



**John Wright**  
Town Clerk

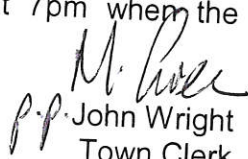
**Lyme Regis Town Council**

Town Council Offices  
Guildhall Cottage  
Church Street  
Lyme Regis  
Dorset  
DT7 3BS

email: [townclerk@lymeregistowncouncil.gov.uk](mailto:townclerk@lymeregistowncouncil.gov.uk)

Tel: 01297 445175  
Fax: 01297 443773

Notice is hereby given of a meeting of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on **Wednesday 12 December 2018** commencing at 7pm when the following business is proposed to be transacted:

  
John Wright  
Town Clerk  
07.12.18

## **AGENDA**

### **Prayers**

A prayer will be offered by the Rev. Rosemary Bragg

#### **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 31 October 2018 (attached)**

**7. Matters arising from the minutes of the Full Council meeting held on 31 October 2018**

To inform members of matters arising from the minutes of the Full Council meeting on 31 October 2018 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**

There are no updates

**9. Mayor's Announcements**

**10. Planning Committee**

To receive the minutes of the meetings held on **13 November 2018** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

**11. Human Resources Committee**

To receive the minutes of the meeting held on **7 November 2018** and consider the recommendations therein.

**12. Strategy and Finance Committee**

To receive the minutes of the meeting held on **28 November 2018** and consider the recommendations therein.

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

To receive the minutes of the meeting held on **21 November 2018** and consider the recommendations therein.

**14. Town Management and Highways Committee**

To receive the minutes of the meeting held on **14 November 2018** and consider the recommendations therein.

**15. Budget and Precept, 2019/20 and Medium-term Financial Plan 2019-2023**

To allow members to consider and approve the 2019/20 budget, including a precept of £120,708

To inform members of the council's medium-term financial plan 2019-2023

**16. Non-Motorised Watersports' Concession**

To allow members to consider whether to offer a three-year period for the non-motorised watersports' concession

**17. Woodmead Halls' Lease**

To inform members that the management committee of Woodmead Halls had approved the new lease

**18. Street Trading in Lyme Regis**

To allow members to consider the possible introduction of a regime of 'street trading' controls in Lyme Regis pursuant to paragraph 2(1) of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982

*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. West Dorset District Council Assets and Services**

To allow the council to reconsider its position on the transfer of 'zero-valued' assets from West Dorset District Council

*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. Debtors' Report**

To inform members of outstanding debts and the steps being taken to recover them

*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*

**21. Phone and Pay Parking Service Provider**

To allow members to consider changing the current phone parking service provider

*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*

## **22. 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 – Street Trading in Lyme Regis**
- b) Agenda item 19 – West Dorset District Council Assets and Services**
- c) Agenda item 20 – Debtors' Report**
- d) Agenda item 21 – Phone and Pay Parking Service Provider**



## LYME REGIS TOWN COUNCIL

### MINUTES OF THE MEETING HELD ON WEDNESDAY 31 OCTOBER 2018

#### **Present**

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

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr P. Ridley, Cllr J. Scowen, Cllr S. Williams

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

#### **18/84/C Public Forum**

##### **Mr V. Turner**

Mr Turner said as a well-established member of the community, he wanted to bring several matters of deep concern to the council's attention. He said following a frightening experience where his son found a packet of pink pills at the teen shelter at Anning Road playing field, Cllr Mrs C. Reynolds had accused him of planting the packet there. Mr Turner said this was said to his partner on the telephone and furthermore to two other councillors on the same evening in the council chamber, of which he had a signed statement confirming this. He said Cllr Reynolds denied these claims on social media and he understood this was said verbally to other members of the community. Mr Turner said Cllr Reynolds had tried to backpedal by sending a text message to his partner, claiming she had not spoken to her as a councillor, but as a family member. He said Cllr Reynold's tone was not that of a family member and her response to the phone call was to call the police as a councillor to see if she had more success than he did. Mr Turner said concern had been growing in recent months about anti-social behaviour at the teen shelter and Cllr Reynolds had encouraged him to contact her when the behaviour was disturbing the community, which he did on one occasion by text message. He said Cllr Reynolds informed him she had dealt with the youngsters, that they were not that noisy, and perfectly reasonable when she spoke to them. He said Cllr Reynolds had also said the police agreed that talking to the young people and working out another way was the solution. Mr Turner said without prompting and by coincidence, the same young people informed him that Cllr Reynolds had a 'right go at them', told them to keep quiet, and to 'behave themselves', also using a mild expletive. Mr Turner said he had also heard Cllr Reynolds had used the derogatory 'n' word at a council meeting on 4 April 2018, now used in racist terms to describe black people. Having been trained by the fire service in equality and diversity, he said he would be struck off for using this term, whether it was meant in a positive or demeaning way. Mr Turner said he was concerned Cllr Reynolds, who was representing and working with people of all ages and ethnic origins in the community, was quick to make slanderous accusations and judgements without due thought, that she was offensive in speech, attempted to hide or deny the truth,

and was deceitful. Mr Turner said he would like his concerns to be investigated and for his statement to be taken as a formal complaint.

### **Mr P. Crossley**

Mr Crossley said he ran a small business in Drake's Way, which, rather than going insolvent, he had to sell. He said this was due to the council's decision to allow the shelters to be used for a fossils, minerals and jewellery 'extravaganza' throughout the summer holidays, which was the busiest time for Lyme Regis traders. Mr Crossley said he had a small shop and spoke on behalf of many other business owners, including bigger shops on the high street. He asked why the decision was taken to allow this kind of trading in the shelters. He said the councillors were elected by the townspeople to protect the interests of the town's businesses and infrastructure but they were putting businesses at risk. He said it had forced him into closure. Mr Crossley said due to his wife's ill-health, his business was the only form of work she could do, and it suited them because he also suffered back problems. He said his business had been impacted by the council's decision to rent out the shelters to people with no overheads, keeping a captive audience on the seafront and not in the town. Mr Crossley said this situation had put him off voting in future elections, if he was still in the town, as losing the shop would also mean they couldn't keep their home. He said it was a ludicrous decision and blamed the council for making them business-less, jobless, and ultimately homeless.

### **Mr J. Sargent**

Mr Sargent said he greatly appreciated having Anning Road playing field within reach of his home, and his grandchildren enjoyed using the facilities there. He said he was surprised that the reaction of the council to complaints about the teen shelter was to dismantle it. He asked what efforts were made to consult the teenage users or to provide other activities for them.

The mayor, Cllr Mrs M. Ellis said this issue had been discussed by the council several times and one councillor went to speak to the users. She said a decision was made by vote to remove the shelter.

### **Mr C. Boothroyd**

Mr Boothroyd showed members a leaflet about a health event on 28 November 2018 and asked for the council's support. He said LymeForward was bringing to Lyme Regis a range of non-clinical support services representing mental, physical and social care from 35 organisations including statutory bodies and voluntary groups. Mr Boothroyd said their presence in Lyme Regis was extremely important because traditionally, many of these organisations had regarded Lyme Regis as being off the map and have had little impact and take-up in the town. He said making links with these people was crucial to Lyme residents in the future, it had taken a huge amount of effort to get them here and involved real commitment on their part. Mr Boothroyd said it was not an event that would be easily or soon repeated. He said poor public turnout would send a damning message to all those involved. He asked for help with publicity, from both the council and the members

as individuals, and he asked members to attend and introduce themselves to the organisations as councillors. Mr Boothroyd said there was a lot of emphasis on safer neighbourhoods at the moment and the importance of the community looking after itself was part of making a safer neighbourhood.

Cllr Mrs M. Ellis said the council could take some leaflets and advertise the event on its website.

### **Mr J. King**

Mr King asked what the council was doing about policing issues in Lyme Regis. He said he had taken his grandson to Anning Road playing field during the day time in the summer and there was a very strong smell of drugs. He said he contacted the police and had no response. Mr King said this was not a good situation as Lyme Regis was a holiday town and lots of holidaymakers went to the playing field and park. He said the town needed some sort of policing or the situation would escalate.

The mayor, Cllr Mrs M. Ellis said she and the town clerk had met with the police before summer and officers were trying to arrange another meeting.

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

Cllr D. Turner said the chief executive officer for the new Dorset Council was Matt Prosser. He said Mr Prosser had been replaced by Stuart Caundle, and Mr Caundle had been replaced as monitoring officer by Robert Firth. He said Debbie Ward, the chief executive officer of DCC, would be leaving at the end of November and Mike Harries was acting as chief executive of DCC until the unitary authority came into being, while also maintaining the health and economy directives. He said adverts for director roles had gone out and interviews would be held in November.

Cllr D. Turner said the works to Horn Bridge had been completed.

### **Cllr D. Turner – West Dorset District Council**

Cllr D. Turner said WDDC had agreed to free parking in its Lyme Regis car parks on Sunday 11 November for the Pages of the Sea event, and this was one of the five days of free parking allowed per year.

With regards to local policing, Cllr D. Turner said he had contacted the police and crime commissioner and the acting deputy chief constable, who he had asked to come to Lyme Regis to talk about the local issues.

The mayor, Cllr Mrs M. Ellis said town council car parks would also be free on the day of Pages of the Sea and she accepted WDDC's offer on behalf of the town council.

## **18/85/C Questions from Councillors**

### **Cllr J. Scowen**

Cllr J. Scowen asked if Mr V. Turner's concerns raised in the public forum would be given due care and attention and would be properly aired. He said as nothing had been done about the use of racist language at a council meeting on 4 April 2018, he asked if Mr V. Turner's serious accusations would be buried in the same way.

### **Cllr B. Larcombe**

Cllr B. Larcombe asked who wrote the letter which came from the mayor to all members. He asked why the letter used singular language instead of collective language. He asked why 'we' wasn't used. He asked if the mayor took stock of the fact she was also a member.

The mayor, Cllr Mrs M. Ellis said the letter had been written with the help of the town clerk to make sure everyone understood and respected the code of conduct. She said she wanted to write the letter to each member individually as she knew all their names and didn't want it to go out as a circular letter. She confirmed she also had a copy of the letter.

*Cllr S. Williams and Cllr D. Hallett made statements regarding the mayor's letter but did not ask questions.*

### **Cllr D. Hallett**

Cllr D. Hallett asked why only committee chairmen had been invited to a meeting with the mayor the following day, and not all 14 councillors, especially as four of the chairmen had signed the original rescinding motion related to the teen shelter.

The mayor, Cllr Mrs M. Ellis said she would be talking to the chairmen about how meetings are chaired and if necessary, she would hold a meeting with all councillors.

### **Cllr J. Scowen**

Cllr J. Scowen asked if there was any input from Cllr C. Reynolds on the letter from the mayor to all members.

The mayor, Cllr Mrs M. Ellis there had been no input from Cllr Mrs C. Reynolds.

## **18/86/C Apologies for Absence**

Cllr S. Larcombe – work commitments

Cllr O. Lovell

Cllr Mrs C. Reynolds – recovering from an operation

Cllr G. Turner – coastguard training

**18/87/C     Disclosable Pecuniary Interests**

Cllr R. Doney declared a pecuniary interest in minute number 18/52/SF, Review of Charges, specifically in relation to Bell Cliff advertising boards as the Town Mill Brewery, of which was is a director, had a board. He said he would not speak or vote on this matter.

The mayor, Cllr Mrs M. Ellis declared a pecuniary interest in agenda item 18, Woodmead Halls' lease as she was the caretaker and booking secretary of the Woodmead Halls. She said she would leave the meeting for this item and the meeting would be chaired by the deputy mayor, Cllr S. Miller, who would also need to sign the lease on the council's behalf.

**18/88/C     Dispensations**

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

**18/89/C     To confirm the accuracy of the minutes of the Full Council meeting held on 19 September 2018**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the Full Council meeting held on 19 September 2018 were **ADOPTED**.

**18/90/C     To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 10 October 2018**

Proposed by Cllr J. Broom and seconded by Cllr P. Hicks, the minutes of the extraordinary Full Council meeting held on 10 October 2018 were **ADOPTED**.

**18/91/C     Matters arising from the minutes of the Full Council meeting held on 19 September 2018**

**Recording of meetings**

Cllr D. Hallett asked if the recording of meetings would be discussed by a committee.

The mayor, Cllr Mrs M. Ellis said it would go to the Strategy and Finance Committee.

**Staffing matters**

In relation to minute number 18/25/HR and the removal of paid breaks to all employees, Cllr D. Hallett asked why a group of employees were in a café for someone's birthday during work-time and added that the gardeners were excluded. He asked if they would be working the time back.

The town clerk said he would find out more information and report back to members.



### **Town council website**

Cllr B. Larcombe asked if there was any update on the work being done to improve the town council website.

The town clerk said there had been no material progress because of other issues within the office that had taken priority.

### **Bowling club car park**

Cllr B. Larcombe said he and Cllr G. Turner had met with the representatives of the bowling club that morning regarding the car park lease and they would be reporting back to the working group.

### **The Hub**

Following on from the Army Cadet Force (ACF) being unable to use The Hub, Cllr S. Williams said he was concerned a commercial café would be operated from The Hub and that Lyme Regis Development Trust was increasingly using the building, as it was intended for use by young people and funded by the town council on this basis.

The mayor, Cllr Mrs M. Ellis said an existing booking by a group for both adults and children had prevented the ACF from using The Hub. She said she understood the café would be run by young people, but she would check this.

### **18/92/C Matters arising from the minutes of the extraordinary Full Council meeting held on 10 October 2018**

Cllr J. Broom said a meeting had taken place that day with John Stark and Crickmay Partnership to consider a revised works' programme and updates on this matter would be reported to the Town Management and Highways Committee.

### **18/93/C Update Report**

#### **Bowling club**

Cllr S. Williams said he believed this matter could be resolved at this meeting.

