



**John Wright  
Town Clerk**

**Lyme Regis Town Council**

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Notice is hereby given of a meeting of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on **Wednesday 12 July 2017** commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
07.07.17

## **AGENDA**

### **Prayers**

A prayer will be offered by the Rev. Jane Skinner

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

Twenty minutes will be made available for public comment and response, to include reports from the local county councillor and district councillors.

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

#### **2. Questions from Councillors**

#### **3. Apologies for Absence**

To receive and record any apologies and reasons for absence

#### **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 as 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. To confirm the accuracy of the minutes of the Full Council meeting held on 24 May 2017 (attached)**

**7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 21 June 2017 (attached)**

**8. Matters arising from the minutes of the Full Council meeting held on 24 May 2017**

To inform members of matters arising from the minutes of the Full Council meeting on 24 May 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

**9. Matters arising from the minutes of the extraordinary Full Council meeting held on 21 June 2017**

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 21 June 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

**10. Update Report**

To update members on issues previously reported to this committee

**11. Mayor's Announcements**

**12. Planning Committee**

To receive the minutes of the meeting held on **2 and 30 May 2017 and 27 June 2017** and note the committee's comments made on planning applications under the power delegated by Full Council.

**13. Human Resources Committee**

To receive the minutes of the meeting held on **7 June 2017** and consider the recommendations therein.

**14. Strategy and Finance Committee**

To receive the minutes of the meeting held on **28 June 2017** and consider the recommendations therein.

**15. Tourism, Community and Publicity Committee**

To receive the minutes of the meeting held on **21 June 2017** and consider the recommendations therein.

**16. Town Management and Highways Committee**

To receive the minutes of the meeting held on **14 June 2017** and consider the recommendations therein.

**17. Appointments to Council Committees**

To allow the council to receive further nominations for appointments to committees for the 2017/18 council year

**18. Purchase of a Vehicle for the Lengthsman**

To allow members to authorise officers to proceed with the purchase of a vehicle for the lengthsman

**19. Town Bus Service 71**

To inform members of the arrangements made for the operation of a Section 19 service as a partial replacement of the town bus service route 71 from 24 July until 1 September 2017

To allow members to consider and approve proposals for the introduction of a Section 22 service as a partial replacement of the town bus service route 71 from w/c 18 September until 31 December 2017

To allow members to consider whether concessionary bus pass holders should be charged for using the service during the period 24 July to 1 September 2017

To approve the use of 'Lyme Flyer' as a name for this service

**20. Sidmouth Road Park and Ride**

To inform members of the latest position with the Sidmouth Road park and ride

**21. Bank Account Signatories**

To allow members to consider the requirements related to bank signatories and to approve the suggested signatories

**22. Joint Funding Initiative**

To allow members to consider supporting a joint funding initiative with Lyme Bay Holidays and, potentially, the Coastal Community Team

**23. Exempt Business**

LYME REGIS TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 17 MAY 2017

**Present**

**Chairman:** The Mayor, Cllr Mrs M. Ellis

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr O. Lovell, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr D. Turner, Cllr S. Williams

**Officers:** Miss F. Heffernan, (administrative assistant, Mrs A. Mullins (administrative officer), Miss S. Northover (office apprentice) Mrs E. Pawsey (senior administrative assistant), Mr J. Wright (town clerk)

**Apologies:** Cllr G. Turner

**17/01/C To formally install a chairman of the council (town mayor)**

Nominated by Cllr O. Lovell and seconded by Cllr S. Miller, Cllr Mrs M. Ellis was **ELECTED** and installed as the town mayor for the 2017/18 council year and was duly invested with the chain of office.

Mr A. Ellis was installed as the mayor's consort and was duly invested with the chain of office.

**17/02/C To formally install a vice-chairman of the council (deputy town mayor)**

Nominated by Cllr O. Lovell and seconded by Cllr R. Doney, Cllr S. Miller was **ELECTED** and installed as the deputy town mayor for the 2017/18 council year and was duly invested with the chain of office.

Mrs H. Miller was installed as the deputy mayoress and was duly invested with the badge of office.

The mayor gave notice that the mayor's chaplain for the forthcoming year would be the Rev. Jane Skinner.

**17/03/C Adjourn meeting to 24 May 2017**

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Scowen, members **RESOLVED** to adjourn the meeting until 24 May 2017.

LYME REGIS TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON WEDNESDAY 24 MAY 2017

**Present**

**Chairman:** The Mayor, Cllr Mrs M. Ellis

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr O. Lovell, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr D. Turner, Cllr G. Turner, Cllr S. Williams

**Officers:** Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

**17/04/C Public Forum**

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

**Cllr D. Turner – Dorset County Council (DCC)**

Cllr D. Turner offered his resignation as a member of Lyme Regis Town Council following his re-election to DCC and gaining a Cabinet position, which he believed would bring about conflicts of interest and a heavy workload. He said he would still be available to help as Lyme's district and county councillor. He said his resignation would take effect immediately.

Reporting on county matters, Cllr D. Turner said there was little to report as the council was still in purdah.

Cllr D. Turner said the decision from the Secretary of State regarding the unitary proposals for Dorset was not expected until at least September 2017, by which time there may be a new Secretary of State. As such, he said the timetable for implementing the unitary authority in May 2019 looked in doubt.

**Cllr D. Turner – West Dorset District Council (WDDC)**

Cllr D. Turner said the travellers at Holmbush car park had been asked to move by police, and they were expected to leave on Sunday. He said there were no plans for the police to use Section 62 (of the Criminal Justice and Public Order Act 1994) at the moment.

The mayor, Cllr Mrs M. Ellis thanked Cllr D. Turner for his time on the town council and said she fully appreciated the reasons for his resignation. She congratulated him on his appointment to the Cabinet.

**17/05/C Questions from Councillors**

**Cllr D. Hallett**

Cllr D. Hallett said in the Talbot Road area there was a major problem with surface water, particularly when it rained, in connection with the new Woodberry Down housing estate. He asked if this could be looked into.

**Cllr B. Larcombe**

Cllr B. Larcombe asked when Uplyme Road, between its junction with Woodmead Road and Uplyme, would be resurfaced, as the original date for the work was March 2017, but he had now been led to believe it would be March 2018. He asked if clarification could be sought.

**17/06/C Apologies for Absence**

There were none.

**17/07/C Disclosable Pecuniary Interests**

There were none.

**17/08/C Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

**17/09/C To confirm the accuracy of the minutes of the Full Council meeting held on 3 May 2017**

Proposed by Cllr B. Larcombe and seconded by Cllr O. Lovell, the minutes of the Full Council meeting held on 3 May 2017 were **ADOPTED**.

**17/10/C Matters arising from the minutes of the Full Council meeting held on 3 May 2017**

Members noted the report.

**17/11/C Update Report**

Cllr S. Miller said WDDC's decision not to continue negotiations over the transfer of assets and services at this time had re-introduced the issue of the public toilets in Lyme Regis, which the town council had put off making a decision on during the negotiations. He believed the council should re-assess its position on the toilets.

**17/12/C Mayor's Announcements**

Members noted the report.

**17/13/C Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence**

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence.

**17/14/C Terms of Reference and Scheme of Delegation**

Cllr Mrs M. Ellis pointed out an error in paragraph 1.5 as there was an unnecessary 'to'.

Proposed by Cllr S. Larcombe and seconded by Cllr S. Miller, members **RESOLVED** to approve the terms of reference and scheme of delegation, with the agreed amendment to paragraph 1.5.

**17/15/C Appointments to Council Committees**

The mayor, Cllr Mrs M. Ellis said all members currently sat on the Strategy and Finance Committee but she asked if members wished to make membership optional.

Cllr O. Lovell raised a point of order and said this was discussed at the previous meeting and it was agreed to retain the current arrangements.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr G. Turner, membership of the committees was **RESOLVED** as follows:

**Planning Committee**

Cllr B. Larcombe, Cllr S. Williams, Cllr D. Hallett, Cllr G. Turner, Cllr Mrs C. Reynolds, Cllr S. Miller, Cllr J. Broom and Cllr Mrs M. Ellis.

**Town Management and Highways**

Cllr S. Williams, Cllr B. Larcombe, Cllr D. Hallett, Cllr P. Hicks, Cllr J. Scowen, Cllr R. Doney, Cllr Mrs C. Reynolds, Cllr J. Broom, Cllr S. Miller and Cllr Mrs M. Ellis.

**Tourism, Community and Publicity**

Cllr S. Williams, Cllr S. Larcombe, Cllr B. Larcombe, Cllr R. Doney, Cllr J. Scowen, Cllr Mrs C. Reynolds and Cllr Mrs M. Ellis.

**Human Resources**

Cllr S. Williams, Cllr O. Lovell, Cllr S. Larcombe, Cllr B. Larcombe, Cllr D. Hallett, Cllr G. Turner, Cllr Mrs C. Reynolds, Cllr J. Broom and Cllr Mrs M. Ellis.

**Christmas Lights**

Cllr S. Williams, Cllr O. Lovell and Cllr D. Hallett.

**17/16/C Appointments to External Bodies**

In response to a member question, the town clerk said members could be appointed to external organisations at a later date if positions were left unfilled.

Proposed by Cllr S. Miller and seconded by Cllr S. Larcombe, members **RESOLVED** appointments to external bodies for 2017/18, as follows:

- Axe Valley and West Dorset Ring and Ride Service** – Cllr S. Williams (participating)
- B Sharp** – Cllr Mrs M. Ellis (liaison)
- Bridport and District Citizens' Advice Bureau** – Cllr S. Williams (participating)
- Charmouth Road Allotments Association** – Cllr D. Hallett (participating)
- Lyme Regis, Charmouth and Uplyme Coastal Communities Team** – Cllr Mrs C. Reynolds, Cllr O. Lovell and Cllr J. Broom (participating)
- DAPTC (Western Area Committee and Larger Councils)** – Cllr J. Broom (participating)
- The Hub Strategic Group** – Cllr Mrs C. Reynolds (participating)
- LymeArts Community Trust** – Cllr J. Scowen (participating)
- LymeForward** – Cllr S. Williams and Cllr Mrs C. Reynolds (participating)
- Lyme Forward Steering Group** – Cllr S. Williams and Cllr Mrs C. Reynolds (participating)
- Lyme Regis/Barfleure Twinning Association** – Cllr R. Doney (liaison)
- Lyme Regis Charities** – Cllr O. Lovell and Cllr Mrs M. Ellis (four-year appointment) (participating)
- Lyme Regis Development Trust** – Cllr J. Scowen (participating)
- Lyme Regis Football Club** – Cllr S. Miller (liaison)
- Lyme Regis Fossil Festival** – Cllr R. Doney (liaison)
- Lyme Regis/St George's Twinning Association** – Cllr Mrs M. Ellis (liaison)
- Regatta and Carnival Committee** – Cllr S. Larcombe (liaison)
- RNLI Lifeboat Guild** – Cllr J. Scowen (participating)
- St Michael's Business Centre Management** – Cllr S. Williams (participating)
- Woodmead Halls Management Committee** – Cllr J. Scowen

There was no appointment to the Dorset Coastal Community Team and it was suggested this could be offered to the new member.

The town clerk said Cllr J. Scowen's appointment to LymeArts Community Trust (LACT) would also mean his appointment to the LACT board as a co-opted member.



**16/17/C Review of the Council's and/or Employees' Memberships of Other Bodies**

Proposed by Cllr S. Miller and seconded by Cllr S. Larcombe, members **RESOLVED** to approve the annual membership subscriptions for the council and/or employees to advisory and professional bodies.

**17/18/C Annual Town Meeting of Lyme Regis Electors**

Cllr B. Larcombe questioned the accuracy of a section of the minutes.

