



John Wright  
Town Clerk

## Lyme Regis Town Council

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

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

Notice is given of a meeting of the Town Management and Highways Committee to be held at the Guildhall, Bridge Street, Lyme Regis on **Wednesday 3 January 2024** commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
20.12.23

*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 8 November 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 8 November 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 meetings held on 22 November and 13 December 2023**

#### **10. The Management of Marine Parade and Cart Road Motor Vehicular Access**

To review the management of Marine Parade and Cart Road Motor Vehicular Access policy

#### **11. Cart Road**

To allow members to consider the future use of Cart Road

#### **12. Improving Routes for Walking, Cycling and Wheeling**

To allow the council to consider a survey that will help to inform Dorset Council's Active Travel Infrastructure Plan about routes that are important to people and what prevents residents from walking, cycling, and wheeling in their local area

#### **13. Monkey Bars**

To allow members to discuss the installation of monkey bars at Anning Road play park

#### **14. Outdoor Gym Equipment**

To allow members to discuss the location for outdoor gym equipment

**15. MUGA at Anning Road Playing Field**

To inform members about the outcome of the public consultation about the provision of a multi-use games area (MUGA) at the Anning Road Playing Field and to seek member instructions about the next steps

**16. Candles on the Cobb Pavilion**

To bring to the council's attention the history of Candles on the Cobb Pavilion and pending repairs, to detail the pavilion's use by organisations, and to consider the governance of these relationships

**17. Gazebo in the Gardens**

To allow members to confirm an in-principle decision to remove the gazebo in the Langmoor Gardens and to consider any replacement

**18. Bell Cliff Advertising Boards**

To allow members to consider the arrangements for the Bell Cliff advertising boards

**19. Energy Performance Certificates and Let Commercial Buildings**

To inform members about the outcome of recently commissioned Energy Performance Certificates (EPCs) for all qualifying council-owned let commercial buildings, together with recommendations for improving their performance, if necessary

**20. Beach and Badger, Lister Room, Request for Canopy over Patio Area**

To allow members to consider a request from the commercial tenant of the Lister Room to install a canopy over the small outside patio area to provide improved customer convenience and protection from sun, rain and seagulls

**21. Complaints, Incidents and Compliments**

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

**22. Commercial Properties – Lease Renewals and Rent Reviews**

To brief members on ongoing negotiations and, in respect of the Kiosk, to consider the proposed new rent for a forthcoming review

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

**23. Exempt Business**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

**a) Agenda item 22 – Commercial Properties – Lease Renewals and Rent Reviews**

## LYME REGIS TOWN COUNCIL

## TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

## MINUTES OF THE MEETING HELD ON WEDNESDAY 8 NOVEMBER 2023

**Present**

**Chairman:** Cllr B. Larcombe

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

**Officers:** M. Green (deputy town clerk), A. Mullins (support services manager), J. Smith (property and projects assistant) P. Williams (acting operations manager)

**23/40/TMH Public Forum****N. Ball**

N. Ball thanked the council for the fantastic clean-up after the storm, he said the team was very efficient and it was a major job. He said the hedge cutter in the cemetery was now wrapped up in a sheet, but he would like to know if it was going to be used as it was £10k worth of machinery. He said if the council wasn't going to use it, it should get rid of it and he asked which hedges it was needed for.

The acting operations manager said the hedge cutter arrived quite late in the year when birds were nesting so it couldn't be used at that time. He said the team had taken it out for training, then it was the nesting season, followed by beach cleaning, but the flail would now be put back on the tractor and be used from now onwards. He said it would be used on hedges including Cobb Road, Strawberry Field and coming into Lyme Regis.

**23/41/TMH Apologies**

Cllr C. Reynolds – illness  
Cllr D. Ruffle – personal commitment  
Cllr G. Stammers – personal commitment

**23/42/TMH Minutes**

Proposed by Cllr D. Sarson and seconded by Cllr C. Aldridge, the minutes of the previous meeting held on 20 September 2023 were **ADOPTED**.

**23/43/TMH Disclosable Pecuniary Interests**

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

Cllr B. Bawden declared the same interest.

**23/44/TMH Dispensations**

There were none.

**Traffic and Travel Working Group**

The deputy town clerk said he intended to go back to Dorset Council (DC) about the status of Cobb Road because there was a suggestion locally that the weight restriction had been removed, as had the signs, and this was linked with the proposed pedestrianisation of the Cart Road. He said the weight restriction of 7.5 tonnes was introduced some time ago before the area was piled and although vehicles over this weight chose to use the road, they did so illegally. As such, the Cart Road was intended to be the route for heavy vehicles to get to the harbour area.

**Energy Performance Certificates and Let Commercial Buildings**

The property and projects assistant said he had arranged for an energy performance assessor to undertake an assessment of eight of the council's buildings within the next two weeks. A report was expected a week after, to include recommendations on the measures that could be taken to improve their energy performance.

**Use of Personalised Water Craft (PWCs) from Lyme Harbour**

The deputy town clerk said Natural England had now been consulted on the proposed issuing of licences for PWCs to launch from the harbour, having not been consulted previously, and they had also notified the Rousdon Estate, who had also not been consulted previously.

Cllr B. Bawden, the DC ward member, said this issue was no longer going to be discussed at the November meeting of DC's Harbours Advisory Committee and it was likely to be deferred to the following meeting. She said it was probably worth also notifying Axmouth and Seaton Councils, so DC had the viewpoints of all those potentially affected.

**MUGA at Anning Road Playing Field**

The deputy town clerk said the survey report for the MUGA had been done and it accurately plotted the boundaries, the pavilion, the existing pitch, the BMX humps and playing area. He said it was drawn at a scale which allowed him to establish what could be fitted and where in terms of a multi-use games area (MUGA). He could say with some confidence a MUGA could be fitted in.

Cllr C. Aldridge asked if moving the pitch would add substantially to the cost.

The deputy town clerk said it would add to the cost but not substantially.

The support services manager said a consultation would be carried out on the proposed MUGA and this would include a letter-drop to residents who surrounded the play park.

**Update Report****Drainage at Woodmead car park extension**

The deputy town clerk said the recent flooding in the car park was significant and severe, caused partly by surface water run-off from the council's land and equally by blocked drains serving the emergency services centre.

*Cllr M. Ellis left the meeting due to her pecuniary interests.*

The deputy town clerk said on the day of the flood, the drain serving the emergency services centre's system was completely blocked, which caused it to overflow, including foul discharge, and run across the car park and through the garden of the adjacent property. He said Dorset and Wiltshire Fire and Rescue dealt with the issue immediately and the drains were now unblocked, although he felt they were insufficient to cope with surface water run-offs from the large roof area in periods of heavy rain.

Cllr P. May asked if the foul misconnection had been dealt with as it was illegal.

The deputy town clerk said he didn't know if it was illegal when it was done. He emphasised the council also had a significant issue of its own, relating to surface water and drains in the car park, so it wasn't just about the emergency services centre. He said he met with the adjacent property owner who had been affected by the flood and he had taken a reasonable position, but he felt there could only be so many occurrences before legal action was taken. He added the council's insurance would not cover damage to third-party property by surface water run-off.

The deputy town clerk said a survey had been carried out and a scheme was being designed to address the problems. This would be discussed with Dorset and Wiltshire Fire and Rescue as there were likely to be benefits to both parties. He said a sum had been identified in the 2024-25 budget for this work and although he would like to start work before 1 April 2024, there needed to be a detailed design first.

Cllr B. Larcombe said as this was an urgent issue, the council should re-visit other spending and look to prioritise this work.

The deputy town clerk agreed it was a significant issue and as such, officers had made it a priority one objective for 2024-25 with a budget of £50k. He said the work couldn't be started before 1 April 2024 because a procurement process had to be carried out. He believed £50k would be enough, but until there was a preferred design, he couldn't guarantee this.

*Cllr M. Ellis returned to the meeting at 7.32pm.*

### **Town Mill Steps**

The deputy town clerk said DC was intending to install bike racks in the car park at its own expense, with the intention of using the new concrete space to the left of the steps. The space would also be used for motorcycle parking.

### **CCTV Project**

The deputy town clerk said the meeting scheduled with DC's property team, when the electricity supply to the skatepark would be discussed, had been postponed until 14 November 2023 so he couldn't report back yet.

The property and projects assistant said he had a meeting with the contractor Scutum West on 17 November 2023 to progress the installation.

### **Jubilee Pavilion**

The acting operations manager said the roof had been exposed to the elements for some time because the contractor had not completed the work, so water was getting into the Jubilee Pavilion and had tripped the electrics. He said officers were trying to push through the completion.

## **Amenities Hut Building and Plans**

Cllr D. Sarson asked if the building work would affect the Easter holidays.

The deputy town clerk said the likely programme would affect the Easter holidays and beyond and as such, there would need to be a temporary solution for accommodation for the amenities staff and gardening team who used the existing building. He said the architect was finalising the tender documents and intended to get them out the following week, with a return date before Christmas. The likely period of works was 10 to 12 weeks and the best-case scenario was the works would run into late-April or early-May.

Cllr B. Larcombe asked what the options were for downscaling the project and looking for a different solution for staff accommodation, perhaps the Langmoor Room, if the costs were unreasonable.

The deputy town clerk said as the additional cost of running through the tender return process was relatively small, officers thought it best to do this, so members would know for sure if the current scheme was affordable.

Cllr C. Aldridge asked if the current hut could be retained for another year if the cost was too high.

The deputy town clerk said the hut was falling apart and had been repaired over a number of years so something needed to be done about it now.

Cllr C. Aldridge asked if the council should be waiting until the end of the year for tenders to be returned if it was so urgent.

The deputy town clerk said a different solution would still require going through the planning and building regulations process but the additional time in establishing the costs of the current proposal wasn't much more than a month. He said it was officers' view that it was sensible to go through this process to sense check some of the figures that had been suggested.

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

The deputy town clerk said there would be a further report to the Strategy and Finance Committee on 29 November 2023.

Cllr P. Evans asked if officers had made any progress on securing temporary accommodation at St Michael's Business Centre.

The deputy town clerk said he had made enquiries about Unit 2 and separate enquiries about another unit there.

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

The deputy town clerk said if the harbour store didn't require planning permission, work would start in February or March 2024, with completion in April or May 2024.

The deputy town clerk said the cemetery lodge was more complicated because it was in a conservation area and there was a potential problem involving bats. He said a bat survey couldn't be carried out until 1 May 2024 at the earliest, which meant it could be well into 2024 before works could be undertaken.

## **Park and Ride 2023**

The deputy town clerk said he had written to nine bus companies and expressions of interest should be returned by the end of November 2023.

## **Works to paths in gardens**

The acting operations manager said emergency works had recently been carried out on a trip hazard in the path.