Cllr B. Larcombe said the club had been offered three options, as agreed by the council, and the club would be sending a letter to the town clerk to confirm its preferred option.

### **18/94/C Mayor's Announcements**

The mayor, Cllr Mrs M. Ellis reminded members to RSVP for the Remembrance parade.



**18/95/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 18 September and 16 October 2018.

**18/96/C Human Resources Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 26 September 2018 and adopt the recommendations, as follows:

**18/35/HR – Gardener, Six-Month Probation Review**

**RESOLVED:** to extend the gardener's probation period for 3 months or until the results of an occupational health appointment can be discussed at this committee.

**18/36/HR – Operations Supervisor/Lengthsman, Six-Month Probation Review**

**RESOLVED:** to approve the operations supervisor/lengthsman's continued employment in that role.

**18/37/HR – Individual Performance Recognition and Bonus Award Payments**

**RESOLVED:** to send a letter, signed by the town clerk, to all staff to thank them for all their hard work during the season.

**18/40/HR – Weed Spraying**

**RESOLVED:** to continue to sanction weed spraying with glyphosate-based products as instructed, whilst looking into an alternative product coming into effect in 2022.

**18/97/C Strategy and Finance Committee**

Cllr R. Doney said there was a minor inaccuracy in the minutes regarding the church tower. He said officers had agreed at the meeting they would ask the church if they were aware of other sources of funding. He said this needed to be followed up quickly as it may give the council the opportunity to set aside funding in the 2019/20 budget.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 24 October 2018 and adopt the recommendations, as follows:

**18/46/SF – Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2018**

**RESOLVED:** that the council approves and accepts the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 2018.

**18/48/SF – Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

**RESOLVED:** that the council notes the statement of internal control and the observations detailed in paragraphs 12 to 46 of the report and approve the risk management policy, the standard annual risk assessment and draft risk register.

**18/50/SF – Budget Performance, 1 April – 30 September 2018 and Full-Year Forecast**

**RESOLVED:** that the following measures be taken to reduce the forecast budget deficit for 2018/19:

- Phase the delivery of replacement beach huts equally over the financial years 2018/19, 2019/20 and 2020/21.
- Set aside the £25k identified for concert bowl
- Set aside the £25k identified for gym equipment
- Set aside the £3k identified for boules in the gardens

**18/51/SF – Draft Medium-Term Financial Plan**

**RESOLVED:** that the timing and cost of previously agreed objectives for 2019/20 and beyond be approved subject to the following alterations and that the detailed 2019/20 budget be prepared for consideration by Strategy and Finance at its meeting on 28 November 2018 on this basis:

- Phase the delivery of replacement beach huts equally over the financial years 2018/19, 2019/20 and 2020/21
- Set aside the £25k identified for concert bowl
- Set aside the £25k identified for gym equipment
- Set aside the £3k identified for boules in the gardens

**18/52/SF – Review of Charges**

**RESOLVED:** to approve 2020 Cart Road beach hut hire charges as follows:

	<b>Rate 2020</b>
January– Easter	£10
Easter holiday	£45
April – Spring holiday	£35
Spring holiday	£50
June	£45
July - August	£120

September	£45
October	£25
November - December	£16
Christmas and New Year	£40
Winter season	£155
Summer season	£950
Annual	£1500

**RESOLVED:** to increase alfresco licence charges to £130 per cover and £12 per single chair for 2019/20.

**RESOLVED:** to hold website advertising charges for 2019/20 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 <sup>nd</sup> advert (same size or smaller)	2 <sup>nd</sup> advert at half price
Advert + listing	Listing at half price
Listing + 2 <sup>nd</sup> listing (same price or less)	2 <sup>nd</sup> listing at half price

**RESOLVED:** to hold bell cliff advertising charges to £110 inclusive of VAT for 2019/20.

**RESOLVED:** to amend Marine Parade Shelters' hire charges for 2020/21, as follows:

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

Categories	2020/21
Lyme Regis DT7 postcodes	£15 per day
Within a 10-mile radius of the offices	£20 per day

Outside a 10-mile radius of the offices	£25 per day
National charities	£20 per hour
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Other organisations

Area		Categories	2020/21
Langmoor and Lister Room and Jubilee Pavilion	Per room	Commercial or private hire	£15 per hour
Market area		Commercial or private hire	£125 per day
Performance area/ top of shelters		Commercial or private hire	£175 per day

**RESOLVED:** to hold amenities charges for 2019/20 at adult mini golf and putting, £3; child mini golf and putting, £1.50; table tennis, £1.50, and to keep the group discount at 33%.

**RESOLVED:** to hold wedding and civil marriage charges for 2020/21 as follows:

	2020/21
<b>Monday – Friday</b>	£300
<b>Saturday</b>	£400
<b>Sunday</b>	£400

**RESOLVED:** to agree car park permit charges for 2019/20 as follows:

	2019/20
<b>Residents</b>	£175
<b>Non-residents</b>	£325
<b>Holiday accommodation</b>	£650

**RESOLVED:** to increase car parking charges for 2019/20 for the Monmouth Beach and Cabanya car parks, as follows:

	2019/20 (per hour)
<b>Cabanya</b>	1.40
<b>Monmouth Beach</b>	1.40

**RESOLVED:** to amend car parking charges for 2019/20 for the Woodmead car park, as follows:

<b>Woodmead</b>	<b>2019/20</b>
Per hour	1.00
3-day ticket	25.00
Weekly ticket	50.00

**RESOLVED:** to hold brochure advertising rates for 2019, as follows:

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

**RESOLVED:** to hold cemetery charges for 2019/20, as follows:

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

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

### 18/53/SF – Objective Setting

**RESOLVED:** to:

- Phase the delivery of replacement beach huts equally over the financial years 2018/19, 2019/20 and 2020/21.
- Set aside the £25k identified for concert bowl

- Set aside the £25k identified for gym equipment
- Set aside the £3k identified for boules in the gardens
- Increase the budget for roof repairs to the shelters to £400k
- Include a budget of £100k for office accommodation
- Include a budget of £10k for new seafront bin store(s)
- Further consider proposals for an additional council vehicle, measures to combat anti-social behaviour and the provision of drinking water taps on the seafront, a gent's seafront urinal, budget for looking at future uses of Strawberry Field and any other proposals which may be put forward within the next two weeks at the next meeting of this committee.

#### **18/54/SF – Seafront Concession – Ice Cream Parlour Cart Road**

**RESOLVED:** that the seafront ice cream parlour be let on a longer-term commercial lease when the current concession expires next year.

#### **18/55/SF – Ambulance Report**

**RESOLVED:** to send the suggested letter to the report to the Chief Executive of the South Western Ambulance Service NHS Trust and that all possible pressure should be applied to achieve improvements in local ambulance response times and to allow the fire brigade to support the response process.

#### **18/98/C Tourism, Community and Publicity Committee**

Cllr D. Hallett asked if the ACF would be meeting at the Tunnel as he understood this may not be possible due to there being live ammunition there.

The mayor, Cllr Mrs M. Ellis declared a personal interest as her daughter was an ACF volunteer. She said she believed it would be held at the Tunnel as the issues could be resolved to accommodate them.

Proposed by Cllr R. Doney and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 10 October 2018 and adopt the recommendations, as follows:

#### **18/43/TCP – Lyme Regis Guide 2019**

Cllr B. Larcombe said there should be a bigger reduction in the number of guides and to make it available on the website as soon as possible.

**RESOLVED:** to approve using Carrier Direct for the printing of the 2019 town guide.

**RESOLVED:** to approve printing 20,000 copies of the 2019 Lyme Regis guide.

**RESOLVED:** to approve using Carrier Direct Marketing for the design, advertising sales service, and lead generation and fulfilment of the 2019 town guide.



**RESOLVED:** to use Take One Media for the promotion and fulfilment of the 2019 town guide to tourist information centres.

#### **18/44/TCP – Working with Visit Dorset**

**RESOLVED:** to approve working with Visit Dorset to jointly promote Lyme Regis during 2019 in the following ways:

- Two small feature adverts at a cost of up to £390
- Two e-newsletters at a cost of £300
- A social media campaign up to a budget amount of £4,880 with further discussion required on the timing of the campaign
- Printed adverts in Visit Dorset and Exploring West Dorset at £1,070

#### **18/99/C Town Management and Highways Committee**

Cllr J. Scowen asked if the council had the car parking information it had requested from WDDC.

Cllr J. Broom said WDDC had not provided this information and he would chase this up.

Proposed by Cllr J. Broom and seconded by Cllr R. Doney, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 3 October 2018 and adopt the recommendations, as follows:

#### **18/36/TMH CCTV Operational Requirement**

**RESOLVED:** to proceed with the recommendations in the CCTV operational requirement report and to obtain three quotes for the purchase and installation of new and upgraded CCTV systems.

#### **18/37/TMH – Jubilee Pavilion Glass Eye**

**RESOLVED:** to infill the Jubilee Pavilion glass eye with concrete or similar.

#### **18/38/TMH – Chalet 18 Monmouth Beach**

**RESOLVED:** to inform the architect that plans approved by West Dorset District Council for the replacement of chalet 18 Monmouth Beach are not acceptable due to the increased ridge height, which must be reduced by 450mm.

#### **18/39/TMH – Lyme in Bloom**

**RESOLVED:** to support the idea of re-introducing Lyme in Bloom Awards in 2019, and to support, in principle, a three-year programme of gardening/planting in the Langmoor and Lister Gardens and across the town to bring them to competition standard with a view to entering the South West in Bloom Awards in three years, subject to approval of an appropriate budget.

The mayor, Cllr Mrs M. Ellis confirmed she had given contact details to the operations manager for Wimborne Town Council to seek advice on entering the competition.

#### **18/40/TMH – A Request for Double Yellow Lines in Roman Road**

**RESOLVED:** to support, in principle, the request to Dorset County Council to introduce double yellow lines in Roman Road and the corner of Springhill Gardens, subject to there being sufficient support from other properties in the area following consultation.

#### **18/41/TMH – Cover Charges**

**RESOLVED:** to obtain counsel's opinion on the dispute with The Old Boathouse, The Alcove, Largigi Thai Restaurant and Ocean View over cover charges.

#### **18/100/C West Dorset District Council, Assets and Services Transfer**

The town clerk said there had been a deterioration in what this and other councils in West Dorset had been offered by WDDC. He said the package worth £1.3million had now been reduced to £100,000.

The town clerk said the deal this council approved was no longer on the table, but an alternative deal had now been put forward, which he believed had little substance. He said a discussion had been held recently with WDDC officers about whether a deal could be done separately on the tourist information centre (TIC) but this had gone no further.

Cllr B. Larcombe said the council should not pursue the assets and services transfer any further. He said the council should not take on the TIC at any cost and look to take back the ground floor of Guildhall Cottage, currently occupied by the TIC, to use as council offices with better public access.

The town clerk advised members not to make any decisions about the future of the TIC as it should be down to WDDC or Dorset Council to determine its future. He said the lease had been held over for several years and would expire on 31 March 2019. He said if Dorset Council chose to operate the TIC for a further year, it would be of general benefit to the town and provide an income to the town council from the lease.

Cllr S. Miller agreed the assets and services transfer was no longer financially viable for the town council. However, he believed the council should be open to discussions on the potential transfer of zero value assets, such as Theatre Square and the skatepark.

The town clerk said some of these assets had been discussed for a long time, and he was concerned if Dorset Council was not ready to discuss these matters, there would be no progress and expectations would be raised. He suggested the town council waited until Dorset Council was established and then begin the process of thinking through its position.

Cllr J. Broom said the town council should give notice to WDDC to vacate the ground floor of Guildhall Cottage. He said this didn't necessarily mean there would no longer be a TIC as the town council could run the service itself.

Cllr S. Miller said although the extra space would be beneficial to the town council, it did not want to be complicit in any closure of the TIC or the redundancy of its staff.

The town clerk said by not renewing the lease, the town council would become party to any WDDC decision to close the service.

Cllr B. Larcombe said it would be incumbent on WDDC to find new premises for the TIC and he suggested the Jubilee Pavilion could be offered.

Cllr R. Doney said the council should wait and see what WDDC's intentions were regarding the TIC when the lease expired in March 2019, and he could not support the use of the Jubilee Pavilion for this service.

The town clerk advised members to look at the costs before considering the future use of any of its assets. As a compromise, he said he could go away and look at some form of enhanced reception service.

Proposed by Cllr B. Larcombe and seconded by Cllr P. Ridley, members **RESOLVED** not to pursue discussions with West Dorset District Council (WDDC) regarding the transfer of assets and services, not to renew the lease with WDDC for the ground floor of Guildhall Cottage currently used for the tourist information centre and to use the space as additional council offices, and if in March 2019 on expiry of the lease WDDC wishes to continue a tourist information service, the Jubilee Pavilion could be offered.

#### **18/101/C Woodmead Halls' Lease**

*Cllr Mrs M. Ellis left the meeting at 8.50pm in line with her declaration of pecuniary interests.*

The deputy mayor, Cllr S. Miller took the chair.

Cllr S. Williams was concerned the proposed lease did not incorporate land which had previously been 'promised' to the Woodmead Halls Management Committee (WHMC) for use by local organisations.

The town clerk said the proposed lease had been negotiated between the council's solicitor and WHMC's solicitor and had been agreed by both.

Cllr J. Scowen asked if the WHMC's chairman agreed with the proposed lease.

The town clerk said the WHMC's solicitor took instruction from the management committee.

Cllr J. Scowen said as the council's representative on the WHMC, he asked if a decision on the lease could be deferred until he had spoken to the management committee to get their view.

Cllr R. Doney said it was not necessary to defer a decision as the council could reasonably assume the WHMC's solicitor had been informed by the management committee. He added that if WHMC did not agree with the lease, they would not sign it.

The town clerk said there was nothing controversial in this lease; the council was granting more land to the Woodmead Halls and the lease was formalising existing arrangements.

