymeregistowncouncil.gov.uk</a>     |
|  | <b>Address:</b> Amity<br>Colway Lane<br>Lyme Regis<br>Dorset<br>DT7 3BG  |

## Staff Telephone Numbers

### Office staff

Naomi Cleal  
Shanie Cox  
Kate Newman  
Anne-Marie Shepherd  
Cara Austin  
Jon Smith

01297 445175  
01297 445175  
01297 445175  
01297 445175  
01297 445175  
01297 445175

Finance manager  
Finance assistant  
Community engagement assistant  
Community engagement assistant  
Community engagement assistant  
Property and projects assistant

**Outside staff**

|                 |              |                              |
|-----------------|--------------|------------------------------|
| Peter Williams  | 07912 387888 | Acting operations manager    |
| Mark Bujniewicz | 07864 087038 | Acting operations supervisor |
| Alan Legg       | 07935 834100 | Gardener                     |
| Jamie Grant     | 07557 515615 | Gardener                     |
| Steve Turner    | 07851 222134 | Gardener                     |
| Kai Sparks      | 07784 622557 | Gardener                     |
| Matt Davies     | 07749521836  | Gardener                     |
| Steve Hossack   | 07912 387889 | Maintenance operative        |
| Alan Jefferies  | 07912 387883 | Enforcement officer          |
| Jenni West      | 07421 731580 | Enforcement officer          |
| Darren Cheney   | 07779 247239 | Cleansing operative          |
| Matt Johnson    | 07754 425438 | Seafront attendant           |
| Amenities' Hut  | 07584 176133 |                              |

# Organisations that can assist in emergencies

| Skill/Resource              | Contact details  | Location   | When available  |
|-----------------------------|--|--|---|
| St. John Ambulance (Dorset) | 01305 751169<br>07699 76844 (out of hours)<br>07659 126927 (call-back)   | John House<br>Bridport Road<br>Dorchester<br>Dorset<br>DT1 2NH                         | 24hrs support   |
| RNLI                        | 0845 045 6999  | West Quay Road<br>Poole  | 24hrs support   |
| Bridport Community Hospital | 01308 422371   | Hospital Lane<br>Bridport Dorset   | <a href="#">Minor Injuries Unit opening times</a><br>November - March 09.00-18.00 7 days a week<br>April –October 09.00-20.00 7 days a week |
| Lyme Regis Medical Centre   | 01297 445777   | Uplyme Road<br>Lyme Regis<br>Dorset<br>DT7 3LS   | <a href="#">Minor Injuries Unit Opening Times</a><br>Monday – Friday 8.00am – 8.00pm<br>Saturday & Sunday 8.00am – 1.00pm                   |
| Lyme Regis Harbour Master   | 01297 442137   | The Cobb<br>Lyme Regis   | 7.00am – 7.00pm   |
| British Red Cross           | 07734734342 (call-back service)  | Bradbury House,<br>Apple Lane,<br>Sowton, Exeter<br>EX2 7HA                            | 24hrs support   |
| Food Bank Lyme Regis        | <a href="mailto:lymeforward@gmail.com">lymeforward@gmail.com</a><br><a href="http://lymeregisfoodbank.co.uk">lymeregisfoodbank.co.uk</a> | Lyme Forward,<br>Office 2, Unit 5,<br>Lyme Regis<br>Business Park<br>Uplyme Rd DT7 3LS | Wednesdays<br>10am-12pm   |

|   |                                      |                           |                        |
|---|--------------------------------------|---------------------------|------------------------|
| Seaside Store<br>Lyme Regis<br>Development<br>Trust | 01297 255002<br>community@lrdt.co.uk | The Hub,<br>Church Street | Tuesdays<br>10am – 1pm |
| Community<br>Support Group                          | Cheryl Reynolds<br>07796 074849      |                           | 24hrs support          |

# Care and Residential Homes in Lyme Regis

| Organisation                             | Address   | Phone number |
|--|---|--------------|
| Fairfield House<br>Residential Care Home | Charmouth Road<br>Lyme Regis<br>Dorset<br>DT7 3HH | 01297 443513 |
| Shire House Care Home                    | Sidmouth Road<br>Lyme Regis<br>Dorset<br>DT7 3ES  | 01297 442483 |
| Lyme Regis Nursing<br>Home               | 14 Pound Road<br>Lyme Regis<br>Dorset<br>DT7 3HX  | 01297 442322 |
| Pinhay House<br>Residential Care Home    | Lyme Regis<br>Dorset<br>DT7 3RQ                   | 01297 445626 |

