

## LYME REGIS TOWN COUNCIL

### MINUTES OF THE MEETING HELD ON WEDNESDAY 14 FEBRUARY 2018

#### Present

**Chairman:** Deputy Mayor, Cllr S. Miller

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr Mrs C. Reynolds, Cllr J. Scowen

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

**Absent:** Cllr P. Ridley

#### 17/137/C Public Forum

##### Ms Smith-Oliver

Ms Smith-Oliver said she was chairman of Turn Lyme Green (TLG), which promoted sustainable living, involving the community, and environmental issues. She was joined by TLG secretary Polly Benfield to seek support for its current initiative to allow Lyme Regis to gain the title of a plastic-free town. She said she was pleased to see it had been raised at the last Tourism, Community and Publicity Committee meeting. Ms Smith-Oliver said the Plastic-Free Coastlines initiative had received a lot of publicity in the national press. She said it was set up by Surfers Against Sewage, a national marine conservation and campaigning charity based in Cornwall which empowers communities to protect oceans, beaches and wildlife. She said two towns, Penzance and Tyneside, had already become plastic-free after following the template created by Surfers Against Sewage. Ms Smith-Oliver said she would like Lyme Regis to join 180 other coastal towns working towards this title, encouraged by the surge in publicity. She said the first step was for the town council to endorse this, and a steering group would be formed, to include a councillor. She said TLG was aware the project would demand commitment and they had already seen a surge in local interest from residents and businesses, which they hoped would encourage the council to support the project. Ms Smith-Oliver said she believed the bulk of the work would be done by the committee and would therefore not place high demand on council resources or finances. Since October, she said there had been ample support and resources from Litter Free Dorset and Litter Free Coast and Sea. She said she believed the efforts to tackle this issue would be worthwhile and have a positive effect on tourism and businesses. She said she looked forward to the council's support and the possibility of working together in the future.

##### D. Turner – Dorset County Council (DCC)

Cllr D. Turner gave an update on local government reorganisation. He said a decision was now due at the end of February and the councils were reasonably confident they would get a positive outcome. He said the joint committee had met several times and the name for the new council in which Lyme Regis was situated would be Dorset Council. He said there would be 82 members, a vast reduction on the current number. He said a boundary review was being carried out, but there was not enough

time for a thorough review, so it would be based on existing divisional boundaries. This meant there would be two unitary councillors in each divisional area.

Cllr D. Turner said DCC had been awarded £748k for highways' repairs, which had to cover the whole of Dorset.

Cllr S. Larcombe asked if any of that budget would be allocated to Lyme Regis to finish off the resurfacing of Uplyme Road and Silver Street.

Cllr D. Turner said that was a different budget. However, a complete repair was scheduled for 100m of the road near the golf club, and Silver Street would be done in the early part of the next financial year.

### **Cllr Mrs C. Reynolds – West Dorset District Council**

Cllr Mrs C. Reynolds said planning was still several weeks behind, but the application for Charmouth Road park and ride would be validated in the next six to eight working days.

Cllr Mrs C. Reynolds said the community land trust houses should have been allocated that day and all tenants would have strong local connections.

Following her meeting with a director from Magna Housing Association, she said many of the problems she raised with him from residents were being resolved.

Cllr Mrs C. Reynolds said new health and wellbeing prevention groups were being set up, and WDDC had made available £70k for a health and wellbeing locality officer for the next two years. She said the town council needed to catch up with this and she looked forward to getting outdoor gym equipment installed in Lyme Regis.

Cllr Mrs C. Reynolds said under the current housing system, anyone over the age of 65 was automatically placed on the sheltered housing list, which was often not required. She said WDDC was looking at changing this. She said people going on the housing list who had said they were interested in shared ownership had found they were not eligible to go on the list, and WDDC was looking at how this could be made clearer to applicants.

Cllr Mrs C. Reynolds said under the new Homelessness Reduction Act, the 28-day period of help to prevent homelessness had been replaced by a 56-day period. She said the 56 days could also be extended, which would further help to prevent homelessness occurring. To fund this prevention work, £50,000 had been released for the WDDC housing reserve in 2018/19.