Cllr J. Broom confirmed the chairman and secretary of the WHMC were aware of the proposed lease and had seen it.

It was proposed by Cllr S. Miller and seconded by Cllr R. Doney to approve the Woodmead Halls' lease.

This motion was not carried.

Several members agreed with the suggestion to defer the item until Cllr J. Scowen had had the opportunity to consult with the chairman of the WHMC. Cllr S. Williams said there was a meeting of the WHMC on 5 November 2018.

Proposed by Cllr S. Miller and seconded by Cllr J. Scowen, members **RESOLVED** to confirm with the Woodmead Halls' Management Committee it is satisfied the process to agree the Woodmead Halls' lease has been conducted satisfactorily, despite the council and the management committee instructing their respective solicitors to act on their behalf, that clarification is sought on the proposed lease, and for this information to be reported back to the Full Council.

*Cllr Mrs M. Ellis returned to the meeting at 9.10pm.*

**18/102/C Boundary Agreement between Lyme Regis Town Council and The Bay Hotel Lyme Regis LLP**

Cllr J. Broom said there was a typing error on the front of the agreement, which referred to the 'Hay' Hotel.

Cllr B. Larcombe said he hoped the agreement provided sufficiently clear definition to avoid a boundary dispute.

Proposed by Cllr J. Scowen and seconded by Cllr P. Ridley, members **RESOLVED** to approve a boundary agreement between Lyme Regis Town Council and The Bay Hotel Lyme Regis LLP relating to land at Langmoor Gardens and the Bay Hotel, Marine Parade, Lyme Regis, DT7 3JQ.

Cllr S. Williams said the area the Bay Hotel said it no longer wanted should be fenced off.

The town clerk said the agreement was based on the plans which had gone through committee, and which were agreed by the Full Council, and did not refer to any fencing.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to fence the boundary line between the town council's land at Langmoor Gardens and the Bay Hotel's land.

*The meeting closed at 9.19pm.*

**Committee:** Full Council

**Date:** 12 December 2018

**Title:** Matters arising from the minutes of the Full Council meeting held on 31 October 2018

**Purpose of the Report**

To inform members of matters arising from the minutes of the Full Council meeting on 31 October 2018 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**

**18/91/C – Matters arising from the minutes of the Full Council meeting held on 19 September 2018**

**Recording of meetings**

This matter was considered by the Strategy and Finance Committee on 28 November 2018 and a recommendation is elsewhere on this agenda.

**Staffing matters**

The operations supervisor invited the external works' team to a café on his birthday to buy them a drink and all members of the team were invited, including the gardeners, although some chose not to go.

This was a one-off for a special occasion and to help boost team morale.

**Town council website**

Meetings have been set up in December with web development companies to start the process of re-designing the website.

**18/012/C – Boundary Agreement between Lyme Regis Town Council and The Bay Hotel Lyme Regis LLP**

The boundary agreement has been signed and sealed.

John Wright  
Town clerk  
December 2018



**Lyme Regis Town Council  
Mayor's Announcements for Cllr Michaela Ellis  
Meeting held on 12 December 2018**

28 October	Attended with consort, Royal British Legion Festival of Remembrance at Woodmead Halls
31 October	Attended with Ian Marshall, chairman of the Royal British Legion, Charmouth Primary School to judge WW1 trench cake competition
3 November	Attended with consort the fireworks and then lit the bonfire
5 November	Attended with Ian Marshall, chairman of the Royal British Legion, St Michael's Primary School to judge WW1 trench cake competition
6 November	Attended with Ian Marshall, chairman of Royal British Legion, Mrs Ethelston's Primary School to judge WW1 trench cake competition
10 November	Attended with consort remembrance wreath laying at HMS Formidable grave and Polish Airforce memorial
11 November	Attended with consort, councillors, macebearers and town clerk the remembrance parade and church service  Attended with consort the lighting of the beacon
13 November	Attended with consort the Yeovil Civic Day
22 November	Attended the AGM of the Lyme Regis branch of the Royal British Legion
28 November	Attended the health and wellbeing meeting at the Baptist Church
1 December	Attended with consort the judging of the lanterns followed by the switching on of the Christmas lights
4 December	Attended the Boat Building Academy for the boat launch
5 December	Attended with consort the Marine Theatre for a production of A Christmas Carol

## AGENDA ITEM 10

### LYME REGIS TOWN COUNCIL PLANNING COMMITTEE MINUTES OF THE MEETING HELD ON TUESDAY 13 NOVEMBER 2018

#### Present:

**Members:** Cllr B. Larcombe (chairman), Cllr Mrs M. Ellis, Cllr G. Turner and Cllr S. Williams

**Officers:** Mr M. Green (deputy town clerk)

**Absent:** Cllr P. Ridley

#### 18/78/P Public Forum

Mr S. Cope, planning agent, and Mr R. Holmes, neighbour, for application WD/D/18/001830 and Mr J. and Mrs R. De-Voisey, applicants, for application WD/D18/002329 indicated that they wished to speak about the respective applications. The chairman agreed that they could talk immediately prior to the committee's consideration of the applications concerned and that he would take them out of agenda order given that there were no other members of the press or public in attendance.

#### 18/79/P Apologies

Apologies for absence were given by Cllr J Broom, Cllr D. Hallett, Cllr Mrs C. Reynolds and Cllr J. Scowen.

#### 18/80/P Minutes

Proposed by Cllr G. Turner and seconded by Cllr S. Williams, the minutes of the meeting held on 16 October 2018 were **ADOPTED** with the following amendment:

Insert the following additional words (highlighted in bold) immediately prior to the resolution in respect of minute **18/77/P Neighbourhood Plan for Lyme Regis**:

Members discussed the report and agreed that there was no benefit in progressing a neighbourhood plan for Lyme Regis at the present time, **principally because there was very little land left in Lyme for future development and the District Local Plan captured LRTC's view of the planning issues and limited scope for development within the town. It is expected that the same LP assessment of Lyme will be reflected in any future Unitary Plan, however LRTC will respond to it when the revised plan is put to consultation.**

## AGENDA ITEM 10

### 18/81/P Disclosable Pecuniary Interests

No pecuniary interests were declared in relation to the business of this meeting.

### 18/82/P Dispensations

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

### 18/83/P Matters arising from the minutes of the meeting held on 18 September 2018

There were no matters arising to be considered at this meeting.

### 18/84/P Update Report

There were no matters to be updated at this meeting.

### 18/85/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 the public and members.

- 1) **WD/D/18/001830-FULL** (Received 26 October 2018) Traynor – Demolish existing garage and erect new garage and erect new garage with first floor flat above – L Mouette, Hill Road, Lyme Regis, DT7 3PE.

Mr. S. Cope, the planning agent, circulated two revised plans which showed greater detail, and which involved a reduction in the ridge height of approximately 1.5m in order to address neighbour concerns. Although these plans were not yet registered, they had been forwarded to the planning officer as amendments to the originally submitted proposals.

Mr R. Holmes of 21 Hill Road explained that he had objected to the plans as submitted but felt that the revised plans addressed his concerns and he intended to withdraw his objection on that basis.

*Members noted the comments of the planning agent but felt that they had no alternative but to recommend that the application be **refused** as it currently stood on the grounds of unacceptable impact on the residential amenity of neighbouring properties. If, however, the revised plans circulated at the meeting were formally registered as amendments then the view was that they would be acceptable, subject to the new development being tied to the existing in order to safeguard access and parking arrangements.*

## AGENDA ITEM 10

- 2) **WD/D/18/002329-FULL** (Received 24 October 2018)  
De-Voisey – Erection of dwelling - The Nags Head, Silver Street, Lyme Regis, DT7 3HS.

Mrs R. De-Voisey spoke on her behalf and that of her husband. They were the landlords of the Nag's Head and had invested heavily in improving the pub for their customers, who mainly lived locally.

Their personal accommodation currently comprised a cramped one-bed flat at the top of the property. This was not ideal, especially as she had a medical condition which made climbing the stairs more difficult.

In practice, the pub garden was very little used because of the distance from the bar and the proposal made better use of the area, provided more suitable accommodation for them and had almost no impact on neighbours because of the levels involved. The planned dwelling was single-storey, incorporated Cobb stone, wood and a 'green' roof and had no windows which overlooked adjoining properties. She pointed out that there were no neighbour objections and that two neighbours had written in support of the application.

In response to questions about access, she stated that there were no highway objections. In response to other questions, she indicated that they were very happy for the new dwelling to be tied to the pub by condition or Agreement.

*Members recommended that the application be **approved** subject to the newly-permitted dwelling being tied to the Nag's Head pub.*

- 3) **WD/D/18/001938-VARIATION CONDITIONS** (Received 11 October 2018)  
Pickering – Demolition of existing detached dwelling & erection of 1no. detached dwelling (variation of conditions 1 & 4 of planning approval WD/D/18/002801 – to allow the replacement of the privacy screens to the side of the balcony with 1.1m high frameless glass balustrading) – Squires Mead, Charmouth Road, Lyme Regis, DT7 3DP.

*Members recommended that the application be **refused** because the replacement of the permitted privacy screens to the balcony with clear glass would involve an unacceptable loss of privacy and residential amenity to the neighbouring properties.*

- 4) **WD/D/18/002292-LBC** (Received 12 October 2018)  
Player – Installation of replacement of windows – 46 Silver Street, Lyme Regis, DT7 3HR.

*Members recommended that the application be **approved**.*



## AGENDA ITEM 10

- 5) **WD/D/18/002303-FULL** (Received 14 October 2018)  
Fortnam – Demolition of garage and car port and the erection of replacement garage with utility room and a car port – Coppers, Penny Plot, Lyme Regis, DT7 3NE.

*Members recommended that the application be **approved**.*

- 6) **WD/D/18/002475-FULL** (Received 1 November 2018)  
Bond – Demolition of conservatory and erection of single-storey side extension and enlargement of dormer window – Well Cottage, Clappentail Lane, Lyme Regis, DT7 3LY.

*Members recommended that the application be **approved**.*

### 18/86/P **Amended/Additional Plans**

Members indicated their general support for the amended plans received in respect of application WD/D/18/001799. **NOTED.**

### 18/87/P **Withdrawn Applications**

There were no withdrawn applications reported to this meeting. **NOTED.**

### 18/88/P **Planning Decisions**

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

### 18/89/P **Correspondence from West Dorset District Council and Dorset County Council regarding planning matters**

Members discussed the correspondence received from West Dorset District Council and agreed that they wished to raise no objection to application WD/D/18/002363, change of use relating to the Harbour Stores, Cobb Road, Lyme Regis.

*The meeting closed at 7.52pm.*

**LYME REGIS TOWN COUNCIL  
HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 7 NOVEMBER 2018**

**Present**

**Chairman:** Cllr B. Larcombe

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

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

**18/46/HR Public Forum**

There were no members of the public present.

**18/47/HR Apologies**

Cllr J. Broom – holiday  
Cllr O. Lovell

**18/48/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 26 September 2018**

Under minute 18/40/HR, Weed Spraying, Cllr S. Larcombe said he made the comment about waiting to see if the product was re-licensed, and he seconded the recommendation.

Under minute number 18/34/HR, Health and Safety Committee Minutes, Cllr B. Larcombe asked that his comment regarding the council office was added to the minutes as follows: "Cllr B. Larcombe expressed concern about the stairs to the council office and the potential speed of fire and evacuation of staff and less mobile members of the public."

Proposed by Cllr J. Scowen and seconded by Cllr G. Turner, with the above amendments, the minutes of the meeting held on 26 September 2018 were **ADOPTED**.

**18/49/HR Disclosable Pecuniary Interests**

There were none.

**18/50/HR Dispensations**

There were none.



**18/51/HR      Matters arising from the minutes of the previous Human Resources Committee meeting held on 26 September 2018**

**Weed spraying**

Cllr J. Scowen said he had researched this issue and now had serious concerns about staff using glyphosate products. He said he would support the external works' team not using it as safety was paramount, but he understood there was currently no real alternative.

Cllr Mrs M. Ellis said the council had already made the decision to sanction weed spraying with glyphosate-based products and continue to look for alternatives.

Cllr B. Larcombe said the operations manager would explore alternatives and suggested the concerns raised at this meeting were referred to the Town Management and Highways Committee.

The town clerk confirmed the product was licensed but if this changed, its use would be withdrawn immediately. He said there was no reason the Town Management and Highways Committee couldn't consider this issue in further detail, but the council was working on the best advice available, which stated it was a safe product.

Cllr S. Williams asked that the safety precautions were made clear to employees.

**Operations supervisor/lengthsman**

Cllr S. Williams asked if this employee could be tasked to work on the outskirts of the town to tidy up those areas.

The town clerk said discussions had taken place with Dorset County Council (DCC) about the lengthsman being able to move into the role historically undertaken by DCC highways. He said training had and would continue to take place and officers were also keen for the two lengthsman to work on the boundaries.

**18/52/HR      Update Report**

The town clerk confirmed the new administrative assistant, Angela Hankin, would start on 19 November 2018.

Members supported the officers' proposal to enter into an agreement with Victoria Stocqueler to secure her employment as an amenities assistant for next year, with the option of covering shifts over the winter, when required.

**18/53/HR      Issues Arising from the Extraordinary Full Council on 7 August 2018**

## AGENDA ITEM 11

Members discussed whether the finance assistant would qualify for an incremental enhancement due to her level 3 qualification, with reference to the council's learning and development policy.

The town clerk said members could choose to retrospectively award an incremental enhancement, but this would set a precedent, as there were a number of other employees who had gained qualifications before joining the council and would therefore qualify.

Cllr B. Larcombe said if someone had a relevant qualification, this would help them secure the job in the first place. He said he knew of no other organisation which applied a retrospective added value.