The mayor, Cllr Mrs M. Ellis said this would need to be raised at the electors' meeting in 2018.

**17/19/C Complaints' Panel**

Cllrs O. Lovell, B. Larcombe, and D. Hallett volunteered to sit on the panel.

Proposed by Cllr S. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to appoint Cllrs O. Lovell, B. Larcombe and D. Hallett to sit on a panel to hear formal complaints from four chalet owners at Monmouth Beach.

**17/20/C Section 106 Monies**

Proposed by Cllr G. Turner and seconded by Cllr P. Hicks, members **RESOLVED** to establish a small working group to consider projects for section 106 funding, to appoint Cllrs B. Larcombe, O. Lovell, Mrs C. Reynolds, S. Miller (and Cllr Mrs M. Ellis if Cllr S. Miller is unavailable), and the working group reports its proposals to the Strategy and Finance Committee on 28 June 2017.

*The meeting closed at 7.49pm.*

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 21 JUNE 2017

**Present**

**Chairman:** The Mayor, Cllr Mrs M. Ellis

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

**Officers:** Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

**17/21/C Public Forum**

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

**17/22/C Apologies for Absence**

Cllr S. Miller – holiday

**17/23/C Disclosable Pecuniary Interests**

There were none.

**17/24/C Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

**17/25/C Internal Audit Report, Visit Four 2016/17**

Cllr O. Lovell wished to record his thanks to the finance manager.

Proposed by Cllr O. Lovell and seconded by Cllr B. Larcombe, members **RESOLVED** to note the internal auditor's information comment and the response to that comment, and to note the number and priority levels of recommendations made to the council by the internal auditor over the last three years.

**17/26/C Annual Return for the Year Ended 31 March 2017**

Cllr S. Williams asked why staff costs had significantly increased since 2015/16.

The town clerk said any changes to the establishment and the staffing budget had been through the committees, but further information could be provided to members, on request. He added the increased costs were due mainly to new staff appointments, annual pay awards, and progression through pay scales.

## AGENDA ITEM 7

Cllr B. Larcombe asked if the auditor was satisfied with the level of reserves, which had significantly increased from 2015/16.

The town clerk said the quarterly budget reports to the council had flagged up this movement and anticipated there would be a bigger surplus than expected. He said the auditor had no concerns about this issue and although there was no requirement to hold reserves at a specific level, an amount between 25% and 100% of turnover was considered appropriate.

The town clerk said the council had made a tactical decision to allow the reserves to increase to address any issues which may arise through local government re-organisation in Dorset.

Proposed by Cllr O. Lovell and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve the Annual Governance Statement 2016/17, Section 1 of the Annual Return, to approve the Statement of Accounts 2016/17, Section 1 of the Annual Return, and to authorise the mayor and town clerk to sign the Annual Return on behalf of the council, along with the intermediate review questionnaire, to be submitted to the external auditor.

*The meeting closed at 7.10pm.*

## AGENDA ITEM 8

**Committee:** Full Council

**Date:** 12 July 2017

**Title:** Matters arising from the minutes of the Full Council meeting held on 24 May 2017

### **Purpose of the Report**

To inform members of matters arising from the minutes of the Full Council meeting on 24 May 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

### **Recommendation**

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

### **Report**

#### **17/05/C – Questions from Councillors**

In response to Cllr D. Hallett's question regarding surface water affecting Talbot Road, this matter is being pursued by Dorset County Council (DCC). The issue was caused by ground works at the new housing development, which caused surface water to discharge onto the right of way and into Talbot Road. The matter is being resolved between South West Water and Bloor Homes, with DCC monitoring the situation.

Officers have contacted the DCC officer for an update and a verbal report will be provided at the meeting, if available.

In response to Cllr B. Larcombe's question, Silver Street and Uplyme Road are due to be resurfaced between 6 and 11 September 2017.

#### **17/11/C – Update Report**

A report on the public toilets at Marine Parade and Candles on the Cobb Pavilion will be considered by the Town Management and Highways Committee on 26 July 2017.

#### **17/19/C – Complaints' Panel**

A provisional date of 19 July 2017 has been set for the four complaints to be heard by the panel of members.

## **AGENDA ITEM 8**

### **17/20/C – Section 106 Monies**

The working group met on 20 June 2017 and made a recommendation to the Strategy and Finance Committee on 28 June 2017. The recommendation from the committee is elsewhere on this agenda.

John Wright  
Town clerk  
July 2017

**Committee:** Full Council

**Date:** 12 July 2017

**Title:** Matters arising from the minutes of the extraordinary Full Council meeting held on 21 June 2017

**Purpose of the Report**

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 21 June 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

**Recommendation**

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

**Report**

**17/26/C – Annual Return for the Year Ended 31 March 2017**

The annual return was signed by the town clerk and mayor and sent to the external auditors, BDO, on 30 June 2017, to meet the submission deadline of 3 July 2017.

John Wright  
Town clerk  
July 2017

**Committee:** Full Council

**Date:** 12 July 2017

**Title:** Update Report

**Purpose**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Police liaison**

On 15 June 2017, the mayor and town clerk met with Inspector Wood of Dorset Police to discuss policing in Lyme Regis.

In particular, the meeting considered policing during the main season and when major events take place.

The town clerk undertook to provide event details to Inspector Wood. It was also agreed liaison meetings with Inspector Wood would take place every three months.

**Ware Cliff chalets**

Six new chalets at Ware Cliff are now built and Evergreen has undertaken the majority of the electrical works.

Invoices for the infra-structure works have been issued to prospective owners; payment is due by 14 July 2017.

The deputy town clerk is liaising with building control at West Dorset District Council (WDDC) about the application of a fire retardant and secondary means of escape. When WDDC's position is understood, licensees will be invoiced for the chalets and any other outstanding costs.

The start date for leases is now 1 August 2017.

The final fit to the chalets (kitchens and bathrooms) will be undertaken by owners: chalet owners have four weeks to undertake this work from the start of their lease agreement.

**Chalet 18 Monmouth Beach**

On 23 June 2017, the town clerk wrote to the owner of chalet 18 Monmouth Beach. The owner of chalet 18 Monmouth Beach subsequently contacted the council and confirmed she is committed to this site. However, since discussing this matter separately with the town clerk and deputy town clerk, the owner has failed to produce a proposal for this site.

**Casual vacancy**

An election will be held to fill the vacancy on Lyme Regis Town Council following a request signed by 10 electors. West Dorset District Council published notice of an election on Wednesday 21 June and has called for nominations. Nomination forms are available online from the Electoral Commission website, from the district council, or from the town council. The deadline for nominations is 4pm on Friday 21 July. If there is more than one candidate, an election will be held on Thursday 17 August. For this election, there will be only one polling station at the Woodmead Halls. WDDC is considering changing to one polling station permanently in Lyme Regis and hopes this election will provide an opportunity to obtain feedback from electors.

**Committee chairmen and vice-chairmen**

The committee chairmen and vice-chairmen have been agreed as follows:

- Human Resources – Cllr B. Larcombe (chairman), Cllr S. Williams (vice-chairman)
- Planning Committee – Cllr B. Larcombe (chairman), Cllr J. Broom (vice-chairman)
- Strategy and Finance – Cllr S. Miller (chairman), Cllr Mrs M. Ellis (vice-chairman)
- Tourism, Community and Publicity Committee – Cllr Mrs C. Reynolds (chairman), Cllr R. Doney (vice-chairman)
- Town Management and Highways Committee – Cllr J. Broom (chairman), Cllr J. Scowen (vice-chairman)

The Christmas Lights Committee has not yet met. The chairman and vice-chairman will be reported to the Full Council following the first meeting.

John Wright  
Town clerk  
July 2017



**Lyme Regis Town Council  
Mayor's Announcements for Cllr Michaela Ellis  
Meeting held on 12 July 2017**

- 21 May Attended with consort the Blessing of the Boats and gave a reading.
- 23 May Attended with consort West Dorset District Council's civic day.
- 25 May Attended the annual general meeting of the Lyme Regis/St George's Twinning Association.
- 26 May Attended with consort the opening of Lyme Regis Art Society's exhibition.
- 9 June Attended with consort, councillors and staff, a friendly bowling match hosted by Lyme Regis Bowling Club.
- 10 June Attended with consort Uplyme Village Fete and opened the proceedings.
- 15 June Attended with town clerk a meeting with Inspector Neil Wood, of Dorset Police, to discuss policing in Lyme Regis.
- 17 June Attended with consort Lyme Regis Bowling Club to throw the first wood of the tournament.
- 18 June Attended with consort, mace bearers, councillors and staff the annual civic service at St Michaels Parish Church.
- 20 June Attended with Cllr C. Reynolds and all council staff a walkabout around Marine Parade Shelters to identify areas that require attention.
- 25 June Attended with consort the Coast to Coast Motorcycle Run, to start the event.
- Attended with consort the Lyme Regis Poppy Run and presented prizes.
- 27 June The deputy mayor attended a charity breakfast at Scott Rowe Solicitors.
- I would like to thank the deputy mayor for attending this event on my behalf.
- 1 July Attended with Cllr O. Lovell the 'Goodbye and Thank you' function at Portland Town Council.
- 3 July Chaired the LymeForward and Coastal Community Team AGM followed by a workshop.

**AGENDA ITEM 12**

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 27 JUNE 2017**

**Present:**

**Members:** Cllr J. Broom (vice chairman), Cllr Mrs. M. Ellis, Cllr D. Hallett, Cllr Mrs. C. Reynolds and Cllr G. Turner

**Officers:** Mark Green (deputy town clerk) and Elaine Pawsey (senior administrative assistant)

**17/15/P Public Forum**

There were no comments from the public forum

**17/16/P Apologies**

Apologies for absence had been received from Cllr B. Larcombe and Cllr S. Williams.

**17/17/P Minutes**

Proposed by Cllr G Turner and seconded by Cllr C. Reynolds, the minutes of the meeting held on 30 May 2017, were **ADOPTED** without amendment.

**17/18/P Disclosable Pecuniary Interests**

There were no pecuniary interests declared relating to the business of this meeting.

**17/19/P Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

**17/20/P Matters arising from the minutes of the meeting held on 30 May 2017**

There were no matters arising on this agenda.

**17/21/P Update Report**

The deputy town clerk confirmed that temporary planning permission had now been given for the Sidmouth Road Park and Ride. He said that further relevant evidence to support a further application for permanent planning permission will be submitted later in the year. Cllr M. Ellis said it is a matter of urgency that we apply for this permission in September 2017 for the period 2018 onwards. The

## AGENDA ITEM 12

deputy town clerk said that the grass has already been cut on the site and he will now speak to potential operators. He also said that signage for the park and ride could not be erected until it was in operation.

Cllr M. Ellis asked if a report could be brought to full council.

### 17/22/P Planning Applications

Planning applications were considered in accordance with the details circulated.

The chairman introduced each planning application in turn and invited the views of members.

- 1) **WD/D/17/001124 – Listed Building Consent** (Received 1 June 2017)  
Goodridge – Dismantle redundant chimney breast on first and second floors, and insertion of a first floor shower room in lieu of a bathroom – 21B Broad Street, Lyme Regis, DT7 3JF

*Members agreed that the application should be **APPROVED** subject to the comments of the Listed Building Officer.*

- 2) **WD/D/17/001136 – FULL** (Received 7 June 2017)  
Pickering – Demolition of existing buildings and erection of 1 no. detached dwelling – Squires Mead, Charmouth Road, Lyme Regis, DT7 3DP

*Members agreed that the application should be **APPROVED** subject to the balcony on the south side being screened from overlooking the neighboring property, Albany.*

- 3) **WD/D/17/001178 - FULL** (Received 26 May 2017)  
Lyme Regis Town Council – Replacement of railings along Marine Parade – Marine Parade, Lyme Regis

*Members **NOTED** this application.*

- 4) **WD/D/17/001239 – LISTED BUILDING CONSENT** (Received 7 June 2017)  
Mountain Warehouse - Paint existing fascia board and affix foamex letters with thorough light and installation of 1 no. hanging sign on aluminum bracket – 22 Broad Street, Lyme Regis, DT7 3QG

*Members agreed that the application should be **APPROVED** subject to the comments of the Listed Building Officer.*

- 5) **WD/D/17/001260 - ADVERTISEMENT** (Received 9 June 2017)  
Mountain Warehouse – 1 no. externally illuminated fascia sign and 1 no. non-illuminated hanging sign – 22 Broad Street, Lyme Regis, DT7 3QG

*Members agreed that the application should be **APPROVED**.*

## AGENDA ITEM 12

### 17/23/P **Amended/Additional Plans**

There were no amended plans for consideration at this meeting.