### **17/138/C Questions from Councillors**

#### **Cllr B. Larcombe**

Cllr B. Larcombe asked if the relevant committee could consider how the council could influence the use of plastic in areas where the council operated concessions and areas under the council's management where people sat outside.

The deputy mayor, Cllr S. Miller said Cllr R. Doney was looking to lead an initiative in consultation with Turn Lyme Green.

**17/139/C Apologies for Absence**

Cllr Mrs M. Ellis – civic commitment  
Cllr D. Hallett  
Cllr O. Lovell  
Cllr G. Turner – coastguard training  
Cllr S. Williams – holiday

**17/140/C Disclosable Pecuniary Interests**

There were none.

**17/141/C Dispensations**

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

**17/142/C To confirm the accuracy of the minutes of the Full Council meeting held on 13 December 2017**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 13 December 2017 were **ADOPTED**.

**17/143/C Matters arising from the minutes of the Full Council meeting held on 13 December 2017**

Members noted the report.

**17/142/C Update Report**

Members noted the report.

**17/143/C Mayor's Announcements**

Members noted the report.

**17/144/C Planning Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr Mr C. Reynolds, it was **RESOLVED** to receive the minutes of the Planning Committee held on 9 January and 6 February 2018.

**17/145/C Human Resources Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 10 January 2018 and adopt the recommendations, as follows:

### **17/62/HR – Postholder 209, Six-Month Probation Review**

**ORIGINAL MOTION:** to approve postholder 209’s continued employment and approve an increase of one spinal column point from 19 January 2018.

The town clerk said it was not standard practice to increase an employee’s salary by one spinal column point on completion of probation, so this should be removed from the recommendation.

**SUBSTANTIVE MOTION RESOLVED:** to approve postholder 209’s continued employment.

### **17/63/HR – Postholder 207, Six-Month Probation**

**ORIGINAL MOTION:** to approve postholder 207’s continued employment and approve an increase of one spinal column point, backdated to 10 October 2017.

The town clerk said the same applied to this recommendation as with the previous recommendation.

**SUBSTANTIVE MOTION RESOLVED:** to approve postholder 207’s continued employment.

### **17/66/HR – Health and Safety Committee**

**RESOLVED:** to endorse the Health and Safety Committee’s action plan.

### **17/67/HR – Recruitment Timetable: Operations Supervisor, Seafront Attendant and Second Lengthsman**

**RESOLVED:** to approve the job description and person specification for the post of seafront attendant.

**RESOLVED:** not to recruit an operations supervisor and instead of employing a second lengthsman, incorporate both roles into a lengthsman/supervisor post and to advertise this post both internally and externally.

### **17/146/C Strategy and Finance Committee**

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 31 January 2018 and adopt the recommendations, as follows:

#### **17/93/SF – Tourist Information Centre**

**RESOLVED:** to approve a proposal to West Dorset District Council to transfer the tourist information centre to the town council, based on the proposal outlined by the town clerk but with the removal of point 5, and to authorise the town clerk to submit an outline proposal to West Dorset District Council, subject to final confirmation of any proposal by the Full Council on 14 February 2018.

#### **17/94/SF – Lister Gardens’ Boundary Dispute**

**ORIGINAL MOTION:** to instruct Kitson and Trotman to write back to the Land Registry regarding the Lister Gardens boundary dispute, based on the draft letter prepared by the solicitor and incorporating two minor amendments, and to agree that Kitson and Trotman will instruct David J Powell Surveys Ltd to prepare Ordnance Survey plans and to comment on the Land Registry's points regarding the survey and mapping issues.

Cllr R. Doney said he understood it had been agreed at the meeting that if the next action failed, the council would not pursue this issue any longer. He asked that the recommendation was amended to reflect this.

**SUBSTANTIVE MOTION RESOLVED:** to instruct Kitson and Trotman to write back to the Land Registry regarding the Lister Gardens boundary dispute, based on the draft letter prepared by the solicitor and incorporating two minor amendments, to agree that Kitson and Trotman will instruct David J Powell Surveys Ltd to prepare Ordnance Survey plans and to comment on the Land Registry's points regarding the survey and mapping issues, and to bring this matter back to the Strategy and Finance Committee when a response was received from the assistant land registrar.