The town clerk said the finance assistant had not made this request; it was made by another employee on her behalf. He added that the finance assistant was currently studying for a level 4 qualification, which would qualify her for an incremental enhancement.

Members acknowledged the extra work the finance assistant was currently undertaking but agreed an incremental enhancement was not the correct way to reward this.

Proposed by Cllr S. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to pay the finance assistant an additional increment for a qualification obtained before she joined the council.

### 18/54/HR     **Driving Licence Training**

Cllr S. Larcombe suggested paying for half of the costs for driving lessons and an examination.

Cllr S. Williams said a cap needed to be put on this to ensure the council's contribution was not open-ended, as it was not known how long it would take them to pass their tests.

The town clerk suggested the council could pay half of the intensive course, i.e. £225 per course, £450 in total for two employees, and if after the course they had not passed their test, they would pay for additional costs.

Cllr D. Hallett asked why they were employed if they couldn't drive. He was also concerned this would give the wrong message to other employees who had paid for their own driving lessons.

The town clerk said holding a driving licence was not considered 'essential' to these roles, as per the job descriptions. He added that one of the employees was too young to drive when he joined the council.

Members agreed each employee should be limited to one test each, and the lessons should not take place during work hours, unless the employee made up the time.



Members also discussed whether the employees would have to pay the council back if they left the organisation within 12 months.

The town clerk said the learning and development policy already covered this. He added if lessons took place during work hours, the employees would work additional hours to compensate. He said there would also be an expectation the employees would continue with lessons, at their own expense, if they did not pass after the intensive course.

Proposed by Cllr G. Turner and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to pay £225 each for the seafront attendant and a gardener to undertake a fast pass intensive driving course, subject to agreed conditions.

Cllr D. Hallett voted against this motion.

**18/55/HR Christmas and New Year Working Arrangements**

In response to a member question, the town clerk said working arrangements were in line with previous years and there had been no problems in the past.

Cllr S. Williams said managers should work on a rota on dedicated days to ensure someone could be contacted if necessary over the holiday period.

The town clerk said if the council wanted managers to be on-call, this would come at a premium. He said the existing arrangements, where each of the three managers could be contacted in an emergency when the office was closed, had worked well in the past. He added that his telephone number was provided on the office answer machine during the holiday period.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to apply 1.5 days of discretionary leave from midday to 5pm on Monday 24 December 2018 and all day on Monday 31 December 2018; to apply statutory leave on Thursday 27 December and Friday 28 December 2018; to agree members of the external works' team provide a full day's cover every day, except Christmas Day; and for members of the external works' team who work over the Christmas and New Year period to be paid overtime and time-off-in-lieu for the day worked.

**18/56/HR Finance Assistant Additional Payment**

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

**18/57/HR      Sickness Absence**

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

**18/58/HR      Exempt Business**

**a)      Finance Assistant Additional Payment**

Cllr B. Larcombe said there would come a point when the council would have to review the post anyway and that would be determined by job evaluation. He said when the temporary issues in the finance department had been resolved, the council should review the structure of the team.

Members agreed an additional payment should be made while the staffing issues in the finance team were ongoing and the finance assistant was carrying out work above her pay grade, and this payment should be re-evaluated when the temporary staffing issues were resolved.

The town clerk said the long-term aim was to develop the finance assistant so there would someone who could deputise for the finance manager in his absence and someone who could potentially move into that role if the opportunity arose.

Cllr Mrs C. Reynolds suggested a letter should also be sent on behalf of the council to thank the finance assistant for taking on additional duties. This was supported by members.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve an additional payment to the finance assistant of £230 per month, and for a letter to be sent to the employee from the council, thanking her for taking on additional duties.

**b)      Sickness Absence**

Cllr D. Hallett was concerned sickness absence, in these cases, was being caused by the council or the management of the council. He was also concerned with the way some of the issues had been dealt with by officers and how sickness absence had been recorded.

The town clerk said there were triggers which determined whether sickness absence should be reported to the council, but officers were not passing



## AGENDA ITEM 11

judgement or suggesting any absence was not legitimate. He clarified some of the issues regarding the recording of absence for post-holder 204.

Members discussed how the sickness absence of post-holder 101 was being managed and whether there was an opportunity to resolve the matter.

Cllr B. Larcombe said all the correct processes were being followed and everything the council would expect to be done, was being done, such as keeping-in-touch days and dialogue with the employee and trade union.

Cllr Mrs M. Ellis said it was important members did not know the details of this matter at this point, as it may be referred to this committee in the future.

Cllr B. Larcombe said it was important the committee could demonstrate it was in tune with any notes or recommendations in reports, so there was no reason a member could say at a later date they hadn't been kept informed.

*The meeting ended at 8.36pm.*

**LYME REGIS TOWN COUNCIL**  
**STRATEGY AND FINANCE COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 28 NOVEMBER 2018**

**Present**

**Chairman:** Cllr S. Miller

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

**Absent:** Cllr P. Ridley

**18/59/SF Public Forum**

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

*Cllr Mrs M. Ellis arrived just after 7pm.*

**18/60/SF Apologies for Absence**

Cllr O. Lovell  
Cllr Mrs C. Reynolds – illness  
Cllr D. Hallett – holiday

**18/61/SF Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the meeting held on 24 October 2018 were **ADOPTED**.

**18/62/SF Disclosable Pecuniary Interests**

Cllr Mrs M. Ellis declared a pecuniary interest in any matters related to the Woodmead Halls as she was employed there.

**18/63/SF Dispensations**

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



**18/64/SF      Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 October 2018**

**Power boat club**

In response to a member question, the town clerk said there had still been no response from the club's solicitor.

**Review of Charges**

Cllr B. Larcombe asked why reports on non-use of single-use plastics by concession holders and management of the shelters would be coming to this committee as late as 13 March 2019 as this would cause these issues to run into the new council administration.

Cllr B. Larcombe also said he had photographs of tables being placed outside the studded areas on Marine Parade, with A boards also beyond the tables.

The town clerk said there were several items already deferred to the meeting on 30 January 2019 so the agenda was quite full. He said he was happy to meet with the chairman to discuss the priority of agenda items.

The town clerk asked members to supply him with any evidence they had of licensees putting chairs, tables and A boards outside the studded areas.

Cllr B. Larcombe asked if the enforcement of non-use of single-use plastics would be in place by the main season in 2019.

The town clerk said the council already had agreements in place with its licensees and the council would need the licensees' consent to vary. However, there were some concessionaires or licensees the council could influence immediately.

**Bowling club car park**

Cllr B. Larcombe said the council's three options were put to the club, which came back with a fourth option. He said the club had been asked to put its ideas in writing to the town clerk so they could be considered by the council, but this was still awaited.

Cllr S. Williams believed the council should further investigate allowing the bowling club to use land on the beach, currently leased to West Dorset District Council (WDDC).

The town clerk said he intended to bring a report to the meeting on 30 January 2018 reviewing all the town council's relationships with WDDC.

**18/65/SF      Update Report**

**Park and ride review**

Cllr J. Scowen asked when the traffic and transport report by Hydrock, which would include park and ride data, would be made available to the council.

The town clerk said it was hoped the report could be taken to the next cycle of meetings.

**18/66/SF      Filming and Audio Recording of Council Meetings**

Cllr J. Scowen said he didn't believe there was a need to film meetings but felt they should be audio recorded, and he believed members' behaviour would improve. The majority of members agreed with these points.

Cllr B. Larcombe said an audio recording could be used to fill in any gaps in the minute-taker's notes and could be referred to if any comments were refuted, therefore improving efficiency and accuracy.

Cllr Mrs M. Ellis said she would need to be convinced of the purpose of recording meetings before she would consider agreeing to it and she didn't believe a recording was necessary to improve the accuracy of the minutes.

Cllr S. Larcombe suggested obtaining costings and investigating whether the existing equipment was fit-for-purpose.

Cllr S. Miller said the council needed to be sure of the reasons it wanted to return to recording meetings. He said the ability for someone to listen to the debate at a meeting was a valid reason, but using a recording to scrutinise properly-taken minutes was not.

Cllr B. Larcombe said there were instances where the record hadn't shown enough of how decisions had been reached and there had to be an efficient way of refuting something if necessary.

The town clerk said if the council chose to record its meetings, it would need to be clear about the relationship between the recordings and the minutes. He said there was no intention of changing the format of the minutes to give a verbatim report of a meeting, however, using a recording for confirming accuracy was valid.

Cllr S. Williams said as every comment was not included in the minutes, a recording would show exactly who said what.

Cllr R. Doney said the minutes only needed to record the decisions made and the actions given and introducing another system would have an impact on staff time.

It was proposed by Cllr J. Scowen to look into audio recording council meetings.

This motion was not seconded.

Cllr Mrs M. Ellis said the implications of recording in relation to the General Data Protection Regulation would also need to be checked.

Cllr Mrs M. Ellis requested a recorded vote on the following motion:

Proposed by Cllr S. Larcombe and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to take advice on the costs of audio recording council meetings and reinstate audio recording after costings have been agreed.

**Voted for** – Cllr G. Turner, Cllr S. Larcombe, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Williams, Cllr J. Scowen, Cllr J. Broom

**Voted against** – Cllr Mrs M. Ellis, Cllr S. Miller

**Abstentions** – Cllr R. Doney

**18/67/SF Council Office Accommodation**

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006. Members noted the report.

**18/68/SF Budget and Precept, 2019/20 and Medium-Term Financial Plan 2019-2023**

The town clerk advised of some changes to the 2018/19 and 2019/20 budget. He said the £11,000 set aside in the 2018/19 budget for the park and ride was unlikely to be required as the operator had reported a profit.

The town clerk said there was originally £67,770 in the 2018/19 budget to underwrite the repairs to the church tower, which had previously been moved to 2019/20. However, as the church's funding application to Coastal Revival Fund had not been successful, the funding would no longer be required.

The town clerk said the council could further strengthen its financial position by removing funding of a combined £53,000 from the 2019/20 budget for gym equipment, a stage and a boules area in the gardens.

Cllr J. Scowen asked if the £2,000 budget for drinking water taps would also be removed from the 2019/20 budget as the council had not agreed to this project.

The town clerk confirmed this allocation would be removed.

Cllr B. Larcombe proposed removing funding in 2019/20 for a stage, boules area and gym equipment.

This motion was not seconded.

Members also discussed the level of members' allowances.

The town clerk said the allowance for town and parish councils was recommended by a remuneration panel and was likely to be reviewed when the new unitary authority was created.



Cllr R. Doney asked for two extra items to be added into the 2019/20 budget: rubbish disposal and recycling on the seafront (£5,000) and new town signage at the three main entry points to publicise the town's plastic-free community status (£1,000).

It was noted the detail of these two projects would be discussed at a later date and all members were being asked to do at this point was approve the budget provision.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to:

- approve the 2019/20 budget with the removal of the allocation to underwrite repairs to the parish church tower (£66,770), and with the addition of £5k for rubbish disposal and recycling on the seafront and £1k for new town signage to incorporate plastic-free community status
- to approve a precept of £120,708 for 2019/20
- to approve the following objectives for 2019/20: Marine Parade day huts over a three-year period; roof repairs above the amusement arcade, Swim and antiques centre; new office accommodation; bin store on the seafront; tipper for the lengthsman; and lighting at Langmoor and Lister Gardens offset by £30k s106 monies
- to remove the following objectives: concert bowl/stage (£25k), gym equipment in the gardens (£25k), boules area in the gardens (£3k), and drinking water taps on the seafront (£2k)

#### 18/69/SF **List of Payments**

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for July and August 2018 for the sums of £127,554.95 and £129,709.95, respectively.

#### 18/70/SF **Debtors Report**

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. Members noted the report.

#### 18/71/SF **Exempt Business**

##### (a) **Council Office Accommodation**

Cllr S. Miller said the availability of the Lloyds Bank building provided the council with an opportunity to consider moving office accommodation, with plans already in place to convert upper floors into residential accommodation.

Cllr S. Larcombe said paying rent for the Lloyds building was a waste of money and the £100k earmarked would be better spent on refurbishing the existing building, with the added benefit of being able to expand into the ground floor, currently occupied by the tourist information centre (TIC).

This view was supported by the majority of members.

Cllr B. Larcombe said he had originally floated the idea of the Three Cups building to help kick-start its development. However, he agreed with Cllr S. Larcombe and added that moving into the TIC would allow level access. He added that he wasn't convinced it would be necessary to decant during refurbishment work to Guildhall Cottage, but the Guildhall or St Michael's Business Centre could be used if necessary.

Cllr Mrs M. Ellis said she didn't think staff would be able to remain in the existing offices while refurbishment work was carried out and moving to Lloyds would save money in the long-run due to the work involved to refurbish the existing offices and the opportunity to sell Guildhall Cottage.

Cllr S. Williams said plans were drawn up to extend the existing building and it made more sense to add value to a property the council owned.

The town clerk said if the office remained in the existing building, there would be no need to extend it because there was an opportunity to move into the TIC. He emphasised it would be a major building project, warned of the difficulty in delivering a service when staff were working in a building site, and the difficulties associated with two office moves.

Some members were concerned the council would be committing to ongoing rental costs if it moved to Lloyds, with the added uncertainty of rent upgrades.

Cllr S. Miller said the Lloyds building would be a modern space in the centre of the town, and the rental costs were advantageous for Lyme Regis high street, with a further opportunity to off-set those costs by converting Guildhall Cottage into residential accommodation.

The town clerk said if members chose to refurbish Guildhall Cottage, someone would need to be employed to project manage this.

Cllr R. Doney said he wanted to see the two business cases alongside each other. However, it was pointed out a decision needed to be made now as the agents were looking to find a tenant for the Lloyds building by the end of the year.

Cllr S. Williams requested a recorded vote on the following motion;

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue the opportunities to occupy either the former Lloyds Bank premises or the Three Cups, and to refurbish the existing office, to include expansion into the ground floor currently occupied by the tourist information centre.