# Locations that could be used as places of safety

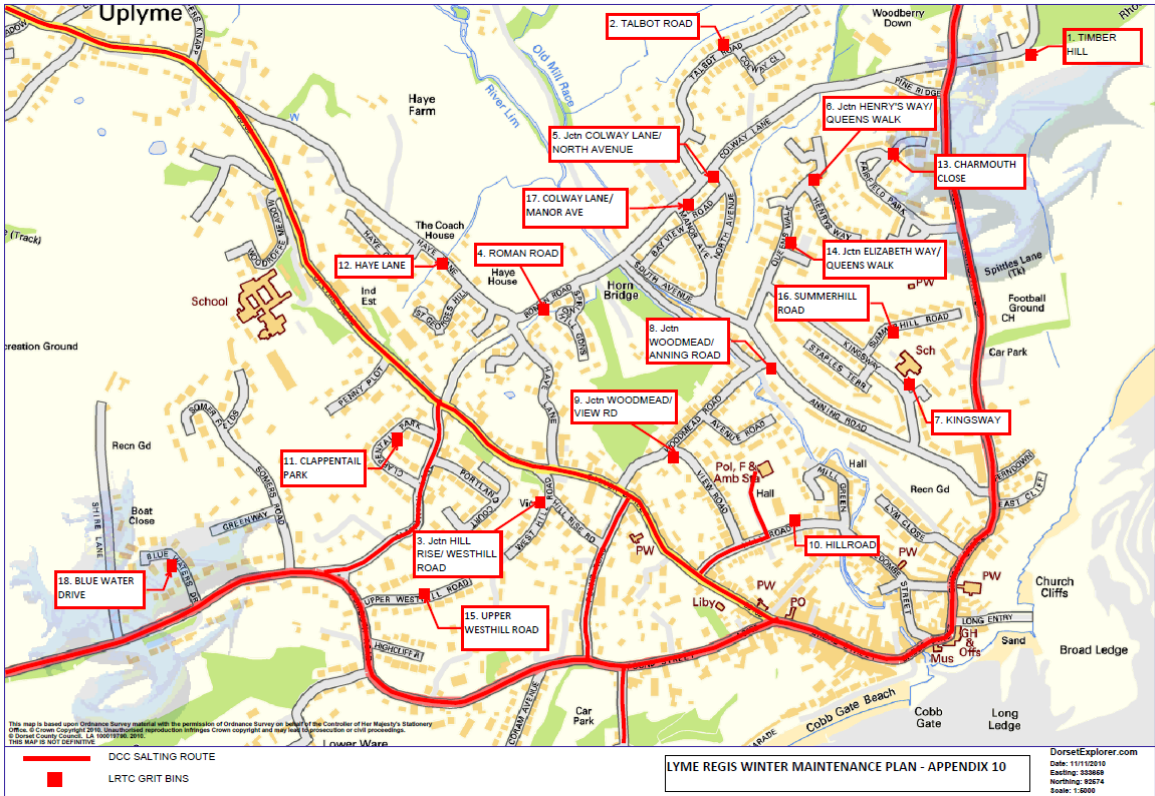
| Building                    | Location      | Potential use in an emergency | Contact details of key holder |
|-----------------------------|---------------|-------------------------------|-------------------------------|
| Woodmead Halls*             | Hill Road     | Rest and reception centre     | 01297 443942<br>07856 630975  |
| Baptist Church              | Silver Street |                               | 01297 442302                  |
| St Michael's Primary School | King's Way    |                               | 01297 442623                  |
| **The Woodroffe School      | Uplyme Road   |                               | 01297 442232                  |
| St Michael's Parish Church  | Church Street |                               | 01297 442033                  |
| The Hub                     | Church Street |                               | 01297 445021                  |
| Marine Theatre              | Church Street |                               | 01297 442394                  |
| Masonic Hall                | Broad Street  |                               | 01297 442746                  |

