



John Wright
Town Clerk

Lyme Regis Town Council

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Notice is hereby given of a the meeting of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on **Wednesday 1 November 2017** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
27.10.17

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 20 September 2017 (attached)

7. Matters arising from the minutes of the Full Council meeting held on 20 September 2017

To inform members of matters arising from the minutes of the Full Council meeting on 20 September 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

8. Update Report

To update members on issues previously reported to this committee

9. Mayor's Announcements

10. Planning Committee

To receive the minutes of the meeting held on **19 September 2017 and 17 October 2017** and note the committee's comments made on planning applications under the power delegated by Full Council.

11. Human Resources Committee

To receive the minutes of the meeting held on **27 September 2017** and consider the recommendations therein.

12. Strategy and Finance Committee

To receive the minutes of the meeting held on **18 October 2017** and consider the recommendations therein.

13. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **11 October 2017** and consider the recommendations therein.

*In relation to the recommendation in minute number **17/46/TCP**, there is a report elsewhere on this agenda.*

14. Town Management and Highways Committee

To receive the minutes of the meeting held on **4 October 2017** and consider the recommendations therein.

15. Appointments to Council Committees

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

16. Motions to be Considered at the Dorset Association of Parish and Town Councils' AGM

To allow members to consider the motions to be considered by the DAPTC's annual general meeting on 4 November 2017 and agree a voting mandate for Cllr J. Broom

17. Lyme Regis Football Club Grant Request

To allow members to consider a request from Lyme Regis Football Club to bring forward £2,500 of its total grant allocation of £100,000 to cover additional costs incurred in its kitchen extension project

18. LymeArts Community Trust Fund Raising to 1 October 2017

To inform the Full Council of the funds raised by LymeArts Community Trust (LACT) up until 1 October 2017 and to update members on LACT's financial position at 30 September 2017

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

19. Seafront Wi-fi Contract Award

To allow members to revisit the appointment of a seafront wi-fi contractor to ensure compliance with the council's financial regulations

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

20. Lister Gardens' Boundary Dispute

To allow members to consider the response from the Land Registry and the draft response prepared by the council's solicitors, Kitson and Trotman

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

20. Exempt Business

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

1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

- a) **agenda item 18 - LymeArts Community Trust Fund Raising to 1 October 2017**
- b) **agenda item 19 - Seafront Wi-fi Contract Award**
- c) **agenda item 20 - Lister Gardens' Boundary Dispute**

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 20 SEPTEMBER 2017

Present

Chairman: The Mayor, Cllr M. Ellis

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

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

The mayor, Cllr Mrs M. Ellis made a presentation to Colin Barker, who had served as macebearer for over 25 years, and his wife Shirley for her support.

17/69/C Declaration of Acceptance of Office

It was noted Cllr P. Ridley had signed his declaration of acceptance of office.

17/70/C Public Forum

Adrian Ragbourne

Mr Ragbourne updated members on the project to install wi-fi on the seafront, which was due to be in place for October half term. He said a supplier had been identified, having secured funding of up to £12,000 through the Coastal Community Team for Lyme Regis and Charmouth. He said site surveys had been carried out but the project had come to a halt, and he was now under pressure to return the money to allow another town in Dorset to proceed. Mr Ragbourne said it was now for the council to decide if it wanted to proceed and how that could be done in a reasonable amount of time so he could retain the funds and get it established ideally before the October half term.

Nigel Ball

Mr Ball asked if a planning application had been submitted to East Devon District Council (EDDC) for the Sidmouth Road park and ride, and if an operator was in place. He said now was the time to sort it out.

Mr Ball said the outskirts of the town were looking a lot better, particularly Talbot Road and Colway Lane. He said hedges had been dealt with and he thanked everyone involved in making it happen because it was making a difference. He said he wanted to encourage everyone in Lyme Regis to help tidy up the town a bit. He said Three Cups was a prime example with A boards outside, which was letting the whole of Broad Street down.

Mr Ball said more bins were needed on the seafront, as well as dog waste bins to encourage people to pick up after their dogs.

Mr Ball said he hoped the public toilets would be sorted out before the next peak season. He said comments in the paper from people who had been visiting Lyme Regis for many years had been negative, but he was sure the authorities were doing everything they could with the resources they had.

Mr Ball encouraged everyone to report potholes and blocked drains on the Dorset For You website as it was an effective way to get these issues resolved.

The mayor, Cllr Mrs M. Ellis said many of these issues would be picked up by the Town Management and Highways Committee.

Ken Gollop

Mr Gollop supported Mr Ball's comments about the town. He said staff from the three local councils had done a lot of work weeding in the last couple of months and had done a good job. He said it was a pity about dandelions outside Costa Coffee and A boards in the town, as no one seemed to be doing anything to regulate them. Mr Gollop said the drop in visitor numbers had also meant there were less people begging.

Cllr D. Turner – Dorset County Council (DCC)

Cllr D. Turner said he had been heavily involved with school transport over the last few weeks and on the whole, the transport contracts had gone extremely well. He said issues remained regarding post-16 transport, because although pupils had to stay in education post-16, no extra budget had been provided to transport them. He said more information than ever before had been issued by DCC about school transport, especially on social media.

Cllr D. Turner said work to re-surface Silver Street was due to start on 8 January 2017, to co-ordinate with repairs to the old railway bridge.

Cllr D. Turner said DCC was still under budget pressures but more partnership working between the Dorset Councils Partnership was helping to relieve some pressure.

Cllr D. Turner said a decision on local government reorganisation was expected this month.

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

Cllr D. Turner said WDDC was working with a company called Public Sector Plc to take assets the council was going to dispose of, add value to them, and sell them on at a profit, which would then be shared between WDDC and the Dorset Councils Partnership.

Cllr D. Turner said there were still long delays in the planning department, particularly for land searches.

Cllr S. Miller said he had emailed Cllr D. Turner several times regarding traffic issues in Lyme Regis but had not received a reply. Since the meeting in May to discuss

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traffic issues in Lyme Regis, he asked Cllr D. Turner what he had done to further an agreement to pursue a one-way system comprising Silver Street, Broad Street, Pound Street and Pound Road.

Cllr D. Turner said he had not received those emails and he asked Cllr S. Miller to send details to his DCC address, and he would then take the matter to the relevant DCC officers and report back.

Cllr B. Larcombe said the council had not been notified that the resurfacing of Silver Street had been postponed.

Cllr D. Turner said this kind of information was available on the Dorset Explorer website.

Cllr Mrs C. Reynolds – West Dorset District Council

The mayor, Cllr Mrs M. Ellis congratulated Cllr Mrs C. Reynolds on her election to WDDC.

Cllr Mrs C. Reynolds thanked all those who voted for her and colleagues on the town council who had supported her.

17/71/C Questions from Councillors

Cllr B. Larcombe

Given the council office's poor public access, particularly disabled and emergency access, and inefficient office space, Cllr B. Larcombe asked if the council could formally explore the potential of occupying the ground floor of the Three Cups Hotel, once the refurbishment had been completed.

The mayor, Cllr Mrs M. Ellis requested this was put on a future agenda.

Cllr J. Scowen

Cllr J. Scowen asked why the council was not proceeding with seafront wi-fi and why the project would have to start again.

The town clerk said members would be asked to consider wi-fi options at the next Tourism, Community and Publicity Committee meeting.

Cllr B. Larcombe

Cllr B. Larcombe asked if the enforcement officers could be congratulated for their work at the height of the season when there was a massive influx of tourists, for being the council's eyes and ears and dealing with many issues against the odds.

Cllr O. Lovell

Cllr O. Lovell asked why an ATM was being put at the bottom of Bell Cliff where the rotunda was moved from, why two machines were required, and why the council

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wasn't supporting Fordhams in its application to install an ATM in its shop, instead of installing two on the same side of the road.

Cllr Mrs C. Reynolds said in a town the size of Lyme Regis, there should be around four or five ATMs. She said the only locations available were those where the land belonged to the council, and that other locations had been pursued but to no avail. She said the bottom of Bell Cliff had better accessibility, and the ATM would be located at the side of the parade.

17/72/C Apologies for Absence

Cllr D. Hallett – illness
Cllr P. Ridley – holiday

17/73/C Disclosable Pecuniary Interests

There were none.

17/74//C Dispensations

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

17/75/C To confirm the accuracy of the minutes of the Full Council meeting held on 12 July 2017

Proposed by Cllr S. Miller and seconded by Cllr J. Scowen, the minutes of the meeting held on 12 July 2017 were **ADOPTED**.

17/76/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 26 July 2017

Proposed by Cllr S. Miller and seconded by Cllr S. Larcombe, the minutes of the extraordinary Full Council meeting held on 26 July 2017 were **ADOPTED**.

17/77/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 9 August 2017

Proposed by Cllr S. Miller and seconded by Cllr G. Turner, the minutes of the extraordinary Full Council meeting held on 9 August 2017 were **ADOPTED**.

17/78/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 22 August 2017

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, the minutes of the extraordinary Full Council meeting held on 22 August 2017 were **ADOPTED**.

17/79/C Matters arising from the minutes of the Full Council meeting held on 12 July 2017

Chalet 18, Monmouth Beach

Cllr S. Miller asked for an update on chalet 18, Monmouth Beach.

The town clerk said legal proceedings had been instigated, although a proposal to demolish and re-build the chalet had been received from the owners. He said the legal notice would not be withdrawn until a new chalet had been built.

Lengthsman

In response to a member question, the town clerk said a programme of work for the external works' team was being developed, and this included the lengthsman.

Ware Cliff chalets

In response to a member question, the town clerk said initial payments had been received from prospective purchasers, although final payments had not been received as there were ongoing issues with building control. He said no one would be occupying the chalets until full payment was received.

Site licences and leases

The town clerk said the deputy town clerk met had with the solicitor that day to go through outstanding issues, and he was assured this work would be completed by lunchtime the following day. He said the process of issuing invoices would start by the end of the week.

17/80/C Matters arising from the minutes of the extraordinary Full Council meeting held on 26 July 2017

Members noted the report.

17/81/C Matters arising from the minutes of the extraordinary Full Council meeting held on 9 August 2017

Members noted the report.

17/82/C Matters arising from the minutes of the extraordinary Full Council meeting held on 22 August 2017

Cllr Mrs C. Reynolds asked that a letter was sent to WDDC, Lyme Regis Community Land Trust and Yarlington Housing Group before the homes at Timber Hill were allocated to ensure clause 4 of the allocations policy was amended.

17/83/C Update Report

Members noted the report.

17/84/C Mayor's Announcements

The mayor, Cllr Mrs M. Ellis said her chosen charity was St Michael's Parish Church, as considerable work was required to the church tower.

Cllr S. Williams asked for a written note on what was discussed at meetings attended by the mayor with WDDC and Oliver Letwin MP.

17/85/C Planning Committee

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 25 July 2017 and 22 August 2017.