**Voted for** – Cllr G. Turner, Cllr S. Larcombe, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Williams, Cllr J. Scowen, Cllr J. Broom

**Voted against** – Cllr S. Miller, Cllr R. Doney, Cllr Mrs M. Ellis

**Abstentions** – None

**(b) Debtors Report**

The town clerk said many of the issues were now being dealt with by the council's solicitor, working towards a position to take specific legal action to recover property or revoke licences, if necessary.

*The meeting closed at 8.34pm.*



LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 21 NOVEMBER 2018

**Present**

**Chairman:** Cllr Mrs C. Reynolds

**Members:** Cllr J. Broom, Cllr Mrs M. Ellis, Cllr S. Williams

**Officers:** Mr M. Green (deputy town clerk)

**Other members:** Cllr S. Miller

**18/46/TCP Public Forum**

Chris Boothroyd of Lyme Road spoke in his capacity as director of LymeForward. He explained that LymeForward was mandated to give an annual report and forward plan to members of this council. He understood that the report and plan was in the process of being forwarded to members by the town clerk for consideration at the January meeting of this committee. He requested that any questions be asked of him, either now or later.

He also reminded members of the DROP event planned to take place on 28 November 2018, to which all town councillors were invited and which would consider issues about health provision vitally important to the future of the local community.

**18/47/TCP Apologies**

Cllr R. Doney  
Cllr D. Hallett – holiday  
Cllr P. Hicks  
Cllr S. Larcombe  
Cllr P. Ridley – holiday  
Cllr J. Scowen  
Cllr G. Turner

**18/48/TCP Minutes**

Proposed by Cllr J. Broom and seconded by Cllr S. Williams, the minutes of the meeting held on 10 October 2018 were **ADOPTED**.

**18/49/TCP Disclosable Pecuniary Interests**

There were none.

**18/50/TCP      Dispensations**

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

**18/51/TCP      Matters arising from the minutes of the previous meeting held on 1 August 2018**

**Webcam**

Cllr J. Broom suggested that if the problems were associated with existing hardware, the necessary budgetary provision should be made and the required new parts bought and installed.

**Army Cadet Force**

Cllr Mrs C. Reynolds said the first meeting of the ACF was due to take place at the Tunnel on 17 December 2018 and there might also be positive news about funding in the near future.

In response to concerns expressed by Cllr S. Williams, she felt the location was ideal, that the owner of the Tunnel had been tremendously helpful and supportive and that the facilities, including the rifle range and outside space, made it a perfect location for young people from both Lyme Regis, Charmouth and the surrounding area.

**18/52/TCP      Update Report**

**Open-air cinema**

Cllr S. Williams said much more information was required before a further open-air cinema event could be permitted to take place in the gardens.

**18/53/TCP      Wedding Brochure**

Proposed by Cllr J. Broom and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** that the proposal from The Marketing Consultancy to produce a printed and digital wedding brochure to advertise the Guildhall as a wedding venue at no cost to the council be accepted.

**18/54/TCP      Town-Wide WiFi**

The deputy town clerk explained about a previous attempt by another local organisation to introduce publicly-accessible WiFi in Lyme which had cost in excess of £70k and which had never worked successfully for a variety of reasons. He also explained the background to the request to extend the current seafront system to the Monmouth Beach area. He advised that dedicated leased lines could be provided to improve speed and capacity, but these were much more expensive than a normal shared WiFi connection; in the region of £600-800 per month per line, excluding any additional installation costs.

Cllr S. Miller explained that he was attending on behalf of Cllr R. Doney who was unable to be present. He felt that the proposal to extend publicly-accessible Wifi was premature and required further analysis and justification. He said there was no current rationale to proceed and the council should not do so.

Members were unanimously of the view that there was no demonstrated need or justification to extend publicly-accessible WiFi to other parts of Lyme Regis.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** not to support the extension of publicly-accessible WiFi to any other areas of Lyme Regis.

**18/55/TCP      Community Minibus**

The chairman introduced the report and explained that there were two possible options available to the council; to buy the vehicle outright or to manage the booking and use of the vehicle and to bear all the costs associated with its use by the community, including insurance and maintenance.

Members thanked Richard Clist for his very generous offer but were of the view that the practical difficulties associated with booking, administration, storage and use meant that it was not sensible for the council to get directly involved.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to thank Richard Clist for his kind offer of a minibus for use by the local community but to decline getting directly involved in either its acquisition or its management, hire and maintenance.

**18/56/TCP      Managing Consultation Exercises**

Members noted the report.

*The meeting closed at 7.32pm.*



## LYME REGIS TOWN COUNCIL

## TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

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

**Present****Chairman:** Cllr J. Scowen**Members:** Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams**Officers:** Mr M. Adamson-Drage (operations manager), Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer)**18/44/TMH Public Forum****Ms R. Pope**

Ms Pope spoke about the cemetery chapel, as referred to at agenda item 7, Update Report. She said a contributor to the local newspaper recently described one of the 19<sup>th</sup> century chapels as a 'little gem', which in a response to the same newspaper, she had agreed with. She said they were both concerned about water ingress to the roof, which was damaging the stencils on the walls, although this was thankfully being addressed. However, she said other repair work was required, such as the doors. Ms Pope said the more easterly chapel also needed maintenance, such as the stained-glass windows, and this building was sadly being used as a storage room. She said someone else had described it as a 'great shame', which she agreed with, and referred to it as a 'junk room'. She said the platform and the ladder that was put in was probably worth more than all the objects stored there. Ms Pope said she would have liked to see the chapel open to the public during the day for quiet reflection as they visited the cemetery. However, she said the platform had ruined the chapel as it was put in across the main stained-glass windows. Ms Pope said she understood the council had a legal responsibility to maintain the cemetery and its buildings and she had also been told that several people over a number of years had tried to draw attention to the need for ongoing maintenance. She said some people were told money was allocated but nothing was done. She said it seemed to be a case of 'out of sight, out of mind'. With regards to the western chapel, Ms Pope said it would now be more expensive to solve the maintenance problems as the plaster and stencils needed specialist attention. She said several people had done an excellent job of making people aware of the chapels and their interesting history during the annual open days and they had collected a substantial amount of historical information. Ms Pope asked the council to carry out ongoing maintenance to prevent further damage, to carry out work to renovate the chapels, and to install a history information board in the cemetery.

Ms Pope also spoke in relation to agenda item 16, Spittles Lane Landfill Site and she thanked Eve for her report on the site. She said she had recently watched three television programmes regarding landfill sites and also plastics, which she recommended watching. She said some aspects were depressing, but also

encouraging because of new developments. Ms Pope said directly behind the Charmouth Road allotments there was still a lot of rubbish, including a number of cars, all waiting to slide down into the sea. She said she had been concerned about the amount of metal and other unpleasant things on the beach for some time, which included asbestos, plastics, metal and chemical contaminants. Ms Pope said people tended to either not know the tip was there or they thought the rubbish was Victorian. She said some was Victorian, but a lot wasn't, and there was definitely 20<sup>th</sup> century rubbish as the tip didn't close until the 1970s. She thanked the town clerk for instructing the report and said she had raised the topic of the tip and requested an expert review to start a conversation. Ms Pope said people rightly worried about plastic on the beach and did beach cleans, but they also needed to be concerned about this tip, which she understood was sitting on the most active landslip in Europe. She said the tip needed to be acknowledged, assessed, monitored and appropriate actions taken. Ms Pope said following the programme 'A Rubbish History', she had contacted one of the contributors from Queen Mary University of London who had displayed a map of historic landfill or rubbish sites. She said the tip was registered under the name 'Tip east of Spittles Lane' as a historic landfill site, not as a coastal historic landfill site, despite the fact it would all end up in the sea. Ms Pope said she had a number of questions and requests to the council, which she would send electronically.

**Ms S. Moseley**

As manager of the Marine Theatre, Ms Moseley spoke in relation to agenda item 10, Marine Theatre Sign. She said over the past 12 months they had worked hard to improve the reputation and quality of performance at the theatre, which had coincidentally fitted in well with the raising of the profile of Lyme Regis, with events such as Pages of the Sea. She said performances had included regular sell-out shows, comedian Jethro, and a day-time disco for children raising money for Lyme Regis Carnival. Ms Moseley said Sir Ian McKellen would be appearing at the theatre in July 2019 with a one-man show in support of the Marine Theatre and particularly youth theatre. She said this show had sold out within hours. She said the theatre would like to maintain the good relationship with local organisations, especially the town council. As part of this strategy and to future-proof their plan, she said they wanted to improve public awareness of the theatre's location. Ms Moseley said many summer visitors didn't know where the theatre was and even when told, struggled to find it, which was why they believed a sign to the entrance of the archway would be a benefit. She said there was a precedent for a sign above the archway, made of stained glass. She said this was an interesting and aesthetically pleasing piece of theatre history but it wasn't sufficient enough for people to notice and it didn't match today's trend. Ms Moseley said the drill hall sign was also an important part of the theatre's history, which they would like to use, particularly as it was the theatre's 125<sup>th</sup> anniversary next year. She said the mock-up of the proposed new sign within the agenda papers was done at speed and was a very crude artist's impression to be able to demonstrate the kind of thing they were hoping to do. She said the new image, which had been circulated to members, was a better representation of how the sign would look. Ms Moseley said the stained glass was attractive but not noticeable, but the proposed new sign would complement the existing sign, which could only be a benefit to both locals and visitors. She said as the council continued to raise the bar for the prosperity of Lyme Regis, she felt sure this small but important addition would fit in nicely with the council's progressive plans.

**18/45/TMH Apologies**

Cllr J. Broom – holiday  
Cllr Mrs C. Reynolds – illness

**18/46/TMH Minutes**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, the minutes of the previous meeting held on 3 October 2018 were **ADOPTED**.

**18/47/TMH Disclosable Pecuniary Interests**

There were none.

**18/48/TMH Dispensations**

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

**18/49/TMH Matters arising from the minutes of the Town Management Committee meeting held on 3 October 2018**

**Beach replenishment**

Cllr B. Larcombe was concerned a lot more sand had been lost during recent storms, which would have significantly changed the beach profile.

The deputy town clerk said Cllr J. Broom had been provided with technical drawings by West Dorset District Council (WDDC), but they wouldn't reflect the current beach levels. He said the beach had replenished itself following storms several months ago, but he didn't know what the long-term effects were. He said he would follow this up with the WDDC engineer.

Cllr B. Larcombe asked if the deputy town clerk could ask the engineer if there was a possibility of extending the break water by 10yds.

**Hydrock traffic survey**

Cllr Mrs M. Ellis asked when the draft report would be available.

The deputy town clerk said it was expected at the end of November.

Cllr R. Doney asked if there had been any contributions from members of the public.

The deputy town clerk said consultation would be carried out through Lyme Voice. He said some other comments had been made during the process but there had been no formal consultation.



**18/50/TMH Update Report**

**Cash machine**

The operations manager said Cllr Mrs C. Reynolds had been in touch with someone at Cash Zone so there was hopefully some movement.

**Cemetery chapel**

Cllr D. Hallett said there were many issues with the building other than the roof, including water ingress and broken window locks, and a surveyor with experience of church buildings should be asked to survey the building. He said the non-conformist chapel was a mess and all the equipment should be removed.

Cllr Mrs M. Ellis said the non-conformist chapel was used to store equipment for the pantomime society and the musical theatre group.

**Charmouth Road park and ride**

Cllr Mrs M. Ellis asked officers to push for the passenger information and income and expenditure from First bus to allow the council to make a decision on whether to pursue a planning application for the Sidmouth Road site.

**18/51/TMH Dorset Police Community Safety Accreditation Scheme**

Cllr B. Larcombe said the scheme wouldn't give the officers involved much in the way of arrest powers and he believed the council would be better served in continuing to press the police and crime commissioner to put pressure on central government for more police officers.

Cllr Mrs M. Ellis agreed and said supporting this scheme would effectively mean ratepayers paid twice for policing. She said the council needed to encourage people to report problems to the police to provide the statistics to justify a police presence.

Cllr J. Scowen agreed the council should be pressing for more police officers but believed this scheme would be in addition to that and would provide an immediate solution.

Cllr S. Miller said the case hadn't been proven for this kind of scheme in a town the size of Lyme Regis and he agreed the council should be applying pressure through other available channels.

The administrative officer said the Dorset police and crime commissioner was due to attend a council meeting in February 2019.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** not to hold any further discussions with Dorset Police regarding the Community Safety Accreditation Scheme.

**18/52/TMH Winter Boat Storage**

Cllr S. Williams said there were now 26 boats on the western section of Monmouth Beach car park, taking up 200 metres and providing an income of £11,680 WDDC. He said he was in favour of the car park being used to store boats, but it was also being used to store other equipment from the slipway. He added that WDDC had put its charges up for boat storage, and the town council should be receiving a fair share of this income.

Cllr Mrs M. Ellis said although the council should be supporting a working harbour by allowing the storage of boats, she was concerned this request had come to the council retrospectively and the boats were already on the car park.

As WDDC had increased its storage charges by 21%, Cllr Mrs M. Ellis suggested the same increase should be applied to the town council's charge to WDDC for use of the land.

It was proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller to approve the request from West Dorset District Council, on behalf of the harbourmaster, to store boats on the western section of Monmouth Beach car park from 1 October 2018 until 1 April 2019, and to instruct officers to charge West Dorset District Council £4,235 plus VAT, which represents a 21% increase on the 2017/18 charge.

This motion was not carried.

Cllr B. Larcombe said this figure was no reflection of the income the council would lose and WDDC was profiting at the town council's expense.

It was proposed by Cllr B. Larcombe to conduct a proper survey of the space occupied by WDDC on the western section of Monmouth Beach car park and work out a formula for how income can be calculated.

This motion was not seconded.