\* Woodmead Halls is designated as a rest and reception centre by DC

\*\* Ideally outside of school hours



# Grit bin locations



**Committee:** Town Management and Highways

**Date:** 9 November 2023

**Title:** Town Management and Highways Committee – Request for use of the Langmoor Room

**Purpose**

To allow members to consider a request received from the Lyme Regis Indoor Rowing Centre for the use of the Langmoor Room for indoor rowing

**Recommendation**

Members consider a request received from the Lyme Regis Indoor Rowing Centre for the use of the Langmoor Room for indoor rowing

**Background**

1. Lyme Regis Indoor Rowing Centre (The Centre) have been using either the Jubilee Pavilion or the Langmoor Room for indoor rowing classes for some time and without issue or complaint.
2. The Centre submitted a proposal to use the pavilion as part of the recent invitation for local community organisations to put forward their ideas for its use. This was rejected in favour of another proposal.
3. The Centre have now submitted a proposal for the use of the Langmoor Room as an alternative to the pavilion.

**Report**

4. The Centre's proposal is attached in full as **appendix 11A**.
5. The Centre has used the Langmoor Room during periods when the pavilion has been unavailable and know from that experience it can work satisfactorily for the intended use.
6. The Langmoor Room itself is very infrequently booked by other users and the income generated from its use is minimal. During the whole of 2023 to date, it has been booked on 10 separate days by six individual users. The most frequent hirer was the National Trust who have used the room for staff training and recruitment on four occasions.
7. However, the room was used in connection with various events during the year, namely, Fossil Festival, Regatta and Carnival, B Sharp Busking Festival and Lyme Splash.
8. The Centre has indicated in their proposal that they would be willing to vacate the room during established events, such as those listed above.
9. The room was also used a rest and mess facilities by various contractors working for the council on the seafront. This saved cost by avoiding the need for separate facilities to be brought to site. However, there was an unusually large number of such projects ongoing during 2023 and there is no contractual obligation for the council to offer such facilities.
10. In addition, the room offers reserve staff accommodation for the gardening team, and this may be relevant during the planned replacement of the amenities hut next spring. At present, the gardening team use the hut as their local 'base'. The replacement hut is anticipated by the architect to take 10-12 weeks to construct and have fully operational. Once the replacement

hut is in place, then there should be no need to use the Langmoor Room as a reserve location. The planned hut will provide toilet, mess and drying facilities.

11. The Centre has been paying £200 p.m. for the use of the pavilion. If members are minded to support the request, it is suggested that this charge be continued for the Langmoor Room for the current year and reviewed annually in line with other fees and charges.
12. The Langmoor Room is not currently disabled accessible, and members have previously decided not to replace the seafront lift which serves the room and the rooftop area. This decision was taken based on the likely cost involved, which at the time was indicated to be at least £60-80k. That price will have risen, possibly significantly, since that decision was taken.
13. If members are minded to support the request then it would have to be on the basis that the access arrangements are as currently exist, with no expectation on the council to reinstate the lift.
14. Any recommendations from this committee will be considered by the Full Council on 13 December 2023.

Mark Green  
Deputy town clerk  
November 2023

# **Lyme Regis Indoor Rowing Centre**

## **Langmoor Room Proposal.**

For the last 18 months The Lyme Regis Indoor Rowing Centre has been run from the Jubilee Pavilion. Following the recent decision to convert the Pavilion back to an information centre we would like to kindly ask the council if The Lyme Regis Indoor Rowing Centre could possibly relocate into the Langmoor Room on a more permanent basis in order for us to continue to run and develop this increasingly popular community asset (it could be possible for us to move out for pre organised events).

We currently have approx 90 gig club and indoor rowing members that use the indoor rowing machines on a weekly basis with sessions/ classes held six days a week. Enquires to attend these classes are increasing week by week via word of mouth and via the gig club who are training for the World Championships next year. The Woodroffe School and Lym Valley Scouts also use the facilities for fitness sessions and for introducing children into the world of rowing.

We would expect the demand to increase if we were able to advertise fully and develop stronger links with local schools and youth groups and liaise with local medical practices and support groups.