## **Monmouth Beach Garages**

The deputy town clerk said the debt would run up until the garage was empty and re-let. He said subject to legal advice, it was the intention to dispose of any remaining items in the garage.

## **Perimeter wall – Churchyard**

The deputy town clerk said repair works were about to commence but had been delayed due to the weather.

### **23/47/TMH Town Management and Highways Committee – Objectives**

Members noted the report.

### **23/48/TMH To receive the minutes of the Traffic and Travel Working Group meeting held on 18 October 2023**

Cllr B. Bawden said she had invited the person in charge of the Local Transport Plan at DC to attend the next meeting of the working group. Although there was a briefing via the Dorset Association of Parish and Town Councils, she didn't feel this was the best way to get the information to town and parish councillors.

Cllr M. Ellis suggested the residents' newsletter could invite residents to suggest changes to the town bus route.

The support services manager said the newsletter already included a reference to the upcoming town bus consultation but she could include a specific invite for people to contact the office with suggestions.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, the minutes of the Traffic and Travel Working Group meeting held on 18 October 2023 were **RECEIVED**.

### **24/49/TMH Emergency Planning Procedure Review**

Cllr P. May said Western Power Distribution no longer existed, it was now called National Grid and this needed to be amended in the procedure.

Cllr B. Bawden said she had recently attended a briefing on emergency planning and the DC officer concerned had offered to talk to communities about it. She said she had liaised with Uplyme and Charmouth Parish Councils to join in and the offer still stood.

Cllr B. Larcombe said if there were further amendments required to the procedure after the talk, it could be reviewed at that point.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Emergency Planning Procedure and to replace the reference to Western Power Distribution with National Grid.

## **23/50/TMH Town Management and Highways Committee – Request for use of the Langmoor Room**

Cllr C. Aldridge said her understanding was the council had agreed in principle not to rent out the Langmoor Room anymore because of the problems with disabled access, so allowing the rowing centre to use it would present the same issue. She felt it would be better for the council to use it for its own purposes.

Cllr B. Bawden said the rowing centre would be providing a facility for the community and would be adaptable to other uses. She said it would be a good facility for young people learning to row and would provide an opportunity for people to do indoor sports in the winter.

Cllr B. Larcombe said the council's asset needs came before anything else. He didn't think the organisation could promote itself in the way it was if there was no disabled access and suggested St Michael's Business Centre as an alternative.

Cllr M. Ellis agreed the council should use the room for its own purposes. She felt there was an opportunity for this organisation to work with those who would be running the Jubilee Pavilion welcome point, so when events were not taking place there, the rowing centre could be accommodated.

Cllr C. Aldridge asked if the council would be liable for not providing a lift if it entered into an agreement with the rowing centre and someone asked for disabled access.

The deputy town clerk said even if members were minded to support this request, there could be no question of the council spending what was previously costed at £60-80k to replace the lift. He said the rowing centre had used the Langmoor Room with the current access arrangements and he didn't believe the council would be liable; the rowing centre would need to provide for this and this would be made clear in any agreement. He added that the council hired out the Langmoor Room and the lift hadn't worked for around five years.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** not to commit to any arrangement for the Langmoor Room until the council has determined the situation with the amenities hut and whether the room is needed for staff, and then to consider its availability to anyone else.

## **23/51/TMH Request to Incorporate Raised Walkway Outside of Amusement Arcade Within Leased Area**

The deputy town clerk said he wouldn't want the council to agree there was no commercial value to the walkway, other than the replacement of the railings, and he suggested this could be reviewed by the independent valuer who would also be looking at the rent in the context of the renewal of the lease. He said the valuer could assess whether the incorporation of the walkway had any commercial value above the offered replacement of the railings.

Cllr P. May asked if the walkway was included in the amusement arcade's lease, whether this would mean the public who were not going into the arcade would be told they couldn't use the walkway. He said the council would need an undertaking from the leaseholder that this would not be the case.

Cllr B. Larcombe said there had been instances where people had fallen off the walkway because the railings didn't go all the way along it. He said there would need to be a discussion with the tenant about what he wished to put on the walkway.

The deputy town clerk said he wasn't sure if it was a legal requirement to have railings along the entire length, but he would need to have a discussion with the tenant about extending the railings if the council wanted this.

Cllr B. Larcombe said the council could extend the railings for public safety but stipulate to the tenant it does not want any equipment on the walkway to ensure it was kept clear as a public walkway.

The deputy town clerk said the walkway was currently not in the lease so any equipment that protruded onto it shouldn't be there and he assumed this was the tenant's desire. He advised the council to establish in principle what it was willing to agree, subject to separate discussions about the proposed use of the area, and to receiving independent valuation advice.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to have further discussions with the tenant of the amusement arcade regarding the raised walkway and to bring a further report to members.

#### **23/52/TMH Outdoor Gym Equipment and Monkey Bars**

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the outdoor gym equipment and monkey bars in abeyance until the council has an idea of the expenditure it is committing to.

#### **23/53/TMH Parking Issues and Anti-Social Behaviour In-and-Around Queens Walk**

Cllr B. Bawden said she had already raised this request with DC. As far as she was aware, the bottom part of Queens Walk should already be residents' parking but it wasn't marked out as such, so the matter was with DC's parking services manager to resolve.

The deputy town clerk said the clear message from DC was it wouldn't progress any requests without written support from the town council, so it would be helpful if the council was to support it, or it wouldn't move forward.

Cllr M. Ellis said she supported the request for residents parking but felt it should be the whole of Queens Walk, or the problem would just be moved elsewhere. She said the residents needed to approach Magna Housing about improved lighting.

Cllr B. Bawden said where houses had driveways, they were not deemed to be eligible for residents' parking. She said she was already talking to the West Dorset MP and police and crime commissioner about the anti-social behaviour in the area. She agreed it would be good for the town council to reinforce the requests already made to DC, but said she hadn't made a request to Magna Housing about lighting.

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

#### **23/54/TMH Complaints, Incidents and Compliments**

The acting operations manager said a specific complaints log had been set up in the office to record dog-related complaints, which would then be passed on to DC.

Cllr B. Larcombe thanked staff who cleaned up the seafront after recent storms.

*The meeting closed at 8.51pm.*

**Committee:** Town Management and Highways

**Date:** 3 January 2024

**Title:** Matters arising from the minutes of the Town Management and Highways Committee meeting held on 8 November 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**

#### **24/49/TMH – Emergency Planning Procedure Review**

The updated procedure has been published on the council's website and issued to members.

#### **23/50/TMH – Town Management and Highways Committee – Request for use of the Langmoor Room**

The indoor rowing centre has been informed the council does not wish to commit to any arrangement for the Langmoor Room for the time being. It is understood they are in ongoing discussions with Alan Vian to determine if they can be accommodated in his plans for the Jubilee Pavilion as a welcome point/community space.

#### **23/51/TMH – Request to Incorporate Raised Walkway Outside of Amusement Arcade Within Leased Area**

The tenant has not expressed any further interest in pursuing this matter. It was not referred to in his Section 26 Notice requesting a new lease for his premises on specified terms and has not been mentioned in any subsequent discussions about the rent review associated with the lease renewal. The council's valuer has identified an additional rent which he considers would be appropriate if the area were to be incorporated into the leased area, but officers do not intend to pursue the matter further unless the tenant specifically requests it.

In the meantime, further consideration is being given to the adequacy of the existing railings along part of the raised walkway.

#### **23/53/TMH – Parking Issues and Anti-Social Behaviour In-and-Around Queens Walk**

Emails have been sent to Dorset Council and Magna Housing Association, expressing the council's support for better lighting and parking controls in Queens Court car park and for residents' parking in Queens Walk

Mark Green  
Deputy town clerk  
December 2023

**Committee:** Town Management and Highways

**Date:** 3 January 2024

**Title:** Update Report

### **Purpose of the Report**

To inform members about progress on significant works and issues

### **Report**

#### **CCTV Project**

This project is now being led by the property and projects assistant. A review of all aspects of the project has indicated a cost overrun of up to £20,000 and a delay in setting up the camera at the skatepark due to the need to obtain planning consent and legal agreements with Dorset Council (DC).

The contract to supply cameras and associated equipment and expertise has been let to Scutum West Ltd. Electrical installations are now in place in five of the six selected camera locations i.e., Rock Point Inn, seafront above SWiM, Langmoor Gardens, Lifeboat Station, and Baptist Church. Four cameras have been installed. The system will not go live until later in January 2024.

Confirmation of a grant from the Office of the Police and Crime Commissioner (OPCC) is being sought. This is primarily conditional on linking the system to the police control room in Dorchester. The cost of the link, which requires a BT contract, and further legal and consultancy fees, is still to be established. There is the possibility of offsetting at least some of these additional costs through a further Home Office grant which DC are sourcing. DC has previously indicated that revenue costs relating to monitoring of the system can be recovered in the first 18 months of the project.

The town council is aiming to confirm estimated costs and the award of grants either at Strategy and Finance Committee on 24 January 2024 or Full Council on 7 February 2024. This is dependent on receiving further information from DC and OPCC.

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

A meeting is taking place in early January with South West Water to discuss surface and foul drainage in this location. This may result in the need for existing combined discharges to be separated. In addition, the owner of the Beau Sejour, View Road has requested discussions about the possibility of routing surface water discharges from the permitted four new houses on that site into the council's car park drainage system.

This may result in a further report to members but, in the first instance, the council's retained engineer will consider whether this is technically feasible and the potential implications.

If achievable, any request would only be agreed on appropriate terms, which may be a mechanism for achieving the wider drainage improvements at reduced or no cost to the council.

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

The formal application for consent and the required supporting information has now been submitted by JBA Consulting to Natural England for consideration and approval.

The final decision is unlikely to be received for several weeks and will be relayed to members via briefing when available.

When the outcome of the application has been decided and the final extent of harbour use 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.

Any further updates will be reported verbally at the meeting.

### **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 Roof Works**

As previously reported, further vulnerabilities with the historically 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. Despite further work being undertaken since the last meeting, the work remains only partially complete and there are continuing 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**

The tender documents have been sent out, the return date is prior to Christmas and several site meetings with potential contractors have taken place.

As previously reported, the architect has expressed his concern about the adequacy of the approved budget, £70k, but proceeding to tender return 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, 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 these issues will be brought back to members for consideration once tenders have been received and the costs checked and reviewed. If the cost information is available by the time of the meeting, a verbal update will be provided.

### **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**

Discussions and investigations about suitable alternative accommodation are continuing, particularly with regard to options at St Michael's Business Centre.

A report will be brought to the 24 January 2024 meeting of the Strategy and Finance Committee covering both alternative accommodation and the future of the existing office.

### **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.

The council will empty the garage and dispose of its remaining contents if not otherwise done so by 1 January 2024.

The garage will be billed for until it is completely emptied.

### **Works to paths in gardens**

The preliminary works were due to be undertaken by H C Lewis of Beaminster before the end of October, but this has been repeatedly delayed by poor weather.

