

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 FEBRUARY 2019

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

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

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

Guests: Inspector D. Stanton (West Dorset Neighbourhood Policing Teams), Mr M. Underhill (Dorset police and crime commissioner)

18/136/C Public Forum

Mr A. Robinson

Mr Robinson said the minutes of the extraordinary Full Council meeting on 19 December 2018 were an accurate representation of the comments made in the public forum. However, a lot of the member comments were missing from the minutes, which he believed made it difficult for the council to accept the minutes and go forward to item 20 on the agenda, asking members to consider things that did not appear in the minutes. He said this was not conducive with numbers five and seven of the Nolan Principles. Mr Robinson asked members to send the minutes back to be considerably padded out.

Mr K. Gollop

Mr Gollop spoke in relation to agenda item 21, Location Filming Request. He said most people had only just heard about the filming but it was due to start in a week or so, and it seemed to have been kept quite secret. He said if the film was successful it would affect Lyme's future tourism, assuming the town needed more tourists. Mr Gollop said having survived four major film productions, he knew how it affected the town, so he hoped there would be good weather so the filming could be finished as soon as possible. He said it was important to note this was a commercial company, whose sole aim was to make money and it was the people of Lyme Regis who must co-operate and would be inconvenienced. Mr Gollop said he was sure the film company had already arranged with shops in Broad Street to close and to compensate them but there would be some form of disruption for over a month, including closing pavements and roads, taking away street lights, and stop and go traffic which would mean Coombe, Bridge and Broad Streets becoming chaotic at times. He said closing part of the Cobb and Cobb Gate and Holmbush car parks would inconvenience the general public, and therefore the town should be compensated. Mr Gollop said when the French Lieutenant's Woman was filmed in

the town, the film company gave £8,000 to a community fund, which he imagined would be worth a lot at today's value. He said it was used to re-form the town band and start the junior band. He asked the town council to suggest to the film company a similar thing should happen on this occasion, which could be administered by an organisation such as the Rotary Club so it didn't get mixed up with the council's grants. He said the fund could be used to help youngsters and children.

Mr A. Nabarro

Mr Nabarro spoke in relation to agenda item 19, Bowling Club Car Park Lease. He said he was pleased to see the progress that had been made at the recent assets-on-and-around Monmouth Beach car park working group meeting. He said the bowling club still had three concerns and he had written to the town clerk asking for further discussions. Mr Nabarro said the first issue was the length of the lease, as five years was not sufficient. He said it had taken the two parties a long time to get this far in the negotiations and if the process was started from scratch next time around, it would have to start again next year for the subsequent lease. Mr Nabarro said the club had had a big drive to increase membership but the perception that the club might not be around for long had been a detriment, and a five-year lease might perpetuate that situation. He said for any lease less than 10 years, the town council would have to take on repairing responsibilities. He said the club had so far been looking after the green and club house and they wanted to continue doing that. Mr Nabarro said the club's second concern was the figure stated for the annual income per parking space, which had varied many times. He said the club believed this figure should be verifiable by the actual income the council received per space so anyone could be satisfied the correct amount had been reached. Mr Nabarro said if the period of use was to be April to September, the amount should reflect those six months and not the whole year. He said the third issue was the potential to use the car park in the winter months and the club had suggested winter boat storage. Mr Nabarro said they believed this was a good use, but club members could still have some use of the car park for uses including committee meetings, social events, grounds' maintenance, external contractors and clubhouse maintenance. Mr Nabarro asked the council not to come to any further conclusions at this meeting, but to further consider the three points, discuss them with the club and hopefully bring the matter to a happy conclusion. He said the club was more than happy to attend a working group meeting to discuss the issues.

Mr V. Turner

Mr Turner thanked the council for removing the teen shelter at Anning Road playing field, which he said had made a big difference to the lives of residents living nearby. He said the basketball court was still being used on a regular basis, but when it got dark, they went home and there was no aggravation.

Mr J. King

Mr King said as a resident of South Avenue, he and every other resident in the street had asked for parking permits. He asked if this was going to be progressed as the parking situation was getting worse. He said King's Way and Anning Road residents who didn't want to pay for permits were parking in South Avenue, as well

as day trippers and people staying in bed and breakfasts who potentially parked for several weeks at a time. Mr King asked if South Avenue would be having parking permits.

Cllr Mrs C. Reynolds said the council had agreed to request traffic restrictions on Haye Lane but had deferred a decision on South Avenue.