We are extremely keen to extend health and fitness opportunities to all ages and abilities. Further plans include:

- ✓ Develop links with local GPs to offer those who may ordinarily struggle to access exercise classes.
- ✓ Develop links with local services supporting those with illnesses such as Parkinson's, Cancer, Mental Health conditions and Strokes.
- ✓ Increase the links with schools and youth services to provide an avenue for our younger community members, to empower them and provide them with healthy hobbies/interests.



- ✓ Develop junior and young adult gig teams to provide the younger generations with competitive opportunities.
- ✓ Provide exercise classes specific to young women, mothers and ladies to improve self esteem, lessen anxiety and encourage a return to exercise as-well as providing the opportunity to mix with like minded individuals.
- ✓ Work alongside existing local community health and fitness specialists allowing community members access to multiple interests and fitness opportunities thus operating as a 'shop window' for all health and fitness opportunities within our local area.
- ✓ Advertise and disseminate information through social media, online forums and public 'shop window' displays.

We are keen to develop the Indoor Rowing Centre not as a money making venture but as a modern community asset for all those living in Lyme Regis and the surrounding area. This could truly benefit all community members and assist in developing a physically and mentally healthy population across our local area. We really would value your support in developing our ideas.

Thank you for your time.

**Olivia Chuter**

Address and telephone  
number redacted

**Marcus Dixon**

Address and telephone  
number redacted

31/10/23

**Committee:** Town Management and Highways

**Date:** 9 November 2023

**Title:** Request to Incorporate Raised Walkway Outside of Amusement Arcade Within Leased Area

**Purpose**

To allow members to consider a request received from owner of Lyme Regis Amusements to incorporate the raised walkway outside of the premises within his leased area

**Recommendation**

Members consider a request received from owner of Lyme Regis Amusements to incorporate the raised walkway outside of the premises within his leased area

**Background**

1. Lyme Regis Amusements, Marine Parade is a tenant of the town council, and the relevant lease is due for renewal in July 2024.
2. In October 2022, the owner of Lyme Regis Amusements requested that the raised walkway outside of the premises be incorporated within his leased area.
3. The town clerk indicated that the request would be considered as part of the lease renewal due in 2024.

**Report**

4. A copy of the original request is attached as **appendix 12A**. In that request, it is wrongly suggested the lease was due for renewal in 2023; the correct date is July 2024.
5. The council needs to commence the process of renewing the lease some time in advance of its actual renewal date, so it is timely to bring the request to members' attention at this stage to enable any decision to be incorporated into the lease renewal and the associated plans, etc.
6. The attached letter makes clear the reasons for the request and the offered replacement of existing railings along the edge of the raised walkway.
7. The letter correctly states that the raised walkway serves only that particular property and that no-one else but customers of the arcade require access to it.
8. If members are minded to support the request, then it would be for an independent valuer to assess whether the incorporation of the walkway within the lease has no greater commercial value than the offered replacement of existing railings.
9. The attached photo at **appendix 12B**, taken from the business's own website, shows the location and extent of the walkway in question.
- 10.. Any recommendations from this committee will be considered by the Full Council on 13 December 2023.

Mark Green  
Deputy town clerk  
November 2023

**Symonds Amusements  
Marine Parade  
Lyme Regis  
Dorset  
DT7 3JH**

Monday, 10 October 2022

Dear Town Clerk

Re The Amusement Arcade, Marine Parade, Lyme Regis DT7 3JH.

I am writing to you in my capacity as the lessee of the above property. Adjacent to my property is a walkway approximately 2 metres in width and bordered on one side by my property and on the other by railings. The walkway serves only my property and no one else has access to it.

I understand that the Council has plans to replace the railings and in the light of that I wish to put the following proposal.

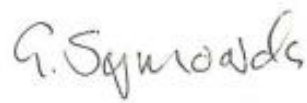
As some of our equipment is 2 1/2 x 3 metres and this is the only access to the arcade, the railings will have to accommodate this and will also need to be removable.

In consideration of my undertaking to carry out the required works to the railings the Council allows me to use and occupy the walkway exclusively.

As my lease for the arcade is due for renewal next year I suggest that this can be agreed in principal, the walkway can be specifically included in the demise (for no increase in rent) when my lease is renewed.

I should be grateful to your confirmation that this is acceptable whereupon I will instruct my lawyers to contact your legal department to put matters in place.