It was proposed by Cllr B. Larcombe to charge WDDC a rate for the western section of Monmouth Beach car park that takes account of the boat racks, as well as the boats.

This motion was not seconded.

Cllr S. Miller said a charging formula was agreed two years ago and he suggested splitting the difference between the 2017/18 charge and the potential income the council could have generated from car parking.

Cllr B. Larcombe suggested a charge of £5,750, the estimated income WDDC would receive based on 20 boats, as outlined in the report.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Hallett, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from West Dorset District Council, on behalf of the harbourmaster, to store boats on the western section of Monmouth Beach car park from 1 October 2018 until 1 April 2019, and to instruct officers to charge West Dorset District Council £5,750 plus VAT.



Cllr S. Williams requested a recorded vote.

**Voted for** – Cllr J. Scowen, Cllr B. Larcombe, Cllr P. Hicks, Cllr G Turner, Cllr D. Hallett  
**Voted against** – Cllr R. Doney, Cllr S. Williams, Cllr Mrs M. Ellis, Cllr S. Miller

**Abstentions** – None

#### 18/53/TMH **Marine Theatre Sign**

Cllr B. Larcombe said he would prefer to see finger-post signs pointing to the theatre from Cobb Gate and around the back of the Guildhall as a safer route.

Cllr Mrs M. Ellis said she was not in favour of having two signs in one location and suggested the proposed new sign covered the existing stained-glass sign.

Cllr J. Scowen said it would be a shame to cover the existing art deco sign. He said the existing sign showed up in the dark, while the proposed new sign would be more noticeable in the daytime.

It was proposed by Cllr J. Scowen to approve the request from the Marine Theatre for a new sign on Guildhall Cottage, in addition to the existing.

This motion was not seconded.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** not to approve the request from the Marine Theatre for a new sign on Guildhall Cottage, but to look into additional signage directing people to the theatre from Cobb Gate.

#### 18/54/TMH **Gardens' Ground Monitoring**

As a guide, the operations manager said he had received a quote for £2,790 plus VAT for a topographical and ground movement monitoring survey.

It was proposed by Cllr B. Larcombe and seconded by Cllr G. Turner to instruct officers to obtain quotations for the topographical and ground movement monitoring surveys of the Langmoor and Lister Gardens.

This motion was not voted on.

Cllr R. Doney questioned the need for this survey as previous information had indicated there was no real concern.

*Cllr B. Larcombe left the meeting at 7.56pm.*

Cllr R. Doney asked why the town council would pay for this survey and not WDDC.

Cllr J. Scowen said the survey would mark positions at a particular point in time in case there are slippages in the future.

*Cllr B. Larcombe returned to the meeting at 7.58pm.*

Cllr D. Hallett said lots of monitoring had been carried out in the past and he was sure the monitoring points were still in-situ.

The deputy town clerk said WDDC carried out regular monitoring until recent years but it seemed to have reduced in frequency.

Cllr Mrs M. Ellis suggested asking the local district councillors to follow this up and try to obtain the monitoring results.

Members agreed with this and Cllrs B. Larcombe and G. Turner agreed to amend their motion accordingly.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to obtain quotations for the topographical and ground movement monitoring surveys of the Langmoor and Lister Gardens, and to ask the local members on West Dorset District Council to try and obtain any monitoring results from the district council.

**18/55/TMH Memorial Benches**

Members agreed the existing benches on Marine Parade were well-used, but there was some concern there could end up being a proliferation of benches to satisfy demand.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to add 14 memorial benches to Marine Parade as the provision for 2019.

**18/56/TMH Water Points on the Seafront**

Cllr S. Williams felt there was a need for a water point outside Marine Parade toilets and as there was already a drain there, this could be easily done.

Cllr Mrs M. Ellis said she didn't see the need for water points as there were already 19 'Refill' stations in Lyme Regis. She said the water fountain in Anning Road playing field was removed due to the risk of Legionnaires' disease and the same risk still existed.

Cllr J. Scowen said although the Refill scheme was in use in Lyme, he had never seen it advertised and he didn't believe it was widely used, which was why he supported water points, in addition to Refill.

Cllr R. Doney said there was no reason the council couldn't ask more businesses on Marine Parade to take part in the scheme and the council could give it more publicity. He said the scheme was also supported by Plastic Free Lyme Regis and he could arrange for stickers to go in the windows of participating businesses.

It was proposed by Cllr S. Williams and seconded by Cllr J. Scowen to install a water point outside the Marine Parade toilets.

This motion was not carried.



Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** not to install water points on Marine Parade.

**18/57/TMH     Seagull Control**

Cllr B. Larcombe said although the seagulls would go away when the birds of prey were present and return once they were gone, he believed it was worth trialling falconry.

Cllr J. Scowen was in favour of falconry but didn't think one day was enough to have an effect and he believed a few days would be better.

It was suggested the trial could be held over several days of the Easter weekend in 2019.

Cllr Mrs M. Ellis said the council shouldn't specify days in case there was bad weather on those days.

On the hours suggested, i.e. 12pm to 4pm, Cllr S. Miller said this would cost the council £380 per session, which had not been budgeted for. He said a trial day should be held and its success reported back to the council, at which point the council could decide if it wanted to extend the trial. In the long-term, he said the council should look at the success rate and use this method in conjunction with other initiatives.

Cllr R. Doney said it was already known what affect the birds of prey would have, i.e. the seagulls would return once they were gone, but he believed it was worth having a trial for a day. He said the council could then talk about other things it could do to control seagulls, such as working with takeaway outlets.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to a bird control trial with a falconer during a day in the 2019 Easter holidays between 12pm and 4pm.

**18/58/TMH     Langmoor/Lister Woodland Walk Nature Trail**

Members agreed employees should be encouraged to come forward with their ideas.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a proposal by the operations supervisor to create a nature trail in the woodland walk in the Langmoor/Lister Gardens.

**18/59/TMH     Spittles Lane Landfill Site**

Members agreed a letter should be sent to Eve from the council thanking her for her report.

*Cllr Mrs M. Ellis left the meeting at 8.22pm.*

Members discussed the outstanding issues of land ownership and liability and agreed this needed to be resolved as soon as possible.

*Cllr Mrs M. Ellis returned to the meeting at 8.24pm.*

Cllr D. Hallett said if the town council did own the site, it should be considering how the land could be used to better effect.

**18/60/TMH     9 Monmouth Beach and 42a Western Beach**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request to replace a static caravan at 9 Monmouth Beach, providing the footprint is no greater than the existing, and to extend a decking area at 42a Western Beach.

**18/61/TMH     Emergency Procedure Review**

The operations manager said it had been requested that the mayor and deputy mayor's contact details were included in the procedure, and he had made these amendments.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the updated emergency procedure, with the addition of the mayor and deputy mayor's contact details.

**18/62/TMH     Complaints and Incidents**

Members noted the report.

**18/63/TMH     Play Parks**

Proposed by Cllr J. Scowen and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**18/64/TMH     Unit 1a, St Michael's Business Centre**

Proposed by Cllr J. Scowen and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.



**18/65/TMH CCTV Project**

Proposed by Cllr J. Scowen and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**18/66/TMH Cart Road Beach Huts**

Proposed by Cllr J. Scowen and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**18/67/TMH Parking Enforcement Administration System**

Proposed by Cllr J. Scowen and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**18/68/TMH Parking Restrictions, South Avenue and Haye Lane**

Cllr Mrs M. Ellis was concerned that introducing parking restrictions in South Avenue would have a knock-on effect in surrounding streets as people would park elsewhere to avoid paying for a permit. She said the new parking permit system used in other residential streets was also being abused as there were no permits on display in vehicles.

Cllr D. Hallett said there was a large car park behind South Avenue where residents could park, so there was no need to park on the street anyway.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue parking restrictions in South Avenue.

Members agreed parking restrictions were needed in Haye Lane due to vehicles parking dangerously on the junction.

Cllr B. Larcombe asked if all the traffic regulation orders (TRO) the council had put forward could be dealt with en-bloc.

The deputy town clerk said there was no certainty any of the TRO requests would be taken forward by Dorset County Council but he believed it was more likely if the requests were made en-bloc.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to pursue parking restrictions in Haye Lane.

**18/69/TMH Exempt Business**

**a) Play Parks**

Cllr S. Miller said as there was an opportunity to obtain section 106 funding for replacement equipment at the Henry's Way play area as well as the resurfacing, he believed the council should obtain two further quotations for both replacement play equipment and resurfacing.

Cllr B. Larcombe suggested a company called Proludic could be approached.

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to obtain two further quotes for replacement play equipment and resurfacing of the Henry's Way play area.

Members were concerned there had been no response from the contractors of the Anning Road play area regarding issues with the surface. The operations manager said he would continue to pursue this.

**b) Unit 1a, St Michael's Business Centre**

The deputy town clerk said the council had a share in the ownership of the entire building but it didn't own unit 1a; it rented the unit from Lyme Regis Development Trust.

Members were concerned about this as they believed the council had bought a share specifically for the use of community organisations.

The deputy town clerk said he would check the lease again and bring a report back to the committee to confirm this.

**c) CCTV Project**

Some members were still concerned about what the purpose of the CCTV system was and why cameras were required in certain places, specifically at Anning Road playing field and the gazebo in the gardens.

Cllr R. Doney said the quotes needed further clarification, including whether the town council would be responsible for providing the infrastructure and cabling, and whether the proposed systems would fulfil the council's requirements.



Proposed by Cllr J. Scowen and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to investigate the quote from Central Southern Security further and, subject to satisfactory explanations to officers and the cost remaining as the lowest quote received, engage them to install the new CCTV systems, with final approval being given to officers to accept the quote on this basis.

**d) Cart Road Beach Huts**

The operations manager said he had enquired with the three companies what guarantees they would offer on the huts. He said the quotes were based on providing all the huts at once, but since the council's decision to phase delivery over three years, further prices had been sought from the three companies on this basis.

The operations manager said two of the companies would hold their prices for the first 12 huts but couldn't guarantee prices for future years, and one company had increased the price of the first 12 and also couldn't guarantee prices for future years.

The operations manager said one of the companies would provide a log cabin which would be made to look like a beach hut, and the other two companies would provide a product which was more in line with the specification.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the quote from Poultons for replacement beach huts for the Cart Road.

**e) Parking Enforcement Administration System**

Members agreed this would save the council money in the long-run and assist the enforcement officers in doing their job.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to upgrade the council's parking enforcement system, subject to two further quotes, to delegate authority to officers to choose the preferred provider, and for this information to be reported back to members.

*The meeting closed at 9.12pm.*

**Committee:** Full Council

**Date:** 12 December 2018

**Title:** Budget and Precept, 2019/20 and Medium-term Financial Plan 2019-2023

**Purpose of the Report**

To allow members to consider and approve the 2019/20 budget, including a precept of £120,708

To inform members of the council's medium-term financial plan 2019-2023

**Recommendation**

- a) Members approve the 2019/20 budget
- b) Members approve a precept of £120,708 for 2019/20
- c) Members approve the 2019/20 objectives, as set out in paragraph 19 of this report
- d) Members note the medium-term financial plan 2019-2023

**Background**

- 1. Each year the council must approve the budget and precept for the following financial year. This report outlines the position in terms of the council's operational income and draft expenditure for 2019/20, adjusted for inflation.
- 2. This report provides the budget and precept for 2019/20.
- 3. Members considered the objectives at the Strategy and Finance Committee meetings on 24 October and 28 November 2018.
- 4. Members also provided guidance to officers on the preparation of the 2019/20 budget and the precept at the Strategy and Finance Committee meetings on 24 October and 28 November 2018; this guidance is incorporated into this report.
- 5. The medium-term financial plan follows on from the 2019/20 budget and sits alongside the council's corporate plan.
- 6. The financial forecast for 2020/21 onwards is for information, only. This council's commitment to grant funding (£137k) expires in March 2020 and no commitment is shown from that date forwards.



**Base budget position**

7. As per **appendix 15A**, the budget position for 2019/20 shows a deficit of £569k. This is reduced from the £685k deficit previously reported after making those changes agreed at the 28 November 2018 meeting of Strategy and Finance; i.e., take out £3k for boules, £25k for gym equipment, £25k for concert bowl, £2k for drinking water taps on the seafront and £67k for church tower, and add in £1k for signposting and £5k for seafront waste collection/recycling. This deficit is after allowing for the £588k of new objectives, as listed in **appendix 15B**, which were considered at the Strategy and Finance Committee meeting on 24 October 2018 and amended at the Strategy and Finance Committee meeting on 28 November 2018. The figures include objectives brought forward from previous years. The sum of £30,000 for the lighting project in the Langmoor and Lister Gardens will be offset by section 106 funding over the two years of the project. This sum is included in other income (£15k pa, in both 2018/19 and 2019/20).
8. Other than the Marine Parade beach hut replacement programme, all 2019/20 objectives are 'one-off' projects.

**Income**

9. **Precept**

The precept excludes the council tax support grant from West Dorset District Council (WDDC), which has now been totally phased out. This grant reduction has been absorbed by this council and not passed on to local council tax payers. In line with the council's policy objective to hold the precept at its current level until 2019, the precept income from local council tax payers remains unchanged at £120,708.

10. **Schedule of charges**

These were considered by Strategy and Finance on 24 October 2018 and approved by Full Council on 31 October 2018. All charges have been amended, where appropriate.

11. **Parking income**

Parking income is budgeted at the lowest of the actual amount received in the last two years, plus the approved 20p per hour increase at Monmouth Beach and Cabanya car parks.

12. **Site licences**

Following the Alder King report, which was presented to the Full Council on 21 September 2016, the level of future charges is dictated by a clause which links increases to inflation at RPI at the end of September, which was 3.3%.