From speaking with the contractor and the council's geotechnical engineer, it is now intended to undertake the preliminary works in spring 2024 and to then carry out the remaining repairs in autumn 2024, informed by the findings from the earlier works.

This will affect the planned spend profile, but the works do need to be undertaken when ground conditions are reasonably dry to minimise any risks of land movement.

### **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 still not been provided and Dorset Council has now advised that the matter is less straightforward than had originally been assumed. Clarification is being sought and any further information received will be updated verbally at the meeting.

### **Perimeter wall – Churchyard**

Work has still not commenced on this work because of the very poor weather conditions, the condition and construction of the wall and its generally poor stability.

It is highly likely that the works will not now be undertaken until better weather in spring 2024.

### **Park and Ride**

Invitations to quote were sent to eight operators with a response date of 22 December 2023. Five responses have been received at the time of writing, three positive and providing prices and two negative. At least two further responses are anticipated, and a verbal update will be provided at the meeting.

Given the timing and the need to clarify some aspects of the already sent proposals, the intention is to take a detailed report to the meeting of Strategy and Finance on 24 January 2024 at which a preferred operator will be identified. This will give ample time to register and organise the service prior to the Easter start date.

What is apparent from the proposals already received, is that there is little likelihood of being able to operate a third bus at marginal cost, as had been the case in 2018, 2019 and 2022. This is likely to have a significant cost implication for running the additional service to Charmouth.

In the meantime, the planning application for improved services and facilities at the park and ride site has been resubmitted in slightly revised form by the landowner.

Analysis of the financial and logistical costs and benefits of moving to a pay to park operating model are being undertaken. There may also be some legal constraints in changing arrangements, and these are also being investigated. The current pay to ride operating model will almost certainly be retained for 2024.

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

Consultation with the affected staff has been completed and some minor changes are being made to the plans for the harbour store prior to a detailed specification and tender documents being finalised. The plans remain as submitted to the last meeting of this committee except for the design for the main door, which has been amended to maximise the available height to better accommodate the beach rake.

The intention remains to commence work in the current financial year, although completion will inevitably be after 1 April 2024.

A bat roost assessment is being undertaken in respect of the cemetery lodge as a preliminary to the submission of any planning application. The need for permissions and consent will delay a start on site until well after 1 April 2024. As previously reported, if a bat survey is required then this cannot commence until after 1 May 2024.

Mark Green  
Deputy town clerk  
November 2023

**Committee:** Town Management and Highways

**Date:** 3 January 2024

**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 7 February 2024.

Mark Green  
Deputy town clerk  
December 2023

Objective	Budget, £k	Completion date	Lead officer	Timeline	Comments
Determine the use of the trailer park and accreted land	N/A	April 2023 January 2024	MG	June 2023 assuming Natural England approval and no undue delays in completing the legal work	<p>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.</p> <p>Application was submitted by Dorset Council on 4 December 2023 and is under consideration by Natural England.</p>
Install water Refill station at the Candles on the Cobb Pavilion	0.3	June 2023	MAD	<p>Install: Apr/May 2023</p> <p>Parts arrived 13.04.2023</p> <p>Installed: 8 June 2023</p>	Sign installed August 2023
Replace Langmoor Room door	7	June 2023 January 2024	MAD PW	<p>Quotes: Mar/April 2023</p> <p>Work: May/June 2023</p>	Quotes obtained. Decision deferred until the use of the Langmoor Room is determined.
Remedy water ingress to the Jubilee Pavilion	50	June 2023 October 2023 December 2023 January 2024	MG	Work to be completed by June 2023	<p>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.</p> <p>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</p>

					<p>of £15k.</p> <p><i>Works part complete and delayed for weather and technical/materials reasons. Contractor under extreme pressure to complete works asap.</i></p>
Repairs to the fascia of SWiM, antiques and craft centre and amusement arcade	10	June 2023 October 2023	MG	Work to be completed by Early July 2023	<p>Work is entirely weather dependent so timescale assumes reasonable weather.</p> <p>Due to start 11 September and expected to take two weeks to complete. Revised budget estimate £22k.</p> <p>Works completed to programme and budget.</p>
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 4wks work: August 2023	All works completed ahead of programme and on budget.
Retarmac cemetery paths	15	September 2023	MAD	Quotes: Mar – May 2023 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 Work: Autumn 2023	Work completed. Budget underspend of £1,250
Repairs to church wall (subject to confirmation of ownership and liability)	30	December 2023 March 2024	MG	<p>Confirm all responsibilities and ownerships-February 2023</p> <p>Procure and appoint managing contractor-March 2023</p> <p>Undertake detailed survey-May 2023</p> <p>Agree scope and likely cost of work-June 2023 (if within already approved budget)</p> <p>Appoint building contractor-July 2023</p> <p>Complete works- August 2023</p>	<p>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.</p> <p>The wall is 65m long in total and appears to be in very poor condition well beyond the collapsed</p>

					<p>section. In addition, it is within the curtilage of a Grade 1 Listed Building.</p> <p>Contractor due to start work by 30 October. Anticipated budget underspend of £5k.</p> <p>Work did not start on 30 October 2023 as anticipated due to extreme wet weather. Discussions are ongoing about a revised start date. The public path is secure and accessible, stonework secured.</p>
Undertake replacement of harbourmaster's store and cemetery lodge	100	March 2024	MG	<p>Agree scope of works- June 2023</p> <p>Appoint contract manager-End July 2023</p> <p>Project completion-October/November 2023</p>	<p>Initial plans and specifications prepared and attached to this agenda. Programme of works to be agreed 6 November 2023.</p> <p>Plans have been revised and are elsewhere on this agenda for information. Tender documents are being prepared. Aiming for a start on site in March 2024.</p>
Replace one parking machine	5	March 2024	MAD PW	<p>Install: March 2024</p> <p>Dependent on the future of Monmouth machines</p>	<p>Deferring until existing issues with Flowbird are resolved or contract terminated.</p>
Footpath repairs in the gardens	100	<p>March 2024</p> <p>May 2024</p> <p>November 2024</p>	MAD/MG MG/PW		<p>Work dates will be dependent on contractor availability and weather</p> <p>Investigation with engineer early-2023</p> <p>Trial Work: Sep/Oct 2023</p> <p>Tender: Autumn 2023</p> <p>Work: Spring 2024</p> <p>Trial work delayed by weather, commencement expected November 2023.</p>

					<p><i>Trial work expected to start in March 2024. This will have a knock-on effect on the rest of the timescales. It will be prudent to undertake the works in autumn 2024.</i></p>
Improve CCTV provision	38	March 2024	MAD MG	<p><i>Listed Building Consent: Feb/Mar 2023  Invitation to tender: June 2023  Install: Rock Point/Baptist Church/Gardens – July/August 2023  Quotes for columns: March-May 2023  Install: Monmouth - Autumn 2023  DNO install power to skatepark: Autumn/Winter 2023/24  Install skatepark: by March 2024</i></p>	<p><i>Dependent on listed building consent, availability of equipment and columns (and column install), and the DNO work.  Grant from OPCC to be requested on order of the first three cameras. Planning permission granted. Quotation process completed, Scutum West appointed. Meeting to be scheduled with Scutum West and Top Sparks. Discussions instigated to secure electrical supply to all cameras. Approval being obtained from Dorset Council for trenching to skatepark location and updated quote for supply to skatepark being obtained from National Grid. Contribution of 11k received from Skatepark Committee and £16.6k expected from the Office of the Police and Crime Commissioner.</i></p> <p><i>Electrical supplies have been installed, four out of six cameras have been installed, and the Office of the Police and Crime Commissioner (OPCC) grant is confirmed. Planning permission is now required for the pole and camera in Charmouth Road car</i></p>

					<p>park, which will delay this one installation. The addition of another camera in the gardens, together with a move to wi-fi transmission and other factors, are likely to result in a budget overspend, which officers are determining. Officers are hoping this may be offset by an additional grant from the OPCC and some of the additional capital costs do generate a revenue saving.</p>
Identify locations and install gym equipment	25	March 2024	JW	<p>Report to TMH in September Quotes: Autumn 2023 Install: Spring 2024</p>	<p>Work dates will be dependent on contractor availability. Report deferred to 8 November TMH meeting while clarity on the MUGA and other ideas for the use of the gardens is sought. Report on this agenda.</p> <p>Further report on this agenda.</p>
Replace the amenities' hut	55	March 2024	MAD MG	<p>Planning app decision: Jun 2023<sup>1</sup> Invitation to Tender: Summer 2023 Work: Autumn 2023 or Spring 2024</p>	<p>Work dates will be dependent on contractor availability Planning permission obtained. Building regulations application submitted, with revised foundation detail. Tender process to be completed October/November 2023. Contractor to be appointed by January 2024. Work to be completed February/March 2024.</p> <p>Following meeting with architect, tenders to be returned and evaluated prior to Christmas 2023. Subsequent programme to be</p>

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

					<p><i>revisited after costs and affordability have been further assessed.</i></p> <p><i>Tender process ongoing with a return date prior to Christmas. A verbal update will be given to the meeting on 3 January 2023.</i></p>
Monkeybars for Anning Rd playpark	5	March 2024	MAD PW	<p><i>To be discussed with Gym equipment at September TMH</i></p> <p><i>Install: Spring 2024</i></p>	<p><i>Report on this agenda.</i></p> <p><i>Further report on this agenda.</i></p>
Repairs to Bell Cliff steps and railings	5	November 2024	MAD	<p><i>Listed Building Consent: by March 2024</i></p> <p><i>Quotes: spring/summer 2024</i></p> <p><i>Work: Autumn 2024</i></p>	<p><i>Will exceed the budget due to professional services for listed building consent and the amount of work potentially required. Requires re-budgeting for 2024-25 (£25,000 is required). NB this is adopted highway and discussions will take place with Dorset Council about a contribution.</i></p> <p><i>Meeting taking place with Dorset Council's property team and ward member on 9 November 2023. This matter will be discussed.</i></p> <p><i>Dorset Council's property team cancelled the meeting on 9 November 2023. The meeting has been rescheduled for 9 January 2024.</i></p>
Implement proposals from the travel and transport working group – including town bus	TBC	TBC	JW		<p><i>Minutes elsewhere on this agenda. Next meeting on 22 November 2023.</i></p> <p><i>Minutes elsewhere on this agenda. Next meeting TBC, subject to the</i></p>

					availability of Kevin Humphreys, DC transport planner.
Develop a multi-use games area at Anning Road Playing Field	150	June 23	JW MG/PW		<p>Measured survey undertaken and public consultation to commence November 2023.</p> <p>Public consultation closed on 15 December 2023. Report elsewhere on the agenda.</p>
Re-model park & ride for 2024 & beyond		March 2024	MG		<p>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.</p> <p>Planning application was resubmitted in amended form, the date for determination is unknown. Quotes have been sought from eight bus operators, five of whom have so far responded. Report elsewhere on the agenda. A verbal of operator submissions will be reported to the meeting.</p>

**Traffic and Travel Working Group Meeting 6****Minutes of the meeting held on Wednesday 22 November 2023****Attendance**

**Chairman:** Cllr C. Aldridge

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

**Non-councillor:** Alan Bristow

**Officers:** Pete Williams, acting operations manager, John Wright, town clerk

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

**Minutes of the meeting 22 November 2023**

Approved

**Matters arising from the meeting 18 October 2023**

JW said proposals from this working group to consider the town bus service had been approved by full council and this, in effect, stood down the previous town bus working group which had never met.