Yours sincerely

  
George Symonds







**Committee:** Town Management and Highways

**Date:** 9 November 2023

**Title:** Outdoor Gym Equipment and Monkey Bars

## **Purpose of the Report**

To allow members to discuss outdoor gym equipment and monkey bars.

## **Recommendation**

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

## **Background**

1. Outdoor gym equipment and monkey bars at Anning Road play park have been included as objectives for 2023-24. A budget of £25,000 has been allocated for outdoor gym equipment and a budget of £5,000 has been allocated for monkey bars.
2. These projects were previously discussed by this committee on 19 April 2023 but members felt they couldn't make a decision until it had been decided whether the council's major £150k project would be a play park in the gardens or a multi-use games area (MUGA) at Anning Road playing field. It was therefore agreed once a decision had been made, it would help inform discussions about gym equipment and monkey bars.
3. As it has now been agreed to proceed with a MUGA, this is the opportunity for members to discuss the details of these proposed projects.
4. Outdoor gym equipment was a project suggested by the council and put to the public as part of the public consultation. Monkey bars were suggested by respondents during the consultation.

## **Report**

### **Outdoor Gym Equipment**



5. Outdoor gym equipment can be a great way to exercise in the fresh air. They can be used as part of a trim trail or in a dedicated area. A vast array of equipment is available, from bench presses and runners, to leg raisers and cycling machines. There are many suppliers of this equipment, including main play equipment contractors, such as Kompan and Proludic, but as an example members may wish to look at the following link [Home | The Great Outdoor Gym Company \(tgogc.com\)](https://www.tgogc.com). Approximately six pieces of equipment could be purchased for the £25,000 budget.

6. Equipment must be robust to be sited outdoors permanently and is normally powder coated metal, but particularly in a seafront environment it would be expected to degrade very rapidly, requiring regular routine maintenance and potential replacement within five years.
7. Generally, the equipment operates where the user's body weight is used as the resistance being moved and most equipment does not require specialist surface fall matting.
8. Locations on town council land for this equipment are limited. The putting green area in the Lister Gardens or Anning Road playing field are the two most obvious, although there are other pieces of land in the gardens where it could be located.

### Monkey bars



9. Monkey bars are generally considered by the council's playground inspection team as a higher risk item of play equipment as they encourage climbing and therefore falling. They will also require a 'fall zone' of an appropriate surface material. They are, however, a relatively low-cost item of play equipment. An example is here [climbing frame 210 \(eibe.co.uk\)](https://www.eibe.co.uk/210-climbing-frame).
10. To accommodate monkey bars at Anning Road play park, the monkey bars would need to replace an existing piece of equipment.
11. Items of equipment that could be removed and replaced include the under used see-saw or the spider's web; both have the required minimum space of 641x501x308cm.
12. Any recommendations from this committee will be considered by the Full Council on 13 December 2023.

Pete Williams  
Acting operations manager  
November 2023

**Committee:** Town Management and Highways

**Date:** 9 November 2023

**Title:** Parking Issues and Anti-Social Behaviour In-and-Around Queens Walk

## **Purpose**

To consider a request from residents of Queens Walk to provide better lighting and parking controls in Queens Court car park and to implement residents' on-street permit parking in Queens Walk

## **Recommendation**

Members support the request from residents of Queens Walk to provide better lighting and parking controls in Queens Court car park and to implement residents' on-street permit parking in Queens Walk and advise Dorset Council and Magna Housing accordingly.