**13. Other income**

As stated above, the 2019/20 budget includes a £15k section 106 receipt, which is allocated for lighting in the Langmoor and Lister Gardens; the total cost of this project is budgeted at £60,000<sup>1</sup>, and income and expenditure is budgeted for in 2018/19 and 2019/20.

**Expenditure**

**14. Office administration**

The 2019/20 budget includes funding for:

- £5k – improvements for disabled visitors
- £5k – promotion to walkers, water sports and foreign visitors
- £10k – disability accessibility audit

**15. Outside works**

The 2019/20 budget includes funding for:

- £45k – Marine Parade railings
- £10k – repairs to East Cliff path
- £2.5k – events' support
- £3k – park and ride, Charmouth Road

16. In the 2018/19 budget, £20,000 has been allocated for a traffic and transport study by Hydrock. Costs which may arise from this study are not included in the 2019/20 budget.

17. Any expenditure that may be required following the options' appraisal of Strawberry Field in 2018/19 has not been included in the budgets for subsequent years as any resulting costs are unknown.

18. An additional £10k has been included for signage and additional rental for park and ride costs.

**19. Objectives/ Projects**

New objectives/projects for 2019/20 have been included in a separate heading to aid budgeting and monitor actual costs of individual projects, see **appendix 15B**. The budget includes funding for:

- £100,000 – Marine Parade day huts over a three-year period from 2018/19.
- £400k – roof repairs above amusement arcade, Swim and antiques centre

---

<sup>1</sup> The town council's contribution to this project is £30,000. This is equally matched by a £30,000 section 106 contribution from West Dorset District Council. Income and expenditure for this project is budgeted for equally in 2018-19 and 2019-20.

## AGENDA ITEM 15

- £100k – office accommodation
- £10k – bin store on the seafront
- £12k – two-seater small tipper for the lengthsman
- £60k – lighting at Langmoor and Lister Gardens, offset by £30k s106 monies
- £1k – Lyme Regis signage (plastic-free Lyme)
- £5k – Additional seafront waste collection/recycling

20. As agreed at the meeting of Strategy and Finance on 28 November 2018, the conditional match funding of up to £66,770 for works to St Michael's church tower has been removed from the 2019/20 budget because the application by the church for grant funding from the current Coastal Communities Revival Fund bidding round has been unsuccessful.

### 21. Democratic Representation

- The mayor's allowance has been increased by 3.5% to £4,403
- Councillors' allowance has increased to £14,100 from £7,049 to budget for the current review which is currently being undertaken by Dorset County Council.
- Councillors' training has increased from £2,946 to £4,000 to allow for training for the new administration
- Election expenses of £7,500 have been included to cover the town council's contribution towards the cost of the May 2019 elections (c.£3,510) and the possibility of a by-election in 2019/20

### 22. Staffing

There are no staff structural changes budgeted for 2019/20; the increases relate to inflationary and incremental increases, only.

### 23. Reserves

Good practice recommends town councils hold between 25% and 100% of their income in reserves at any given time. This town council's policy was to hold at least 50% of its income in reserves. In December 2016, as part of the 2017/18 budget-setting process, the targeted reserve level was increased to £1million (71% of income) to take into account the post-Brexit vote economic uncertainty, the potential devolution of services from principal local authorities and future capital projects.

24. On 31 March 2018, the council had general reserves of £1.419 million, equivalent to 80.8% of total income: £68k of this was in earmarked reserves (EMR), see table below.

EMR	31/03/2018	20/11/2018
Seafront railings	£33,207.50	£29,707.50
Reserve - Football Club		
Grant	£25,000.00	£0.00
Playing field bequest	£747.00	£747.00

## AGENDA ITEM 15

Cemetery bequest	£483.00	£483.00
Cemetery bequest	£153.00	£153.00
Christmas lights' reserve	£9,098.61	£7,365.30
	<b><u>£68,689.11</u></b>	<b><u>£38,455.80</u></b>

25. At the meeting of Strategy and Finance on 28 November 2018, it was reported that if the expenditure in 2018/19 was as forecast and all the objectives were expended in 2019/20, the general reserves as at 31 March 2020 would reduce to £700k or 44% of budgeted income. It was noted that the council needed to make £101k of savings to achieve the 50% figure that its policy required.
26. After the budget changes recommended at that meeting, as set out in paragraph 7, the general reserves as at 31 March 2020 will reduce to £816k or about 51% of budgeted income, i.e., the council's policy of holding 50% of its income in reserve will be met.

John Wright  
Town clerk  
December 2018



## Summary Budget

	2017/18 Actual £000's	2018/19 Budget £000's	2018/19 Forecast £000's	2019/20 Draft Base Budget £000's	2020/21 Draft Base Budget £000's	2021/22 Draft Base Budget £000's	2022/23 Draft Base Budget £000's
<b>Income</b>							
Precept	123	121	121	121	121	121	121
Car parks	692	613	682	725	725	725	725
Chalets/Beach huts/Caravans	335	317	351	334	334	334	334
Concessions	39	38	40	40	40	40	40
Commercial rents	212	213	209	213	213	213	213
Advertising	20	19	19	18	18	18	18
Amenity area	88	86	85	86	86	86	86
Cemetery	15	5	24	5	5	5	5
Licenses	13	14	14	13	13	13	13
Other	212	49	69	43	30	30	30
Income from Investments	5	4	4	4	4	4	4
<b>TOTAL INCOME</b>	<b>1,755</b>	<b>1,479</b>	<b>1,617</b>	<b>1,602</b>	<b>1,590</b>	<b>1,590</b>	<b>1,590</b>
<b>Expenditure</b>							
Office administration	122	108	168	126	126	126	126
Rents	2	4	3	7	7	7	7
Licenses	4	4	4	4	4	4	8
Democratic representation	7	16	13	33	26	26	26
Outside works	386	362	401	274	251	251	251
Grants etc	161	146	140	146	9	9	9
Utilities	128	135	129	141	141	141	141
Staffing	583	687	691	739	753	768	783
Marketing	51	60	55	60	58	58	58
Other	16	14	14	14	14	14	14
Loan charges inc interest	57	38	53	38	38	38	38
New Objectives/ Projects			45	588	30	0	0
<b>TOTAL EXPENDITURE</b>	<b>1,518</b>	<b>1,573</b>	<b>1,716</b>	<b>2,171</b>	<b>1,457</b>	<b>1,441</b>	<b>1,460</b>
<b>Annual Surplus/(deficit)</b>	<b>237</b>	<b>(95)</b>	<b>(100)</b>	<b>(569)</b>	<b>133</b>	<b>148</b>	<b>129</b>
One Off Objectives included above		198	198	588	30	0	0
Base Surplus/(Deficit) - excluding one offobjective		103	98	19	163	148	129

Objective	Possible Code	Category	Total Expenditure	Year of Council	2018/19	2019/20	2020/21	2021/22
<b>Outstanding Objectives from 2016/17</b>								
Marine Parade Railings	6505	Outside Works	35,000	ongoing		45,000		
Trim Trail	6506	Outside Works	5,000	One Off	5,000			
CCTV	6506	Outside Works	26,100	One Off	26,100			
					<b>31,100</b>	<b>45,000</b>	-	-
<b>Outstanding Objectives 2017/18</b>								
Highways - One way System	6673	Outside Works	20,000	Highways - One way System	20,000			
garden working group/ Boules area	6506	Outside Works	3,000	garden working group/ Boules area	3,000			
garden working group/ Concert Area/	6506	Outside Works	25,000	garden working group/ Concert Area/Stage	25,000			
garden working group/ Gym Equipme	6506	Outside Works	25,000	garden working group/ Gym Equipment	25,000			
Repairs East Cliff path	6500	Outside Works	-	East Cliff path		10,000		
Improve exp for disabled visitors	6122	Office Admin	5,000	Promotion of town		5,000		
Walkers, Water Sports, Foreign Visits	6122	Office Admin	5,000	Promotion of town (plus £5k from 17/18 reserv	5,000	5,000		
Events Support	6714	Outside Works	2,500	Radio/ stage etc	2,500	2,500		
				<b>TOTAL 2017/18</b>	<b>80,500</b>	<b>22,500</b>	-	-
<b>Outstanding Objectives 2018/19</b>								
Disability Funding	6240	Office Admin	10,000	Accessibility audit	10,000	10,000		
Marine Parade	6506	Outside Works	45,000	Beach Huts Replaced over 3 years	15,000			
Park n Ride - Charmouth Rd	6671	Outside Works	3,000	Extend Season	3,000	3,000		
Asset Management Review	6240	Office Admin	6,000	External consultants	6,000			
Implement Parking Orders	6674	Outside Works	3,000	Public notices/signage etc	3,000			
				<b>TOTAL 2018/19</b>	<b>37,000</b>	<b>13,000</b>	-	-
<b>New Objectives 18/19/20</b>								
MP Beach Hut Replacement	6507	Objectives/Projects	90,000	over 3 years 2018/19-20/21	15,000	30,000	30,000	
Roof Repairs to shelters	6512	Objectives/Projects	400,000			400,000		
Office accommodation	6513	Objectives/Projects	100,000			100,000		
Bin Store Sea front	6514	Objectives/Projects	10,000			10,000		
2 Seater small tipper-lengthsman	6600	Outside Works	12,000			12,000		
Lighting- Langmoor & Lister Gardens	6416	Objectives/Projects	60,000		30,000	30,000		
Strawberry Field								
Welcome to Lyme Signs- Plastic Free Status			1,000			1,000		
Additional sea-front rubbish collection/recycling			5,000			5,000		
				<b>TOTAL NEW</b>	<b>45,000</b>	<b>588,000</b>	<b>30,000</b>	
				<b>TOTAL OUTSTANDING OBJECTIVES</b>	<b>193,600</b>	<b>668,500</b>	<b>30,000</b>	



**Committee:** Full Council

**Date:** 12 December 2018

**Title:** Non-Motorised Watersports' Concession

**Purpose of Report**

To allow members to consider whether to offer a three-year period for the non-motorised watersports' concession

**Recommendation**

Members approve a three-year concession for non-motorised watersports

**Background**

1. Each year the town council advertises concessions for the coming season and beyond.
2. Concessions for children's games and activities, trampolines and deckchairs have already been approved for the 2017 to 2019 seasons. Concessions for henna tattooing and hair braiding, and arts and crafts have been approved for the 2018 to 2020 seasons.
3. The remaining concession is for non-motorised watersports, which was approved for one year only in both 2017 and 2018 as a trial.

**Report**

4. There have been no problems or complaints about the non-motorised watersports' concession. Members are therefore asked to consider bringing this concession in line with the others and offering a three-year period.
5. It is normal practice to offer both a one-year and a three-year concession to give applicants the choice.
6. If a three-year concession was in place, it would provide the concessionaires with more business security and save council time and money if the concession doesn't have to be advertised and approved each year.
7. Regardless of whether members decide to offer a three-year period or to continue with a one-year concession, only, the availability of the concession will be advertised from 13 December 2018. The deadline will be in early-January to allow the Town Management and Highways Committee to consider any applications at its meeting on 16 January.

Adrianne Mullins  
Administrative officer  
December 2018

**Committee:** Full Council

**Date:** 12 December 2018

**Title:** Woodmead Halls' Lease

**Purpose of Report**

To inform members that the management committee of Woodmead Halls had approved the new lease

**Recommendation**

Members approve the lease between Woodmead Halls' and the town council

**Background**

1. On 31 October 2018, the Full Council considered a report on a new lease between Lyme Regis Leisure Centre (Woodmead Halls) and the town council. The report and lease are attached, **appendices 17A and 17B**.
2. The Full Council resolved:

‘to confirm with the Woodmead Halls' Management Committee it is satisfied the process to agree the Woodmead Halls' lease has been conducted satisfactorily, despite the council and the management committee instructing their respective solicitors to act on their behalf, that clarification is sought on the proposed lease, and for this information to be reported back to the Full Council.’
3. On 12 November 2018, the town clerk met with the chairman of Woodmead Halls' Management Committee. At that meeting, the chairman confirmed his committee had approved the new lease and that the process had been conducted satisfactorily.

John Wright  
Town clerk  
November 2018



**Committee:** Full Council

**Date:** 31 October 2018

**Title:** Woodmead Halls' Lease

**Purpose of Report**

To allow members to consider and approve the council's lease with Woodmead Halls

**Recommendation**

Members approve the Woodmead Halls' lease

**Background**

1. The procedure for executing and sealing legal deeds is detailed in standing orders 23a and 23b.  
  
23a. 'A legal deed shall not be executed on behalf of the council unless authorised by a resolution.'  
  
23b. 'Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the proper officer in the presence of two councillors who shall sign the deed as witnesses.'
2. Attached is the new lease for Woodmead Halls. The new lease incorporates two additional areas marked in red and blue on the plan attached to the lease.
3. In all other respects, the new lease is co-terminus: it contains the same terms and conditions as the original lease and has the same end date, 4 October 2080.

John Wright  
Town clerk  
October 2018

Date \_\_\_\_\_ 2018

Lyme Regis Town Council (1)

- to -

Lyme Regis Leisure Centre trading as  
Woodmead Halls (2)

## LEASE

- relating to -

Land at  
Woodmead Halls  
Hill Road  
Lyme Regis  
Dorset  
DT7 3PG

**KITSON  
TROTMAN**

SOLICITORS

[www.kitsonandtrotman.co.uk](http://www.kitsonandtrotman.co.uk)

The Champions  
Beaminster  
Dorset  
DT8 3AN

Tel: 01308 862 313  
Fax: 01308 862 033  
Ref: JH.LA.L417.170

Land Registry Prescribed Clauses

LR1. Date of the lease

LR2. Title Number[s]

LR2.1 Landlord's title number[s]

DT382402

LR2.2 Other title numbers

None

LR3. Parties to this lease

Landlord

**Lyme Regis Town Council** of Guildhall Cottage Church Street  
Lyme Regis Dorset DT7 3BS

Tenant

**The Trustees of Lyme Regis Leisure Centre** trading under its working name of **Woodmead Halls** a registered charity under charity number 288969 of 4 Church Cliff Flats Church Street Lyme Regis Dorset DT7 3BZ

Other parties

None

LR4. Property

In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.

