

## LYME REGIS TOWN COUNCIL

### TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

#### MINUTES OF THE MEETING HELD ON WEDNESDAY 28 FEBRUARY 2018

##### Present

**Chairman:** Cllr J. Broom

**Members:** Cllr R. Doney, Cllr Mrs M. Ellis, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

**Absent:** Cllr P. Hicks

##### 17/91/TMH Public Forum

###### Mr R. Turner

Mr Turner said he understood the council had made a decision not to allow a proposed new lifeguard station on the beach. He said he felt strongly about it personally and put the issue to the public in the form of a petition, which had generated comments and messages, as well as signatures. He said the petition had attracted 750 signatures in two weeks. Mr Turner said he understood comments were made that the lifeguard hut wasn't needed very much, but he said it also provided first aid and helped lost children. He said putting the hut on stilts would make it more effective and if the RNLI were recommending this hut, this advice should be heeded. Mr Turner said he understood councillors were concerned about the proposed new hut being bigger, but it was on the same footprint as the existing hut and on stilts. He said if councillors were concerned about the look of the hut, perhaps primary schools could be asked to make it look nicer and also receive a talk about sea safety. He urged the council to re-consider its decision. Mr Turner said the petition would be closed and it would need to be processed before it was official. He said the petition was open to anyone in the country but it had generated 300 signatures from people on the Lyme Regis Noticeboard page on Facebook. Mr Turner said he was not saying anyone was wrong or right, but the RNLI were the experts, and if the lifeguard hut saved one person's life in 20 years, it was worth it.

##### 17/92/TMH Apologies

Cllr D. Hallett

##### 17/93/TMH Minutes

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, the minutes of the previous meeting held on 17 January 2018 were **ADOPTED**.

**17/94/TMH Disclosable Pecuniary Interests**

There were none.

**17/95/TMH Dispensations**

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

**17/96/TMH Matters arising from the minutes of the Town Management Committee meeting held on 17 January 2018**

**Concessions**

The administrative officer confirmed the henna tattooing and hair braiding concessionaire had previously been given permission to sell some additional products, so this would remain part of the concession.

**Lyme Bay Rib Charter**

The operations manager said the company would probably operate from the harbour wall, as per the permission already given by West Dorset District Council (WDDC), but would retain the option of operating from WDDC's section of the sandy beach, if tide conditions allowed.

The operations manager confirmed the company would not be dragging equipment across the town council's part of the beach from the gazebo to the harbour wall, as the gazebo was only intended to store wetsuits and life jackets.

**Harbour dredging**

Cllr S. Williams said he had noticed very large stones on the beach, which had been left there following previous harbour dredges, and this would cause problems for the council's beach rake.

The operations manager said he would look into this.

**Lease assignment for the Antiques Centre**

Cllr S. Williams asked if there was any mention in the lease of advertising boards outside the premises.

The deputy town clerk said he would check this.

**17/97/TMH Update Report**

**Millennium Clock**

The deputy town clerk said the work to replace the clock head was completed that afternoon and the clock was operational again.

## 17/98/TMH Receipt of a Petition

Several members emphasised that the council fully supported there being a lifeguard hut on the beach, but the concern was with the size of the proposed new hut.

Cllr Mrs C. Reynolds said she was aware of other places where a smaller hut was used, but still raised. She believed this should be pursued further to determine if the same type of hut could be used in Lyme Regis.

Cllr J. Broom thanked Mr Turner for his efforts and said the council welcomed the public taking an interest in what it did. He said the RNLI's area lifesaving manager had requested a meeting with the council, and he suggested this was arranged with a small group of members and officers.

Cllr J. Scowen said he would like the council to take the RNLI's advice and to rescind the original motion. However, it was noted a rescinding motion had not been put forward.

Cllr S. Miller said there needed to be a hut which was proportionate to the risk on Lyme Regis beach. He believed the council would be more than happy to receive information from the RNLI to define what that risk was and what the council should do to mitigate that risk.

Cllr J. Scowen requested a recorded vote on the following motion:

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to arrange a meeting with the RNLI's area lifesaving manager to further discuss the proposed new lifeguard hut and to report back to members following the meeting.

**Voted for** – Cllr Mrs M. Ellis, Cllr S. Miller, Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe, Cllr Mrs C. Reynolds, Cllr G. Turner, Cllr S. Williams

**Voted against** – Cllr J. Scowen

**Abstentions** – None

Members discussed which councillors should attend the meeting with the RNLI.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs Mrs M. Ellis and Cllr J. Broom meet with the RNLI regarding the proposed new lifeguard hut.

## 17/99/TMH The Bay, Antiques Centre and Amusement Arcade Roof

Cllr B. Larcombe said he didn't believe members could determine which roof surface was best value for money unless it was known what the roof would be used for in the future, and members had not yet debated what that use would be.