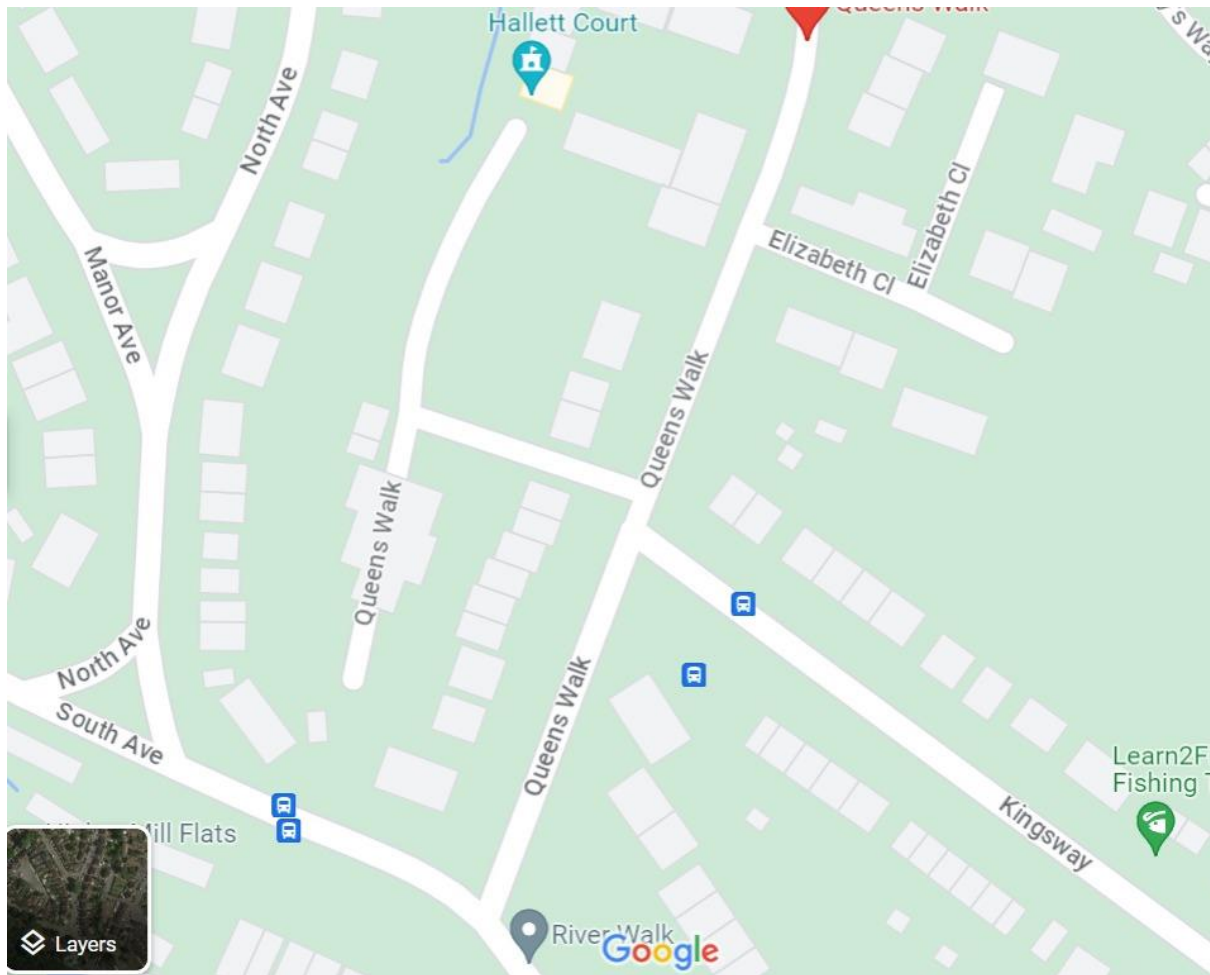
## **Background**

1. Residents of Queens Walk have brought it to this council's attention they are finding it increasingly difficult to park vehicles outside their properties and in Queens Court car park due to parking by an increasing number of visitors and out of town workers. A letter was read out in the public forum at the previous meeting of this committee from a resident and the minutes is re-produced below for ease:

*B. Overton said she was writing on behalf of the majority of residents living in Queens Walk, numbers 5 to 18, who had shown 100% interest in residents' parking, as was the case in Anning Road, South Avenue, and King's Way. She said the parking in the road was dreadful, with holidaymakers and people working in the town parking for days. She said there was a post on Facebook about dustbins being put out in the street by desperate residents. She said she understood any request to Dorset Council had to go through the local council and asked for help to do this. B. Overton said the parking area at the back of Queens Walk was used by people working in the town, by visitors and often visitors of King's Way residents so little space was left for residents. She said it was also unlit, known to have drug dealings and was felt to be unsafe. She said the police and crime commissioner and local MP visited various Queens Walk residents and were made aware of both the street and car park problems. B. Overton asked that their request was put to the town council at the earliest possible opportunity as this would put the lower part of Queens Walk in line with the surrounding streets that had the convenience of residents' parking.*

## **Report**

2. Members are asked to consider the resident's concerns and to support their request for Dorset Council and Magna Housing to review and implement changes in the area.
3. Suggestions for change include:
  - Dorset Council to introduce resident on-street parking permits, like those currently in place in Anning Road, King's Way and South Avenue.
  - Dorset Council and Magna Housing to provide better street lighting in-and-around Queens Court car park to help discourage antisocial behaviour.
  - Magna Housing to bring in enforceable restrictions in Queens Court car park which will help alleviate parking issues, including parking by non-residents.