**The 'quick wins'****The implementation of a medium-term park and ride solution**

JW reported that Dorset Council's planning department officers were minded to reject the Charmouth Road park & ride application in its current form.

JW reported the deputy town clerk had started discussions with potential park & ride bus operators ahead of the 2024 season.

**Extending the town bus to Charmouth and Uplyme**

JW reported a meeting took place with Charmouth Parish Council on 1 November 2023 to update them about the possibility of extending the town service to Charmouth. JW added that CA and himself had met with Nigel Ball on 1 November 2023 to inform him of the cost of providing a free town bus service and extending the service to a Saturday and Sunday.

JW said a meeting with Uplyme Parish Council to consider extending the town bus service to Uplyme had been arranged yet.

It was agreed to set up a separate meeting of this working group to consider the park and ride and the town bus

**Reinforcement of delivery times in town**

It was agreed that BB and JW would separately pursue Dorset Council's enforcement of delivery time in Lyme Regis.

**LRTC's enforcement officer authorisation to tackle on-street parking**

It was agreed that BB and JW would separately pursue Dorset Council's to approve this proposal.

**Improved signage, including lorry size restrictions, park and ride promotion and engine idling**

It was agreed that BB and JW would separately pursue Dorset Council's to consider improved signage

**20 mph speed limit**

BB and JW to meet to scope a paper for TMH on 14 February 2024

### **Cart Road pedestrianisation**

JW to draft a report to TMH to sound out member support for the proposal

### **Transport link to Axminster train station**

JW reported that no progress had been made

### **2030 Vision**

BB gave a presentation on the 2023 Vision, slides attached.

The next meeting will take place at 2.00pm Wednesday 13 December in the council's offices and will consider the council's travel and transport vision.

## **Traffic and Travel Working Group Meeting 7**

### **Minutes of the meeting held on Wednesday 13 December 2023**

#### **Attendance**

**Chairman:** Cllr C. Aldridge

**Councillors:** Cllr B. Bawden, Cllr B. Larcombe MBE, Cllr P. May

**Non-councillor:** Alan Bristow

**Officers:** Mark Green, deputy town clerk, Pete Williams, acting operations manager, John Wright, town clerk

**Apologies:** Cllr P. Evans, MBE, Cllr S. Cockerell

#### **Minutes of the meeting 22 November 2023**

Approved.

#### **Matters arising from the meeting 22 November 2023**

JW said proposals from this working group to consider the town bus service had been presented to TMH and no issues were raised about the working group that had never met. JW felt the passage of time stood down the previous town bus working group.

#### **Dorset Council traffic and pedestrian schemes under consideration**

BB said she had discovered from a conversation with Kevin Humphreys, traffic planner, that Dorset Council had several schemes in Lyme Regis under consideration. Notes of BB's conversation with Kevin Humphrey are attached, **appendix 9A**.

#### **The 'quick wins'**

#### **The implementation of a medium-term park and ride solution**

BB and MG informed the working group about the planning application's progress, the landowner was opposed to increasing the number of cars that could use the site, and three of the nine bus operators approached about running the park & ride service in 2024 had submitted proposal and three responses were pending.

#### **Extending the town bus to Charmouth and Uplyme**

JW said 10-12 responses had been received following a call for suggestions issued in the November 2023 residents' newsletter.

PW reminded the working group there was a meeting at 2.00pm Wednesday 20 December to consider the park & ride, town bus service, and signage.

JW said a meeting with Uplyme Parish Council to discuss the possibility of extending the town bus service to Uplyme hadn't taken place yet.

#### **Reinforcement of delivery times in town**

JW & BB to pursue with Dorset Council.

#### **LRTC's enforcement officer authorisation to tackle on-street parking**

JW reported a response had been received from Dorset Council and clarification on that response was required. JW & BB to seek that clarification.

#### **Improved signage, including lorry size restrictions, park and ride promotion and engine idling**

BB said she had pursue Dorset Council's to provide improved signage in response to the Bell Cliff incident. PW said he had pursued signage to deter heavy vehicles entering town and idling with

Dorset Council and had received a limited response. JW said signage was subject to consideration on 20 December 2023. JW said a report on signage would be considered by TMH.

### **20 mph speed limit**

BB and JW to meet on 22 December 2023 to scope a paper for TMH on 14 February 2024.

### **Cart Road pedestrianisation**

JW to draft a report to TMH on 3 January 2024 to sound out member support for the proposal.

### **Transport link to Axminster train station**

JW reported that no progress had been made.

### **General Observation on Quick Wins**

It was agreed when quick wins are developed, reports will go to committee.

### **Bell Cliff**

The town clerk updated the working group.

### **The town council's travel and transport vision**

The discussion on developing a vision for the town was limited by the meeting time remaining. It was agreed the next meeting should be arranged around the availability of Kevin Humphrey (and possibly a senior manager from Dorset Council) to consider this in a single item meeting.

### **Next meeting**

There is a meeting in the council's offices to discuss, the park & ride, town bus and signage, 2.00pm Wednesday 20 December 2023.

For the next Travel and Transport working group meeting, BB will contact Kevin Humphreys to find out if, and when, he can attend a meeting with the working group. The meeting will be arranged around his availability.

## Current traffic and pedestrian schemes under consideration

Notes from conversation with Kevin Humphrey, Transport Planner at Dorset Council, Monday 11 December 2023

### 1. Pedestrian crossing opposite Woodroffe School

Proposed scheme of £400k rejected; WSP Consultants submitted a simpler scheme to widen the central area between the bus bay and main road, add crossing to the centre and have shorter crossing from the end to the steps. Should have a proposal in January. Funding possible under LTP.

### 2. Wider pavement with 'Give and Take' system for traffic at Bell Cliff

### 3. Pedestrian access improved on Bridge Street to reduce vehicle strikes

### 4. Cobb Gate area, reconfiguring angle of bus stop, widening pedestrian access

Pedestrianising Broad Street is one of the options being considered in a wider consideration of all these issues. Also timed restrictions but enforcement and cameras could be required.

### 5. Pedestrianising/limiting the parking on Cart Road

When I mentioned converting all Cobb Gate car park to Blue Badge spaces and a taxi rank only, with possible shuttle bus drop-off space, KH agreed this could be a good solution.

### 6. Improvement of public realm opposite Cobb Arms

Various problems need to be resolved – no obvious solutions seen yet. Need to check which buses serve this area - now and in future. *BB action*

External funding needs to be secured for any scheme. The hope is for coastal town regeneration or coastal communities-type funding.

The public realm work at the Cobb end and bottom of Broad Street and Marine Parade is their priority.

Other topics:

#### 1. Signage on A35

KH suggested DC could take this up with Highways England

#### 2. Clappentail Lane – Uplyme Road junction

We looked at the issues on Google street view. On the lack of clarity on the specifics of the TRO content, KH said Marc Cutler is the TRO contact.

#### 3. Charmouth Road car park access

KH's boss, Laura Russ, would be the best contact.

*BB action*

**Committee:** Town Management and Highways

**Date:** 3 January 2024

**Title:** The Management of Marine Parade and Cart Road Motor Vehicular Access

**Purpose of the Report**

To review the management of Marine Parade and Cart Road Motor Vehicular Access policy

**Recommendation**

Members review the Marine Parade and Cart Road Motor Vehicular Access policy and instruct officers on any further amendments

**Report**

1. The management of Marine Parade and Cart Road Motor Vehicular Access Policy was last reviewed in June 2015 and was due for review in June 2018. However, this was overlooked and a review did not take place.
2. The policy is at **appendix 10A** and proposed amendments are in red. The only proposed changes are to replace West Dorset District Council with Dorset Council.
3. Any recommendations from this committee will be considered by the Full Council on 7 February.

Pete Williams  
Acting operations manager  
December 2023

## LYME REGIS TOWN COUNCIL

### THE MANAGEMENT OF MARINE PARADE AND CART ROAD MOTOR VEHICULAR ACCESS

February 2024

#### AIMS OF THE POLICY

Lyme Regis Town Council will regulate access to Marine Parade and the council controlled section of Cart Road to ensure they are free from all unauthorised motor vehicles.

#### CONTEXT

Lyme Regis Town Council is responsible for the management and maintenance of the area shown in red on the map at appendix A. This policy deals with the management of motor vehicular access to this area. For the purposes of this policy, Cart Road refers to the section between barrier number 3 and barrier number 4. The remainder of Cart Road is a public highway and is the responsibility of **Dorset Council**.

The Tripartite Agreement between **Dorset Council** and Lyme Regis Town Council provides for the town council to take lead responsibility for the management of Marine Parade. The agreement makes the following specific provisions in respect of vehicular access:

- In the case of emergency or a specific need when Cobb Road cannot be used, the town council will open Cart Road for use by emergency or other vehicles
- **Dorset Council** will retain highway rights on Marine Parade both pedestrian and vehicular for a width of 1.8 metres. Vehicular rights are only to be exercised in the case of emergency.

The regulation of motor vehicular access to Marine Parade and the council-controlled section of Cart Road is one of a number of management issues arising from the Tripartite Agreement and its provisions will have a bearing on other town council policies and operational decisions dealing with matters such as the use of the shelters, the holding of community events and commercial activities.

Marine Parade is a public thoroughfare with both residential and commercial properties and the policy will therefore need to take account of the access requirements of residents and traders.

In addition to Lyme Regis Town Council, a number of other organisations provide services that will necessitate vehicular access to Marine Parade and Cart Road:

- Dorset **and Wiltshire** Fire & Rescue Service, Dorset Police, South West Ambulance Service **and the Coastguard** may require vehicular access to attend in cases where an emergency response is required.
- **Dorset Council** provides a refuse collection service to properties on Marine Parade and street cleaning services to Cart Road and Marine Parade and will require vehicular access to these areas.
- **Dorset Council** is the Harbour Authority and the Sea Defence Authority and may require access to discharge their responsibilities for these matters.

- **Dorset Council** is responsible for the street lighting on Marine Parade and they, or their contractors may require access for the effective management and maintenance of the lighting systems.
- Utility providers, their contractors and government agencies will require access to Marine Parade and Cart Road to carry out statutory functions and service provision.