### 17/24/P **Withdrawn Applications**

There were no withdrawn applications.

### 17/25/P **Planning Decisions**

The decisions of the planning authority were received and **NOTED**.

### 17/26/P **Correspondence from West Dorset District Council regarding planning matters**

The correspondence received from WDDC regarding planning-related matters was **NOTED**.

### 17/27/P **Dorset county Council (DCC) planning application W/D/17/000991), land at Lyme golf Course, Timber Hill.**

Members discussed the report.

Proposed by Cllr G. Turner and seconded by Cllr C. Reynolds members **AGREED** the deputy town clerk would write a letter recommending refusal to the application to increase the tonnage from 10,000 to 30,000 per annum on the grounds that it would cause increased traffic to the site (potentially through the town centre) and the increased dust would have an adverse impact on local amenity.

The meeting closed at 7.50 pm

LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 2 May 2017

**Present:**

**Chairman:** Cllr S. Miller

**Members:** Cllr J. Broom, Cllr Mrs. M. Ellis, Cllr B. Larcombe and Cllr S. Larcombe, Cllr Mrs. C. Reynolds (vice-chairman)

**Other members:** Cllr. G. Turner

**Officers:** Mark Green (deputy town clerk)

**16/150/P Public Forum**

There were no members of the public in the public forum for this meeting.

**16/151/P Apologies**

Apologies for absence had been received from Cllr D. Hallett, Cllr O. Lovell and Cllr S. Williams.

**16/152/P Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr S. Larcombe, the minutes of the meeting held on 4 April 2017, were **ADOPTED** without amendment.

**16/153/P Disclosable Pecuniary Interests**

Cllr B. Larcombe declared a pecuniary interest in planning application WD/D/17/000705 and stated that he would leave the room whilst it was discussed and take no part in the discussion or voting about it.

**16/154/P Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

**16/155/P Matters arising from the minutes of the meeting held on 4 April 2017**

There were no matters arising on this agenda.

**16/156/P Update Report**

Members **NOTED** the update report of the deputy town clerk relating to the planning applications for both the Sidmouth Road park and ride and the replacement seafront railings.

## AGENDA ITEM 12

It was reported that the chairman and deputy town clerk would be meeting on 8 May with both the East Devon planning officer and a representative of Dorset County Council highways team about how best to progress the park and ride planning application.

Members, in noting that the seafront railings application had finally been submitted to West Dorset for consideration, expressed disappointment at the time taken by Boon Brown to process it on the council's behalf. It was suggested that the deputy town clerk should write to this effect.

Cllr B. Larcombe restated his previous offer to attend any meeting of the West Dorset planning committee when the seafront railings application was discussed.

### 16/157/P Planning Applications

Planning applications were considered in accordance with the details circulated.

The chairman introduced each planning application in turn and invited the views of members.

- 1) **WD/D/17/000619 – FULL** (Received 15 April 2017)  
Haskins – Removal of existing conservatory and erection of timber and double glazed garden room and associated landscaping and replacement of window to rear elevation – Alexandra Hotel, Pound Street, Lyme Regis, DT7 3PX.

*Members agreed that the application should be **APPROVED** subject to both the comments of the Listed Building Officer and clarification that surface water from the new structure would be discharged directly to main sewer/drain.*

- 2) **WD/D/17/000620 – LISTED BUILDING CONSENT** (Received 15 April 2017)  
Haskins – Removal of existing conservatory and erection of timber and double glazed garden room and associated landscaping and replacement of window to rear elevation – Alexandra Hotel, Pound Street, Lyme Regis, DT7 3HZ.

*Members agreed that the application should be **APPROVED** subject to both the comments of the Listed Building Officer and clarification that surface water from the new structure would be discharged directly to main sewer/drain.*

- 3) **WD/D/17/000642 - FULL** (Received 6 April 2017)  
Savory First floor extension of an existing house and a ground floor glazed extension – 1 Pine Walk, Lyme Regis, DT7 3LA.

*Members agreed that the application should be **APPROVED**.*

- 4) **WD/D/17/000705 - FULL** (Received 1 April 2017)  
Larcombe – Erect rear extension and with balcony over. – 7 Portland Court, Lyme Regis, DT7 3ND.

## AGENDA ITEM 12

Members agreed that the application should be **APPROVED** subject to any comments of the Environmental Health Officer about contaminated land.

- 5) **WD/D/17/000746 - FULL** (Received 7 April 2017)  
Keegan – Alter window to create French window and construct cantilevered balcony – Bracken Bank, Timber Hill, Lyme Regis, DT7 3HQ.

Members agreed that the application should be **APPROVED**.

- 6) **WD/D/17/000807 – LISTED BUILDING CONSENT** (Received 22 April 2017)  
Sheldon - Installation of boiler flue to wall of external WC to rear elevation - 18 Mill Green, Lyme Regis, DT7 3PH.

Members agreed that the application should be **APPROVED** subject to the comments of the Listed Buildings Officer.

- 7) **WD/D/17/000859 - FULL** (Received 8 April 2017)  
Allen – Take down existing conservatory, erect extension, external works – Lamorna, Uplyme Road, Lyme Regis, DT7 3LP.

Members agreed that the application should be **APPROVED**.

- 8) **WD/D/17/000914 – FULL** (Received 20 April 2017)  
Jackson – Blocking up of a door and provision of a fire escape hatch – Suva, Sidmouth Road, Lyme Regis, DT7 3EQ.

Members agreed that the application should be **APPROVED**.

- 9) **WD/D/17/000976 - ADVERTISEMENT** (Received 22 April 2017)  
Tesco Store Ltd – Consent to display 1 number projecting sign-illuminated. 1 number fascia sign non-illuminated, 1 number fascia sign illuminated and 3 number window/vinyl signs non-illuminated – 40 – 41 Broad Street, Lyme Regis, DT7 3QF.

Members agreed that the application should be **APPROVED**.

### 16/158/P Amended/Additional Plans

Members noted the one amended plan (WD/D/17/000003) and agreed that their previous comments and concerns in respect of the originally submitted plans still stood.

**NOTED**

### 16/159/P Withdrawn Applications

Members noted the one withdrawn plan (WD/D/17/000261).

**NOTED**

## AGENDA ITEM 12

### 16/160/P **Planning Decisions**

The decisions of the planning authority were received and **NOTED**.

The chairman mentioned that he had made contact with the planning authority about the committee's concerns about application WD/D/17/00050 (Harbour Heights); particularly the stated disposal of surface water to a soakaway. He was unhappy about the responses he had received to date and would continue to pursue the matter.

### 16/161/P **Correspondence from West Dorset District Council regarding planning matters**

The correspondence received from WDDC regarding planning-related matters was **NOTED**.

The meeting closed at 7.55 pm



LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 30 May 2017

**Present:**

**Members:** Cllr J. Broom, Cllr Mrs. M. Ellis, Cllr D. Hallett, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs. C. Reynolds and Cllr G. Turner

**Officers:** Mark Green (deputy town clerk)

**17/01/P Election of Chairman and Vice-Chairman**

Cllr D. Hallett nominated Cllr B. Larcombe as chairman of the Planning Committee, seconded by Cllr J. Broom.

Cllr Mrs M. Ellis nominated Cllr S. Miller as chairman of the Planning Committee, seconded by Cllr Mrs. C. Reynolds.

Cllr B. Larcombe was duly elected chairman of the Planning Committee for the ensuing year.

Cllr D. Hallett nominated Cllr J. Broom as vice-chairman of the Planning Committee, seconded by Cllr G. Turner.

Cllr J. Broom was duly elected vice-chairman of the Planning Committee for the ensuing year.

**17/02/P Terms of Reference**

Proposed by Cllr J. Broom and seconded by Cllr. G. Turner, the committee RECEIVED its terms of reference without amendment.

**17/03/P Public Forum**

Helen Burton from Sherborne Lane, Lyme Regis attended the meeting to listen to the discussion and debate.

**17/04/P Apologies**

Apologies for absence had been received from Cllr S. Williams.

**17/05/P Minutes**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, the minutes of the meeting held on 2 May 2017, were **ADOPTED** without amendment.

## AGENDA ITEM 12

### 17/06/P Disclosable Pecuniary Interests

There were no pecuniary interests declared relating to the business of this meeting.

### 17/07/P Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

### 17/08/P Matters arising from the minutes of the meeting held on 4 April 2017

There were no matters arising on this agenda.

### 17/09/P Update Report

Members **NOTED** the update report of the deputy town clerk relating to the planning applications for both the Sidmouth Road park and ride and the replacement seafront railings.

### 17/10/P Planning Applications

Planning applications were considered in accordance with the details circulated.

The chairman introduced each planning application in turn and invited the views of members.

- 1) **WD/D/17/000472 – CHANGE OF USE** (Received 10 May 2017)  
Poco Pizza – Change of use from A1 to A3 (pizza restaurant) –18 Marine Parade, Lyme Regis, DT7 3JF

*Members agreed that the application should be **APPROVED**.*

- 2) **WD/D/17/000502 – FULL** (Received 10 May 2017)  
The National Trust – Demolition of existing buildings and proposed erection of a single dwelling house – Land at Lower Ware Farm, Ware Lane, Lyme Regis, DT7 3HZ

*Members agreed that the application should be **APPROVED**.*

- 3) **WD/D/17/000698 - FULL** (Received 13 May 2017)  
Hoare – Replace 3 no. timber windows – Flat 4, Woodville, Silver Street, Lyme Regis, DT7 3HT

*Members agreed that the application should be **APPROVED**.*

## AGENDA ITEM 12

- 4) **WD/D/17/001101 – LBC** (Received 16 May 2017)  
Waterland - Replace rear door and adjacent window, remove single brick wall and replace with bi-fold doors – 16 Coombe Street, Lyme Regis, DET 3PR 3LA

*Members agreed that the application should be **APPROVED** subject to the comments of the Listed Building Officer.*

- 5) **WD/D/17/001148 - FULL** (Received 16 May 2017)  
Bailey – Erection of single-storey ancillary accommodation for private and holiday let purposes (revised scheme) – 5 Colway Rise, Colway Lane, Lyme Regis, DT7 3HJ

*Members agreed that the application should be **APPROVED**.*

### 17/11/P **Amended/Additional Plans**

There were no amended plans for consideration at this meeting.

### 17/12/P **Withdrawn Applications**

There were no withdrawn applications.

### 17/13/P **Planning Decisions**

The decisions of the planning authority were received and **NOTED**.

The deputy town clerk referred to application WD/D/17/000645 and highlighted the need to clarify land ownerships. It was possible that the application involved land owned by the town council.

### 17/14/P **Correspondence from West Dorset District Council regarding planning matters**

The correspondence received from WDDC regarding planning-related matters was **NOTED**.