17/86/C Human Resources Committee

Proposed by Cllr B. Larcombe and seconded by Cllr O. Lovell, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 19 July 2017 and adopt the recommendations, as follows:

17/24/HR – Learning and Development Plans

RESOLVED: to note the learning and development undertaken by employees in 2016/17, to note the learning and development undertaken by members in 2016/17, and to agree employees are paid an additional spinal column point if they obtain a qualification during their employment with the council which is relevant to their job and that qualification is at a level 3 or above on the National Qualification Framework.

17/25/HR – Local Council Award Scheme

RESOLVED: to defer the target date for achieving the Quality Gold Award of the Local Council Award Scheme to 30 September 2018.

17/26/HR – Health and Safety

RESOLVED: to approve the appointment of a consultant undertake a health and safety audit, develop a compliance programme and oversee the implementation of the compliance programme.

17/27/HR – Working Patterns and Pay

RESOLVED: that the lengthsmen is paid overtime to work one Saturday each month and a local agreement is entered in to if required, a comparative review of the cleansing operative pay is undertaken with Dorset Waste Partnership and a local agreement is entered in to if required, and all employees, including office staff, up to and including spinal column point 28, who are not the subject of a separate local agreement and who are required to work additional hours beyond their 'normal' working week are offered overtime as an alternative to time-off in lieu in accordance with Part 3 para 2.6 of the 'Green Book' (National Agreement on Pay and Conditions of Service as amended December 2016).

17/28/HR – Staff Leave Entitlement

RESOLVED: to keep a watching brief on leave entitlement and refer the matter to the external HR consultant, with a view to introducing a cap for new employees of 27

days, and to seek further advice on harmonising leave entitlement with other councils.

17/87/C Strategy and Finance Committee

Proposed by Cllr S. Miller and seconded by Cllr O. Lovell, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 6 September 2017 and adopt the recommendations, as follows:

17/32/SF – Review of Mandatory and Non-Mandatory Standing Orders

RESOLVED: to approve the suggested amendments to standing orders to reflect the model standing orders provided by the National Association of Local Councils (NALC), specifically in relation to mandatory and non-mandatory clauses, subject to qualification of the coloured bullet points in relation to mandatory clauses.

17/35/SF – Credit Card Surcharge

RESOLVED: that the council removes the 2% surcharge it imposes on credit card transactions from 21 September 2017.

17/37/SF – List of Payments

RESOLVED: to approve the schedule of payments for June 2017 for the sum of £210,613.73.

17/38/SF – Debtors' Report

RESOLVED: to instruct officers to pursue all outstanding debts.

17/88/C Tourism, Community and Publicity Committee

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr S. Larcombe, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 2 August 2017 and adopt the recommendations, as follows:

Cllr S. Williams asked if accounts had been provided by LymeArts Community Trust, and if so, could they be circulated to members.

The town clerk said he anticipated the signed-off 2016/17 accounts would be provided imminently. He said an update report would be provided to the Tourism, Community and Publicity Committee.

17/25/TCP – Lyme Regis Guide 2018

RESOLVED: that the number of town guides produced and printed in 2018 be increased from 20,000 to 25,000, that Carrier Direct Marketing be retained to carry out the design, advertising, sales service and lead generation and fulfilment of the 2018 town guide at a total cost of £28,436 plus VAT, and Blackmore Group be retained for the printing of the 2018 town guide at a cost of £5,553.

17/26/TCP – Keeping the Electorate Informed

ORIGINAL MOTION: that Cllr J. Scowen submits a mock-up of a possible newsletter for consideration by the next meeting of Full Council, and the offer of a regular and free council column in the View From newspaper be noted with thanks and supported in principle, together with the possibility of using Lyme Voice to help inform the choice of topics and priorities.

Cllr J. Scowen said he had not been able to produce a mock-up of a possible newsletter for this meeting.

RESOLVED: the offer of a regular and free council column in the View From newspaper be noted with thanks and supported in principle, together with the possibility of using Lyme Voice to help inform the choice of topics and priorities.

17/27/TCP – A New Proposal for Retaining a Public Arts Presence in Lister and Langmoor Gardens

RESOLVED: that the proposal submitted by Adrian Ragbourne for retaining a public arts presence in Lister and Langmoor Gardens be underwritten up to a maximum of £5k for a period of one year, only.

17/89/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 26 July 2017 and adopt the recommendations, as follows:

Cllr R. Roney asked for an update on the Public Space Protection Orders (PSPOs).

Cllr D. Turner said most of the proposed PSPOs were approved by WDDC but the issue of begging had been deferred back to the Overview and Scrutiny Committee for further consideration.

The mayor, Cllr Mrs M. Ellis asked if members could be informed of the outcome through the members' briefing.

17/24/TMH – Proposals for a Café and Toilets in the Lister Gardens

RESOLVED: that John Stark and Crickmay Partnership's scheme is properly costed at today's rates, and for a costed scheme to be taken to the Strategy and Finance Committee for review and to consider a way forward.

17/25/TMH – Winter Boat Storage, Monmouth Beach Car Park

RESOLVED: to approve the request from the harbourmaster to store boats on the western section of Monmouth Beach from 14 October 2017 until 23 March 2018, to charge West Dorset District Council £3,500 plus VAT, to be paid within 30 days of the invoice, and to instruct the town clerk to give West Dorset District Council advance notice of this committee's recommendation to Full Council.

17/26/TMH – A Request to Launch Personal Watercrafts from Monmouth Beach

RESOLVED: to refuse the request to launch personal watercrafts from Monmouth Beach.

17/27/TMH – Cleaning of Marine Parade Toilets

RESOLVED: to prepare a costed schedule for servicing the public toilets, formulate a plan for the servicing of the toilets, and assess the viability of how people can be employed to service that.

17/30/TMH – Request for Alfresco Seating Outside By the Bay Restaurant, Marine Parade

RESOLVED: to refuse the request for alfresco seating outside By the Bay Restaurant.

17/90/C External Audit Report for the Year Ended 31 March 2017

The town clerk said this was a good audit; it was not qualified and there were no comments made by the external auditors. He said this was testament to what went on in the back office to make the council's systems and procedures work.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members **RESOLVED** that the council approves and accepts the certified Annual Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2017.

17/91/C Appointments to Council Committees

Proposed by Cllr S. Williams and seconded by Cllr O. Lovell, members **RESOLVED** to approve the appointment of Cllrs J. Broom and B. Larcombe to the Christmas Lights Committee.

17/92/C List of Payments

Cllr S. Larcombe asked what the payment for £129.60 to Glen Cleaning was for, as it was less than the regular payment.

In relation to payments for bands performing in the shelters, Cllr O. Lovell said this budget had not been increased for some years and he asked if the council would consider an increase.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Scowen, members **RESOLVED** to approve the schedule of payments for July 2017 for the sum of £158,703.63.

The meeting closed at 8.33pm.

AGENDA ITEM 7

Committee: Full Council

Date: 1 November 2017

Title: Matters arising from the minutes of the Full Council meeting held on 20 September 2017

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 20 September 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

17/71/C – Questions from Councillors

The issue of relocating council offices to the ground floor of the Three Cups Hotel will be considered at the Strategy & Finance meeting on 31 January 2018.

Seafront wi-fi options were considered by the Tourism, Community and Publicity Committee on 11 October 2017 and a recommendation is elsewhere on this agenda.

17/82/C – Matters arising from the minutes of the extraordinary Full Council meeting held on 22 August 2017

On 25 October 2017, the town clerk sent a letter to WDDC, Lyme Regis Community Land Trust and Yarlinton Housing Group about amendments to clause 4 of the allocations policy for the new homes at Timber Hill.

17/84/C – Mayor's Announcements

Details of the meeting on 3 August 2017 with WDDC regarding assets and services were reported to the Strategy & Finance meeting on 6 September 2017 as part of the update report.

The meeting which took place between Cllr Mrs M. Ellis, Cllr Mrs C. Reynolds, the town clerk and Rt Hon Oliver Letwin MP on 21 July 2017 was not recorded, however the items discussed included ATMs (this was the principal reason Rt Hon Sir Oliver Letwin called the meeting), the replacement of the 71 bus route service,

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asset and service transfers between WDDC and LRTC, provision of a park & ride, and planning consent for the seafront railings.

17/29/C – List of Payments

The payment to Glen Cleaning for £129.60 was for extra cleans over the May half-term holiday.

The budget allocated to payments for bands performing in the shelters is increased annually by inflation. The budget for 2017/18 was £2,087.

John Wright
Town clerk
October 2017

Committee: Full Council

Date: 1 November 2017

Title: Update Report

Purpose

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Legal deeds and agreements for CLT development at Timber Hill

The legal deeds and agreements for the CLT development at Timber Hill have been signed.

Cash machines

On 10 October 2017, the town clerk received an email from Cash Zone confirming the go ahead for the installation of ATMs.

Site licences

Final agreement on site licences and leases has been reached and invoices are prepared.

John Wright
Town clerk
October 2017

**Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 1 November 2017**

15 September	Attended with consort Purbeck civic day
16 September	Travelled with consort to National Memorial Arboretum in Staffordshire
17 September	Attended with consort Devon & Dorset Regiment, dedication of memorial at National Memorial Arboretum in Staffordshire
19 September	Attended with town clerk a meeting with Lieutenant Colonel (Retd) A R Trelawney of the Rifles
21 September	Attended with deputy mayor the opening of the Philpot Museum, Lyme Regis
22 September	<p>Attended Royal British Legion WW1 meeting with members of the working group</p> <p>The deputy mayor welcomed Matt Smith head of fundraising at the Weldmar Hospice shop as Lyme Regis was one of the shops visited as part of the Dorset wide ride for charity</p> <p>I would like to thank the deputy mayor for attending this event on my behalf</p>
23 September	Attended with town clerk members information day at Royal Lion Hotel
27 September	Attended with consort Blandford Forum civic day
3 October	Visited with consort Treetops Residential Home for international day for older people
6 October	Attended "Time to Talk" at Woodmead Halls
10 October	Presented Nigel Ball with £100 draw prize from the free draw offered to all who attended "Time to Talk"
12 October	Chaired local area partnership meeting
20 October	Attended with consort opening of Lyme Regis Football Club kitchen to cut ribbon, made a speech and unveiled plaque.
21 October	Opened with consort ukulele festival

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 17 OCTOBER 2017**

Present:

Members: Cllr B. Larcombe (Chairman), Cllr J. Broom, Cllr Mrs. C. Reynolds, Cllr G. Turner and Cllr S. Williams

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

17/62/P Public Forum

There were no comments from the public forum at this point in the meeting.

17/63/P Apologies

Apologies for absence had been received from Cllr D. Hallett due to illness and to Cllr Mrs M. Ellis due to a personal commitment.

17/64/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 19 September 2017, were **ADOPTED** without amendment.