## **ACCESS CONTROL MEASURES**

There are four sets of barrier gates.

1. Eastern end of Marine Parade – the top of the ramp from Cart Road to Marine Parade
2. Western end of Marine Parade – by the Jane Austen Garden
3. Eastern end of Cart Road – the bottom of the ramp from Cart Road to Marine Parade
4. Western end of Cart Road – by The Royal Standard public house.

The barriers are locked shut and must only be opened for the time it takes for an authorised vehicle to pass through the barrier. The barriers are fitted with padlocks with keys issued upon signature and following a successful application to the town clerk.

## **KEY HOLDER RESPONSIBILITIES**

Wherever possible, the barrier gates will be opened and shut by a member of Lyme Regis Town Council staff. If there is a demonstrable reason for issuing other keys they will be issued on the basis that:

- they are only used for the reason for which they were issued;
- they are not to be lent to any other individual or organisation;
- they must be returned at the end of the agreed period or on demand from the town council, whichever is the earliest;
- the key holder agrees to comply with the conditions for use as set out in this policy and any additional conditions made at the time of issue (this may include a requirement that the key holder pays a deposit of £25, which will not be activated unless the key is not returned within the agreed period).
- In cases where access for one of the emergency services is necessary, key holders may unlock the barriers and inform the town council at the earliest opportunity.

## **ENFORCEMENT**

Compliance with the conditions set out in this policy or those made in relation to any specific request for vehicular access will be monitored by the town council's officers and staff. Breaches should be reported to the town council's enforcement officers, with persistent breaches brought to the attention of the town clerk or the deputy town clerk. Enforcement action will involve the withdrawal or modification of agreed access arrangements.

## **DELIVERY VEHICLES**

Where it is necessary for delivery vehicles to access Marine Parade or Cart Road, these deliveries must take place before 10.30am or after 4.30pm and take no longer than 20 minutes. Applications for a specific and temporary variance to this condition must be made to the town clerk.

## **WORKS VEHICLES**

Property owners arranging for works to be carried out must have authority from the town clerk for temporary access to enable the delivery only of materials and equipment. Vehicles will not be allowed to park on Marine Parade or Cart Road without the expressed permission

of the town clerk. Applications for a specific and temporary variance to this condition must be made to the town clerk.

## **MARINE PARADE SHELTERS**

A number of community and commercial events will use the shelters as a venue throughout the year and many will require vehicular access to Marine Parade.

The restrictions relating to the times of delivery will be appropriate in most cases, with any exceptions to this being the subject for discussion at the time the shelters' facilities are booked.

The market area will provide a venue for a range of markets and event organisers must manage the access, delivery and egress arrangements of a number of vehicles over a relatively short period of time.

Access and Egress - To facilitate the safe and efficient movement of delivery vehicles, a one-way system will operate for market events. When delivering to the market area, vehicles will access Marine Parade from the east and exit from the west. When removing from the site, vehicles will access Marine Parade from the west and exit from the east. This arrangement will mean that vehicles are not turning on the parade or passing other vehicles. To ensure the safety of pedestrians, event organisers will be required to provide banksmen, to appoint a named individual who is responsible for carrying out the necessary risk assessment and compliance and stewarding appropriate to the conditions.

Delivery – Vehicles must make their deliveries to the market area in as short a time as possible. Vehicles must not block Marine Parade and must be moved or removed as soon as possible or at the direction of the event organiser or Lyme Regis Town Council staff.

Parking – Vehicles must not be parked on Marine Parade beyond the 20 minutes allowed for deliveries. Parking is available at a number of public car parks within Lyme Regis. Information on the location and charges for these is available from Lyme Regis Town Council and [Dorset Council](#).

Drip Trays - Where events sanctioned by the town council allow vehicles along the Marine Parade, drip trays will be used. Car club displays will not be permitted unless part of a larger event.

## **Implementation and Review**

This policy is implemented on 7 February 2024.

This policy will be reviewed in February 2025.

**Committee:** Town Management and Highways

**Date:** 3 January 2024

**Title:** Cart Road

**Purpose of the Report**

To allow members to consider the future use of Cart Road

**Recommendation**

Members consider the report and instruct the town clerk

**Background**

1. Cart Road is an adopted highway and any decision about its use is in the gift of Dorset Council.
2. Cart Road is also the designated route for vehicles over 7.5 tonnes seeking access to the Cobb and Monmouth Beach; there's a 7.5 tonne weight restriction on Cobb Road.
3. In response to Covid-19 and the need to improve social distancing in the surrounding area, Dorset Council issued an emergency temporary road closure order for Cart Road on 26 June 2020.
4. The autumn 2020 reduction in visitor numbers caused Dorset Council to review the need for this temporary road closure and from end-October 2020 the temporary road closure ceased.
5. Ahead of the cessation, on 21 October 2020, the Full Council considered its position on whether to support an extended temporary road closure order.
6. The debate centred around concern about the mixed use of Cart Road by vehicles and pedestrians and the needs of blue badge parkers.
7. At the meeting, the council resolved, 'not to submit a request to Dorset Council to issue a Traffic Regulation Order to prevent traffic on Cart Road.'
8. On 20 September 2023, this committee considered a report on the short-term proposals from the Travel and Transport working group. The pedestrianisation on Cart Road was included in this report as one of eight short-term recommendations.
9. Following discussion and on the suggestion of the deputy town clerk, this committee suggested a bit more work should be done on, 'what could be achieved and what work would be involved in delivering the suggestions.'

**Report**

10. Before embarking on this work, the town clerk would like this committee to consider its current appetite for any form of pedestrianisation of the Cart Road. The question is being posed because when this issue was considered on 21 October 2020, members did not support the prevention of traffic on Cobb Road.
11. If there is now an appetite for the prevention of traffic on the eastern section of Cobb Road, the Travel and Transport working group can work up proposals for consideration by this committee.

12. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

John Wright  
Town clerk  
December 2023

**Committee:** Town Management Highways

**Date:** 3 January 2024

**Title:** Improving Routes for Walking, Cycling and Wheeling

### **Purpose of the Report**

To allow the council to consider a survey that will help to inform Dorset Council's Active Travel Infrastructure Plan about routes that are important to people and what prevents residents from walking, cycling, and wheeling in their local area

### **Recommendation**

Members consider the report and survey, provide a sense of the council's response, and delegate the completion of the survey to the town clerk in consultation with three members from this committee.

### **Background**

1. On 12 December 2023, the town council became aware of Dorset Council's, 'Have your say on improving routes for walking, cycling and wheeling', see **appendix 12A**.
2. The closing date for responses is 18 January 2024.
3. The Full Council doesn't meet until 7 February 2024 and cannot support a response to this survey by resolution. Consequently, this committee is being asked to provide a sense of its response and delegate the completion of the questionnaire to the town clerk in consultation with three members of this committee.

### **Report**

4. The survey is part of Dorset Council's Active Travel Infrastructure Plan, which is a long-term strategy for improving the network for walking, cycling, and wheeling, i.e., a mobility scooter, wheelchair, or similar mobility aids.
5. The Active Travel Infrastructure Plan is focused on the places where there is the biggest opportunity to increase levels of walking, cycling, and wheeling as an alternative to short car trips. This is more likely in towns than in dispersed, rural areas of Dorset.
6. Network plans are available for the two most significant urban areas of the Dorset Council area, consisting of the:
  - East Dorset area, including Wimborne, Ferndown, and Verwood.
  - South Dorset area, including Dorchester, Weymouth, and Portland.
7. Dorset Council intends to produce plans for other areas of Dorset and as part of this survey suggestions of routes to consider are welcome. Dorset Council's active travel transport team has informed the town clerk the production of plans will be driven by local interest and support.
8. The survey gives the council the opportunity to provide its views on whether the:
  - network of key routes is correct.
  - prioritised routes in each area are the right ones.
9. The survey also asks for views on the barriers to walking, wheeling, and cycling and seeks suggestions for additional routes.

10. Although parish and town councils are included in the circulation and respondents' list, the early part of the questionnaire is aimed at individuals and their families.
11. However, the council can legitimately offer responses to the more generic questions and comment boxes in the survey.
12. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

John Wright  
Town clerk  
December 2023

## Active Travel Infrastructure Plan

Closes 18 Jan 2024

This service needs [cookies](#) [enabled](#).

## About you

We particularly want to hear from residents and visitors to Dorset, but if you are representing an organisation, such as a town or parish council, user group or business you are also welcome to take part.

## Tell us who you are

- ☐ Resident of Dorset
- ☐ Visitor to Dorset
- ☐ Elected Member
- ☐ Town / parish council (please enter name below)
- ☐ Business / organisation (please enter name below)
- ☐ User group - e.g. campaign group (please enter name below)

Name of organisation / parish / town council or business

Save and come back later...

Continue >

## Active Travel Infrastructure Plan

Closes 18 Jan 2024

This service needs [cookies](#) [enabled](#).

## Your views on walking, wheeling and cycling

These questions ask whether you walk, wheel (use a wheelchair, mobility scooter or other mobility aid) or cycle at the moment, and what stops you from doing so more in the future.

▶ [What are the benefits of active travel?](#)

## Do you use a mobility scooter, wheelchair or other mobility aid?

Some people need a mobility aid at certain times, but not all the time, or for all trips.

Please indicate below if you ever use a mobility aid.

- ☐ Yes
- ☐ No

« First

Save and come back later...

Continue >

► [What are the benefits of active travel?](#)

### How often do you go somewhere on foot?

- ☐ Every day
- ☐ Two or three times a week
- ☐ Once a week
- ☐ Once a month
- ☐ A few times a year
- ☐ Once a year or less

### Why do you choose to walk for some trips?

- ☐ To stay active and get exercise
- ☐ To save money
- ☐ It's better for the environment
- ☐ It's the quickest way
- ☐ Part of a longer trip (ie, walk to the bus stop)
- ☐ I have no other option for some trips
- ☐ Other - please add details below

### What are your reasons for travelling on foot?

- ☐ Recreation - just going for a walk
- ☐ Accessing leisure facilities
- ☐ Shopping
- ☐ Visiting friends
- ☐ Getting to work
- ☐ Travelling to school / college
- ☐ Other - please describe below

### Are there any barriers preventing you or members of your family from walking more in your area?

- ☐ There are no barriers to walking more
- ☐ No safe routes for walking
- ☐ Roads not safe for children or adults walking
- ☐ Lack of safe crossings on busy roads
- ☐ Lack of personal security because of poor street lighting or anti-social behaviour
- ☐ Maintenance of footways – ie, poor surface or overgrowing vegetation
- ☐ Other

If other, what else is a barrier to walking more in your area?

**Do you use - or could you use - a cycle (including e-bikes)?**

- ☐ Yes
- ☐ No

« First

Save and come back later...