The meeting closed at 7.55 pm

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 7 JUNE 2017

**Present**

**Chairman:** Cllr B. Larcombe

**Members:** Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr G. Turner, Cllr S. Williams

**Officers:** Miss F. Heffernan (admin assistant), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

**17/1/HR Election of Chairman and Vice-Chairman**

The mayor, Cllr Mrs E. Ellis opened the meeting.

Cllr S. Williams nominated Cllr B. Larcombe as chairman of the Human Resources Committee, seconded by Cllr G. Turner.

There being no other nominations, Cllr B. Larcombe was duly **ELECTED** as chairman of the Human Resources Committee.

Cllr Mrs C. Reynolds nominated Cllr Mrs M. Ellis as vice-chairman of the Human Resources Committee. This nomination was not seconded.

Cllr D. Hallett nominated Cllr S. Williams as vice-chairman of the Human Resources Committee, seconded by Cllr G. Turner.

Cllr S. Williams was duly **ELECTED** as vice-chairman of the Human Resources Committee.

**17/2/HR Terms of Reference**

Proposed by Cllr S. Williams and seconded by Cllr O. Lovell, the terms of reference were **RECEIVED**.

**17/3/HR Public Forum**

There were no members of the public present.

**17/4/HR Apologies**

Cllr S. Larcombe – work commitments

**17/5/HR Minutes**

## AGENDA ITEM 13

Proposed by Cllr S. Williams and seconded by Cllr G. Turner, the minutes of the meeting held on 22 March 2017 were **ADOPTED**.

### 16/76/HR **Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests.

### 16/77/HR **Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

### 16/78/HR **Matters arising from the minutes of the previous Human Resources Committee meeting held on 22 March 2017**

Cllr Mrs C. Reynolds asked for further details on the overtime payments for the lengthsman and other staff in general.

The town clerk said more thought would need to be given to the issue as employees were on varying contracts and overtime was treated differently for the external works' team compared with the office team.

Cllr Mrs C. Reynolds asked if the overtime was in the form of time-off-in-lieu or paid overtime.

The town clerk said the external works' team received time-and-a-half for overtime working unless it was Sunday, when they received double pay. He said the office staff received time-off-in-lieu if they worked overtime.

### 16/79/HR **Update Report**

The town clerk said an employee had been off sick for two weeks and had not produced a doctors' note. He said the council would be terminating the employee's contract of employment.

The town clerk said interviews for the position of cleansing operative would be held on 8 June 2017.

### 16/80/HR **Review of the Code of Conduct for Staff**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** to approve the code of conduct for staff.

### 16/81/HR **Review of the Disciplinary Policy and Procedure**

Proposed by Cllr S. Williams and seconded by Cllr O. Lovell members agreed to **RECOMMEND TO FULL COUNCIL** to approve the disciplinary policy and procedure.

### 16/82/HR **Review of the Grievance Policy and Procedure**

### AGENDA ITEM 13

Members questioned whether paragraph 5.4 of the grievance policy was appropriate for incidents of bullying and harassment. Members agreed to amend the paragraph from 'the county council's fairness and dignity at work policy will apply' to 'the town council's bullying and harassment policy will apply'.

Proposed by Cllr S. Williams and seconded by Cllr O. Lovell members resolved to **RECOMMEND TO FULL COUNCIL** to approve the grievance policy and procedure as amended by the Human Resources committee.

#### 16/83/17 **Review of the Whistleblowing Policy and Procedure**

The town clerk said the whistleblowing policy and procedure was not a substitute for the grievance policy and procedure.

Members discussed how they would deal with an issue brought directly to them by a member of staff.

The town clerk said this policy and procedure was not intended to address issues related to the routine business of the council, or grievance or disciplinary matters. He said if an employee went to a member with a concern, which could be dealt with through another process, members should advise the employee to refer to the relevant policy or procedure.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner members agreed to **RECOMMEND TO FULL COUNCIL** to approve the whistleblowing policy and procedure.

#### 16/84/HR **Members' allowance**

Cllr O. Lovell said members should wait until the panel of the West Dorset District Council (WDDC) Parish Remuneration Scheme met again before making any decisions.

The town clerk agreed and said members should follow the remuneration panel's advice lead; if they did not follow this advice, members could come under scrutiny.

Proposed by Cllr J. Broom and seconded by Cllr O. Lovell members agreed to **RECOMMEND TO FULL COUNCIL** hold the members' allowance at its current level until the WDDC Parish Remuneration Scheme meets again, and to make a representation to the panel to re-consider the method for calculating members' allowance.

#### 16/85/HR **Operations Manager Recruitment**

Members discussed the need for external on-call organisations such as plumbers and asked for a separate report to go to the next meeting of the Town Management and Highways Committee.

Members discussed the need for the operations manager to be available during weekends and the level of responsibility for those working weekends in the operations manager's absence.

## AGENDA ITEM 13

Cllr Mrs M. Ellis said the operations manager should be expected to work one Saturday a month, the same as the lengthsman.

However, members believed this would create less flexibility in the role, as the postholder would be restricted to working only one Saturday a month. It was agreed a flexible approach to weekend working and emergency call-outs was preferable, and this should be reflected in the job description.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr O. Lovell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the recruitment of an operations manager, to approve the recruitment timetable, to approve the job description and person specification, and to appoint Cllr Mrs M. Ellis, Cllr O. Lovell and Cllr J. Broom to sit on the selection panel for the recruitment of an operations manager.

### 16/86/HR HR Issues

Members discussed the different rates of overtime received by different employees. It was suggested each employee should receive the same remuneration for overtime in accordance with guidance in the 'Green Book'.

The town clerk said he would like employees to have proper contracts of employment instead of statements of particulars, and to update the staff handbook.

Members agreed an external organisation should be employed to identify and resolve major HR issues.

Cllr B. Larcombe asked if this would be a one-off piece of work.

The town clerk said he already had the ability to buy in services when required and he intended to consult with a HR consultant on these matters.

Members discussed existing employees picking up extra hours to cover duties until the council employed more staff. It was suggested the external works' apprentice could cover litter-picking duties during the main season.

The town clerk said he would follow this up.

Cllr D. Hallett said he believed another employee was needed for the amenities hut as one attendant was cutting back their hours.

*The meeting closed at 8.58pm.*

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 28 JUNE 2017

**Present**

**Chairman:** Cllr S. Miller

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr J. Scowen,

**Officers:** Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

**17/1/SF Election of Chairman and Vice-Chairman**

The mayor, Cllr Mrs M. Ellis opened the meeting.

Cllr R. Doney nominated Cllr S. Miller as chairman of the Strategy and Finance Committee, seconded by Cllr Mrs C. Reynolds.

Cllr D. Hallett nominated Cllr O. Lovell as chairman of the Strategy and Finance Committee, seconded by Cllr J. Broom.

Cllr S. Miller was duly **ELECTED** as chairman of the Strategy and Finance Committee.

Cllr O. Lovell nominated Cllr R. Doney as vice-chairman of the Strategy and Finance Committee, seconded by Cllr D. Hallett.

Cllr R. Doney said he did not wish to stand and he withdrew.

Cllr Mrs C. Reynolds nominated Cllr Mrs M. Ellis as vice-chairman of the Strategy and Finance Committee, seconded by Cllr S. Larcombe.

There being no other nominations, Cllr Mrs M. Ellis was duly **ELECTED** as vice-chairman of the Strategy and Finance Committee.

**17/2/SF Terms of Reference**

Proposed by Cllr O. Lovell and seconded by Cllr Mrs M. Ellis, the committee **RECEIVED** its terms of reference.

**17/3/SF Public Forum**

There were no members of the public present.

**17/4/SF Apologies for Absence**

Cllr B. Larcombe – holiday



Cllr G. Turner – coastguard training  
Cllr S. Williams – holiday

**17/5/SF Minutes**

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr P. Hicks, the minutes of the meeting held on 26 April 2017 were **ADOPTED**.

**17/6/SF Disclosable Pecuniary Interests**

Cllr Mrs C. Reynolds declared a non-pecuniary interest in item 19, List of Payments, as her brother was a recipient.

Cllr J. Broom declared a non-pecuniary interest in item 15, Woodmead Halls' Toilets, and he would stay in the room but not speak or vote.

Cllr Mrs M. Ellis declared a pecuniary interest in item 15, Woodmead Halls' Toilets, and she would leave the room but make a statement before she left.

**17/7/SF Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

**17/8/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 26 April 2017**

**Lister Gardens' boundary dispute**

In response to a member question, the town clerk said there had been no response from the other party.

**17/9/SF Update Report**

**Site licences**

The town clerk said a meeting to finalise the leases and licences had taken place that week and they would be issued to the residents in the near future.

**Receipt of bank interest**

It was reported Nat West Bank had refused the request of a goodwill gesture payment to the council.

**17/10/SF The Annual Review of the Complaints' Policy and Procedure**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the complaints' policy and procedure as they stand, and to note the volume and nature of complaints received between 1 April 2016 and 31 March 2017.

**17/11/SF The Annual Review of the Communications/PR Policy and Procedure**

Cllr R. Doney said he believed the council could better manage mis-information in the press by being more pro-active in putting out the right message.

Cllr J. Scowen said he believed the council didn't publicise well enough the positive things it was doing.

Proposed by Cllr R. Doney and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended Communications/PR Policy and Procedure.

**17/12/SF Review of the Grants' Policies**

Members agreed recipients of major grants should not be allowed to apply for minor or medium grants during the period of the major grant. It was also agreed this would not apply to organisations which had applied for a major grant but had been unsuccessful.

Cllr O. Lovell said he wanted there to be a stipulation that organisations must raise their own funds and/or apply to other organisations for funding.

Cllr R. Doney suggested this shouldn't be a stringent requirement as situations may arise where the council wanted to make an exception but would be hamstrung by the policy.

Cllr O. Lovell said the timescale in paragraph 6.1.4 should also be amended to end-March/early-April to fit in with the deadline for gathering and collating the required information.

Proposed by Cllr R. Doney and seconded by Cllr O. Lovell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the major grants' policy, and the amended minor and medium grants' policy, with the following further amendments:

- Any organisation in receipt of a major grant cannot apply for a minor or medium grant during the period of the major grant
- The council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources
- Amend the timescale in paragraph 6.1.4 to end-March/early-April

**17/13/SF Financial Performance, 1 April 2016 to 31 March 2017**

Members noted the report.

**17/14/SF Section 106 Monies**

Cllr R. Doney said although it was proposed to use the section 106 funding for a café and toilets, petanque area and a replacement gazebo in the Langmoor and Lister Gardens, he hoped the council wouldn't lose sight of the idea of modifying the paths in the gardens to improve accessibility.

Cllr Mrs M. Ellis said she had already requested an agenda item to the relevant committee to re-consider the proposal to install another ramp on the eastern end of the Marine Parade Shelters.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council develops proposals for Langmoor and Lister Gardens, which include creating a café, toilets, a petanque area and a replacement gazebo, and submit a proposal to West Dorset District Council for Section 106 monies to support this project; any town council funding which would otherwise have been allocated to this project is made available for other projects which will be determined through the budget-setting process.

**17/15/SF Woodmead Halls Toilets**

Cllr Mrs M. Ellis said members needed to bear in the mind the importance of visitors' first impressions and during the time the toilets had been closed to the public, some first impressions had been negative.

*Cllr Mrs M. Ellis left the meeting at 7.57pm in line with her declaration of pecuniary interests.*

The town clerk talked members through the figures and explained how officers had arrived at the recommended value of the service level agreement. He emphasised this figure was based on the toilets being open all-year-round.

Members discussed whether the figures were fair and accurate and the likelihood of the Woodmead Halls' Management Committee accepting the council's offer.

Cllr J. Scowen said he believed any offer should be the council's final offer.

The town clerk said the finance manager had worked on the figures independently from himself.