17/65/P Disclosable Pecuniary Interests

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

17/66/P Dispensations

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

17/67/P Matters arising from the minutes of the meeting held on 19 September 2017

The report was noted and the deputy town clerk said that if any observations are received from members of the public with regard to excessive traffic problems they will be reported back to this meeting and also to Dorset County Council Highways.

17/68/P Update Report

The report was noted.

17/69/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/17/001773 – FULL** (Received September 2017)
Pielesz – Demolition of single storey rear extension and garage and erection of single storey rear extension and garage on a slightly enlarged footprint; replacement of pitched roof to lower ground floor bedroom with a flat roof and glass balustrade to form balcony; demolition of conservatory to front elevation – 3 Overton Close, Timber Hill, Lyme Regis, DT7 3HQ

Members recommended that this application be approved

- 2) **WD/D/17/001851 – FULL** (Received 13 September 2017)
Alexson – Replace rear windows, insert French door, demolish existing extension and erect new extension plus external and internal alterations – Malabar House, 8 Church Street, Lyme Regis, DT7 3BS

Members recommended that the application be approved.

- 3) **WD/D/17/002000 - FULL** (Received 22 September 2017)
Seal – Change of use, extension and conversion of barns to form holiday unit – Rhode Barton Farm, Rhode Barton, Charmouth Road, Lyme Regis, DT7 3UE

Members recommended that the application be approved.

- 4) **WD/D/17/002014 – LISTED BUILDING CONSENT** (Received 20 September 2017)
Sparey – Scheme of re-roofing and associated improvements to the exterior – Haye House, Haye Lane, Lyme Regis, DT7 3NQ

Members recommended that the Listed Building Consent be approved.

- 5) **WD/D/17/002086- FULL** (Received 28 September 2017)
Hendrickson – Erection of detached dwelling to south of existing Harbour Heights building – Harbour Heights, Cobb Road, Lyme Regis, DT7 3JR

Members recommended refusal, on the following grounds:

The application refers to water being disposed of through a soak away which is not supported in Lyme Regis.

The site is brownfield with an increased risk of ground contamination; but this is not referred to in the application and no remediation measures are put forward.

17/70/P Amended/Additional Plans

The amended plans were noted.

Cllr B. Larcombe questioned why Amended or Additional Plans were not reviewed as a matter of course especially when they could present an issue(s) which changes a view previously expressed by LRTC's Planning Committee.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr G. Turner, it was **RESOLVED** for all future meetings all amended plans would be considered.

17/71/P Withdrawn Applications

There were no withdrawn applications.

17/72/P Planning Decisions

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

17/73/P Correspondence from West Dorset District Council regarding planning matters

The correspondence from West Dorset District Council was **NOTED**.

The meeting closed at 7.23 pm

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 19 SEPTEMBER 2017**

Present:

Members: Cllr B. Larcombe (Chairman), Cllr J. Broom, Cllr Mrs. M. Ellis, Cllr Mrs. C. Reynolds, Cllr G. Turner and Cllr S. Williams

Officers: Mark Green (deputy town clerk)

17/50/P Public Forum

There were no comments from the public forum at this point in the meeting.

17/51/P Apologies

Apologies for absence had been received from Cllr D. Hallett.

17/52/P Minutes

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 22 August 2017, were **ADOPTED** without amendment.

17/53/P Disclosable Pecuniary Interests

Cllr J. Broom declared an interest in application WD/D/17/001693, left the room whilst the matter was discussed and took no part in either the discussion or voting.

Cllr Mrs. M. Ellis declared an interest in application WD/D/17/001942, left the room whilst the matter was discussed and took no part in either the discussion or voting.

17/54/P Dispensations

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

17/55/P Matters arising from the minutes of the meeting held on 25 July 2017

There were no matters arising on this agenda.

17/56/P Update Report

There was no update report on this agenda.

17/57/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/17/001674 – FULL** (Received 17 August 2017)
HIX Townhouse – External alteration constituting a painted sign on the East level of the building – 1 Pound Street, Lyme Regis, DT7 3HZ

Members recommended that the application be refused because the sign was excessively large and would have a negative and overbearing impact on the street scene in such a prominent location in the town centre.

- 2) **WD/D/17/001693 – FULL** (Received 16 August 2017)
Duff – Replace 4.No windows – Little Thatch, 8 Sherborne Lane, Lyme Regis, DT7 3NY

Members recommended that the application be approved.

- 3) **WD/D/17/001759 - FULL** (Received 25 August 2017)
Ball – Loft conversion to create two new bedrooms one of which will be en-suite – 28 Talbot Road, Lyme Regis, DT7 3BB

Members recommended that the application be approved.

- 4) **WD/D/17/001997 – VARIATION OF CONDITION** (Received 24 August 2017)
Tidalstone Limited – Refurbishment and remodeling of the existing house and flat building to create 2 new houses, and erection of 1 new house (creating 3 new dwellings in total) – (variation of conditions 1 and 4 of planning permission WD/D/16/002279 to amend floor plans, elevations and roof materials– 14 Somers Fields, Lyme Regis, DT7 3EZ

Members recommended that the application be approved.

- 5) **WD/D/17/001817- FULL** (Received 31 August 2017)
Sweet- Divide existing apartment (Flat 1) to create two apartments – 1 High Cliff House, Sidmouth Road, Lyme Regis, DT7 3EQ

Members recommended that the application be approved.

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- 6) **WD/D/17/001597- FULL** (Received 31 August 2017)
May – Erect side extension – The Chalet, Cobb Road, Lyme Regis, DT7 3JR

Members recommended that the application be approved.

- 7) **WD/D/17/001848 – LISTED BUILDING CONSENT** (Received 12 August 2017)
Prince – Demolish sub-standard single storey rear extension and erect single storey rear extension of similar size – 10 Church Street Lyme Regis, DT7 3BS

Members recommended that the application be approved subject to the comments of the Listed Building Officer.

- 8) **WD/D/17/001847 – FULL** (Received 1 September 2017)
Prince – Demolish sub-standard single storey rear extension and erect single storey rear extension of similar size - 10 Church Street Lyme Regis, DT7 3BS

Members recommended that the application be approved.

- 9) **WD/D/17/001823- FULL** (Received 1 September 2017)
Capstone Building Ltd – Proposed relocation of car port and realignment of driveway – Land adjacent to Greenhill House, Somers Road Lyme Regis, DT7 3EX

Members recommended that the application be approved.

- 10) **WD/D/17/001868- LISTED BUILDING CONSENT** (Received 31 August 2017)
Walker & Johnson- Replace rear first floor windows – 29 Coombe Street, Lyme Regis, DT7 3PP

Members recommended that the application be approved subject to the comments of the Listed Building Officer.

- 11) **WD/D/17/001896 – FULL** (Received 5 September 2017)
Farmer – Installation of ATM with advertising and external lighting – 67 Broad Street, Lyme Regis, DT7 3QF

Members recommended that the application be approved.

- 12) **WD/D/17/001885-CERT OF LAWFULNESS** (Received 8 September 2017)
Ward- Erect single storey rear extension- 2 Thornton Pearn Rise, Lyme Regis, DT7 3NU

Members recommended that the application be approved.

- 13) WD/D/17/001897 – ADVERTISEMENT** (Received 5 September 2017)
Farmer - Installation of ATM with advertising and external lighting – 67 Broad Street, Lyme Regis, DT7 3QF

Members recommended that the application be approved.

- 14) WD/D/17/001942- CERT OF LAWFULNESS** (Received 9 September 2017)
Cawthorne- Use of ground, first and second floors as a dwelling house- Rotherfield House, View Road, Lyme Regis, DT7 3AA

Members felt that they were unable to comment on this application because of the complete lack of supporting information available to them from the West Dorset website.

- 15) WD/D/17/001953 - FULL** (Received 8 September 2017)
Smart- Erect two storey side extension- 42 Queens Walk, Lyme Regis, DT7 3BH

Members felt that they were unable to comment on this application because of the complete lack of supporting information available to them from the West Dorset website.

17/58/P Amended/Additional Plans

There were no amended or additional plans for consideration at this meeting.

17/59/P Withdrawn Applications

There were no withdrawn applications.

17/60/P Planning Decisions

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

17/61/P Correspondence from West Dorset District Council regarding planning matters

The correspondence from West Dorset District Council was **NOTED**.

The meeting closed at 7.42 pm

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 27 SEPTEMBER 2017

Present

Chairman: Cllr B. Larcombe

Members: Cllr J. Broom, Cllr Mrs M. Ellis, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr S. Williams

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

Guests: Ms K. Motteram (MotteramHR)

17/32/HR Public Forum

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

17/33/HR Apologies

Cllr D. Hallett – illness

Cllr G. Turner – coastguard meeting

17/34/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 19 July 2017

Cllr Mrs M. Ellis requested in minute number 17/24/HR, the word 'would' be amended to 'should'.

Cllr B. Larcombe requested in minute number 17/27/HR, his comments be amended to, 'Cllr B. Larcombe said introducing consistency with a maximum into contracts for new members of staff and trying to cap contracts for existing staff would not be without difficulty.'

Proposed by Cllr J. Broom and seconded by Cllr O. Lovell, with the above amendments, the minutes of the meeting held on 19 July 2017 were **ADOPTED**.

17/35/HR Disclosable Pecuniary Interests

There were no disclosable pecuniary interests.

17/36/HR Dispensations

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

17/37/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 19 July 2017

Members noted the report.

17/38/HR Update Report

Members noted the report.

17/39/HR Review of the Bullying and Harassment Policy and Procedure

Cllr J. Broom said the review date was wrong on page three of the policy and procedure, and should be changed to 2020, which members agreed.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** to approve the bullying and harassment policy and procedure, as amended by the Human Resources Committee.

17/40/HR Postholder 214, Six-Month Probation Report

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to an individual.

17/41/HR Postholder 108, Six-Month Probation Report

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to an individual.

17/42/HR Contracts of Employment

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to an individual.

17/43/HR Exempt Business

a) Contracts of Employment

The town clerk clarified the implementation date for the new contracts would be March 2018.

The town clerk said there were inconsistencies in the current documents the council had in place and this had to change in order to standardise all employees' contracts and their terms.

AGENDA ITEM 11

The town clerk said Katherine Motteram, of MotteramHR, had been approached to undertake some work on a fixed price basis, and if the council was happy with this work, Ms Motteram would look at reviewing all the council's policies and procedures. He said an interim report would be brought to the next meeting of this committee.

Cllr Mrs C. Reynolds said she would like to see a female member of the committee working with the town clerk and committee chairman on the implementation of the contracts, and suggested Cllr Mrs M. Ellis, but this was not agreed.

Ms Motteram outlined the process for implementing new contracts and the process the council needed to follow to inform and consult with staff. She advised holding an initial meeting to inform all employees, prior to holding individual consultations.