Continue >

---

## your views on cycling

► [What are the benefits of active travel?](#)

**How often do you go somewhere by cycle?**

- ☐ Every day
- ☐ Two or three times a week
- ☐ Once a week
- ☐ Once a month
- ☐ A few times a year
- ☐ Once a year or less
- ☐ I used to cycle, but not now
- ☐ Never

**If you do use a cycle, why do you use it for some trips?**

- ☐ To stay active and get exercise
- ☐ To save money
- ☐ It's better for the environment
- ☐ It's the quickest way
- ☐ Part of a longer trip (ie, cycle to a railway station)
- ☐ I have no other option for some trips
- ☐ Other - please add details below

### What are your reasons for travelling by bike?

- ☐ Recreation - just going for a ride
- ☐ Accessing leisure facilities
- ☐ Shopping
- ☐ Visiting friends
- ☐ Getting to work
- ☐ Travelling to school / college
- ☐ Other - please describe below

### Are there any barriers preventing you or members of your family from cycling more?

- ☐ There are no barriers to cycling more
- ☐ No dedicated routes for cycling
- ☐ Roads not safe for children or adults cycling
- ☐ Lack of safe crossings on busy roads
- ☐ Lack of personal security because of poor street lighting or anti-social behaviour
- ☐ Maintenance of cycleways – ie, poor surface or overgrowing vegetation
- ☐ Maintenance of streets
- ☐ Other

If other, what else is a barrier to cycling more in your area?

## Areas covered by the Active Travel Infrastructure Plan

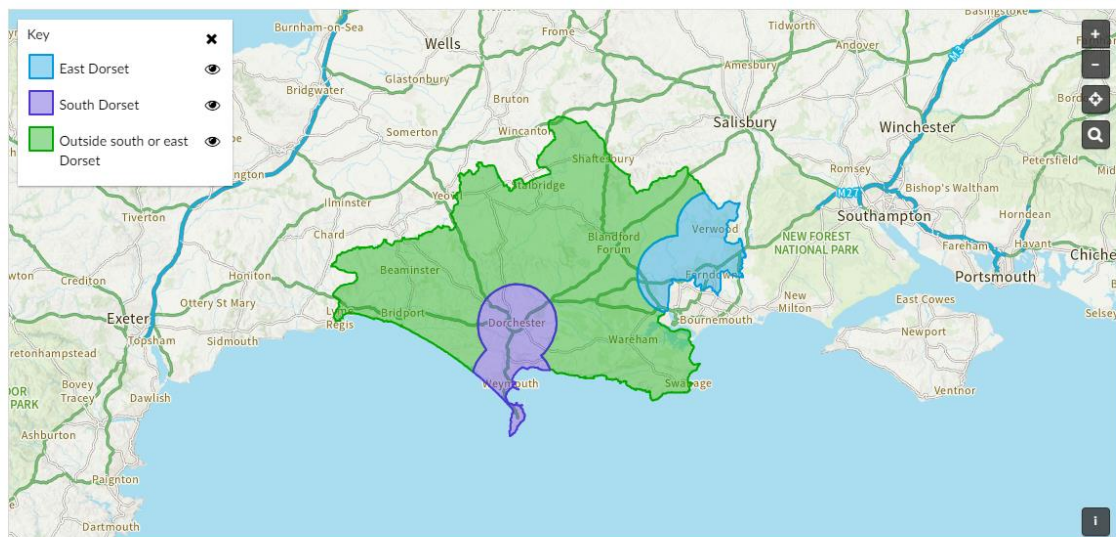
The Active Travel Infrastructure Plan is focused on the places where there is the biggest opportunity to increase levels of walking, cycling and wheeling as an alternative to short car trips. This is more likely in towns than in dispersed, rural areas of Dorset.

Network plans are available for the two most significant urban areas of the Dorset Council area, consisting of the:

- East Dorset area, including Wimborne, Ferndown and Verwood
- South Dorset area, including Dorchester, Weymouth and Portland

Plans will also be produced for other areas of Dorset, and your suggestions of routes to consider will be welcome, as part of this survey.

Go to the [Text Version](#)



Closes 18 Jan 2024

This service needs [cookies](#) enabled.

## Which area would you like to examine in more detail?

Please select which area you wish to examine first.

You will be able to view other areas later in the survey, if you wish to see them.

- ☐ East Dorset
- ☐ South Dorset
- ☐ Area outside east or south Dorset

« First

Save and come back later...

Continue >

## Are there any other routes you'd like to be considered?

In addition to the active travel networks identified in the east and south Dorset areas, there might be routes which you feel have been missed. Routes submitted will be examined and tested against the priority criteria.

Dorset Council will also be looking at active travel networks in other parts of Dorset, and we are interested in suggestions for other areas.

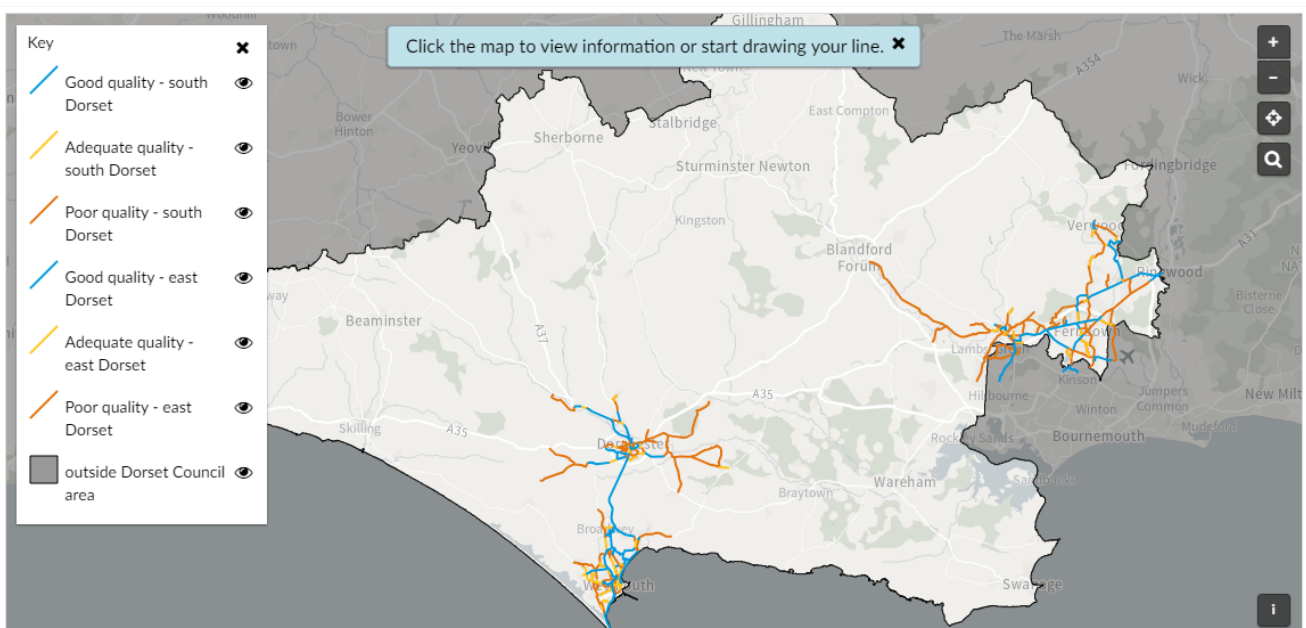
### How to add and edit your routes on the map

- Zoom in to provide as much detail on the exact route.
- Click to start adding points, then click the next point on the route and it will draw a line between the two points.
- Double click to complete the route with the final point.
- If you want to change or delete a route after you've finished it, click on the line and an edit box will appear.
- Click on the line and drag it to alter it, then click *Confirm* to finish the edit.
- Once you have added all the new routes you want, click continue.

You can add further information about the routes on a following page.

Please add up to ten routes on the map below.

Go to the [Text Version](#)



Closes 18 Jan 2024

This service needs [cookies](#)  
[enabled](#).

## Additional routes

If you've added any routes above and want to add further comments, please do so below.

**Details about added routes.**

Additional comments on added routes

**Committee:** Town Management and Highways

**Date:** 3 January 2024

**Title:** Monkey Bars

## **Purpose of the Report**

To allow members to discuss the installation of monkey bars at Anning Road play park

## **Recommendation**

Members consider the installation of including monkey bars at Anning Road play park and instruct officers

## **Background**

1. Monkey bars have been included as an objective for 2023-24 and a budget of £5,000 has been allocated.
2. This project was 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 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 this proposed project.
4. Monkey bars were suggested by respondents during the consultation of what people would like in the playpark.
5. A report was brought to the previous meeting of this committee on 8 November 2023 to allow members to progress this project. It was recommended, and subsequently resolved by the Full Council on 25 October 2023, 'to hold the outdoor gym equipment and monkey bars in abeyance until the council has an idea of the expenditure it is committing to'.

## **Report**

6. As this is an agreed objective for 2023-24, the expenditure has been allocated and the 2024-25 budget has been agreed on a profiled spend for this year, which includes this project. Therefore, there is no reason this project cannot be progressed.
7. 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/climbing-frame-210).



8. To accommodate monkey bars at Anning Road play park, they would need to replace an existing piece of equipment.

9. The piece of equipment which officers would suggest is removed and replaced would be the under used spider's web, which has the required minimum space of 641x501x308cm for the monkey bars to be compliant.
10. The external works team could remove the current spider's web, level the ground, and fit the monkey bars with only a small cost of materials to the council.
11. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

Pete Williams  
Acting operations manager  
December 2023

**Committee:** Town Management and Highways

**Date:** 3 January 2024

**Title:** Outdoor Gym Equipment

### **Purpose of the Report**

To allow members to discuss the location for outdoor gym equipment

### **Recommendation**

Members consider the options for outdoor gym equipment and instruct officers

### **Background**

1. Outdoor gym equipment has been included as an objective for 2023-24 and a budget of £25,000 allocated.
2. It was 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.
3. As it has now been agreed to proceed with a MUGA at Anning road, this is the opportunity for members to discuss the two preferred locations for the outdoor gym equipment.
4. Outdoor gym equipment was a project suggested by the council and put to the public as part of the public consultation.
5. A report was brought to the previous meeting of this committee on 8 November 2023 to allow members to progress this project. It was recommended, and subsequently resolved by the Full Council on 25 October 2023, 'to hold the outdoor gym equipment and monkey bars in abeyance until the council has an idea of the expenditure it is committing to'.

### **Report**

6. As this is an agreed objective for 2023-24, the expenditure has been allocated and the 2024-25 budget has been agreed on a profiled spend for this year, which includes this project. Therefore, there is no reason this project cannot be progressed.
7. 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.