The town clerk said any service level agreement should have an end-date to carry over one year into the new council administration, in line with the major grants. He suggested an end-date of 31 March 2020. He advised members not to enter into negotiation on the council's offer.

Proposed by Cllr J. Scowen and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to enter into a service level agreement with the Woodmead Halls' Management Committee to provide public access to toilets at Woodmead Halls all-year-round, at a sum of £9,940 per annum, fixed until 31 March 2020, with a deadline of 31 July 2017 for the Woodmead Halls' Management Committee to either accept or decline the offer.

*Cllr Mrs M. Ellis returned to the meeting at 8.19pm.*

**17/16/SF War Memorial and Events to Commemorate the end of the First World War**

At the suggestion of Cllr O. Lovell, members agreed the working group should comprise three to five councillors, and representatives from the Royal British Legion, Marine Theatre and Lyme Regis Museum.

It was agreed volunteers for the working group would be sought at the Full Council meeting.

Proposed by Cllr O. Lovell and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to set up a working group to consider fundraising options for amendments to the war memorial and to identify events to commemorate the end of the First World War, to comprise of three to five members, and a representative from the Royal British Legion, Marine Theatre and Lyme Regis Museum.

**17/17/SF Flying the Red Ensign for Merchant Navy Day**

In response to a member question, the town clerk confirmed the council would have to purchase the flag.

Cllr Mrs M. Ellis suggested the Combined Cadet Force at Woodroffe School was involved in any commemoration event.

Proposed by Cllr R. Doney and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from Seafarers UK to fly the Red Ensign for Merchant Navy Day on 3 September each year.

**17/18/SF Grant Agreement Review, Lyme Regis Football Club**

Members noted the report.

**17/19/SF List of Payments**

Cllr J. Broom asked why several £5 payments were made to GiffGaff instead of being combined into one contract.

Members discussed the payments to Glen Cleaning in relation to the cleaning of the public toilets. Cllr S. Larcombe asked if there was an agreement which outlined the requirements for the service.

The town clerk said there was a schedule which Glen Cleaning was required to operate to and this could be provided to members. He said if there were specific issues, these could be taken up with Glen Cleaning.

Cllr Mrs C. Reynolds said she understood a letter had been received by the council with a proposal to run activities from the Candles on the Cobb Pavilion and to clean the toilets as part of that proposal. She said she hadn't seen the letter and hoped it would go to the relevant committee for consideration.

The town clerk said following the break-down of negotiations with West Dorset District Council regarding the transfer of assets and services in the town, including

public toilets, it would be sensible for the town council to re-assess the position regarding the cleaning of Marine Parade and Candles on the Cobb Pavilion toilets. He said a report could be considered by the relevant committee.

Members requested the report considered the cleaning of the Marine Parade Shelters in conjunction with the toilets, a review of the Glen Cleaning contract to assess whether the company was fulfilling its obligations, and the contract end-date and notice period required.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for April 2017 for the sum of £165,888.06 and May 2017 for the sum of £126,958.91.

**17/20/SF Investments, Cash Holdings and Loans**

Members noted the report.

**17/21/SF Debtors' Report**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a 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.

**17/22/SF Town Bus Service 71**

The town clerk said the level of subsidy required to maintain the town bus service at its current level would be far greater than the £12,000 budgeted by the council.

Cllr Mrs C. Reynolds said Dorset Community Transport, which would provide the temporary service, would only be able to operate on two or three days a week, passengers would have to ring and book a seat, and pay around £2.50 because concessionary passes were not valid for this type of service.

Cllr R. Doney said he would be willing to take part in any discussions and to spend a few days riding the service 71 to speak to passengers.

Cllr S. Miller said this wasn't necessarily the final solution, but it allowed the council to continue gathering information on the future of the service, especially concerning the primary schools' bus contract.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to retrospectively authorise the deputy town clerk, in consultation with the chairman of the Strategy and Finance Committee and the Tourism, Community and Publicity Committee, to agree an interim arrangement with Dorset Community Transport to provide an appropriate book and ride (Section 19) town bus service using a disabled-accessible 16-seat minibus for the period 24 July to 1 September 2017 in the first instance and within a budget of up to £4,000.

**17/23/SF Exempt Business**

**(a) Debtors' Report**

The town clerk said there was a commitment from the debtor to pay the debt related to winter boat storage. He said a report would be taken to the next Town Management and Highways Committee meeting on winter boat storage, to allow the town council to make clear early on what its expectations were.

Cllr R. Doney congratulated officers on pursuing debts related to site licences.

*The meeting closed at 8.59pm.*

DRAFT

## LYME REGIS TOWN COUNCIL

## TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

## MINUTES OF THE MEETING HELD ON WEDNESDAY 21 JUNE 2017

**Present**

**Chairman:** Cllr Mrs C. Reynolds

**Members:** Cllr R. Doney, Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr S. Larcombe, Cllr J. Scowen, Cllr S. Williams

**Other members:** Cllr D. Hallett, Cllr O. Lovell, Cllr G. Turner

**Officers:** Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer)

**17/1/TCP****Election of Chairman and Vice-Chairman**

The mayor, Cllr Mrs M. Ellis opened the meeting.

Cllr R. Doney nominated Cllr Mrs C. Reynolds as chairman of the Tourism, Community and Publicity Committee, seconded by Cllr S. Larcombe.

There being no other nominations, Cllr Mrs C. Reynolds was duly **ELECTED** as chairman of the Tourism, Community and Publicity Committee.

Cllr Mrs C. Reynolds nominated Cllr R. Doney as vice-chairman of the Tourism, Community and Publicity Committee, seconded by Cllr Brian Larcombe.

There being no other nominations, Cllr R. Doney was duly **ELECTED** as vice-chairman of the Tourism, Community and Publicity Committee.

**17/2/TCP****Terms of Reference**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr R. Doney, the committee **RECEIVED** its terms of reference.

**17/3/TCP****Public Forum**

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

**17/4/TCP****Apologies**

There were none.

**17/5/TCP Minutes**

Under minute number 16/87/TCP, Cllr B. Larcombe said he wouldn't know the location of water meters so he doubted he said it, and asked for this to be removed from the minutes.

Proposed by Cllr R. Doney and seconded by Cllr B. Larcombe, with the above amendment, the minutes of the meeting held on 19 April 2017 were **ADOPTED**.

**17/6/TCP Disclosable Pecuniary Interests**

There were none.

**17/7/TCP Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

**17/8/TCP Matters arising from the minutes of the previous meeting held on 19 April 2017****Accessibility**

Cllr S. Larcombe asked for an update on the lift at the Marine Parade Shelters as it had been out of order for some time.

The deputy town clerk said an urgent meeting was being arranged with the lift manufacturer to resolve the issue.

**Lyme Voice**

Cllr B. Larcombe asked if members would see the survey questions before they went out.

The deputy town clerk said they could be circulated through the members' briefing.

**Publicly-accessible seafront WiFi**

Cllr J. Scowen asked why the council was considering extending the reach of the proposed system if it was causing a delay in installation.

*Cllr G. Turner left the meeting at 7.24pm.*

The deputy town clerk said the delay was not due to proposals to extend the system or the potential for match funding; it was due to the requirement to place the order earlier in the year, which had not been possible.

Cllr J. Scowen asked when the system was likely to be installed.

Cllr Mrs C. Reynolds asked Adrian Ragbourne, from the Coastal Communities Team (CCT) to respond.



Mr Ragbourne said a site meeting was taking place the following week and it was hoped the system would be installed by October half term.

**17/9/TCP Update Report**

**Showers on the beach**

The deputy town clerk said the new valves had been installed but this had not resolved the problem. He said the supplier was intending on carrying out a site visit to try and find a solution.

Cllr Mrs M. Ellis said she hoped any costs, such as wasted water, would be paid by the supplier.

The deputy town clerk said the water meter was read before the showers were installed and was being monitored. He said the showers were currently turned off and would remain so until the supplier could visit.

Cllr O. Lovell requested water meter readings for the showers were supplied to the relevant committee.

**PA system on the seafront**

It was reported the extension of the system would cost £330.

**17/10/TCP Use of Seafront Beach Hut for Photography Project**

Cllr Mrs C. Reynolds invited Andy Webster to talk to members about his proposals and he answered members' questions.

Cllr B. Larcombe asked Mr Webster if he would be prepared to sign a disclaimer agreeing the council would not be responsible for any complaints which may be made. This was not agreed by the committee.

Some members were concerned families would be prevented from using beach huts if they were being used for this purpose.

Mr Webster said he didn't require six consecutive days and he would manage use of the huts in conjunction with the Blue Sea Café.

Proposed by Cllr S. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the use of a Cart Road beach hut by a photography student in connection with a portrait project, subject to availability and adherence to the terms and conditions of hire, with the full cost of hire payable.

**17/11/TCP Grant Agreement Review, LymeArts Community Trust**

Cllr S. Williams believed it was made clear to LymeArts Community Trust (LACT) that full audited accounts should be made available to the council, but so far members had not seen any figures.

Cllr J. Scowen, the council's representative on LACT, said he had seen the monthly management figures and he understood they would be circulated to members.

Cllr Mrs C. Reynolds said she would ask if the figures could be circulated to members.

**17/12/TCP LymeForward Grant Review Meeting**

Cllr Mrs C. Reynolds confirmed the proposed town council projects for LymeForward in 2017/18 were agreed at the recent LymeForward steering group meeting.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve LymeForward developing engagement with the business community, supporting the development of the business group, promoting a safer neighbourhood, developing Lyme Voice as a consultation vehicle, and improve facilities in Langmoor and Lister Gardens as part of a grant application to the Coastal Communities Fund as town council projects for LymeForward in 2017/18.

**17/13/TCP Grant Agreement Review, B Sharp**

Cllr B. Larcombe said although participation figures had been provided, it was still not clear how many young people from Lyme Regis were registered with B Sharp.

Cllr B. Larcombe said as the town council's grants were intended for projects rather than running costs, he asked if the retention of any paid staff was dependent on that funding.

Cllr D. Hallett asked why the skatepark was involved with B Sharp's activities.

As the council's representative on B Sharp, Cllr Mrs M. Ellis said she would put these issues to B Sharp and report the information back to members.

**17/14/TCP Grant Agreement Review, The Hub**

Members were concerned that if The Hub was booked for one-off events, the local groups which met there regularly were unable to use the venue. Members agreed the local groups should be given priority.

Cllr O. Lovell said as Lyme Regis Development Trust was using a space in The Hub as its offices, it should be paying a rent to The Hub.

As the council's representative on The Hub, Cllr Mrs C. Reynolds said she would take up these issues with Diane Earle and report the information back to members.

**17/15/TCP Photography Competition for 2018 Lyme Regis Guide**

In response to a member question, Cllr Mrs C. Reynolds said the council would not have to pay to use Simon Emmett's photographs in the guide, as he had given them to the council.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve running a photography competition to gather images for the 2018 Lyme Regis guide, with the judging to be carried out by a panel.

**17/16/TCP Request for Twinning with Richmond, Queensland, Australia**

Cllr B. Larcombe said if Lyme Regis was interested in twinning with a town due to their common interest of fossils, he suggested Solnhofen in Germany. He said beyond fossils, there was nothing to link Lyme Regis with Richmond.

Cllr R. Doney said it could be difficult to maintain meaningful links to ensure the twinning was of benefit to the two towns. If there was a will to pursue this twinning, he suggested consulting with Lyme Regis Museum, with a potential to link with Richmond's marine fossil museum.

Cllr S. Williams said the council shouldn't be involved in facilitating the twinning; there needed to be a separate group of people to take it forward.

Cllr O. Lovell suggested a public appeal to find people who would be interested in taking forward the idea of twinning with Richmond.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to put out a public appeal to find people who would be interested in taking forward the idea of twinning with Richmond, Queensland, Australia, to discuss the idea with Lyme Regis Museum to establish if there is any value in developing a relationship with the museum in Richmond, and to write to the ambassador for Richmond to inform her of the latest position and establish what she would expect from the twinning of the two towns.