#### **17/95/SF – Renewal of Leases for Marine Parade Retail Units**

**RESOLVED:** to approve the revised rental arrangements put forward by the tenant of Boylos Watersports, but to keep the paddle boarding concession separate from the lease for a nominal sum of £100 for 2018, to be reviewed again in 2019.

#### **17/100/SF – List of Payments**

**RESOLVED:** to approve the schedule of payments for December 2017 for the sum of £105,729.94.

#### **17/101/SF Debtors' Report**

**RESOLVED:** not to pursue debtor 004.

#### **17/147/C Tourism, Community and Publicity Committee**

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr R. Doney, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 24 January 2018 and adopt the recommendations, as follows:

#### **17/64/TCP – Jurassic Coast Magazine and Lyme Magazine**

**RESOLVED:** not to advertise in the 2018 edition of the Jurassic Magazine and Lyme Magazine.

#### **17/68/TCP – Litter Free Takeaways and Kiosks**

Cllr R. Doney said he was intending on taking a report to the next committee meeting regarding the plastic-free initiative and how the council could contribute.

## **17/148/C Town Management and Highways Committee**

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 17 January 2018 and adopt the recommendations, as follows:

### **17/81/TMH – Lyme Bay Rib Charter Beach Gazebo**

**RESOLVED:** to refuse the request from Lyme Bay Rib Charter to locate a gazebo on the sand beach as a sales point for watersports operating from the north wall.

### **17/82/TMH – Harbour Dredging**

**RESOLVED:** to make a financial contribution of £4,000 towards the cost of dredging the harbour, maintaining the town's sea defences and replenishing the sand in 2018, only.

### **17/83/TMH – Dorset and East Devon FLAG Funding**

**RESOLVED:** to support in principle a proposal to demolish and increase the footprint of the harbourmaster's store, to allow an expression of interest to be submitted to the Dorset and East Devon Fisheries Local Action Group (FLAG).

### **17/84/TMH – Park and Ride Facilities at Sidmouth Road and Charmouth Road, together with Wider Transport Matters**

**RESOLVED:** to:

- note the latest position on the submission of planning applications for the ongoing use of park and ride sites at Sidmouth Road and Charmouth Road, Lyme Regis, together with other related issues
- support the continued undertaking of all appropriate discussions, negotiations and meetings with the planning authority, Uplyme Parish Council, Dorset County Council (DoCC), Devon County Council (DeCC) and Highways England in order to maximise the level of support for the planning application(s)
- approve the undertaking of a detailed and independent report to develop a detailed parking and transport strategy for Lyme Regis and its environs with the cost met partly from the approximately £8k underspend on the 2017/18 park and ride budget, partly from the £20k 2018/19 budget for park and ride and partly from an additional budget allocation of £10k (estimated total cost approximately £25k subject to detailed quotes)
- that agreeing the precise scope of the additional work referred to above be delegated to the town clerk in consultation with all parties referred to above, together with the chairman of this committee and the previously approved member liaison (Cllr S. Miller)

### **17/85/TMH – Memorial Benches and Trees**

**RESOLVED:** to leave the waiting lists open for memorial trees and benches, and commit to a review of allocation every three years, starting now.

**17/87/TMH – Request to Assign Lease, The Antiques Centre, Marine Parade, Lyme Regis**

**RESOLVED:** to agree to the requested assignment of the lease in respect of the Antiques Centre, Marine Parade, Lyme Regis from Mr C. Willis and Ms S. Wallner to Mr C. Day and Ms S. Wallner.

**17/88/TMH – Seasonal Concessions**

**RESOLVED:** to accept the tender from Louise Gunnill for the henna tattooing and hair braiding concession for the 2018 to 2020 seasons, subject to checking if the applicant was previously given permission for additional retail sales.

**RESOLVED:** to accept two tenders for the arts and crafts concession for the 2018 season, one from Adrian Gray and one from Kevin Rye.

**RESOLVED:** to accept the tender from Lyme Kayak Hire for the non-motorised watersports concession for the 2018 season.

**17/149/C Puffin Crossing**

Members agreed it was not ideal that the crossing would result in the loss of up to six parking spaces, but acknowledged that the town council had made the initial request for the crossing to improve pedestrian safety.

Cllr B. Larcombe said he wanted the council to pursue the possibility of the bus stop being moved further up Broad Street.