Cllr Mrs M. Ellis reminded members of the confidentiality of this issue and said members should not give opinions which could interfere with the consultation process.

Cllr O. Lovell said he was happy for the chairman and town clerk to deal with MotteramHR, however if an employee had a grievance with the situation they should be able to approach any member and have them attend all consultations with them.

The town clerk advised against this. He said it was important the committee's position was not undermined and members should avoid the risk of a conflict of interests which could arise if they represented an individual employee. He said if any employee had concerns, another member of staff or a trade union representative could attend consultations with them.

Members discussed how amendments could be made to the draft contract without pushing the timescale back.

Ms Motteram said it was important to set a timescale to allow for a smooth consultation period. She said due to the consultation process, implementation dates for employees would vary anyway, but it was important to have a final date to stick to.

It was decided any amendments could be made and brought to the next Full Council meeting on 1 November 2017 to be agreed, rather than waiting a whole cycle of meetings.

Proposed by Cllr O. Lovell and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** to approve the draft contracts of employment, to include minor amendments that don't change the spirit of the contract, and that this be brought to Full Council on 1 November 2017, and an implementation date of 1 March 2018.

Proposed by Cllr O. Lovell and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** that this project is led by the town clerk in consultation with the chairman of this committee.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis members agreed to **RECOMMEND TO FULL COUNCIL** to approve the appointment of MotteramHR to advise the council on the transition from 'statements of particulars' to contracts of

employment, to review its human resources' policies and procedures, and to produce a staff handbook.

b) Postholder 214, Six-Month Probation Report

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to approve postholder 214's continued employment for the remainder of the two-year fixed-term contract.

c) Postholder 108, Six-Month Probation Report

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve postholder 108's continued employment for the remainder of the two-year fixed-term contract.

Meeting note: While in exempt business, Cllr B. Larcombe informed the committee a formal grievance had been lodged and was being progressed.

The meeting closed at 8.17pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 OCTOBER 2017

Present

Chairman: Cllr S. Miller

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr P. Ridley, Cllr G. Turner, Cllr S. Williams

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

17/40/SF Public Forum

There were no members of the public present.

17/41/SF Apologies for Absence

Cllr D. Hallett – illness
Cllr P. Hicks
Cllr J. Scowen

17/42/SF Minutes

Cllr J. Broom said Cllr S. Williams was shown as being absent and present, and he did attend the meeting.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, with the above amendment, the minutes of the meeting held on 6 September 2017 were **ADOPTED**.

17/43/SF Disclosable Pecuniary Interests

Cllr R. Doney declared a pecuniary interest in agenda item 14, Review of Charges, relating to Bell Cliff advertising boards, as the Town Mill Brewery had a board. He said he would not take part in the discussion or vote.

Cllr Mrs M. Ellis declared a pecuniary interest in anything relating to the Woodmead Halls.

Cllr Mrs C. Reynolds declared a non-pecuniary interest in agenda item 21, List of Payments, as her brother had received a payment.

17/44/SF Dispensations

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

17/45/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 6 September 2017

Members noted the report.

17/46/SF Update Report

West Dorset District Council, Assets and Services

Cllr B. Larcombe asked if there was any sense of what would be discussed at the next meeting between clerks and mayors/leaders and the position being adopted by the town council.

Although there were no specific proposals made yet, the town clerk said the areas West Dorset District Council (WDDC) would want to consider included toilets, tourist information centre, street cleaning, local economy, and grants to organisations.

Members agreed all towns in West Dorset should be treated equally in terms of asset and service transfers.

Cllr Mrs C. Reynolds said this issue was due to be discussed by WDDC's Strategy Committee and she would speak on it at the meeting.

17/47/SF Assets-on-and-around Monmouth Beach Car Park Working Group

In response to a member question, the town clerk said a follow-up meeting to consider the bowls club had not yet been arranged but members would be notified of the date.

17/48/SF The Process for Approving the 2018-19 Budget and the Medium-Term Financial Plan

The town clerk explained how the following six budget reports had been put together to guide members through the budget-setting process.

17/49/SF Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Members discussed some areas of concern, which included breaches of confidentiality by members, breaches of financial regulations, and loss of cash through theft or dishonesty.

The town clerk gave several examples of where financial regulations had been breached in the past year. He said the finance manager had put together a list of possible breaches, and a report on this would be brought to the next meeting on 29 November 2017.

The town clerk said in any organisation that dealt with cash, there would inevitably be a risk of money going missing, despite that organisation having processes in place to minimise the risk.

AGENDA ITEM 12

Cllr R. Doney said it was important members considered the risks and how they could improve their behaviour and actions. He also questioned how members could factor these risks into the council's business when making decisions. He said it might be helpful if members were alerted to issues that were high on the risk register when they were being considered.

The town clerk said future risk registers could show the score of the 'raw' risk, and the mitigated risk.

Cllr B. Larcombe said he was concerned about the high scores given to non-compliance of health and safety and staff morale.

The town clerk said there was a health and safety policy in place but there were gaps. However, this was something the operations manager had been asked to focus on.

The town clerk said there had been incidents in the past year which had affected staff morale, and he expected there to be some angst surrounding the introduction of new contracts and terms and conditions.

Cllr O. Lovell asked why member-member relationships had been identified as a risk, but staff-staff relationships were not.

It was agreed staffing issues, including staff-staff relationships, should be factored into the risk register.

Proposed by Cllr R. Doney and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to note the statement of internal control and the town clerk's observations; to approve the risk management policy and the standard annual risk assessment; and to approve the draft risk register with the inclusion of staffing issues, including staff-staff relationships.

17/50/SF Procurement

The town clerk said there had been a significant amount of scrutiny of the council's business activities to make savings. He said over the next year he intended to focus on the external works' budget, where officers believed savings could be made and procedural anomalies resolved.

Cllr S. Williams said it seemed the council no longer put much work out to tender.

The town clerk said large jobs had gone out to tender, but there were instances where the work was specialised and suitable contractors were therefore limited. He said the press advert inviting local tradespeople to register an interest in carrying out repairs' work for the council had received no response, but this would be repeated.

The town clerk said the council may want to consider how it buys in services, and possibly bring in a contractor that could provide a range of services, which would also help with out-of-hours' cover.

Cllr O. Lovell said he hoped the scrutiny of the external works' budget would go to the Town Management and Highways Committee, as members should see a regular maintenance programme to decide how to budget for this over five years.

The town clerk said it was intended to implement a proper asset management strategy, which would outline a long-term strategy for investment, broken down into the required annual repairs and maintenance.

17/51/SF Budget Performance, 1 April – 31 August 2017 and Full-Year Forecast

The town clerk said the forecasted 2017/18 surplus was £97k, which was a healthy position, and broadly in line with where the council hoped to be at this point in the year.

17/52/SF Draft Medium-Term Financial Plan

The town clerk said the draft budget for 2018/19 was a base position, not taking into account any increase in income or costs.

Cllr B. Larcombe asked why office administration expenditure had decreased in 2018/19.

The town clerk said he would check the reasons for this and report back to members.

Cllr O. Lovell said when the council was setting its budget, it should be made clear what the council was spending on services previously provided by WDDC and Dorset County Council (DCC).

Cllr J. Broom said the council should consider increasing the precept to prepare for the impact of the formation of a unitary authority in Dorset.

The town clerk said the council had made a policy commitment not to increase the precept for the life of this administration, although it was sensible to start thinking about this for 2019/20 and beyond.

It was agreed the council would stand by this policy commitment, but would consider an increase in 2019/20, when the situation with a unitary authority would hopefully be clearer.

Members noted and endorsed the report and agreed officers would prepare the detailed 2018/19 budget for consideration by this committee on 29 November 2017.

17/53/SF Review of Charges

Cart Road beach hut hire

It was proposed by Cllr S. Williams to increase 2019 Cart Road beach hut hire charges by 5%.

This motion was not seconded.

Members discussed whether to decrease charges where occupancy was low, particularly January to Easter.

It was proposed by Cllr O. Lovell and seconded by Cllr B. Larcombe to increase 2019 Cart Road beach hut hire charges by 2%.

The town clerk said although officers had proposed decreasing some charges, the proposed rates represented a c.7% increase overall.

Cllr O. Lovell withdrew his proposal, with the consent of Cllr B. Larcombe as seconder.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve 2019 Cart Road beach hut hire charges as follows:

	Proposed rates 2019
January– Easter	£10
Easter Holiday	£45
April– Spring Holiday	£25
Spring Holiday	£50
June	£45
July- August	£120
September	£45
October	£25
November- December	£16
Christmas and New Year	£35
Winter season	£150
Summer season	£950
Annual	£1,500

Alfresco licences

It was proposed by Cllr B. Larcombe and seconded by Cllr S. Williams to increase alfresco licence charges for 2018/19 to £130 for covers and £13 for single chairs.

This motion was not carried.

AGENDA ITEM 12

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to hold alfresco licence charges at £125 per cover and £10 per single chair for 2018/19.

Cllr S. Williams requested a recorded vote.

Voted for – Cllr R. Doney, Cllr Mrs M. Ellis, Cllr Mrs C. Reynolds, Cllr P. Ridley, and Cllr S. Miller

Voted against – Cllr G. Turner, Cllr B. Larcombe, Cllr S. Williams, and Cllr J. Broom

Abstentions – Cllr O. Lovell

Website advertising

Cllr O. Lovell left the meeting at 8.26pm in line with his declaration of pecuniary interests.

Members acknowledged the continuing decrease in adverts, due partially to there being no-one available to find new advertisers and the increase in businesses having their own websites.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to hold website advertising charges for 2018/19 as follows:

	Excl VAT	Incl VAT
Bronze listing	£50.00	£60.00
Silver listing	£100.00	£120.00
Gold listing	£150.00	£180.00
Small advert subpage	£150.00	£180.00
Medium advert subpage	£300.00	£360.00
Large advert subpage	£780.00	£936.00
Small advert overview/webcam page	£200.00	£240.00
Medium advert overview/webcam page	£480.00	£576.00
Large advert overview/webcam page	£1,020.00	£1224.00
Advert + 2 nd advert (same size or smaller)	2 nd advert at half price	
Advert + listing	Listing at half price	
Listing + 2 nd listing (same price or less)	2 nd listing at half price	

Cllr O. Lovell returned to the meeting at 8.28pm.

Bell Cliff advertising

Cllr B. Larcombe said the rates were too low and an increase was justified as the charge hadn't been increased since the boards were introduced in 2014.

It was also noted there was a waiting list for the boards.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to increase bell cliff advertising charges to £110 inclusive of VAT for 2018/19.