**17/17/TCP Managing Consultation Exercises**

Members noted the report.

*The meeting closed at 8.47pm.*

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 14 JUNE 2017

**Present**

**Chairman:** Cllr J. Broom

**Members:** Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr B. Larcombe, Cllr S. Larcombe, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr S. Williams

**Officers:** Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer)

**Other members:** Cllr S. Larcombe, Cllr O. Lovell, Cllr G. Turner

**17/1/TMH Election of Chairman and Vice-Chairman**

The mayor, Cllr Mrs M. Ellis opened the meeting.

Cllr B. Larcombe nominated Cllr J. Broom as chairman of the Town Management and Highways Committee, seconded by Cllr S. Williams.

There being no other nominations, Cllr J. Broom was duly **ELECTED** as chairman of the Town Management and Highways Committee.

Cllr S. Williams nominated Cllr J. Scowen as vice-chairman of the Town Management and Highways Committee, seconded by Cllr B. Larcombe.

There being no other nominations, Cllr J. Scowen was duly **ELECTED** as vice-chairman of the Town Management and Highways Committee.

**17/2/TMH Terms of Reference**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, the committee **RECEIVED** its terms of reference.

**17/3/TMH Public Forum**

There were no members of the public present.

**17/4/TMH Apologies**

Cllr P. Hicks – illness  
Cllr S. Miller – holiday

**17/5/TMH Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, the minutes of the previous meeting held on 12 April 2017 were **ADOPTED**.

**17/6/TMH Disclosable Pecuniary Interests**

Cllr Mrs M. Ellis declared a pecuniary interest in item 7, Update Report, specifically in relation to the Woodmead Halls' toilets and extension, and she would leave the room if they were discussed.

**17/7/TMH Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

**17/8/TMH Matters arising from the minutes of the Town Management Committee meeting held on 12 April 2017**

**Chalet 18 Monmouth Beach**

The deputy town clerk said the architect retained by the owners had not received any response regarding their plans for the chalet.

Members agreed the situation needed to be addressed urgently and asked for a letter to be sent to the owners, giving them a deadline of 1 July 2017 to confirm if they intended to repair or replace the chalet.

**Sidmouth Road park and ride**

Cllr B. Larcombe asked if there was any scope for East Devon District Council (EDDC) planners to grant temporary planning permission if permanent permission was not granted.

The deputy town clerk said this had been informally suggested by EDDC, to give the town council more time to collate the additional information about traffic movements and usage of car parks. He said temporary permission would have to be for 2017 and 2018, as it would be difficult to collate the required information in time for the 2018 operating period.

**Guildhall window**

In response to a member question, the deputy town clerk said the next step would be to hold joint discussions with West Dorset District Council (WDDC) and Dorset County Council (DCC) to find a way forward which was agreeable to both authorities.

**17/9/TMH Additional Benches on Marine Parade**

Members agreed benches should be put back on Marine Parade in front of the shelters and discussed which type of bench would be most suitable.

Cllr S. Williams suggested benches with no backs so people could face either way.

Cllr B. Larcombe suggested benches made out of a wood substitute, which would require less maintenance. Cllr Mrs M. Ellis suggested metal benches for the same reason.

Cllr Mrs C. Reynolds suggested there could be more than one memorial plaque on each bench to accommodate more people on the memorial bench waiting list.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to put seven metal benches on the Marine Parade in front of the shelters.

**17/10/TMH Proposals for a Café and Toilets in the Lister Gardens**

Cllr O. Lovell suggested the architects, John Stark & Crickmay Partnership, were invited to a meeting to discuss the scheme and answer members' questions.

Proposed by Cllr S. Williams and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to invite architects from John Stark & Crickmay Partnership to the next meeting of the Town Management and Highways Committee to discuss the proposals for a café and toilets in the Lister Gardens.

**17/11/TMH Re-location of Churchyard Memorial**

Cllr O. Lovell suggested the memorial could be put against a wall in the cemetery, instead of on a burial plot.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request to re-locate a memorial in St Michael's Parish Church yard to the town cemetery, to be fixed to a wall, the precise location of which to be negotiated with the deputy town clerk.

Cllr D. Hallett voted against this motion.

**17/12/TMH Matters Raised by a Member of the Public**

Members discussed the concerns the resident had with the teen shelter at Anning Road playing field.

There was some support to apply anti-climb paint to the roof of the shelter to stop people climbing on it, but also some concern it would ruin people's clothes. Members disagreed over whether the roof was intended to be climbed on and whether people should be prevented from doing so.

It was proposed by Cllr S. Williams to remove the teen shelter from Anning Road playing field.

This motion was not seconded.

Cllr O. Lovell said the problem was not the equipment, but the lack of police presence. He said a sign should be put up asking people to keep the noise down at night.

It was proposed by Cllr B. Larcombe and seconded by Cllr D. Hallett to apply anti-climb paint to the roof of the teen shelter at Anning Road playing field.

This motion was not carried.

Members agreed it would be more beneficial to talk to people who use the shelter, and explain the council would consider taking it away if they continued to make too much noise or climb on top of the shelter. It was agreed Cllr Mrs C. Reynolds would talk to them.

It was noted the problems surrounding parking at the rear of Anning Road would be the subject of a separate report to this committee. Cllr Mrs M. Ellis requested the report included costings for a barrier with key fobs.

**17/13/TMH Draft Agency Agreement**

Cllr B. Larcombe said the town council needed to understand the limits of the work it would do. He said the town council should be clear the work it would carry out was not a replacement for proper maintenance work by DCC.

Cllr O. Lovell said he would like to see the issuing of scaffolding licences and on-street parking enforcement included in the agreement, i.e. delegated to the town council. He said the annual report should make it clear the town council was spending £40,000 a year to carry out DCC functions.

Cllr Mrs C. Reynolds said residents were not clear which councils carried out which functions. She said there was a document available which clearly set out the responsibilities and she suggested this was included in a council newsletter.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to negotiate the addition of the issuing of scaffolding licences and responsibility for on-street parking enforcement in the schedule of functions attached to the draft agency agreement from Dorset County Council.

**17/14/TMH Marine Parade Toilets**

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a 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.

**17/15/TMH Request for Assignment of By the Bay Lease**

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a 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.

**17/16/TMH Exempt Business****(a) Marine Parade Toilets**

Members agreed a more comprehensive refurbishment of the toilets was more cost-effective and should be investigated further. In the meantime, it was agreed the men's toilets should remain open and temporary ladies' toilets should be urgently provided on the seafront.

Members discussed re-locating the toilets elsewhere on the parade, with suggestions including the western end of the Jubilee Pavilion and the east and west stores, with the current toilets becoming a storage area.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to provide temporary ladies' toilets on Marine Parade and keep the men's toilets open, and to instruct officers to investigate all options for the urgent re-provision of toilets on the seafront.

**(b) Request for Assignment of By the Bay Lease**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the requested assignment of the current By the Bay lease to Cooper Clarke Briggs Ltd for an initial period of three months in the first instance and subject to the references provided and to an undertaking to meet the council's reasonable legal and other professional costs in dealing with the matter.

*The meeting closed at 8.23pm.*



**Committee:** Full Council

**Date:** 12 July 2017

**Title:** Appointments to Council Committees

**Purpose of Report**

To allow the council to receive further nominations for appointments to committees for the 2017/18 council year

**Recommendation**

The council receives and approves further nominations to its committees for the 2017/18 council year

**Report**

1. Councillors have the opportunity each year to serve on all committees, i.e. Strategy and Finance, Town Management and Highways, Tourism, Community and Publicity, Planning, Human Resources, and Christmas Lights.
2. Appointments to committees were approved by the Full Council at the annual meeting on 24 May 2017. Since that meeting, there has been one full cycle of committee meetings.
3. Cllrs D. Hallett and G. Turner would now like to join the Tourism, Community and Publicity Committee. Members are therefore asked to approve their appointment to that committee.
4. This is also an opportunity for any other members to be nominated to committees.

Adrienne Mullins  
Administrative officer  
July 2017

**Committee:** Full Council

**Date:** 12 July 2017

**Title:** Purchase of a Vehicle for the Lengthsman

### **Purpose**

To allow members to authorise officers to proceed with the purchase of a vehicle for the lengthsman

### **Recommendation**

Members approve the purchase of the chosen vehicle for the lengthsman

### **Background**

1. The 2017/18 budget was considered by the Strategy and Finance Committee on 7 December 2016, which included the objectives for 2017/18 and beyond. The 2017/18 budget was subsequently resolved by the Full Council on 14 December 2016, which included a budget of £25,000pa from 2017/18 onwards for a lengthsman, to carry out some of the services which would no longer be provided by Dorset County Council (DCC).
2. It was resolved by the Full Council on 3 May 2017 'to approve the purchase of a vehicle for the lengthsman, to agree a budget variation of up to £10,000 plus VAT for its purchase, and to instruct officers to obtain quotes for a suitable vehicle to be taken to the relevant committee for consideration.'

### **Report**

3. As a result of discussion with the lengthsman, Dorset County Council's highways' manager, the chairman of the Town Management and Highways Committee and the town clerk, it was concluded that a single cab, four-wheel drive vehicle with reasonable load capacity would be the most suitable vehicle.
3. A number of vehicles were identified and information obtained. Generally, suitable vehicles were around five to six-years-old, with a mileage of between 50,000 and 70,000. Prices, excluding VAT, ranged from £9,000 to £11,000.
4. As there appears to be a fair demand for this type of vehicle and only a limited supply, there was limited availability of this type of vehicle.
5. Attached, **appendices 18A to 18D**, are four vehicles which matched the requirements. At the time of writing this report, all four vehicles were available.
6. The preferred vehicle is at **appendix 18A**, from Wheelers Car Centre. This vehicle is preferred for a number of reasons, including price, mileage, condition and the added benefit of a lockable tool chest in the load bed. To ensure the opportunity was not missed, a refundable £500 deposit was paid, following consultation with the mayor and Cllr J. Broom.

## AGENDA ITEM 18

6. As shown on the appendix, the preferred vehicle is £9,650 plus VAT. If members approve the purchase of this vehicle, officers will pay the remaining balance.
7. Delivery of the vehicle is included in the deal and could be arranged within several days of completing the purchase.