The town clerk said if there was no appetite to commercialise the area, at least this could be taken out of the equation, and the council could then consider what surface would be fit for its intended use.

Some members believed the more expensive material should be used, to ensure the area was fit-for-purpose for whatever use was agreed, and to ensure it lasted as long as possible.

There was general support for the roof to become a public viewing area with glass panelled railings and picnic benches. The town clerk said this kind of use could qualify for section 106 funding, and funding from the Coastal Communities Fund (CCF).

It was proposed by Cllr J. Scowen to repair the roof of The Bay, antiques centre and amusement arcade with Polymethyl Methacrylate (PMMA).

This motion was not seconded.

Cllr J. Scowen asked how time-sensitive this work was.

The town clerk said the council had to begin to act now, especially due to problems with water ingress into the premises below. He said it was also important to act quickly to fit in with the allocation of section 106 funding and the bidding for CCF funding.

The town clerk suggested officers could commission some design options and bring these to the next cycle of meetings. He said officers could also check the eligibility criteria for CCF funding to see if this type of project would qualify.

The deputy town clerk said it would be necessary to carry out some patch repairs in the meantime.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that patch repairs are carried out immediately to the roof of The Bay, antiques centre and amusement arcade, and officers commission some design options for the roof to be used as a public viewing area.

*The town clerk left the meeting at 7.56pm.*

## **17/100/TMH CCTV**

There was some concern that the council hadn't properly determined what the purpose of the cameras was, and until that was known, members couldn't consider what type of system and specification was required.

Cllr S. Miller said the local police had said at a recent meeting that they supported CCTV, it would enhance policing in Lyme Regis, and act as a deterrent to anti-social behaviour and criminal behaviour. As such, he suggested the first five recommendations in the CCTV Advisory Service's report were followed through, and brought back to the committee for members' agreement to go to tender.

Cllr R. Doney said he believed the council should determine what problem it wanted to resolve – the prevention or detection of crime – before trying to find a technical solution.

Cllr B. Larcombe said members couldn't make an informed decision as there was no idea of costs.

Cllr S. Williams said CCTV wasn't vital and he suggested deferring the project for the time being.

It was proposed by Cllr B. Larcombe and seconded by Cllr S. Williams to create a 'CCTV operational requirement' as the foundation for new design of a CCTV system, giving vital criteria for the upgrade's performance.

This motion was not carried.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to:

- create a 'CCTV operational requirement' as the foundation for new design of a CCTV system, giving vital criteria for the upgrade's performance
- to conduct a privacy impact assessment to comply with the surveillance camera commissioner's code of practice and a data protection impact assessment to comply with data protection legislation
- to design a CCTV system and layout that suits that operational requirement, with detailed site surveys
- to complete a point-to-point radio survey to confirm new network paths
- to produce a technical specification written for a CCTV installers' tender
- to bring this information back to the council for consideration

#### **17/101/TMH Chalet 18 Monmouth Beach**

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the floor plan and drawings for the replacement of chalet 18 Monmouth Beach.

The deputy town clerk said the electricity supply to the chalet had been disconnected, the planning application had been submitted to WDDC pending the council's approval of the plans, and a local contractor was ready to demolish the existing chalet the following week. He said members would be updated on progress in the weekly briefing.

#### **17/102/TMH Memorial Benches and Trees**

The operations manager said letters had been sent to people on both waiting lists asking if they still wanted a bench or tree. He said the deadline to respond had passed and to date, at least 10 people had confirmed they wished to stay on the list.

Cllr B. Larcombe said there was still plenty of space on the Marine Parade where benches had been removed and not replaced.

Cllr Mrs M. Ellis said this didn't necessarily mean they had to be replaced.

It was proposed by Cllr B. Larcombe and seconded by Cllr S. Williams to add 10 memorial benches to Marine Parade and 10 memorial cherry trees for the memorial walk in the gardens at no cost to the council and as the 2018 provision.

This motion was not voted on.

Cllr R. Doney said he had concerns about the number of trees if 10 more were added, as a limit was set when they were first introduced.

Cllr B. Larcombe withdrew his earlier proposal, with the consent of the seconder, Cllr S. Williams.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to add 10 memorial benches to Marine Parade at no cost to the council and as the 2018 provision.

**17/103/TMH Guildhall Window**

Members noted the report.

**17/104/TMH Chalet Water Leaks**

Members noted the report.

**17/105/TMH View Road Access Arrangements**

Cllr Mrs M. Ellis said all the properties that used the access road were now commercial properties.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to note the existing arrangements controlling access over the council-owned road to the rear of View Road expire in early 2019 and that officers commence consideration of how best to deal with access rights and other associated issues in future, with a view to bringing a comprehensive report to a meeting of the Town Management and Highways Committee later in the year.

**17/106/TMH Complaints and Incidents Summary**

Members noted the report.

*The meeting closed at 8.33pm.*