Marine Parade Shelters

Cllr O. Lovell suggested the discounted rates for DT7 postcodes should apply to only Lyme Regis DT7, which members agreed.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to hold Marine Parade Shelters' hire charges for 2019/20, as follows, with an amendment that discounted rates for DT7 postcodes only apply to Lyme Regis DT7:

Charities, Schools and Not-for-Profit Organisations – per area, per day

Categories	2019/20 Proposed
Lyme Regis DT7 postcodes	£10
Within a 10-mile radius of the offices	£15
Outside a 10-mile radius of the offices	£20
National charities (per hour)	£15
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Other organisations

Area		Categories	2019/20 Proposed
Langmoor and Lister Room and Jubilee Pavilion	Per room, per hour	Commercial or private hire	£15
Market area	Per day	Commercial or private hire	£100
Performance area/ top of shelters	Per day	Commercial or private hire	£150

Members discussed the charges for the market area for commercial businesses and events which had more than one stall in the area.

It was agreed the charges applied to events should be reasonable and events should not be compressed into the main season.

Amenities

Proposed by Cllr R. Doney and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold amenities charges for 2018/19 at adult mini golf and putting, £3; child mini golf and putting, £1.50; table tennis, £1.50, and to amend the group discount to 33%.

Weddings and civil marriages

Cllr Mrs M. Ellis asked why Langmoor and Lister Rooms had not been brought back into use for weddings.

The admin officer said the licence had expired but it was proposed to re-introduce this if members decided whether to allow beach and seafront weddings, which would mean adding other areas to the licence.

Proposed by Cllr R. Doney and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold wedding and civil marriage charges for 2019/20 as follows:

	2019/20
Monday – Friday	£300
Saturday	£400
Sunday	£400

Car parking permits

Cllr Mrs M. Ellis said she was not in favour of issuing three-year residents' concession permits as people may move out of the town or change their vehicle during that time. Members agreed to retain one-year permits.

Members discussed whether to increase the charge for holiday accommodation permits. Cllr B. Larcombe suggested increasing the charge to £650.

Cllr B. Larcombe left the meeting at 9pm.

The town clerk said an increase could be implemented over a number of years, starting with £50 for 2018/19 and a further £50 the following year, so there wouldn't be such a significant jump in prices.

Cllr B. Larcombe returned to the meeting at 9.01pm.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to agree car park permit charges for 2018/19 as follows:

	2018/19
Residents	£175
Non-residents	£300
Holiday accommodation	£600

Car parking

It was proposed by Cllr R. Doney to hold car parking charges for 2018/19.

Cllr Mrs M. Ellis suggested decreasing parking charges in the winter to encourage more people into the town and there was general support for this idea.

Cllr R. Doney withdrew his motion.

The town clerk said this was a sound idea but he would like the opportunity to do some research on what other seaside towns did. He said car parks provided a valuable income, and if reduced winter charges were introduced, he would like the opportunity to understand the impact this would have on the budget.

Cllr R. Doney said the re-programming of the parking machines to reflect new prices and hours was not cheap, and this should be considered in any analysis.

Cllr Mrs C. Reynolds said WDDC was considering seasonal charges for Holmbush and Charmouth Road car parks and she could report back on this.

Cllr O. Lovell said he wouldn't want discounted winter charges to apply at weekends and he wanted the council to consider re-introducing overnight parking charges.

The town clerk suggested members agreed parking charges for 2018/19, so the figures could be fed into the budget, but he would carry out a more fundamental review of parking charges for 2019/20 to take into account members' suggestions.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to hold car parking charges for 2018/19, as follows:

	2018/19 (per hour)
Cabanya	1.20
Monmouth Beach	1.20

Woodmead	2018/19
1 hour	1.00
3-day ticket	20.00
Weekly ticket	40.00

Brochure advertising

Cllr O. Lovell left the meeting at 9.10pm in line with his declaration of pecuniary interests.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to hold brochure advertising rates for 2018, as follows:

Back cover	£1,575
Inside back over	£1,050
Full page	£525
Half page	£290
Quarter page	£215
Eighth page	£160
Line listing	£25

Cllr O. Lovell returned to the meeting at 9.12pm.

Cemetery

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to hold cemetery charges for 2018/19, as follows:

Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/ footstone/ tablet
No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Double interment fee
£45/£60	£30.00	£20.00	£20.00	£25.00	No extra charge

The meeting was adjourned for a break at 9.14pm.

The meeting resumed at 9.21pm

17/54/SF **Objective Setting**

Cllr B. Larcombe returned to the meeting at 9.22pm.

Members discussed previously agreed objectives. Cllr R. Doney said he didn't anticipate £1k ongoing funding being required until 2021/22 for tackling the seagull problem and he suggested this was removed.

Cllr R. Doney said he didn't anticipate the project to improve experiences for disabled people would be completed in 2017/18, so the £5k funding would not be required. In addition, he requested that the 2018/19 funding for this project was increased to £10k so an accessibility audit could be carried out.

Cllr R. Doney said he didn't anticipate the project to promote Lyme to various groups of people would be completed in 2017/18, so the £5k funding would not be required.

Members discussed the possible objectives for 2018/19 and 2019/20, which ones should be removed from the list, and which objectives to ask officers to cost and factor into the budget, which would be brought back to this committee on 29 November 2017.

Members discussed the Marine Parade and Candles on the Cobb Pavilion toilets. The town clerk said for budget purposes, he had assumed the toilets would be refurbished. He said members may wish to consider paying for this out of reserves, which would allow the work to be done in early 2018.

Members discussed the town council website. The town clerk said the existing website was unable to accommodate the requirements of the transparency code. Members agreed that as this was required to comply with the code, and this project should be funded from office expenditure, rather than as a 2018/19 budgeted objective.

It was noted expenditure for the refurbishment of the war memorial was already assumed in 2017/18 so would not be a 2018/19 objective.

Members discussed whether to introduce beach and seafront weddings and decided not to pursue this project at this point in time.

Members were concerned with the high cost estimated for the ramp in the gardens and agreed the town clerk should re-visit the brief with the council's geotechnical engineer before discussing it further.

Members discussed the proposed café and toilets in Lister Gardens. The town clerk said a more realistic budget would be £400k, although this could be off-set with section 106 funding and Coastal Communities Funding. It was also noted there was already £60,000 allocated in the 2018/19 budget for this project.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members agreed to RECOMMEND TO FULL COUNCIL to:

- Remove £1k ongoing funding allocated until 2021/22 for tackling the seagull problem

- Remove £5k funding in 2017/18 for the project to improve experiences for disabled people
- Increase the 2018/19 budget for the project to improve experiences for disabled people to £10k to pay for a disability audit
- Remove £5k funding in 2017/18 for the project to promote Lyme to various groups of people
- Re-affirm all other previously agreed objectives
- To instruct officers to obtain more detailed costings for the following possible objectives for 2018/19 and 2019/20: seafront caretaker; replacement of Cart Road beach huts on a three-year programme; employ a second lengthsman; introduce a supervisor role in the external works' team; wet weather facility; find land for park and ride on north and west of town; extend period of operation of Charmouth Road park and ride; events to commemorate centenary of end of First World War, with an amended budget of £5k; asset management review; implement parking orders; and café and toilets in Lister Gardens.
- In principle, to pursue the following objectives with no associated costs: establish chamber of commerce; find alternative council offices; and explore uses for Strawberry Field.

17/55/SF Appointment of John Stark and Crickmay Partnership as architects for the design and project management of a café and toilets in Lister Gardens

Cllr J. Broom said the council shouldn't commit at this point to John Stark and Crickmay Partnership (JSCP) carrying out the project management.

The town clerk said if the council committed to JSCP for the design only, the council would have to re-appoint them, or another organisation, to undertake the project management.

It was proposed by Cllr J. Broom and seconded by Cllr B. Larcombe to approve the appointment of John Stark and Crickmay Partnership as architects for the design and project management of a café and toilets in Lister Gardens.

This motion was not voted on.

Proposed by Cllr O. Lovell and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint John Stark and Crickmay Partnership as architects for the design and, if pursued, the project management of a café and toilets in Lister Gardens.

17/56/SF Funding Request from The Royal British Legion

Proposed by Cllr J. Broom and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a grant of £500 to the Lyme Regis branch of the Royal British Legion towards the cost of sending the branch standard and bearer to Ypres in August 2018.

17/57/SF Renewal of Leases for Marine Parade Retail Units (National Trust and Boylos)

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, 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.

17/58/SF Grant Review, Lyme Regis Football Club

Members noted the report.

17/59/SF Investments, Cash Holdings and Loans

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue investment opportunities with Churches, Charities and Local Authorities (CCLA).

17/60/SF List of Payments

Proposed by Cllr J. Broom and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for August and September 2017 for the sums of £109,027.39 and £117,332.90.

Cllr Mrs M. Ellis did not vote due to her pecuniary interests.

Cllr Mrs C. Reynolds did not vote due to her non-pecuniary interests.

17/61/SF Debtors' Report

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, 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.

17/62/SF Exempt Business

(a) Renewal of Leases for Marine Parade Retail Units (National Trust and Boylos)

Proposed by Cllr S. Miller and seconded by Cllr O. Lovell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the renewal of the leases for the two principal retail units, i.e. National Trust and Boylos, within the town council-owned Marine Parade Shelters, with effect from June 2018, on terms to be agreed, and authorise the service of the necessary notices to commence the process.

Cllr Mrs M. Ellis did not vote due to her non-pecuniary interests, as her mother volunteered at the National Trust shop.

(b) Debtors' Report

Cllr O. Lovell left the meeting at 10.36pm due to his pecuniary interests.

Members discussed the debts and how officers were dealing with them.

The meeting closed at 10.42pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 OCTOBER 2017

Present

Chairman: Cllr Mrs C. Reynolds

Members: Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr S. Larcombe, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

Guests: Mr R. Flynn (WiFi SPARK), Mr A. Ragbourne (LymeForward)

17/29/TCP Public Forum

Lorna Jenkin

Mrs Jenkin said she had been involved with the Jubilee Pavilion since its beginning, first as a volunteer and for the last two years as co-ordinator. She said the volunteers hoped the council took the problems on board and created a caring management and attractive offer for the scheme.

17/30/TCP Apologies

Cllr J. Broom
Cllr B. Larcombe – holiday

17/31/TCP Minutes

Proposed by Cllr Mrs. M. Ellis and seconded by Cllr G. Turner, the minutes of the meeting held on 2 August 2017 were **ADOPTED**.

17/32/TCP Disclosable Pecuniary Interests

There were none.

17/33/TCP Dispensations

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

17/34/TCP Matters arising from the minutes of the previous meeting held on 2 August 2017

Members noted the report.

17/35/TCP Update Report

Members noted the report.

17/36/TCP LymeForward Grant Review Meeting

LymeForward co-ordinator Adrian Ragbourne was asked to respond to any questions.

In response to a member question regarding safer neighbourhoods, Mr Ragbourne said there were no police officers based in Lyme Regis, but PCSO Luke White covered the whole of West Dorset, including Lyme Regis.