Ms L. Wiscombe

Ms Wiscombe spoke in relation to agenda item 20, Complaints from Members of the Public as she was one of the three people who had made a complaint about the extraordinary Full Council meeting. She said the main complaint was in relation to the way the public were treated by three councillors, who hadn't been named in the agenda but she named as Cllrs J. Scowen, B. Larcombe and O. Lovell. Ms Wiscombe said she felt it was serious enough to be investigated and to be taken further, and it was not right the public were made to feel so humiliated. She said they shouldn't even be asking for something which was so needed. Ms Wiscombe said the only way to deal with it was to have equality training, and if this didn't go as well as she hoped, she felt she would need to take the matter further. She said she didn't think it was right that when a complaint was made, one of the people involved in investigating the complaint was one of the people being complained about. Ms Wiscombe said she hoped the complaints were dealt with properly and if not, she was prepared to take it further.

Cllr D. Turner – Dorset County Council (DCC)

With regard to the new Dorset Council, Cllr D. Turner said the tier 1 and 2 officer appointments had been made and all were in post, with only one senior officer from the previous administration. He said the tier 3 officer consultation had just started, with letters being sent to 100 members of staff to review their jobs. He said teams would be merged and it was quite possible team leaders would be lost.

Cllr D. Turner said Dorset Council's constitution had been approved and was available on the Dorset For You website. He said the organisation chart had gone through the Shadow Executive, which included a local area forum. He said they were now looking at convergence of teams including communications, legal and democratic services and the consultation had started.

Cllr D. Turner said £6.1 million had been made available for highways work across the county, and he urged people to report any issues. He said he had sent a new highways brochure to members by email.

Cllr D. Turner said later in the week he would be meeting with Chris Grayling, secretary of state for transport, looking at highways' infrastructure needs across Dorset.

Cllr D. Turner said the Shadow Executive was driving forward the new council agenda, ensuring a safe and legal position from day one, with a long list of priorities and policies moving forward. He said he had attended a budget briefing the

previous day and this was due to be approved by the Full Council on 20 February 2019.

Cllr D. Turner – West Dorset District Council

Cllr D. Turner said the Strategy Committee was looking at dog control orders, but as there was a lot of work to move to a unitary authority, the consultation would start in the autumn as planned. In the meantime, he said dogs would be banned from the beach in the summer, which might help the issue.

Cllr B. Larcombe asked if there was a clear idea of how planning would work under the unitary authority.

Cllr D. Turner said three areas had been designated for planning purposes and he would send a map to members. He said there would be 12 members of the committee for each area but levels of delegation to officers were yet to be determined.

Cllr Mrs C. Reynolds – West Dorset District Council

Cllr Mrs C. Reynolds she said continued to attend as many meetings as possible and the budget briefing and been interesting and informative.

Cllr Mrs C. Reynolds said the Marine Management Organisation had approved a grant for local fishermen to have new life jackets and personal locator beacons. She said WDDC was dealing with the purchase and the equipment was expected to arrive this week. She said she was pleased they had asked her to help them with the application.

18/137/C Questions from Councillors

Cllr Mrs C. Reynolds

Cllr Mrs C. Reynolds asked as the council had decided to hold off making a decision about parking permits in South Avenue and as every home in the street was requesting permits, why as elected representatives should the council refuse. She asked if it was democracy to hold back on a decision when all 17 houses in the street had signed a petition requesting permits in the area. Cllr Mrs C. Reynolds requested a decision was not delayed and the town council allowed the request to go ahead.

18/138/C Apologies for Absence

Cllr D. Hallett – illness

Cllr O. Lovell

Cllr S. Williams – holiday

18/139/C Disclosable Pecuniary Interests

There were none.

18/140/C Dispensations

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

18/141/C To confirm the accuracy of the minutes of the Full Council meeting held on 12 December 2018

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the Full Council meeting held on 12 December 2018 were **ADOPTED**.

18/142/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 19 December 2018

Cllr B. Larcombe read out a paragraph he wanted to include in the minutes.

The town clerk said as the information Cllr B. Larcombe had requested was dealt with in the report to the meeting, it was not necessary to re-create it in the minutes. He added the minutes were an independent record of the decisions of the meeting, and they belonged to the minute-taker.

Proposed by Cllr R. Doney and seconded by Cllr S. Miller, the minutes of the extraordinary Full Council meeting held on 19 December 2018 were **ADOPTED**.

18/143/C Matters arising from the minutes of the Full Council meeting held on 12 December 2018

Cllr B. Larcombe asked if the council would be responding to the email from a member of the public who had concerns about the public wi-fi.

Cllr R. Doney said he had discussed with officers that he would respond on the council's behalf and the response would be copied to members.

18/144/C Update Report

There were none.

18/145/C Mayor's Announcements

The mayor, Cllr Mrs M. Ellis made an amendment to the event on 6 February 2019 as she had attended on her own.