4. Any recommendations from this committee will be considered by the Full Council on 13 December 2023.

Pete Williams  
Acting operations manager  
November 2023

# Complaints and Incidents Summary – 14 September 2023 to 2 November 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  |
|-----|----------|---|------------------|---------------------------------|------------------|--|
| 144 | 22.09.23 | As a resident in this town, I very much enjoyed seeing and strolling past the new sapling, planted in Lister Gardens, to mark his majesty's Coronation. I am rather perplexed however, that the name of the Town Mayor appears foremost on the associated plaque beneath. I would suggest that a citation leading with, or at least highlighting the King's title would be more appropriate, for example;<br><br>' Queries Rubra- Red Oak<br><br>Planted to mark the Coronation of<br><br>His Majesty's King Charles 3rd<br><br>By Lyme Regis Town Council<br><br>On behalf of the citizens of Lyme Regis ' | Langmoor Gardens | 22.09.23                        |                  | Replied to email, advising that comments would be taken to Town Management & Highways Committee for members to read. |
| 145 | 02.10.23 | Dogs - I think there's an argument for a year-round ban on the stony main beach. Yesterday responsible dog owners, dog on lead, got the poo bag out but couldn't find it and they then walked on. At least it's a lot more visible on the sandy beach!  | Sandy Beach      | 01.10.23                        |                  | Replied to email, advised that comments would be added to complaints list for members consideration.                 |

|     |          |   |                          |          |                                       |  |
|-----|----------|---|--------------------------|----------|---------------------------------------|--|
| 146 | 02.10.23 | <p>Please can you help me. I hired a beach hut on Monday 25 September but, I was incredibly disappointed when we arrived to discover that, right in front of the hut, was the life ring which completely obstructed our view.</p> <p>Obviously I understand the need for the life ring, my issue is that there is no where on your website that mentions the view will be completely obstructed. If there was, I would not have booked this particular hut.</p> <p>Please see the photo attached which demonstrates the issue. A large part of the reason for my hiring the hut was to have somewhere for myself and my mum to sit and enjoy the view for the day. This was affected hugely by the life ring. I am not at all happy with paying for this.</p> | Marine Parade Beach huts | 25.09.23 | Support Services Manager / Admin Team | Replied to email, advised that comments would be added to complaints list for members consideration. |
| 148 | 06.10.23 | <p>No one takes any notice of the dogs on leads by law. My kids play on the beach every day and twice since Oct 1st I've had to clear s*** off it. It's not great. - accompanied by a video showing 6 dogs on the beach with no leads.</p>  | Sandy Beach              | 06.09.23 | Enforcement Officer                   | Enforcement Officer went to patrol Sandy Beach.  |
| 149 | 06.10.23 | <p>My wife and I (who are regular visitors to your town) arrived in Lyme on Monday for a four night stay. On the first day we became aware of a production company filming on the sandy beach and taking up a significant portion of it. Although the security people were tight lipped it only took a few minutes to find out what was going on and the name of what was being filmed.</p> <p>Over the next couple of days we witnessed the incredible amount of logistics required and watched security personnel trying to stop the public including schoolchildren walking along the prom at certain times. Many did not comply and I don't blame them.</p>   | Marine Parade/Beach area | 02.10.23 | Deputy Town Clerk                     | Complaint added to complaints list for members to read.  |