17/37/TCP Grant Agreement Review, LymeArts Community Trust

Cllr Mrs M. Ellis said when the council agreed to bring forward £15,000 of grant funding from the last two quarters of the grant period, it was on the condition LymeArts Community Trust (LACT) raised £15,000 by 1 October 2017 and put £1,500 from future town council grant payments into reserves. She asked if LACT had adhered to these conditions.

There was concern the council had not seen LACT's audited accounts. Some members were also concerned the council were being more lenient with LACT than other organisations in receipt of council grants.

Cllr J. Scowen, the council's representative on LACT, said he believed the trustees should be left alone so they had a chance to improve LACT's financial position.

Cllr D. Hallett asked for clarification on whether the trustees would become the owners of the building in five years, under the terms of the lease.

The deputy town clerk said the theatre was owned by the trust. However, he said there was a date before which, if the theatre ceased to function or the trustees wanted to dispose of the theatre, they could only do so after first offering it to the council.

It was agreed officers would determine if LACT had raised £15,000 by 1 October 2017, and for this information to be reported to the Full Council on 1 November 2017.

It was also agreed a copy of LACT's audited accounts should be provided to members.

17/38/TCP Grant Agreement Review, The Hub

In response to a member question, Cllr Mrs C. Reynolds said if any further bookings by local organisation were cancelled, they should inform her.

17/39/TCP Jubilee Pavilion Volunteer Service 2017

Cllr Mrs C. Reynolds said the volunteer co-ordinator, Lorna Jenkin, was standing down at the end of the season, and she thanked her for her commitment to this role.

Proposed by Cllr G. Turner and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to note the report of the volunteer co-ordinator, thank her and all other volunteers for their hard work during the 2017 season and instruct the deputy town clerk, in consultation with the chairman and vice-chairman of this committee, to come back to the next meeting with a detailed report about the way forward which also addresses the various comments and concerns raised in the co-ordinator's report.

17/40/TCP Coastal Communities Team Objectives and Outcomes

As the Coastal Communities Team (CCT) incorporated Uplyme and Charmouth, Cllr Mrs M. Ellis asked what the proposed projects were for these areas.

Mr Ragbourne said this funding bid focused on seafront enhancement, and as Uplyme was not on the seafront, it was not included in this bid. He said Charmouth had already been working on its seafront enhancement.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the council works in full co-operation with the Lyme Regis, Charmouth and Uplyme CCT, LymeForward, businesses, local people and volunteers in taking projects forward by working together to achieve a successful bid that offers opportunities for local people and the local economy to round five of the Coastal Communities Fund.

17/41/TCP Chamber of Commerce

Cllr Mrs C. Reynolds said a public meeting would be held on 16 October 2017, when it was intended to close down the business group. She said a further public meeting would be arranged with a view to forming a chamber of commerce.

Cllr S. Williams suggested offering the Guildhall as a free venue for the meeting.

Proposed by Cllr G. Turner and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to take forward the idea of setting up a chamber of commerce in Lyme Regis, affiliated to the Dorset Chamber of Commerce, and agree to consult with traders and all types of workers, to determine if this would be suitable for Lyme Regis.

17/42/TCP Full Review of Social Media

Cllr J. Scowen said there had noticeably been a lot more effort put into social media recently and he congratulated officers on this.

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Cllr R. Doney said the council's social media tags were not publicised on the council's website.

Cllr Mrs C. Reynolds encouraged members to share the council's social media posts.

17/43/TCP Request for Funding to Complete a Film about the Life of Mary Anning

Cllr Mrs C. Reynolds said like the filming of French Lieutenant's Woman, there would be numerous opportunities for local people to be involved in the film, including acting and assisting the crew, and opportunities for local catering and accommodation businesses. She said the filmmaker wanted to hold the premiere at the Regent Cinema, when re-built, with profits from the premiere going to the museum and a charity of the council's choice.

Cllr Mrs C. Reynolds said she was trying to secure funding from West Dorset District Council and Dorset County Council and suggested any funding commitment from the town council should be on the condition the district and county councils also provided funding.

In response to a member question, the deputy town clerk said there was no specific budget for this purpose, but the council had sufficient funds in its reserves.

Proposed by Cllr J. Scowen and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve funding of £5,000 to complete a half-made film about the life of Mary Anning, starring Jenny Agutter and featuring Lyme Regis, on the condition West Dorset District Council and Dorset County Council offers at least an equal amount.

Cllr D. Hallett voted against this motion.

17/44/TCP Seafront WiFi

Rees Flynn, from WiFi SPARK was asked to give a presentation to members. He explained the benefits of the system and said the prices quoted in the report had not changed since the quote was provided.

The deputy town clerk asked if the existing broadband connection was likely to be a limiting factor on the system.

Mr Flynn said he would expect there to be a need to improve connectivity at some point, but the current connection would support the system for the next few years.

Mr Flynn said the quote was based on three years, but the agreement could be increased to five years.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, 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

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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.

17/45/TCP **Managing Consultation Exercises**

Members noted the report.

17/46/TCP **Exempt Business**

(a) **Seafront WiFi**

Mr Flynn left the meeting, and Mr Ragbourne was asked to stay.

Cllr Mrs M. Ellis asked if the cost quoted included providing wi-fi in Charmouth.

Mr Ragbourne said it was based on two separate proposals and Charmouth had already agreed funding for installation of wi-fi in its own area. He said the CCT funding would be used for installation of wi-fi in both Lyme Regis and Charmouth.

The deputy town clerk reminded members the council had already agreed to go with another provider. He said there was a significant difference in the hardware recommended by each provider, and in the ongoing management and support costs. He said there was no approved budget to cover ongoing costs.

Mr Ragbourne said he had extensive experience in installing and managing wi-fi systems and would highly recommend going with WiFi SPARK over the council's previously-agreed provider.

Mr Ragbourne suggested the council looked at opportunities for generating reasonable revenue through wi-fi, which would cover the ongoing management costs and allow the council to build up a reserve to upgrade the system in future.

Cllr D. Hallett left the meeting at 8.42pm.

Mr Ragbourne said if the council went with WiFi SPARK, he was reasonably confident the system could be installed by Christmas, but he would check this.

The deputy town clerk said if the council proceeded with the proposal from WiFi SPARK, this would have implications with regards to the rules on tendering, as outlined in the council's financial regulations and standing orders.

Proposed by Cllr J. Scowen and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the proposal from WiFi SPARK for the installation of seafront wi-fi on a three-year agreement.

The meeting closed at 8.46pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 4 OCTOBER 2017

Present**Chairman:** Cllr J. Broom**Members:** Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, 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)**Other members:** Cllr O. Lovell**Guests:** Mr R. Hussey (John Stark and Crickmay Partnership)

17/34/TMH

Public Forum**Mr R. Cooper**

Mr Cooper said he had just moved to the area and he and his business partners had previously developed the Bull Hotel and The Stable restaurant in Bridport, but had now acquired By the Bay restaurant in Lyme Regis. He said they had an interest in developing business in the town, just as they had in Bridport. He said they were prepared to spend a lot of money on the development, enjoyed making things nice, and providing good food and entertainment to locals and tourists. Mr Cooper said their main focus was locals because tourists would always come. He said they were looking to extend the outside seating area of what was now called The Bay. He said they were going to submit a planning application to enhance the building, which he believed the town would be proud of. Mr Cooper said when the sun was out the outdoor area was incredibly busy and they wanted to maximise this by having additional outdoor seating. Mr Cooper said he understood the aesthetics of the area were very important and they wanted to work with everybody to make sure they didn't affect the aesthetics in any way, or at least too much. He said he respected the council did not support additional seats on the parade, but there was a lovely area next door (Jane Austen Gardens), which was under-utilised, where they could have additional seating. Mr Cooper said if members didn't understand anything they were doing, they would be happy to spend some time with them.

17/35/TMH

Apologies

Cllr S. Miller – holidays

17/36/TMH Minutes

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, the minutes of the previous meeting held on 26 July 2017 were **ADOPTED**.

17/37/TMH Disclosable Pecuniary Interests

Cllr Mrs M. Ellis declared a pecuniary interest in agenda item 6, matters arising, in relation to the Woodmead Halls' toilets and she would leave the room if there was any discussion on this matter.

17/38/TMH Dispensations

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

17/39/TMH Matters arising from the minutes of the Town Management Committee meeting held on 26 July 2017**Town bus**

Cllr S. Williams said the bus needed to be publicised to more people, especially those who had recently moved to the area, with the possibility of adding areas on to the route, including the new Woodberry Down housing estate and the caravan park.

Cllr Mrs C. Reynolds said when the previous town bus service ended, all the timetables and other signs were removed from the bus stops and she was going to follow this up with Damory to get them reinstated.

The town clerk said the council needed to do more work with Damory before entering into a proper contract. He said if there were views about extending the circulation of the bus, this could be considered with the operator.

The deputy town clerk said as it was a registered service, if significant changes were made to the route or timetable, it would have to go back to the traffic commissioners.

Cycling

Members asked that signs prohibiting cycling were put up on Marine Parade.

Woodmead Halls' toilets

Cllr Mrs M. Ellis left the meeting at 7.13pm in line with her declaration of pecuniary interests.

Cllr O. Lovell asked what the opening times of the toilets were.

Cllr Mrs M. Ellis was asked to return to the meeting at 7.14pm to answer this question.

Cllr Mrs M. Ellis said the toilets were currently open to the public from 9am to 10pm.

17/40/TMH

Update Report**Public Space Protection Orders (PSPO)**

Cllr Mrs C. Reynolds said West Dorset District Council's (WDDC) Overview and Scrutiny Committee had recommended to the Strategy Committee not to restrict begging as part of the PSPO.

Speed indicator device

Cllr R. Doney asked if it could be investigated whether the device was able to record vehicle speeds, as well as display them to vehicles.

Ware Cliff chalets

In response to member questions, the deputy town clerk said the chalets were being used and rent would be payable for 2017/18, but the issue was the date from which rent was charged. He said the deadline for works to be finished had passed, but this was due to delays beyond the owners' control.

Marine Parade Shelters' ramp

Cllr Mrs M. Ellis said she understood the proposal was to extend the western ramp, not the eastern one.

Seafront barriers

Cllr R. Doney asked that the new key was provided to the Jubilee Pavilion, and Cllr Mrs M. Ellis asked that the new key was provided to the emergency services.

17/41/TMH

Replacement of Section of Seafront Railings at Marine Parade

Cllr B. Larcombe said he believed the planning application should be re-submitted, with images of how the railings currently looked and what could put be in their place.

The deputy town clerk said the planning application didn't draw out strongly enough how few of the original 1920s posts remained and that none of the horizontal rails survived, and he would advise putting more emphasis on this if the council decided to re-submit the application.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to re-submit the planning application to replace a section of Marine Parade railings, retaining the same design of railings as in the previous application but with additional supporting information and following pre-application discussions with the relevant planning and conservation officers.