Mark Tredwin  
Interim operations manager  
July 2017



Tel: 01608 642014

Mitsubishi L200 - 2012 (62) - 2.5 litre - 0 doors



**Vehicle Details**

<b>Colour:</b>	White	<b>Transmission</b>	Manual
<b>Mileage:</b>	63000	<b>Price:</b>	£9,650 + VAT
<b>Reg:</b>	DN62XWL	<b>Fuel Type:</b>	Diesel
<b>Engine Size:</b>	2.5	<b>Doors:</b>	0

**Vehicle Specifications**

ABS, Air Conditioning, CD Player, Four Wheel Drive, Full Service History, Multiple airbags, One owner from new, Power Assisted Steering, Radio, Traction Control,

Chapel House Cross Roads, Chipping Norton, Oxfordshire, OX7 5TB

Telephone: 01608 642014

**Technical Specifications**

Annual Tax: £240

**Performance**

Engine Power: 134 bhp  
 Engine Torque: 231  
 Cylinders: 4  
 Top Speed: 104  
 Acceleration (0-62mph): 15

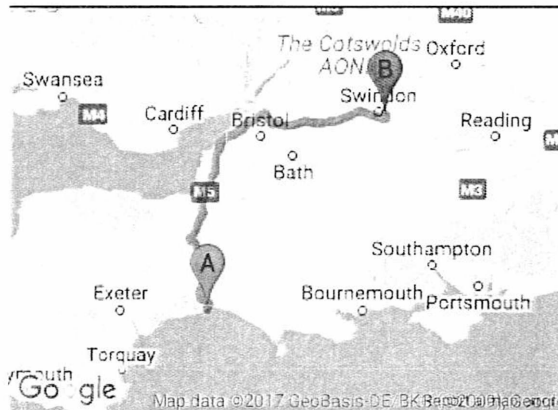
**Economy**

Fuel Consumption (extra urban):  
 Fuel Consumption 41.5 mpg  
 (urban): 31.7 mpg  
 Fuel Consumption (combined):  
 CO<sub>2</sub> Emissions: 37.7 mpg  
 Dimensions 199 g/km

Length: 5040  
 Width: 1750  
 Height: 1775  
 Weight: 2890

**Summary**

Euro Status:  
 Towing Braked:  
 Towing Unbraked:



Route from DT73BS to the dealership:

**M4 Van Centre**

Marlborough Road  
Swindon  
SN3 6AA

01793 399660

**2012 (61) - Ford Ranger XL 4X4 S/C TDCI PICKUP - £9,995 + VAT**



Date Registered:	Jan 2012
Mileage:	41290 miles
Transmission:	Manual
Fuel:	Diesel
Colour:	White
Body Style:	Pick-up
Description:	



Redlands Clyst Honiton, Exeter, Devon, EX5 2DX

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£11,750 Toyota Hilux 2.5 D-4D Active Pickup 4WD 2dr (VSC)  
NO VAT !!!

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#### Key facts

Model year: Fuel type: Mileage: Transmission: Engine size: Colour:  
2014 (64) Diesel 23,350 Manual 2.5L Black

ONE OWNER LOW MILES Black, BODYWORK HAS MINOR SCUFFS AND SCRATCHES HENCE PRICE, £11,750

#### This car comes with

Manual Air Conditioning, AM/FM Radio with CD Player MP3, USB, Aux - in, Alarm, Electric Windows - Driver, One Touch Up/Down, Side Privacy Glass

Redlands Clyst Honiton, Exeter, Devon, EX5 2DX

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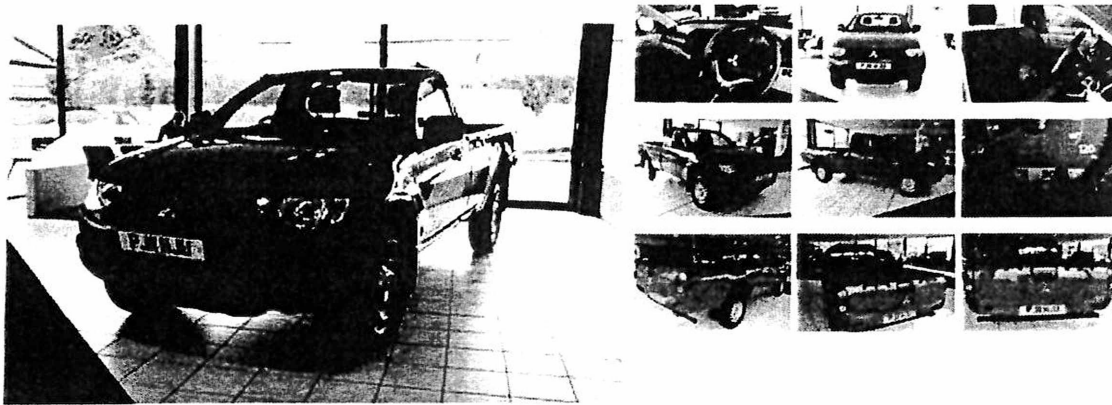
Browns of Preston

## £10,199 Mitsubishi L200 2.5 4Life Single Cab 2dr

AIR CON AND ELEC WINDOWS

Trade Seller  
1 mile from PR2 5JP

(01772) 298166



### Key Facts

2011 Pickup 41,029 miles Manual 2.5L Diesel

THIS HIGH SPEC L200 SINGLE CAB 4X4 PICK UP WAS SOLD TO ITS ONE OWNER FROM NEW BY OURSELVES AND IS FINISHED IN BRIGHT RED WITH BLACK CLOTH TRIM AND HAS FITTED UPVC LOAD AREA LINER. BEING THE HIGHEST SPEC 4 LIFE SINGLE CAB IT HAS AIR CON, ELEC WINDOWS AND REMOTE LOCKING. 6 months warranty, Last serviced on 17/05/2015 at 35,773 miles, No Service History, Excellent bodywork, Black Cloth interior - Excellent Condition, Tyre condition Good, Four wheel-drive, Solid Red, IT HAS A FULLY STAMPED UP SERVICE HISTORY WITH STAMPS BY OURSELVES AT 6,853 14,382 AND 22,392 MILES AND THEN A LOCAL GARAGE SERVICE AT 35,773 MILES PLUS WE WILL CARRY OUT ANOTHER SERVICE AND NEW MOT BEFORE DELIVERY TO THE BUYER. A GREAT EXAMPLE OF THIS ULTRA RARE L200 SINGLE CAB 4X4 IN GREAT CONDITION AND HIGH SPEC TOO., JUST ARRIVED IN STOCK AND ON THE PITCH., BUY WITH CONFIDENCE FROM BROWNS A FAMILY OWNED MAIN DEALER FOR OVER 35 YEARS, £8,499 +VAT

### This car comes with

Air conditioning, Alloy wheels, CD Player, Central locking, Remote central locking, Power steering, Electric windows

### Running costs

Urban mpg	No details available
Extra Urban mpg	No details available
Average mpg	No details available
CO <sub>2</sub> emissions	215g/km
Annual Tax	No details available

### Performance

Engine power	134 bhp
Engine size	2477 cc
Brochure Engine size	2.5 litres
Acceleration (0-60mph)	No details available
Top speed	No details available
Drivetrain	Four Wheel Drive

### Practicality

No. of doors	2
No. of seats	No details available

**Committee:** Full Council

**Date:** 12 July 2017

**Title:** Town Bus Service 71

**Purpose of Report**

To inform members of the arrangements made for the operation of a Section 19 service as a partial replacement of the town bus service route 71 from 24 July until 1 September 2017

To allow members to consider and approve proposals for the introduction of a Section 22 service as a partial replacement of the town bus service route 71 from w/c 18 September until 31 December 2017

To allow members to consider whether concessionary bus pass holders should be charged for using the service during the period 24 July to 1 September 2017

To approve the use of 'Lyme Flyer' as a name for this service

**Recommendation**

- a) Members note the arrangements put in place from 24 July to 1 September 2017 for a Section 19 service
- b) Members approve entering into negotiations with Dorset Community Transport for the provision of a Section 22 service from w/c 18 September to 31 December 2017
- c) Concessionary bus pass holders are not charged for using this service during the period 24 July to 1 September 2017
- d) Members approve the use of 'Lyme Flyer' as the name of this service

**Background**

1. On 28 June 2017, the Strategy and Policy Committee considered a report on the town bus service 71 and made a recommendation to this committee which has been considered earlier in this agenda. For ease of reference the recommendation is re-stated below:

'to retrospectively authorise the deputy town clerk, in consultation with the chairman of the Strategy and Finance Committee and the Tourism, Community and Publicity Committee, to agree an interim arrangement with Dorset Community Transport to provide an appropriate book and ride (Section 19) town bus service using a disabled-accessible 16-seat minibus for the period 24 July to 1 September 2017 in the first instance and within a budget of up to £4,000.'



2. Officers have had discussions with Dorset Community Transport (DCT) and have negotiated a Section 19 service from 24 July to September 2017 using a disabled-accessible 16-seat minibus at a cost of £220 per day.
3. The minibus will undertake two return trips on Tuesdays and Fridays, starting at 10am. Passengers have to register to use this service and book a seat on the minibus by 2.30pm the previous day. Information on how to use the service will be posted on the council's website and noticeboards, on signs and shelters on the 71 route, to passengers who regularly use the existing services and in the local press. A separate information event will take place at Hallett Court on 19 July 2017.
4. The total cost of the service is £2,200 for the five-week period. This cost will be partially offset by passenger fares, see below.
5. The fare is £2 return; there is no single fare option. Because this is a Section 19 service<sup>1</sup>, the town council cannot re-claim a proportion of a fare from Dorset County Council when a concessionary buss pass is produced. The council has two options:
  - To charge all passengers £2 irrespective of whether they present a concessionary bus pass
  - To waive the £2 charge for concessionary bus pass holders
6. Determining the income to the council that could be derived from these options is difficult. However, I have applied some assumptions to both options to provide guidance:
  - if 20 passengers use the service each day it operates and every passenger is charged £2, £40 income would be achieved. If the service operates twice a day for five weeks, £400 income would be achieved
  - if the council decides not to charge concessionary bus pass holders and they represent 80% of all passengers, the income achieved would fall to £8 (20% of £40) for each day the service operates. The total income achieved over five weeks would be £80.

### **Moving forward**

7. Passenger use of the interim service provided by DCT will be an indicator of future demand and feedback from passengers will help the council determine how it can best provided a partial replacement service in the future.

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<sup>1</sup> Organisations that provide transport on a 'not-for-profit' basis can apply for permits under Section 19 of the Transport Act 1985. The permit allows the operator to run a 'ring-and-ride' type service. Permit applications must be made to a traffic commissioner at least 28 days before the start date. Traffic Commissioners are responsible for the licensing and regulation of those who operate heavy good vehicles, buses and coaches, and the registration of local bus services. Traffic Commissioners is a tribunal non-departmental public body, sponsored by the Department of Transport

8. Discussions with DCT suggest a Section 22 service would be more appropriate in the future; a Section 22 service is a timetabled service which is accessible to all without registration or prior request. In addition, concessionary passes can be used on Section 22 services and a percentage of the concessionary fare can be reclaimed from Dorset County Council.
9. In considering some form of replacement service, I believe the council should consider a two-stage process. This approach is suggested for four reasons:
  - decisions about the primary school bus contract haven't been determined by Dorset County Council: a decision is expected mid-August 2017. This decision could determine the availability of a bus contractor who may be interested in providing some form of service re-provision on the service 71 route
  - First Wessex, who has been awarded the bus service contract for the Woodroffe School, has indicated it may be able to modify service 9A to take in to account part of service 71
  - there may be alternative transport providers or alternative models of operation the council may wish to consider when it has obtained information on usage and passenger requirements. The subsidy is £6.88 per seat – the subsidy per passenger will increase above this figure when the bus isn't fully occupied.
  - a Section 22 application to the Transport Commissioners from DCT must be made 28 days before a service can operate. In reality, an application can't be made by DCT until the primary schools' service contract is determined by Dorset County Council in mid-August; an application made in mid-August will allow a Section 22 service to operate from w/c 18 September 2017.
10. At this point in time, the only operator the council can realistically commission to operate a Section 22 service is DCT. But this isn't that simple; DCT operates schools' contracts and there is a possibility (not a probability) this may restrict its availability after 1 September 2017.
11. Providing it has the capacity, DCT has said it would like to work with the town council and is willing to provide a Section 22 service from w/c 18 September to 31 December 2017. If DCT is in a position to provide a Section 22 service from 18 September 2017, it will extend the Section 19 service until 17 September 2017. This will allow the town council to further consider what it wants to do about any re-provision on service route 71.
12. The cost of providing a Section 22 service on the same terms as the section 19 service is difficult to quantify: demand is unknown, the level of subsidy from Dorset County Council for concessionary pass journeys is unknown and if DCT is awarded a local primary schools' bus contract, it would allow it to operate a service at a much lower cost.