Proposed by Cllr J. Scowen and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to support Dorset County Council's proposal for a puffin crossing in Broad Street.

**17/150/C Proposals to Amend Seating Arrangements and Request for Rent-Free Period at The Bay Restaurant, Marine Parade, Lyme Regis**

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks , 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.

### **17/151/C Request for Pop-Up Open-Air Cinema Event in Lister Gardens**

The town clerk said the second and third dates identified clashed with Food Rocks so the organisers were coming up with an alternative date.

Cllr Mrs C. Reynolds said although the gardens were a pedestrian route, the organisers were aware of this and would not stop people walking through.

Cllr J. Broom asked if the organisers had offered to pay for use of the gardens, even if it was paid to a charity, as it might set a precedent if the council allowed free use of the area.

The town clerk said he was not aware that the organisers had offered to pay the council for use of the gardens. However, he suggested allowing the first screening to take place for free and if it is a success, to maybe consider charging in future.

Members agreed the following conditions would be attached to any permission: maintaining a route through the gardens, meeting health and safety requirements, and clearance of the site and any rubbish.

The town clerk said all events that took place on council land were covered by an events' plan, which covered issues such as those mentioned. He suggested allowing the first event to take place, after which he could write an appraisal of the event and report back to members.

Proposed by Cllr J. Scowen and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve the request for a pop-up, open-air cinema event in Lister Gardens on the evening of Saturday 21 April 2018 and, if successful, on subsequent dates to be agreed, and to instruct the town clerk to write an appraisal of the first event and come back to members with a suggestion of how much the council may wish to charge in future.

### **17/152/C Section 106 Monies**

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to reconvene the Section 106 Funding working group to consider capital projects for submission to West Dorset District Council for Section 106 monies and any proposals from the working group are submitted to the Strategy and Finance Committee on 2 May 2018.

### **17/153/C Lyme Online**

Members discussed whether to retain the option of a free half-page column, as previously agreed, or to agree to a paid-for full-page column on a weekly or monthly basis.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members **RESOLVED** to take a monthly full page column in the digital and print edition of Lyme Online for £65 a month.



### **17/154/C Request for a Replacement, Raised Lifeguarding Hut on Front Beach**

Members discussed whether a raised hut was necessary, especially as there was a lifeboat station near to the beach. There was concern that it was too big, especially as space was already limited on the sand beach.

Members were happy that the existing hut should remain on the beach.

Proposed by Cllr R. Doney and seconded by Cllr S. Larcombe, members **RESOLVED** to refuse the request from the RNLI for a replacement, raised lifeguarding hut on Front Beach and to request that the hut used in previous years is re-installed.

### **17/155/C List of Payments**

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve the schedule of payments for December 2017 for the sum of £103,728.22.

### **17/156/C Exempt Business**

#### **(a) Proposals to Amend Seating Arrangements and Request for Rent-Free Period at The Bay Restaurant, Marine Parade, Lyme Regis**

Members agreed that allowing The Bay to have a rent-free period during renovation works would set a precedent, and other tenants had not been given a rebate while they refurbished their premises.

Members discussed the request to amend the seating arrangements. Cllr S. Miller wanted confirmation from the emergency services that the requested changes would not impede them.

Members discussed what they felt was an appropriate fee for the increased seating area, if agreed. The town clerk said historically, arrangements with The Bay were different to other tenants on the seafront who paid cover charges; The Bay had had a licence for the outside decking area, which was separate from the lease for the building.

It was proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe to refuse the request from The Bay Restaurant to amend seating arrangements and the request for a rent-free period.

This motion was not carried.

It was suggested the tenants provided drawings to the council so members could see how the new seating arrangements would look, how they would impact on the seafront, and the financial value which could be attached to this.

The town clerk said the progress of the renovation works were dependent on a decision from the council and deferring the matter to gather more information could delay the refurbishment works being undertaken by The Bay. He suggested the final decision was delegated to officers, in consultation with Cllr J. Broom, and the conclusions would be reported back to members.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to delegate authority to the town clerk and Cllr J. Broom to look at and approve the increased seating area at The Bay Restaurant, to confirm emergency services' access is not impeded, and the income received from the increased seating area is negotiated at an appropriate level.

*The meeting closed at 8.28pm.*