**Firstly, approximately 3.37 x 9.367 metres of land at Woodmead Halls Hill Road Lyme Regis Dorset DT7 3PG shown outlined in red on the Plan**

**Secondly the land at Woodmead Halls Hill Road Lyme Regis Dorset DT7 3PG within the area shown outlined in blue on the Plan so far as not already demised by the Original Lease**

LR5. Prescribed statements etc

The land let will, as a result of this lease, be held by (charity), a non-exempt charity, Lyme Regis Leisure Centre trading under its working name of Woodmead Halls and the restrictions on disposition imposed by section 117-121 of the Charities Act 2011 will apply to the land (subject to section 117(3) of that Act).

LR6. Term for which the Property is leased

The term as specified in this lease at clause 3

LR7. Premium

One pound – (£1.00)

LR8. Prohibitions or restrictions on disposing of this lease

This lease contains a provision that prohibits or restricts dispositions

LR9. Rights of acquisition etc

LR9.1 Tenant's contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land

	None
	LR9.2 Tenant's covenant to (or offer to) surrender this lease
	[None]
	LR9.3 Landlord's contractual rights to acquire this lease
	[None]
<b>LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property</b>	None
<b>LR11. Easements</b>	LR11.1 Easements granted by this lease for the benefit of the Property
	See Schedule 1
	LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property
	See Schedule 2
<b>LR12. Estate rentcharge burdening the Property</b>	None
<b>LR13. Application for standard form of restriction</b>	None
<b>LR14. Declaration of trust where there is more than one person comprising the Tenant</b>	The Tenant is more than one person. They are to hold the Property on trust for themselves as joint tenants
	OR
	The Tenant is more than one person. They are to hold the Property on trust for themselves as tenants in common in equal shares
	OR
	The Tenant is more than one person. They are to hold the Property on trust
	OR
	Not applicable



THIS LEASE is made between the parties referred to in clause LR3 and the provisions that follow have effect subject to the provisions contained, and terms used, in clauses LR1 to LR14

## 1 Definitions

In this lease:

<b>Original Lease</b>	a lease dated 05 October 1981 and made between (1) the Landlord and (2) Derek William Notley and John Grahame by which all the premises at Hill Road Lyme Regis Dorset now known as Woodmead Halls Hill Road Lyme Regis Dorset DT7 3PG were demised to Derek William Notley and John Grahame on trust for the Tenant for a term of 99 years from 05 October 1981 at a rent of one peppercorn a year
<b>Plan</b>	the plan attached to this lease
<b>Property</b>	<p>firstly all that of parcel of land measuring 3.37 x 9.367 metres at Woodmead Halls Hill Road Lyme Regis Dorset DT7 3PG shown outlined in red on the Plan (<b>First Property</b>)</p> <p>secondly the land at Woodmead Halls Hill Road Lyme Regis Dorset DT7 3PG within the area shown outlined in blue on the Plan so far as not already demised by the Original Lease (<b>Second Property</b>)</p>
<b>Services</b>	conduits and equipment used for the reception, generation, passage and/or storage of Utilities
<b>Utilities</b>	electricity, gas, water, foul water and surface drainage, heating, ventilation and air conditioning, smoke and fumes, signals, electronic communications and all other utilities serving or consumed at the Property
<b>VAT</b>	value added tax or any other tax of a similar nature and unless otherwise expressly stated all references to rents or other sums payable by the Tenant are exclusive of VAT

## 2 Interpretation

Unless expressly stated to the contrary, the expression this Lease includes any document supplemental to or collateral with this document or entered into in accordance with this document except the Original Lease.

### 3 Demise

In consideration of the premium referred to in clause LR7. (receipt of which the Landlord acknowledges) and the rents reserved by this lease the Landlord lets the Property to the Tenant with full title guarantee, together with the rights specified in Schedule 1, but excepting and reserving to the Landlord the rights specified in Schedule 2, to hold the Property to the Tenant for the term of 99 years commencing on and including 05 October 1981 subject to all rights, easements, privileges, restrictions, covenants and stipulations of whatever nature affecting the Property including any matters contained or referred to in Schedule 3, yielding and paying to the Landlord the rent of one peppercorn per year payable without any deduction or set-off on or before 01 January in each year.

### 4 Terms of this Lease

Except as to:

- 4.1 the property demised;
- 4.2 the term of years granted; and
- 4.3 the rent reserved;
- 4.4 the covenants referred to in clauses 5.1.2 and 5.1.3,
- 4.5 the options to break in clause 6

this Lease is made on the same terms and subject to the same covenants, provisos and conditions as are contained in the Original Lease as if they were set out in this Lease in full with such modifications as are set out in Schedule 4.

### 5 Covenants

#### 5.1 The Tenant's covenants

- 5.1.1 The Tenant covenants with the Landlord to observe and perform all the covenants and conditions on his part contained in the Original Lease as modified as above.
- 5.1.2 The Tenant covenants with the Landlord only to use the First Property for the construction of a kitchen extension to be amalgamated with the premises demised by the Original Lease and once constructed to use the First Property as additional kitchen space.
- 5.1.3 The works referred to in clause 5.1.3 must be executed in a good and workmanlike manner, with good quality materials, in accordance with the specifications and drawings approved by the Landlord and with all necessary licences, permits, authorities, permissions and consents.

**5.2 The Landlord's covenants**

The Landlord covenants with the Tenant to observe and perform all the covenants and conditions on its part contained in the Original Lease as modified as above.

**6 Landlord's options to determine**

6.1 If at any time the Tenant of this Lease is not the same person or entity as the tenant of the Original Lease then the Landlord may terminate this Lease by giving the Tenant notice to that effect and upon the giving of such notice this Lease is to cease and determine immediately, but without prejudice to any rights or remedies that may have accrued.

6.2 If the First Property has not been built for use as additional kitchen space in accordance with clause 5.1.2 within two years of the date specified in clause LR1. the Landlord may determine this Lease by giving to the Tenant one months' notice in writing expiring on any date.

**7 New Lease**

This Lease is a new tenancy for the purposes of the Landlord and Tenant (Covenants) Act 1995, s 1.

**8 Capacity of tenant**

It is declared that the persons comprising the Tenant hold the Property on the trusts of Lyme Regis Leisure Centre trading under its working name of Woodmead Halls

**9 Exclusion of the LTA 1954, sections 24–28**

**9.1 Notice and declaration**

On *[insert date]* 2016, the Landlord served notice on the Tenant pursuant to the provisions of section 38A(3) of the Landlord and Tenant Act 1954 (LTA 1954), and on *[insert date]* 2016

made a simple or statutory declaration pursuant to the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003, Schedule 2

**9.2 Agreement to exclude**

Pursuant to the provisions of the LTA 1954, s 38A(1), the parties agree that the provisions of the LTA 1954, ss 24–28 inclusive are to be excluded in relation to the tenancy created by this Lease.

**10 Declaration as to extent demised by the Original Lease**

The parties agree and declare that the extent of the premises demised by the Original Lease is as shown outlined in mauve on the Plan

## APPENDIX 17B

THE PARTIES have signed/executed this lease as a deed on the date specified above



**SCHEDULE 1 THE RIGHTS GRANTED**

---

- 1 Subject to paragraph 2 below, the Landlord grants the following rights to the Tenant for the benefit of the Property during the term:
  - 1.1 The right to use the Service Media serving the Property
  - 1.2 A right of way at all times with or without vehicles over the roadway hatched blue on the plan to the Original Lease
- 2 The rights granted by paragraph 1 above:
  - 2.1 are granted only to the extent that the Landlord has power to grant them
  - 2.2 unless otherwise specified, are to be used in common with the Landlord, any superior landlord and other persons authorised by them
  - 2.3 may be interrupted or varied for the purposes of any works of maintenance, repair, alteration or the replacement of any land, building, or Service Media in connection with which the rights are exercised

---

**SCHEDULE 2 THE RIGHTS RESERVED**

---

- 1 The Landlord excepts and reserves from this lease:
  - 1.1 the right to inspect, connect into, repair and replace any Service Media on, under or over the Property or the premises demised by the Original Lease, but which do not form part of the Property or the premises demised by the Original Lease
  - 1.2 rights of light, air, support and protection to the extent those rights are capable of being enjoyed at any time during the term;
  - 1.3 at any time during the term, the full and free right for the Landlord to develop any property in which the Landlord has or acquires an interest during the term as the Landlord may think fit;
  - 1.4 the right to attach any structure, fixture or fitting to the boundary of the Property in connection with any of the reservations in this lease,  
  
notwithstanding that the exercise of any of the above reservations or the works carried out pursuant to them result in a reduction in the flow of light or air to the Property or loss of amenity for the Property.
- 2 The rights excepted and reserved by this lease are excepted and reserved to the Landlord and any superior landlord or mortgagee, and may be exercised by anyone authorised by the Landlord or a superior landlord

**SCHEDULE 3 THE SUBJECTIONS**

---

- 1 The matters contained or referred to in the Original Lease insofar as they relate to the Property
- 2 The matters contained or referred to in title number DT382402 on to 18 February 2016 at 08:32:33 insofar as they relate to the Property

**SCHEDULE 4 THE MODIFICATIONS**

---

- 1 For avoidance of doubt, the Original Lease is to be read and construed as if the references to the Lyme Regis Leisure Centre are to the Tenant named in clause LR3. of this Lease
- 2 The Tenant shall not assign, underlet or charge this Lease, unless the Tenant simultaneously assigns, underlets or charges the Original Lease (in accordance with the terms of the Original Lease) to the same person or entity.



The Common Seal of the  
**LYME REGIS TOWN COUNCIL**  
was hereunto affixed in the  
presence of the Mayor and a  
councillor:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councillor

SIGNED AS A DEED  
on behalf of the trustees of **LYME REGIS LEISURE CENTRE**  
by

..... (signature)  
..... (Full Name)

**Authorised Signatory**

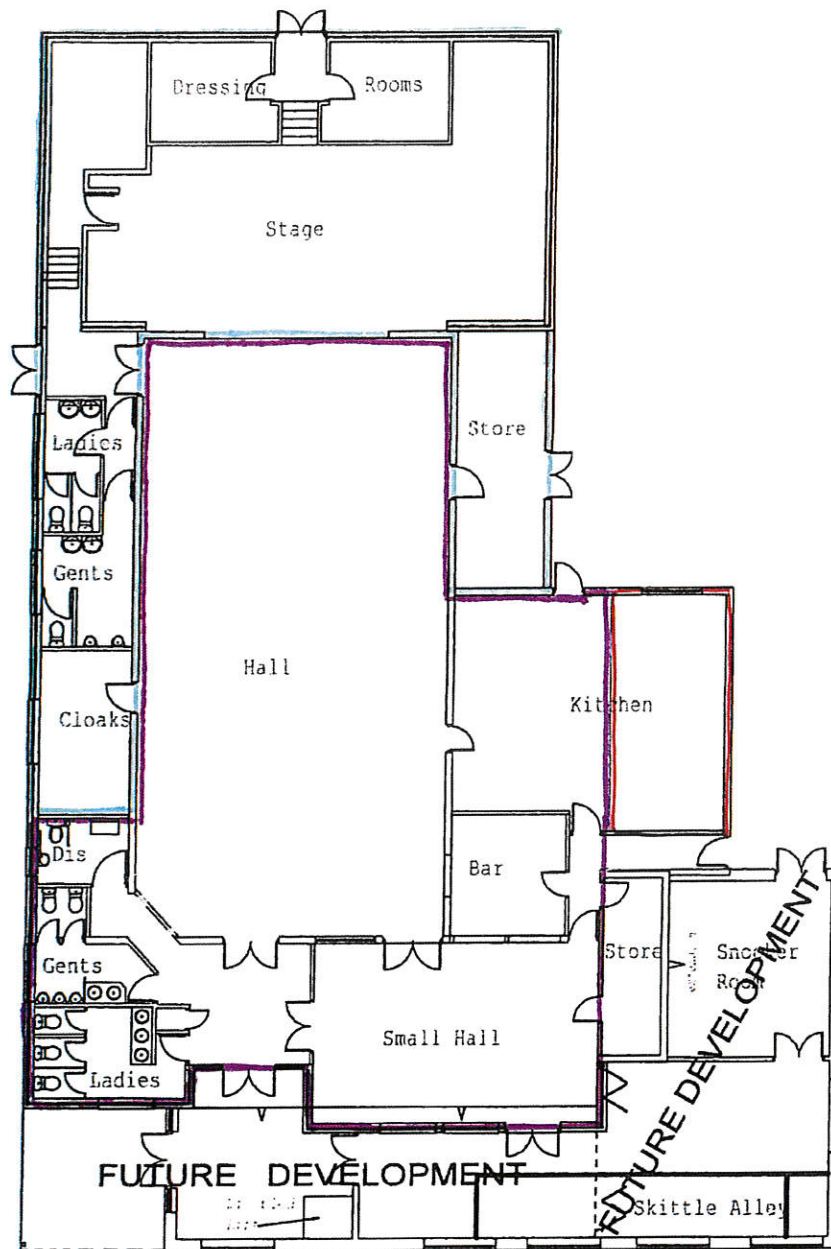
..... (signature)  
..... (Full Name)

**Authorised Signatory**

being two of their number under an authority  
conferred pursuant to Section 333 of the Charities Act 2011  
in the presence of:

*Witness signature:*  
*Name of witness (in block capitals)*  
*Address of witness*

*Occupation of witness*



GROUND FLOOR PLAN

Woodmead Halls  
Hill road  
Lyme Regis

Existing Ground Floor Plan

Scale 1:200 @ A4

November 2016 JBA