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13. Consequently, I have modelled a scenario applying assumptions made in paragraph 6 of this report for the Section 19 service, i.e., a standard fare of £2, 20 passengers' per day, 80% of passengers hold a concessionary pass and no concessionary contribution is received from Dorset County Council. This is for illustrative purposes, only.
14. The total cost for the Section 22 service from 18 September to 31 December 2017 is £6,160 (£220 x 2 days' per week x 14 weeks). When fare income is taken into account, this figure reduces to £5,936 (£6,160 - £224).
15. The total cost of service provision from 24 July until 31 December 2017 is estimated at £8,100. This sum is below the 2017/18 budget allocation of £12,000.

John Wright  
Town clerk  
July 2017

**Committee:** Full Council

**Date:** 12 July 2017

**Title:** Sidmouth Road Park and Ride

**Purpose of Report**

To inform members of the latest position with the Sidmouth Road park and ride

**Recommendation**

Members note the report and consider any additional information reported verbally at the meeting

**Background**

1. A revised application for the continued operation of the Sidmouth Road park and ride site was submitted in March 2017. This followed the refusal of an earlier application which had been submitted in October 2016.
2. The revised application generated various queries from the planning officer about the need for and location of the facility.
3. Following a meeting with the East Devon District Council (EDDC) planning officer and Dorset County Council (DCC), further information about vehicle numbers using the three main roads into Lyme was provided in support of the application, together with information about how this related to the location, management and number of parking spaces in and around the town
4. Although a further temporary permission to continue to use the park and ride facility until 10 September 2017 was eventually granted on 23 June 2017, see **appendix 20A**, any operation beyond this year will require the submission of a further application, together with more comprehensive and current supporting information.
5. Any future application will be for either a further temporary period or for a permanent permission. This will depend on how much supporting information can be collected and analysed during the remaining period of the current year's operation.
6. The precise extent of required supporting information is currently being agreed with the planning officer. When agreed, it will need to be procured as quickly as possible; either by working collaboratively with DCC and others or by commissioning bespoke data via specialist transport consultants.
7. Whichever route is deemed most appropriate, there will be a cost involved to this council. It is not possible to precisely quantify that cost until the extent of work has been agreed.

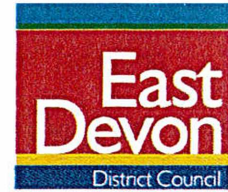
8. In the meantime, the priority is to secure an operator and to get the service up and running without further delay.

**Report**

9. Three operators have been approached with a view to agreeing the best and most cost-effective service for 2017.
10. The outcome of discussions with both potential operators and the planning officer will be reported verbally at the meeting.
11. Members will be asked to approve a budget for the procurement of additional information to support an application for 2018 onwards. At this stage, it is estimated that a budget of up to £7,000 may be required. This will be clarified at the meeting; by which time the precise extent of the work involved should be known.
12. Members will also be asked to agree to proceed with one or more operators for the current year's park and ride service, together with the basis of any agreement(s).

Mark Green  
Deputy town clerk  
July 2017

EAST DEVON DISTRICT COUNCIL  
Council Offices, Knowle  
Sidmouth, Devon EX10 8HL



TOWN AND COUNTRY PLANNING ACT 1990

GRANT OF CONDITIONAL PLANNING PERMISSION

<b>Applicant:</b>	Lyme Regis Town Council	<b>Application No:</b>	17/0281/FUL
<b>Address:</b>	c/o Agent	<b>Date of Registration:</b>	1 February 2017
<b>Agent:</b>	Boom Brown Architects Ltd	<b>Date of Decision:</b>	23 June 2017
<b>Address:</b>	Shaun Travers Motivo Alvington Yeovil BA20 2FG		
<b>Proposal:</b>	Permanent retention of seasonal park and ride facility		
<b>Location:</b>	Land East Of Ware Cross Uplyme		

The Council hereby grants permission to carry out the development described in the application and the plans attached thereto subject to the following conditions :

1. Notwithstanding the time limit to implement planning permission as prescribed by Sections 91 and 92 of the Town and Country Planning Act 1990 (as amended), this permission being retrospective as prescribed by Section 63 of the Act shall have been deemed to have been implemented on the 17th February 2017.  
(Reason - To comply with Section 63 of the Act.)
2. The development hereby permitted shall be carried out in accordance with the approved plans listed at the end of this decision notice.  
(Reason - For the avoidance of doubt.)
3. The use hereby permitted shall be discontinued on or before 10th September 2017. Within 6 month of this date a timetable for the restoration of the land to its former condition (these works shall include details of the reinstatement of the hedge bank removed to create the entrance to the site) shall have been submitted to and approved in writing by the Local Planning Authority for approval. Thereafter the works shall be carried out in full accordance with the approved details.  
(Reason - Temporary permission is granted only on the basis of a special need for the Park and Ride facility. The site lies within a designated Area of Outstanding Natural Beauty where permanent permission for such a use would not normally be granted, and to comply with Strategy 46 (Landscape Conservation and Enhancement and AONB's)

of the Adopted East Devon Local Plan, as well as guidance contained within the National Planning Policy Framework).

4. The park and ride facility hereby permitted shall be carried on only during the period from Good Friday to 10th September 2017.  
(Reason - To restrict the use of the park and ride facility to the peak holiday period in the interests of limiting its impact upon the rural landscape character and natural beauty of the designated Area of Outstanding Natural Beauty in which the site is located, and to comply with Strategy 46 (Landscape Conservation and Enhancement and AONB's.) and TC6 (Park and Ride facilities) of the East Devon Local Plan, as well as guidance contained within the National Planning Policy Framework).
  
5. No signage relating to the Park and Ride service shall be displayed on the site or on any part of the adjacent highway verge outside of the period referred to in condition 3 above.  
(Reason - In the interests of protecting the rural landscape character and natural beauty of the designated Area of Outstanding Natural Beauty within which the site is located and to comply with Strategy 46 (Landscape Conservation and Enhancement and AONB's.) of the East Devon Local Plan, as well as guidance contained within the National Planning Policy Framework).

NOTE FOR APPLICANT

Informative:

In accordance with the requirements of Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 in determining this application, East Devon District Council has worked positively with the applicant to ensure that all relevant planning concerns have been appropriately resolved.

The plans relating to this application are listed below:

LYME REGIS TOWN COUNCIL EMAIL IN	Additional Information	31.05.17
APPENDIX 1 : AONB MAP	Other Plans	08.02.17
3 : SIDMOUTH RD USEAGE STATS	General Correspondence	08.02.17
3720_PL_010	Block Plan	01.02.17
2B : HOLMBUSH TICKET SALES	General Correspondence	08.02.17
2B : BROAD STREET TICKET SALES	General Correspondence	08.02.17

2B :                      General                      08.02.17  
CHARMOUTH            Correspondence  
RD TICKET  
SALES

3720\_PL\_001 A        Location Plan                      08.02.17



**Service Lead - Planning Strategy & Development Management**

THIS DECISION IS NOT A DECISION UNDER BUILDING REGULATIONS AND THE APPLICANT SHOULD ENSURE THAT ALL NECESSARY APPROVALS FOR THE SAME PROPOSAL AND THE SAME PLANS ARE OBTAINED BEFORE COMMENCING ANY WORK ON THE SITE.

*Your attention is drawn to the Council's adopted Code of Practice for the Control of Construction Site Nuisance which is available on the EDDC website. The Code of Practice details the measures that the Council expects all works on construction sites to comply with to avoid excessive nuisance to residents. You should therefore ensure that all contractors on site are provided with a copy of this document and told to comply with it. Failure to comply with the code may lead to action under the Environmental Protection Act 1990 or the Control of Pollution Act 1974.*

Please refer to the accompanying notes which form part of this decision notice.



**Committee:** Full Council

**Date:** 12 July 2017

**Title:** Bank Account Signatories

**Purpose of Report**

To allow members to consider the requirements related to bank signatories and to approve the suggested signatories

**Recommendation**

To approve the mayor and all committee chairmen as bank signatories, in addition to the town clerk, and remove any other signatories

**Background**

1. Financial regulation 5.4 stipulates 'cheques drawn on the bank account shall be signed by two authorised signatories, i.e. members of the council and the town clerk'.
2. The town council has current accounts with Lloyds Bank and Nat West Bank, which are used for day-to-day transactions.
3. Financial regulation 5.3 states 'payments under £10,000 should normally be paid through online banking'. The vast majority (over 95%, excluding direct debits and standing orders) of payments are made through online banking facilities. These online transactions are authorised by two officers and reported retrospectively to members through the list of payments.
4. Payments over £10,000 should be made by cheque and for this, we require two signatories. In very rare instances, it is also necessary to pay smaller amounts by cheque.

**Report**

5. Officers recommend the bank signatories should be extended to all committee chairmen, in addition to the mayor and town clerk, and all other historical signatories are removed.

Keith Wilson  
Finance manager  
July 2017

**Committee:** Full Council

**Date:** 12 July 2017

**Title:** Joint Funding Initiative

**Purpose of Report**

To allow members to consider supporting a joint funding initiative with Lyme Bay Holidays and, potentially, the Coastal Community Team

**Recommendation**

To support the introduction of a 'Seafront Initiatives Fund' equally and jointly financed with Lyme Bay Holidays and, potentially, the Coastal Community Fund

**Background**

1. West Dorset Leisure Holidays operates a system whereby those booking holidays through them can opt to make an additional contribution of up to £1 towards the funding of initiatives to support visitor experiences to the Jurassic Coast. Since its introduction in 2008, the fund has raised more than £50,000 towards a variety of initiatives and projects. More information is available at [http://jurassiccoast.org/west-dorset-leisure-holidays-reach-fundraising-milestone/?utm\\_source=Jurassic+Coast+mailing+list&utm\\_campaign=b737989d5e-EMAIL\\_CAMPAIGN\\_2017\\_04\\_04&utm\\_medium=email&utm\\_term=0\\_353b8fb3fd-b737989d5e-23049069](http://jurassiccoast.org/west-dorset-leisure-holidays-reach-fundraising-milestone/?utm_source=Jurassic+Coast+mailing+list&utm_campaign=b737989d5e-EMAIL_CAMPAIGN_2017_04_04&utm_medium=email&utm_term=0_353b8fb3fd-b737989d5e-23049069)

**Report**

2. Discussions with Lyme Bay Holidays about the possible introduction of a similar scheme specific to Lyme have proved extremely positive.
3. Lyme Bay Holidays manages approximately 9,000 bookings per annum in the 'greater Lyme' area. They would be willing to add a flat rate £1 to each booking, thus generating a fund of around £9,000p.a.
4. If this council was to match fund, the total fund size would increase to roughly £18,000p.a.
5. Initial discussions suggest there is the potential to further add to this fund with an additional matching contribution from the Coastal Community Fund; thus creating a total fund size of between £25-30,000p.a. and further improving its potential impact.
6. Lyme Bay Holidays is prepared to start rolling out the additional booking charge with immediate effect (for the 2018 booking season) and members are asked to consider doing likewise with any council match funding.
7. Creating a joint and collaborative 'Seafront Initiatives Fund' with an important partner from the local business community would be a positive approach to

## AGENDA ITEM 22

improving relations with that community and would help to deliver improvements to one of the town's most important assets and visitor attractions.

8. The council has already identified the importance of improving the appearance of and the quality of public and visitor facilities along the crucial seafront area and this would be a vehicle for implementing that collaboratively and more cost-effectively.
9. Although a detailed list of initiatives is still to be drawn up, Lyme Bay Holidays is happy the council takes the lead on this. Projects might include beach helpers, additional waste collection, improved toilets, improved visitor information or signage, improved beach and seafront cleanliness, etc.
10. At this stage, members are asked to consider their support for the initiative, including the principle of the council match funding up to a maximum of £10,000p.a. in the first instance.
11. Any monies would be held and administered by this council.

Mark Green  
Deputy town clerk  
July 2017