Members discussed whether to retain Boon Brown Architects if the application was re-submitted.

The deputy town clerk said there was value in having a professional planning officer talking to another planning officer and he was not certain if the council had ownership of the heritage statement which accompanied the original application. He said if Boon

Brown Architects were retained, he would like the option to negotiate an appropriate fee.

Members agreed the fee would be reported to Full Council on 1 November 2017.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to retain Boon Brown Architects of Yeovil to undertake all work connected to the re-submission of the planning application to replace a section of Marine Parade railings, subject to receipt of a satisfactory fee quote.

17/42/TMH Proposals for a Café and Toilets in the Lister Gardens

Roger Hussey, of John Stark and Crickmay Partnership (JSCP) was invited to speak. He said the two design options were based on the original brief for toilets, with the design reflecting the old Jubilee Pavilion.

Mr Hussey said the design brief had completely changed to a café with toilets, and he wasn't sure the current designs were suitable for this purpose. He said a more contemporary design, reflecting the new Jubilee Pavilion, would be more appropriate. He said with the agreement of the town clerk, no costs had been discussed yet

The town clerk said members needed to form a view about exactly what they wanted and agree the product. He suggested this was agreed by 13 December 2017, to allow the information to be fed into the budget-setting process. He said the council had the option of taking some money out of reserves for this project.

Cllr O. Lovell reminded members funding was available through the Coastal Communities Team (CCT).

The town clerk asked members to think about what they wanted to use the building for, as this might affect any CCT bid. He said if the council ran the café itself and provided employment opportunities, the project might be eligible, but the funding would come with conditions. He added that around £48,000 of section 106 funding would also be available for this project.

The town clerk suggested the small group of members who had been meeting with Mr Hussey continued to meet with him to develop the project.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to ask Roger Hussey of John Stark and Crickmay Partnership to produce more appropriate designs for the proposed café and toilets in Lister Gardens, to be considered by the appropriate committee, with the intention of having a good understanding of the cost of the project by 13 December 2017.

Cllr O. Lovell left the meeting at 8.01pm.

17/43/TMH Pound Street/Pound Road/Silver Street Gyratory Scheme

Cllr R. Doney outlined his proposal and its benefits.

Cllr O. Lovell returned to the meeting at 8.02pm.

Cllr O. Lovell said the public should be asked if they would support a new traffic system for Lyme, and he believed any solutions should not be implemented piecemeal.

Members agreed this scheme was a good start, but a more comprehensive traffic solution was needed, which incorporated roads on the outskirts of the town and roads leading to and from the town.

Suggestions included: restricting the sizes of vehicles permitted to come into the town; a give-way to ascending traffic system at the bottom of Silver Street/top of Broad Street; controlling traffic coming in from Uplyme Road; preventing heavy vehicles coming into the town; enforcing the times at which heavy vehicles can unload; and unloading people who arrive in coaches onto smaller buses to bring them into the town.

Cllr O. Lovell said he had recently met with Dorset County Council's (DCC) project manager from the collision reduction and traffic engineering team, and he suggested asking him to come to Lyme Regis to allow the council to discuss its ideas.

Members agreed this meeting should also involve Uplyme Parish Council and Devon County Council. The deputy town clerk said it should also involve Highways England as any major traffic scheme would involve changed signage from the A35.

17/44/TMH Puffin Crossing, Broad Street

There was general concern that the proposed crossing would result in the loss of up to eight parking spaces in Broad Street and it was believed this would not be supported by local businesses and many local residents.

There was also concern that delivery vehicles would not be able to service businesses as they would not be able park on the zig zag lines either side of the crossing.

There was also concern the crossing would increase congestion in the town as traffic would back up when the crossing was in use.

Cllr Mrs C. Reynolds said the original proposal suggested six spaces would be lost, and the only other change was the crossing was further down Broad Street than originally planned.

The town clerk reminded members the town council had pushed for this crossing, and moving away from that would undermine the council's position, especially as the project had been moved to the top of DCC's priority list.

Members discussed whether the crossing could be installed elsewhere in Broad Street and suggested it went near the post office, with the bus stop being moved up to the junction between Broad Street and Silver Street.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to RECOMMEND TO FULL COUNCIL to support in principle a puffin crossing in Broad

Street but to ask Dorset County Council's highways' department if the crossing could be installed elsewhere in Broad Street, possibly higher up the street near the post office, with an additional request that the bus stop outside Co-op is also moved up Broad Street near the junction with Silver Street to accommodate the puffin crossing.

17/45/TMH Request for Additional Alfresco Seating Outside The Bay Restaurant, Marine Parade

Cllr Mrs M. Ellis said if the council was inclined to allow The Bay Restaurant to use Jane Austen Gardens, this opportunity would have to go out to tender as other businesses might be interested.

Cllr B. Larcombe said major works would be required to the Jane Austen Gardens before they could be used for this purpose, and he was also concerned about how the restaurant would service this area, as there are public steps between the restaurant and the gardens.

Members discussed whether to look further into the feasibility of using Jane Austen Gardens and a business case for its use before making a decision.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** not to support the principle of either extending the existing high-level alfresco seating area outside The Bay by up to 600mm or permitting use of part of the Jane Austen Garden area for additional tables and chairs.

17/46/TMH Cover Charges

Cllr Mrs C. Reynolds said she had discussed the issue of cover charges with the owners of the Bell Cliff Restaurant, who were concerned as they had been charged business rates on their outside seating for last year and this year. She said she was not aware if this was also the case for the four businesses who had complained to the council.

The town clerk said the tripartite agreement was entered into by the town, district and county councils and it was clear in the schedule that the town council had the freedom to charge for concessions on Marine Parade.

Cllr B. Larcombe left the meeting at 8.55pm.

Cllr J. Scowen suggested freezing cover charges for the next few years as a compromise.

Cllr B. Larcombe returned to the meeting at 8.56pm.

It was proposed by Cllr S. Williams and seconded by Cllr B. Larcombe not to renew licences for outside seating on Marine Parade.

The town clerk said the outside seating contributed to the ambience of the parade and provided a revenue stream to the council. He advised members to think carefully before foregoing this income.

Cllr B. Larcombe said he misunderstood the motion and withdrew his seconding of the proposal.

Cllr B. Larcombe proposed not to reduce the cover charges for outside seating on Marine Parade.

This motion was not seconded.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to write back to the proprietors of The Old Boathouse, The Alcove, Largigi Thai Restaurant and Ocean View Restaurant to inform them the council has a legal right to charge for tables and chairs under the tripartite agreement, to inform them they should remove the covers if they do not wish to pay, and request timely payment of invoices.

The meeting adjourned for a break at 9.14pm.

Cllr D. Hallett left the meeting at 9.16pm.

The meeting resumed at 9.18pm.

17/47/TMH Parking and Land Ownership at the Gully

Cllr S. Williams said all areas of council land should have parking orders, as well as the gully.

Cllr Mrs M. Ellis said some properties had a right to park in the area because of rights inherited from Magna Housing Association, although it was noted they would only have access over council-owned land to access their gardens, not the right to park on council land.

Members asked how long it would take to implement parking orders and how complicated the process was.

The deputy town clerk said a parking order could only be made with the consent of the highways' authority, and the process would take around six months.

The town clerk advised members not to underestimate the amount of work this would require and he suggested it was made an objective for 2018/19.

Proposed by Cllr S. Williams and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to control unauthorised parking at the gully and on other council-owned land with the implementation of parking orders, to agree concrete sets will be dug into the grass surface on spaces 4A and 4B at the gully, and agree that when works are complete to create two new parking spaces at the gully, spaces 4A and 4B are advertised as available to let.

Cllr O. Lovell left the meeting at 9.31pm.

17/48/TMH Request for Use of Strawberry Field

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from a member of the public to use the former pitch and putt area of Strawberry Field up to twice a week for the exercise and training of a difficult rescue dog.

17/49/TMH Pop-Up Car Park

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request to install signage and a bin at a pop-up car park in St Andrew's Field.

17/50/TMH Cracks in Paths in Langmoor and Lister Gardens

The town clerk said it was the view of the council's geotechnical engineer that the cracks were not an issue but the council might want to check them to be certain.

Members agreed to wait for WDDC's new set of ground monitoring readings before considering if action needed to be taken.

17/51/TMH Steps at the Gully

Proposed by Cllr J. Broom and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue works to reinstate steps or a path at the gully.

17/52/TMH Park and Ride Facilities at Sidmouth Road and Charmouth Road

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, 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.

17/53/TMH Re-letting of Guildhall Shop

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, 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.

17/54/TMH Complaints and Incidents Summary

Members noted the report.

17/55/TMH Exempt Business**(a) Park and Ride Facilities at Sidmouth Road and Charmouth Road**

Cllr B. Larcombe asked that himself and Cllr J. Broom were kept in the loop on this matter as chairmen of the Planning Committee and Town Management and Highways Committee, respectively.

In response to a member question, the deputy town clerk said the Sidmouth Road traffic count was broken, resulting in two weeks of lost data, but the counts were average figures, so there was no suggestion the two weeks of lost data had affected the results.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr R. Doney, members agreed to RECOMMEND TO FULL COUNCIL to:

- note the information so far collected in support of an application for the permanent use of the park and ride sites at Sidmouth Road and Charmouth Road.
- support, in principle and subject to landowner discussions, the agreement of affordable terms and operator availability, to extend the period of operation of the Charmouth Road park and ride site from the period of the summer school holidays to include the busiest periods from either Easter or Whitsun onwards.
- note the proposal received from First Group to run a registered park and ride service in Lyme for 2018 using two double decker buses running to a scheduled timetable, accepting concessionary fares, with an ability to pick up other passengers 'en route' (at bus stops), with payment for bus use rather than payment for parking and with potential 'profit share' once operating costs have been met.
- note the possible need for on-site management at both park and ride sites at the busiest periods to minimise potential highways' risks and to ensure proper site control is in place.
- agree that Cllr S. Miller continues to liaise with the deputy town clerk and operations manager about the submission of the necessary planning applications, other supporting data and the development of on-site management arrangements.
- support the principle of undertaking all necessary pre-application discussions and negotiations with the planning authority and other affected/interested parties, including Uplyme Parish Council and representatives of the local business community, in order to maximise the level of support for the planning application(s).
- agree that every effort should be made to ensure that the necessary planning application(s) is/are submitted by the end of October 2017, at the latest, to ensure sufficient time is available to agree all operating arrangements prior to Easter 2018.

- agree that the council continues to retain Boon Brown Architects of Yeovil to assist with the preparation and submission of the necessary planning application(s).

(b) Re-letting of Guildhall Shop

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a request from two local businesses to jointly rent the Guildhall shop.

The meeting closed at 9.49pm.