8. Equipment must be robust to be sited outdoors permanently and is normally powder coated metal. Some basic maintenance might have to be undertaken by the external works team, but this would only be visual checks and monthly lubrication, not too dissimilar to the current inspections undertaken by the maintenance team on the council's three play sites.
9. 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.
10. Locations on town council land for this equipment are limited. The putting green area in the Lister Gardens or the southwestern end of Anning Road playing field (where the basketball net is currently located) are the two most favourable.
11. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

Pete Williams  
Acting operations manager  
December 2023

**Committee:** Town Management and Highways

**Date:** 3 January 2024

**Title:** MUGA at Anning Road Playing Field

### **Purpose of Report**

To inform members about the outcome of the public consultation about the provision of a multi-use games area (MUGA) at the Anning Road Playing Field and to seek member instructions about the next steps

### **Recommendation**

Members consider the outcome of the public consultation about the provision of a multi-use games area (MUGA) at the Anning Road Playing Field and confirm the next steps in the delivery of the project

### **Background**

1. At the meeting of the Strategy and Finance Committee held on 10 May 2023, members considered their preference for the delivery of a major community project during 2023/24. It was agreed (22/90/SF- Project Proposals) that the preferred option was a MUGA at the Anning Road Playing Field, although it was noted that the land may be subject to some historic covenants which, potentially, could impact the project.
2. Members asked for the issue of covenants to be clarified and for a further report on the matter to be brought back for consideration.
3. That report was brought back to the July meeting of Strategy and Finance when members considered the various issues and recommended (minute 23/23/SF a) that the council 'continue to support the MUGA on land specified at Anning Road playing field but to consult with adjacent properties to gauge their reaction to the proposal and to also consult with the wider community.'
4. That recommendation was subsequently approved by Full Council.
5. At the meeting of this committee on 20 September 2023, the issue of the MUGA was again discussed and issues with the planned site south and west of the existing pavilion were discussed and an alternative location adjacent to the children's play area considered.
6. Members considered the various issues and options and recommended (23/39/TMH a)) to support locating the multi-use games area on the northern side of Anning Road playing field, adjacent to the children's play area, noting that this would also involve the slight relocation of the existing football pitch and the removal of the 'bmx humps' along the southern boundary of the playing field.
7. That recommendation was approved by Full Council on 25 October 2023.

### **Report**

8. Public consultation about the MUGA, including the revised location, has now been carried out involving both local residents and the wider community.
9. The consultation period ended on 15 December 2023 and a summary of the results, together with the detailed comments made is at: [LRTC multi-use games area consultation. - SurveyMonkey Dashboard](#)

10. Most respondents favour the delivery of a MUGA and the most supported sports to be accommodated are football, netball and basketball, although a range of other sports, including hockey and tennis are mentioned.
11. The general comments are extremely wide-ranging and very difficult to summarise. Concerns range from simply not wanting it at all, to noise and nuisance to concerns about associated parking.
12. All of the various sports mentioned could be accommodated in the space and location available, although some tend to be better played on different surfaces. In addition, experience from other locations is that any attempt to accommodate too many 'court markings' can lead to confusion and poor 'legibility'.
13. If this project is to be progressed (started) in the current financial year as originally planned, then decisions about the way ahead need to be taken promptly.
14. It is possible the MUGA will require planning permission and the typical lead and delivery time for a MUGA of this type is around 10-12 weeks and gets longer into the summer period. The need to remove the 'bmx humps' and relocate the existing football pitch also needs to be factored into any delivery programme, including impacts on the pitch users.
15. If members wish to proceed with the project, then the officer suggestion is that formal quotes be obtained from experienced MUGA providers on a 'turnkey' basis, i.e., that the provider is responsible for all aspects of delivery, from obtaining all necessary consents, to groundworks to full and final delivery and handover.
16. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

Mark Green  
Deputy town clerk  
December 2023

**Committee:** Town Management and Highways

**Date:** 3 January 2024

**Title:** Candles on the Cobb Pavilion

### **Purpose of Report**

To bring to the council's attention the history of Candles on the Cobb Pavilion and pending repairs, to detail the pavilion's use by organisations, and to consider the governance of these relationships

### **Recommendation**

Members consider the report and instruct the town clerk

### **Background**

1. The Candles on the Cobb Pavilion at Anning Road Playing Field was funded by monies raised through the Candles on the Cobb Committee. The project was supported by volunteer labour and it was completed in 2005.
2. The council holds a document entitled, 'Guidelines for Future Support' which details ownership of the pavilion along with its financing, maintenance, users, and consultation.
3. The document is signed by Mike Lewis, former town clerk, and Kenneth Whetlor, chairman of the Candles on the Cobb Playing Field Project, **appendix 16A**. The document is undated.
4. The guidelines state the asset belongs to Lyme Regis Town Council, and the town council will insure and maintain the pavilion, clean, open and close the public toilets, and pay utility bills.
5. The guidelines identify the primary users of the building as the youth section of Lyme Regis Football Club, and St Michael's Primary School. The guidelines also state, 'Other recognised groups may use the Pavilion, at the Lyme Regis Town Council's discretion, for charitable fund-raising activities.'
6. The guidelines state, users may use the pavilion at no cost, and that users are responsible for the cleanliness of the building.
7. On 13 December 2023, the Full Council approved a budget of £15,000 to undertake works to the Candles on the Cobb Pavilion. The works will include damp proofing, partial re-render, external painting, connection of a Belfast sink in the store, and some minor repairs.

### **Report and considerations**

8. The Guidelines for Future Support are limited and should be replaced with a more detailed management agreement that oversees the use of the pavilion. Any agreement should be supported by an oversight mechanism, e.g., an annual report to a council committee and a management mechanism to ensure routine inspections and repairs are undertaken.
9. St Michael's Primary School no longer uses the pavilion, and with the exemption of the May Day fete, the building is used exclusively by the youth section of Lyme Regis Football Club. The council should consider if it wants to broaden the use of the Candles on the Cobb Pavilion by actively promoting its use in the community.
10. The council is currently consulting on the installation of a multi-use games area adjacent to the pavilion. If the project proceeds, further activities could be incorporated into a revised agreement.

11. The running cost of the building from 1 January 2023 to date, excluding maintenance is, £4,472: electricity, £3,417, water rates £721, and business rates £334. The council has no control of the consumption of electricity and water; the football club has knowingly left the heating on when the building isn't occupied. At a very minimum, the use of electricity should be capped and any additional cost above that cap should be met by pavilion users.
12. Any recommendations from this committee will be considered by the Full Council on 7 February 2024

John Wright  
Town clerk  
December 2023

## CANDLES ON THE COBB PAVILION

### GUIDELINES FOR FUTURE SUPPORT

#### **Ownership:**

The Candles on the Cobb Pavilion will be the asset of the Lyme Regis Town Council.

#### **Finance:**

The Candles on the Cobb Pavilion will be supported financially by the Lyme Regis Town Council in respect of building insurance, business rates, maintenance and up-keep, service providers i.e. water and electric, and public toilet cleanliness.

'Users' (see below) may use the Pavilion at no cost.

#### **Maintenance:**

The Lyme Regis Town Council will maintain the Pavilion.

The Lyme Regis Town Council will be responsible for public toilet cleanliness, together with opening and locking of the toilets.

'Users' (see below) will be responsible for the cleanliness of the kitchen, foyer, changing room, toilet, storeroom, referees room and shower room.

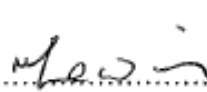
#### **Users:**


Primary users of the Candles on the Cobb Pavilion will be the Lyme Regis Football Club Youth Section and St Michael's Primary School.

Other recognised groups may use the Pavilion, at the Lyme Regis Town Councils' discretion, for charitable fund raising activities.

#### **Consultation:**

If an application for structural alteration/demolition of the Pavilion is requested, consultation with the user groups must be held.

  
.....  
Town Clerk  
Michael Lewis  
Lyme Regis Town Council

  
.....  
Chairman  
Kenneth Whetlor  
Candles on the Cobb Playing Field Project

**Committee:** Town Management and Highways

**Date:** 3 January 2024

**Title:** Gazebo in the Gardens

### **Purpose**

To allow members to confirm an in-principle decision to remove the gazebo in the Langmoor Gardens and to consider any replacement

### **Recommendation**

Members confirm an in-principle decision to remove the gazebo in the Langmoor Gardens and consider any replacement

### **Background**

1. The gazebo in Langmoor Gardens is suffering from rot in various locations, including the main vertical structure.
2. The gazebo, in recent history, has attracted homeless people and anti-social behaviour both in the day and the evening. The police have asked for a CCTV camera to cover this location to help combat these issues.
3. A report was submitted to this committee on 21 June 2023, when members were asked to consider the future of the gazebo in light of these issues. It was recommended, and subsequently resolved by the Full Council on 26 July 2023, 'to remove the gazebo in the gardens in principle, subject to funding in the 2024-5 budget'.

### **Report**

4. The removal of the gazebo could be done by the external works' team. As such, no funding has been allocated for this purpose in the 2024-25 budget. However, as the previous resolution only agreed to the removal of the gazebo in principle, it would be helpful for members to confirm this position.
5. The resolution doesn't include an instruction to replace the gazebo, only its removal. There is no allocation in the 2024-25 budget for a replacement.
6. A similar like-for-like replacement would cost around £10,500.  
[17'x12' \(5.1x3.6m\) Premium Oval Furnished Wooden Garden Gazebo with Timber Roof - Seats up to 22 people | Shedstore](#)
7. A simple open-sided roofed gazebo would cost between £2,000 and £4,000, depending on the type of wood selected.  
[Leviathan Open Gazebo W6.0m x D3.2m | Gazebos \(dunsterhouse.co.uk\)](#)
8. Any recommendations from this committee will be considered by Full Council on 7 February 2024.

Pete Williams  
Acting operations manager  
December 2023

**Committee:** Town Management and Highways

**Date:** 3 January 2024

**Title:** Bell Cliff Advertising Boards

### **Purpose**

To allow members to consider the arrangements for the Bell Cliff advertising boards

### **Recommendation**

Members consider the arrangements for the Bell Cliff advertising boards and consider any changes

### **Background**

1. At the Strategy and Finance Committee meeting on 11 October 2023, during the review of charges, several members raised concerns about several of the Bell Cliff advertising boards for taxi companies being owned by the same company, which was based in east Devon. It was agreed a report would be brought to the relevant committee to discuss this further.
2. The Bell Cliff advertising boards were introduced by this council in 2013 after members at the time raised concerns about unauthorised signs being placed on the railings.
3. As the boards varied in size and appearance and made the area look unsightly, the council agreed that by managing the signs, it could address the issue. Local businesses had also approached the council to ask about putting signs on the railings so it was felt there was demand for this advertising space.
4. It was recommended by the Town Management Committee on 17 April 2013 and subsequently resolved by the Full Council on 22 May 2013 to formalise the advertising boards and only allow boards approved by the council to be placed there. It was agreed there would be 15 double-sided boards at a set size of 800cm x 600cm. The boards would be made up by local businesses and provided to the council with fittings to allow council staff to fit them to the railings.
5. It was also confirmed the businesses would own the boards and would be responsible for any insurance. It was agreed the signs would only extend down the length of railings around Cobb Gate car park and no signs would be placed on the Marine Parade section of railings.
6. Finally, it was agreed the top section of the railings would be reserved for boards for taxi companies.
7. At the time of introduction, the annual charge for an advertising board was set at £100, including VAT. This was increased to £110, including VAT, in 2018-19, increased to £120, including VAT, in 2021-22, and the new charge for 2024-25 will be £150, including VAT.