|     |          |  |                 |  |  |   |
|-----|----------|--|-----------------|--|--|---|
|     |          | <p>Personally I don't have much of a beef with what was going on, but I would had I turned up with pre schoolage children.</p> <p>Can I ask two questions:</p> <p>Other than possible publicity (I doubt Lyme needs to attract any more visitors) what are the benefits to the town/local population/visitors from this intrusion?</p> <p>Would it not have been wise to pre publicise that some sort of filming/production was taking place (without being specific) so locals and potential visitors could work around it? The production company may not have been keen, but they are not the ones calling the shots, you are.</p> <p>Communication is everything.</p>  |                 |  |  |   |
| 151 | 30.10.23 | <p>I understand this is a contentious and ongoing debate but I just wanted to understand the logic behind the parking rates in Lyme. I also understand the town council only look after the three, but let me take Monmouth as an example.</p> <p>We are a family of 4, living in Harcombe, one child at Mrs E's, one at Woodroffe. We live and work in the area, pay our council tax and contribute a large slice of our income back into the local community.</p> <p>To park in our local town is eye wateringly expensive (ignoring the price drop in Nov) - my point is all year around. we send our children to school here, and would like to walk our dog, grab a coffee, a drink in the evening after work etc etc - but we simply can't afford it.</p> <p>Offering resident discount to those living in Lyme doesn't make any sense. They will mostly have parking spaces and can walk everywhere</p> | Parking permits |  |  | Emailed back to advise that comments would be shown to members for their consideration. |

|  |  |   |  |  |  |  |
|--|--|---|--|--|--|--|
|  |  | <p>anyway! It's almost encouraging them to get their cars out to travel a short distance, when they could surely walk. For example, someone living in Anning road who wants to walk on Monmouth. If they can park for free, then why wouldn't they.</p> <p>It's those living in Uplyme, Harcombe, rocombe, Raymond's Hill, Yawl etc that live and work in the surrounding areas that need to drop in or would like to enjoy their local town without having to pay extortionate fees. Happy for you to hike the prices for the tourists - but local residents surely shouldn't be paying the same rates when we would like to enjoy our town daily, but simply can't as it's not sustainable for our pockets.</p> <p>Look forward to your response and justification on this topic.</p> |  |  |  |  |
|--|--|---|--|--|--|--|

### **Complaints and incidents dealt with by Dorset Council**

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

### **Compliments received**

| No. | Date     | Compliment  | Where?   | Item reported to:         | Any further information |
|-----|----------|---|----------|---------------------------|-------------------------|
| 97  | 18.09.23 | Would you please register my thanks to the team who are currently working on the town cemetery. Its beautifully kept and very much appreciated. | Cemetery | Acting Operations manager | Passed onto the team    |
| 98  | 19.09.23 | Compliments on how clean and tidy the seafront general area is, and the amount of benches for the public to use.                                | Seafront | Acting Operations manager | Passed onto the team    |



|            |          |  |          |                           |                              |
|------------|----------|--|----------|---------------------------|------------------------------|
| <b>99</b>  | 17.07.23 | Yesterday, the 6th September, we visited Lyme Regis. We parked in the car park to the east up on the cliff walking down the 144 steps to the promenade. We have had bad experiences with car parking machines in various places but your machines are user friendly. I almost gave it a hug! It was also nice not to be pestered by so many seagulls. Thank you Lyme Regis for a very enjoyable day out. | Seafront | Acting Operations Manager |                              |
| <b>100</b> | 10.10.23 | All too often the only time we email is to complain.....well, this is an email to say THANK YOU for making it soo easy to book a beach hut. We had number 5 today....it was an amazing space to enjoy your Lyme Regis beach ..a swim, a sit in the sun....and a yummy sarnie and coffee . Absolutely good value for money....thank you. .  |          | Support Services Manager  | Shared with the team.        |
| <b>101</b> | 11.10.23 | I would just like to give feedback regarding a member of staff Cara she has been amazing dealing with a problem I had and resolved it quickly for me. It may have only been a small thing but it has helped me enormously and I am very grateful. She is a lovely member of staff and her help has been very much appreciated many thanks  |          | Support Services Manager  | Shared with member of staff. |
| <b>102</b> | 17.10.23 | Cara - I just wanted to thank you for your help and support last weekend. The family all had a blast and we'll definitely use The Languor Room again in the future.<br>You've been absolutely brilliant - Thank you  |          | Support Services Manager  | Shared with member of staff. |
| <b>103</b> | 25.10.23 | Thanks given to the external team for promptly cleaning the lynch - much appreciated and they work so hard so wanted to acknowledge this.  |          | Acting Operations Manager | Shared with member of staff. |