Committee: Full Council

Date: 1 November 2017

Title: Appointments to Council Committees

Purpose of Report

To allow the council to receive and approve Cllr P. Ridley's nominations for appointment to its Tourism, Community & Publicity Committee and Planning Committee for the remainder of the 2017/18 council year

Recommendation

The council approves Cllr P. Ridley's nominations for appointment to its Tourism, Communities & Tourism Committee and Planning Committee for the remainder of the 2017/18 council year

Report

1. Councillors can 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 are normally approved by the Full Council at its annual meeting; in 2017, the annual meeting was held on 24 May.
3. Cllr P. Ridley joined the council on 21 August 2017. All members are required to sit on the Full Council and Strategy & Finance Committee. Cllr Ridley has indicated he would also like to sit on the Tourism, Community & Publicity Committee and the Planning Committee. Members are asked to approve his appointment to those committees.

Adrianne Mullins
Administrative officer
October 2017

Committee: Full Council

Title: Motions from Member Council's for Consideration by Dorset Association of Parish and Town Councils' Annual General Meeting

Date: 1 November 2017

Purpose of Report

To provide a voting mandate to Cllr J. Broom, the town council's representative on Dorset Association of Town and Parish Councils, on motions from Beaminster Town Council, Blandford Town Council, Chideock Parish Council and Hurn Parish Council which will be considered at Dorset Association of Parish and Town Councils' Annual General Meeting on 1 November 2017

Recommendation

Members consider the motions from Beaminster Town Council, Blandford Town Council, Chideock Parish Council and Hurn Parish Council, appendix 16A, which will be considered at Dorset Association of Parish and Town Councils' Annual General Meeting on 1 November 2017 and provide a voting mandate on each motion to Cllr Broom

Background

1. Dorset Association of Parish and Town Councils' (DAPTC) Executive Committee has agreed motions which will be put to DAPTCs' Annual General Meeting (AGM) on 1 November 2017.
2. DAPTCs' Executive Committee has asked member councils to discuss four motions and to provide a voting mandate to town and parish council representatives; Cllr J. Broom is Lyme Regis Town Council's participating representative on DAPTCs' Western Area and Larger Councils' Committee. These motions along with details on the reasons for them, how the issues affect local councils and the changes sought, are detailed in **appendix 16A**. The substantive motions are summarised below:
3. Motion 1 is from Beaminster Town Council and it proposes DAPTC lobbies the National Association of Local Councils (NALC) with a view to achieving a change in the legislation governing the de-registration of bus routes.
4. Motion 2 is from Blandford Town Council and proposes DAPTC request NALC to lobby for central government action to ensure that when a town or parish objects to a planning application for legitimate planning reasons, it should be considered by the planning authority's planning committee.
5. Motion 3 is from Chideock Parish Council and asks NALC to strongly request that the Department of Local Government (DCLG) revisits the consultation on Parish Polls which was carried out but never voted on, and to amend the current

legislation governing Parish Polls. The consultation sought the views of the public, local authorities and the parish sector on:

- the trigger (the number or proportion of electors required to demand a poll)
 - the voting arrangement for parish polls
 - the questions on which a poll can be held
 - consequential related matters
6. Motion 4 is from Hurn Parish Council and asks DAPTC to take the issue forward to NALC to ask for a change to the law to make parish councils statutory consultees on tree applications in their parishes and that the information provided is of a high enough quality to facilitate the consideration of the proposal.

John Wright
Town clerk
October 2017

Motion 1 (from Beaminster Town Council)

Beaminster Town Council would propose the DAPTC lobby NALC with a view to achieving a change in the legislation governing the de-registration of bus routes.

A. The reasons why the Parish or Town Council is submitting the proposal. Motions at the AGM should require that the Association take the issue forward with outside bodies, such as NALC:

Bus Company, Damory, recently deregistered a strategically important bus route (No 40 service) a vital link between Bridport, Beaminster, Crewkerne and Yeovil. It emerged that such de-registrations can be made with only 8 weeks' notice giving insufficient time for alternative provision to be made.

B. How the issue is affecting local councils in their area (with case study evidence):

Whilst discussions with commercial operators continue Dorset County Council have had to provide a temporary replacement bus service on week days, leaving no service at weekends there. Bridport and Beaminster Town Councils jointly secured a Community Transport Grant to finance a limited Saturday service between Bridport and Beaminster only.

C. What it is specifically the Parish or Town Council would like to change (e.g. a law):

For strategically important bus routes the current 8 week notice period should be increased to 14 weeks with a requirement that the operator cooperates fully with the relevant authorities in providing all relevant data and other information relating to the route in question.

Continued on next page

Motion 2 (from Blandford Forum Town Council)

That DAPTC requests NALC to lobby for Central Government action to ensure that when a town or parish council objects to a planning application for legitimate planning reasons, it should be considered by the planning authority's planning committee.

A. The reasons why the Parish or Town Council is submitting the proposal. Motions at the AGM should require that the Association take the issue forward with outside bodies, such as NALC:

The Town Council puts forward the issue regarding planning committees at District level delegating authority to officers instead of considering planning applications.

B. How the issue is affecting local councils in their area (with case study evidence).

Increasingly, we are finding that applications are being approved based on delegated authority to officers and district councillors are not meeting to discuss and consider the applications, regardless of their size or impact, which can therefore exclude town and parish views.

For example, when a town or parish council objects to a planning application for legitimate planning reasons it should be considered by the District Council's Planning Committee.

C. What it is specifically the Parish or Town Council would like to change (e.g. a law):

Central Government is asked to make amendments so that the views of town and parish councils (local residents) are taken into consideration as part of the planning process.

Local Authority policy and procedures in order to take local views on planning into account and to ensure planning committee meetings are held.

Continued on next page

Motion 3 (from Chideock Parish Council)

Chideock Parish Council asks NALC to strongly request that the DCLG revisits the consultation on Parish Polls which was carried out from 4 December 2014 to 30 January 2015 but never acted upon, and to amend the current legislation governing Parish Polls. The consultation sought the views of the public, local authorities and the parish sector on:

- the trigger (the number or proportion of electors required to demand a poll)
- the voting arrangements for parish polls
- the questions on which a poll can be held
- consequential related matters.

A. The reasons why the Parish or Town Council is submitting the proposal:

A group of Chideock electors recently demanded a poll at a parish meeting. West Dorset District Council will charge the Parish Council (and ultimately the council tax payers of the parish) approximately £1,000 to conduct the poll (for 500+ electors). The subject matter of the poll is not something which is within the remit of the Parish Council as it pertains to the A35 which is a Trunk Road under the jurisdiction of Highways England.

The DCLG consultation made the following recommendation:-

A poll can be called on any question arising at a meeting which **concerns affairs which relate to a parish council/meetings functions** and meets the following criteria:

1. The subject matter was discussed at the parish meeting.
2. The subject matter directly affects those who live and/ or work in the parish; and
3. **The parish council/meeting has the capacity to make a decision on the subject matter including any decision as a statutory consultee, but not including a decision simply to agree a declaratory statement on the matter.**

B. How the issue is affecting local councils in their area (with case study evidence).

The cost of a Parish Poll to the Parish / Town Council is considerable and cannot be budgeted for in advance. This cost is acceptable where the Poll is on a question which is beyond the remit and powers of a Parish Council.

2017 - Chideock Parish Council - Electorate - 500+, poll taking place on 17 August 2017 - 2 questions relating to the A35 Trunk Road, which is not within the remit of the Parish Council

Continued on next page

2010 - Dorchester Town Council Poll - Electorate - 14,341 Ballot papers included in count - 2204 Turnout 15.4% - the question was whether WDDC should move to new purpose built offices, which is not within the remit of the Town Council

2007 - East Stoke Parish Council - Electorate - 339 Ballot papers included in count - 80 Turnout 23.6% - the question was "Do you want a referendum on the EU Constitutional Treaty?", which is not within the remit of the Parish Council

C. What it is specifically the Parish or Town Council would like to change (e.g. a law):

The legislation that governs parish polls is found in Section 150 of and Schedule 12 to the Local Government Act 1972 and The Parish and Community Meeting (Polls) Rules 1987.

Motion 4 (from Hurn Parish Council)

Hurn Parish Council ask that the DAPTC take the issue forward to NALC to ask for a change to the law to make Parish Councils statutory consultees on tree application in their Parishes and that the information provided is of a high enough quality to facilitate the consideration of the proposal.

A. The reasons why the Parish or Town Council is submitting the proposal.
Motions at the AGM should require that the Association take the issue forward with outside bodies, such as NALC:

Hurn Parish Council propose that Parish Councils should be statutory consultees for all Tree applications in their Parishes and that all these applications should be of a sufficient quality, in order that Parish Councillors are able to reach an informed judgement as to the merits of the applications. Detailed photographs and plans should be included where appropriate.

B. How the issue is affecting local councils in their area (with case study evidence):

Hurn Parish Council been asked to comment, on numerous occasions, on tree applications which do not provide sufficient information for Councillors, thereby inhibiting an informed decision being made. Trees are integral to rural and urban areas and Parish Councils have the local knowledge needed to comment on these proposals.

C. What it is specifically the Parish or Town Council would like to change (e.g. a law):

Hurn Parish Council ask that the DAPTC take the issue forward to NALC to ask for a change to the law to make Parish Councils statutory consultees on tree application in their Parishes and that the information provided is of a high enough quality to facilitate the consideration of the proposal.

Committee: Full Council

Date: 1 November 2017

Title: Lyme Regis Football Club Grant Request

Purpose of Report

To allow members to consider a request from Lyme Regis Football Club to bring forward £2,500 of its total grant allocation of £100,000 to cover additional costs incurred in its kitchen extension project

Recommendation

Members consider the report and instruct the town clerk

Report

6. On 18 October 2017, the Strategy and Finance Committee received a report on the football club's kitchen extension project. At that meeting, members were informed the council had made the final payment of its agreed grant allocation of £48,000 to the football club.
7. At the final project meeting on 3 October 2017, the football club's actual project cost was identified at £66,456.99 against a budget of £60,000. At that meeting, the football club chairman said the additional project cost of £6,456.99 would be met by the football club.
8. On 18 October 2017, the football club chairman emailed the town clerk to ask if the council could make a further grant payment of £2,500 towards the total cost of the project. The football chairman referred specifically to works to the bar area which were undertaken in the final phase of the contract at a cost of £2,689.29; the council's grant to the football club was for a kitchen extension.
9. The football club chairman suggested the further grant payment could come out of the club's future grant allocation for the grandstand and pitch extension project in 2018, and the perimeter fence and car park project in 2019.
10. The football club chairman confirmed there is currently £4,300 in the club's accounts.
11. The football club chairman confirmed the club will be seeking a grant of £16,500 for the grandstand and pitch extension in 2018 and £33,000 for the perimeter fence and car park in 2019, i.e. a total grant allocation of £100,000.

John Wright
Town clerk
October 2017