### **Report**

8. Demand for advertising space is high and there is a waiting list of 17 businesses. Those at the top of the waiting list joined in 2020 or later.
9. There are currently three gaps on the railings as new advertisers are currently having their boards made.

10. Generally, the signs are intended for businesses based in the town to direct visitors to different areas. However, there are a few businesses on the waiting list who aren't based in the town, who don't have a physical outlet in the town, or are holiday let companies. This is not a formal or written policy but officers have always followed this principle. Members may wish to consider this position.
11. With regards to the taxis, there are currently four boards: Causley Cabs, Eco Cabs, Lyme Regis Taxis and Terry's Taxis. The former two are based in Lyme Regis and are owned by separate individuals. The latter two are owned by the same person, who is based in Seaton. It is understood the telephone numbers for Lyme Regis Taxi's and Terry's Taxis were bought when the previous owners ceased trading.
12. Again, there is no formal or written policy on taxi advertising boards but members may wish to consider this position.
13. There have been suggestions from some members that as the waiting list is so long, the council should consider the allocation policy. Officers would strongly advise against rotating the spaces and allocating them to different businesses each year (or on some other timescale). The businesses invest in the boards, which cost around £300, and wait several years to secure a space. It would seem unreasonable if businesses lost their space after waiting for so long and purchasing a bespoke sign.
14. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

Adrianne Mullins  
Support services manager  
December 2023

**Committee:** Town Management and Highways

**Date:** 3 January 2024

**Title:** Energy Performance Certificates and Let Commercial Buildings

### **Purpose of Report**

To inform members about the outcome of recently commissioned Energy Performance Certificates (EPCs) for all qualifying council-owned let commercial buildings, together with recommendations for improving their performance, if necessary

### **Recommendation**

Members instruct officers to keep a watching brief on government legislation concerning energy performance and environmental targets insofar as it applies to the council's commercial buildings and to report back to this committee should any changes be proposed that might impinge on the council's long-term commercial income.

### **Background**

1. The government originally proposed that all let commercial premises (except listed buildings) with a gross internal floor area exceeding 50 sq.m. should meet or exceed EPC C by 2027 and EPC B by 2030. This target has subsequently been dropped due to concerns over costs of implementation, but the council still needs to understand what ratings currently apply to its buildings as anything below EPC E requires landlord action.
2. Failure to act could mean that the council is unable to grant a new tenancy or renew an existing one.
3. A report on this matter was presented to this committee on 20 September 2023 and it was recommended, and subsequently resolved by Full Council on 25 October 2023, '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'.

### **Report**

3. EPC inspections were carried out over several days in November 2023 by an expert surveyor from JNG Surveys.
4. The EPC ratings for qualifying council-owned and let commercial buildings are as follows:
  - SWiM – B
  - Boylo's – B
  - National Trust – B
  - Amusement Arcade – C
  - Lyme Rocks – C
  - Kiosk – D
  - Guildhall Cottage – E
5. Earlier in the year, the Lister Room was rated B and the Antiques and Craft Centre E. An assessment of the Powerboat Club will be undertaken next spring when access is more readily available.

6. These EPC ratings show that the council's commercial properties all comply with current energy efficiency legislation. Each EPC is valid for 10 years so there is no need for any action to be taken by the council to protect its ability to renew or grant new leases.
7. As a prudent landlord, the council could consider improvements to its buildings to increase energy efficiency. The cost of such improvements is normally recovered from the tenants through increases in rents. However, focussing on the lower rated buildings which, by definition, have more scope for improvement, is not cost-effective in these specific cases. For example, fitting air conditioning in the Kiosk would improve its rating to a C but the floor area is below the threshold for requiring an EPC and this is unlikely to change in the future.
8. The Antiques and Craft Centre has the greatest potential for improvement with measures such as insulation of glazing, walls and roof, LED lighting and an air source heat pump possibly providing payback over seven years. However, this property has only recently been let on a 10-year lease with a rent review due in three years' time. Such improvements would require the collaboration and agreement of the tenant and would be better considered just prior to the next rent review.
9. Any recommendations from this committee will be considered by the Full Council on 7 february 2024.

Jonathan Smith  
Property and projects assistant  
December 2023

**Committee:** Town Management and Highways

**Date:** 3 January 2024

**Title:** Beach and Badger, Lister Room, Request for Canopy over Patio Area

### **Purpose of Report**

To allow members to consider a request from the commercial tenant of the Lister Room to install a canopy over the small outside patio area to provide improved customer convenience and protection from sun, rain and seagulls

### **Recommendation**

Members consider a request from the commercial tenant of the Lister Room to install a canopy over the outside patio area to provide improved customer convenience and protection from sun, rain and seagulls

### **Background**

1. The Beach and Badger café occupies the Lister Room by virtue of a seven-year lease which commenced on 7 March 2023.
2. The leased area includes the paved patio immediately in front of the entrance to the room. The patio extends to roughly 3.4m x 6m and is an important part of the customer 'offer' given the restricted internal space and the inability to view the sea from inside the room, unless standing.
3. Typically, there are around 16 covers within this area, although the number changes according to circumstances. The number of outside covers is not prescribed in the lease, but the area is strictly limited.

### **Report**

4. The tenant has enquired whether the council would be willing to support her providing a canopy or pergola over the outside seating area to improve the customer experience and to offer protection from wind, rain, sun and seagulls.
5. The kind of cover the tenant has in mind is indicated in the photo at **appendix 20A**, although this is only an indication and other types of cover could also be considered.
6. A semi-permanent canopy of the kind illustrated would probably require planning permission and the tenant has been advised of this. Any in-principle indication offered by the council would have to be subject to the tenant obtaining all other necessary permissions and consents, entirely at their risk and cost, and to removing any structure at the end of the lease, also at their cost, if so requested by the council.
7. Members are requested to consider the request.
8. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

Mark Green  
Deputy Town clerk  
December 2023



## Complaints and Incidents Summary – 03 November 2023 to 19 December 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
153	16.11.23	Lady called from the seafront to say that as people on social media from Lyme Regis Loving Dog Owners are putting that dogs WILL be allowed off a lead in January that people are no longer paying attention to the signs. Her dog was on a lead on the sandy beach where multiple other dogs are not on a lead and her dog has been attacked. She said she spoke to people along the front and she has been told there has been multiple instances of dog attacks this week.	Front Beach	14.11.23	Acting Operations Manager	Acting Operations Manager went down to the beach front to take a look for himself, all information on this matter is being compiled in a separate spreadsheet.
154	16.11.23	Mark Bujniewicz (staff member) has had to ask 8 people alone today to put their dogs on leads. Again most people feeling confused by conflicting social media information.	Front Beach	14.11.23	Acting Operations Manager	Information logged.
155	16.11.23	Pete Williams (staff) has also had to tell another 4 people to put their dogs on leads during the half an hour he was at the beach for other work related matters.	Front Beach	14.11.23	Support Services Manager	Information logged.

156	16.11.23	Mark Bujniewicz (staff) has made the office aware of an incident on the day he was removing the showers from the seafront. Whilst bent down working, a dog ran at him and was barking in his face and acting aggressive. The owner did apologise, the dog was off its lead.	Front Beach	14.11.23	Acting Operations Manager	Information logged.
157	16.11.23	My daughter won't go on the beach now because, being a seven year old, she comes literally face to face with dogs and it's petty frightening for her.	Front Beach	14.11.23	Acting Operations Manager	Emailed back to explain that we will log his complaint and compile a log of all incidents
158	24.11.23	Yesterday we visited Lyme Regis for the first time in several months(we live approximately 35mins) We had a lovely walk enjoying the flat sea beautiful views with the sun shining off the water. That was until we reached Church Cliff Walk. Then it started ..... DOGS MESS EVERYWHERE that bad that we ended up turning round and going back to the car. Signs don't work,put up CCTV and start finding the owners. Hit them hard in the pocket seems to be the only way to stop it. Although we really enjoyed the rest of our visit it has put us off coming back to Lyme Regis.	Gun Cliff Walk	23.11.23	Acting Operations Manager	Incident logged.
159	27.11.23	I live on Marine Parade so see the sandy beach everyday. I cannot understand how the council allows the total disregard of the rule about keeping dogs on the lead. It's a complete failure in legislating, enforcement and public health. My 7 year old daughter now won't go on the beach because she is so scared of these dogs running at her. From her point of view they are at head height. The amount of p*** and s*** the dogs leave is awful and, as anyone who has children will tell	Front Beach	25.11.23	Acting Operations Manager	Incident logged.

		<p>you it's impossible to keep kids hands out of the sand, poses a terrible health risk.</p> <p>Enforcement of the restrictions in other areas, most notably parking, are enthusiastically pursued while this breach is largely ignored. Given that dogs pose a public health risk in a way a parked car does not, this seems unconscionably.</p> <p>Dog owners have literally miles of beach over on Monmouth to use and I wouldn't want a total restriction in Lyme Regis but, at the moment, the needs of dogs is being put over the needs of the public, specifically children. That is a situation that cannot be justified.</p>				
160	28.11.23	<p>F.A.O. All Lyme Regis Town Councillors. Re. Dog fouling in Lyme Regis. Dear Lyme Regis Town Council, I am a Teaching Assistant at a local primary school. Last Thursday 23rd November we took a class of 19 children to Lyme Regis Museum which was wonderful. We then proceeded along the sea front so the children could explore the beach and have an ice cream. Unfortunately the amount of dog poo we had to avoid as we walked was unpleasant and embarrassing as I actually live in Lyme. While the class teacher went to buy ice creams the children sat on the sandy beach wall near the Beach House Cafe. A child stepped in dog poo on the sand. He then walked on the wall unknowingly and another child then sat in the poo. This was a very awful and distressing experience. So please Lyme Regis Town Council what are you going to do to stop dogs fouling our town and our sandy beach so children can enjoy a trip to the seaside? I look forward to hearing from you. Lisa Simeons</p>	Front Beach	23.11.23	Acting Operations Manager	Incident logged.

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

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

No.	Date	Compliment	Where?	Item reported to:	Any further information
104	13.11.23	Cemetery is looking great, very tidy and neat. Its nice to see it in such a good condition.	Cemetery	Acting Operations manager	Passed onto the team