The mayor, Cllr Mrs M. Ellis said when she attended the Dorset ACF parade she had accepted on behalf of the council a certificate for meritorious service in helping to set up the group, which she showed at the meeting and requested it was displayed in the Guildhall.

18/146/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 11 December 2018 and 8 January 2019.

18/147/C Human Resources Committee

Proposed by Cllr B. Larcombe and seconded by Cllr S. Larcombe, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 9 January 2019 and adopt the recommendations, as follows:

18/68/HR – Reception Team Reporting Line

RESOLVED: to approve the transfer of the reporting line for the reception team from the deputy town clerk to the administrative officer.

18/69/HR – Gardener/Maintenance Person Probation Review

RESOLVED: to approve the gardener/maintenance person's continued employment with the council, subject to the employee's agreement to do chemical weed spraying by 31 January 2019.

18/70/HR – Seafront Attendant, Six-Month Probation Review

RESOLVED: to approve the seafront attendant's continued employment with the council, effective from 30 January 2019.

18/148/C Strategy and Finance Committee

Proposed by Cllr S. Miller and seconded by Cllr R. Doney, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 30 January 2019 and adopt the recommendations, as follows:

18/81/SF – Internal Audit Report, Visit One 2018/19

RESOLVED: to note the internal auditor's recommendations and approve the management responses.

18/82/SF – New Policies

RESOLVED: to approve the following policies: control of substances hazardous to health (COSHH); Legionella flushing; management of personal protection equipment (PPE); electrical safety; portable appliance testing (PAT); and weed spraying.

18/83/SF – Investments, Cash Holdings and Loans

RESOLVED: that the Lloyds fixed-term deposit of £100,900 maturing at the end of January 2019 be reinvested in a similar 12-month deposit at 1.00% (currently

0.65%) and that a further £100k of the balance of £590,312 in the Lloyds instant account be reinvested in a similar 12-month deposit: this will increase the interest on this sum from 0.05% to 1.00%; and that any decision to transfer a further £100k from the Lloyds instant account to a 12-month deposit account be deferred until there is greater certainty about the 2018/19 year-end balance and the cost of the roof repair and office refurbishment projects.

18/85/SF – Review of Arrangements with Other Local Authorities

RESOLVED: to form a working group to further consider the town council's relationships with other local authorities and form a clear view of the town council's position.

18/86/SF – Tourist Information Centre

RESOLVED: to revisit the previous decision not to renew the lease with West Dorset District Council for the ground floor of Guildhall Cottage, and to allow the tourist information centre to continue operating from the premises for a further 12 months until 31 March 2020.

18/88/SF – Park and Ride 2018 and 2019

RESOLVED: to authorise officers to negotiate terms for a 2019 park and ride service from Charmouth Road with First Group, the providers of the service in 2018, with discretion to agree terms including group tickets, June and July weekends and pick-up and drop-off points.

18/89/SF – List of Payments

RESOLVED: to approve the schedule of payments for September and October 2018 for the sums of £131,500.21 and £68,238.76, respectively.

18/149/C Tourism, Community and Publicity Committee

Proposed by Cllr Mr J. Scowen and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 28 January 2019 and adopt the recommendations, as follows:

18/64/TCP – Footgolf Proposal for Strawberry Field

RESOLVED: to approve, in principle, a proposal to use Strawberry Field for footgolf, subject to further details being reported to the Full Council on 13 February 2019.

18/65/TCP – Dorset Street Food Festival

RESOLVED: to agree a second Dorset Street Food Festival is held in Lyme Regis in 2019 on 12 to 14 July, inclusive, and to give authority to the town clerk to negotiate a charge for use of the roof of the Marine Parade Shelters.

18/150/C Town Management and Highways Committee

In response to a member question, Cllr J. Broom said the Hydrock report was expected to be with the council the following week.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 16 January 2019 and adopt the recommendations, as follows:

18/77/TMH – Dogs on the Beach

RESOLVED: to press West Dorset District Council to extend the dog ban to an all-year-round order for the length of the main front beach in Lyme Regis (sand and pebbles).

18/78/TMH – Speed Indicator Device

RESOLVED: to have a survey done on the suitability of Sidmouth and Charmouth Roads for deployment of the speed indicator device, and if suitable, to report back to the Town Management and Highways Committee to allow members to consider if a solar device should be purchased.

18/79/TMH – Replacement Caravan, 7 Monmouth Beach

RESOLVED: to approve the request to replace a static caravan at 7 Monmouth Beach.

18/80/TMH – Strawberry Field Bundled Areas

RESOLVED: to agree to build bundled areas at Strawberry Field for bulk storage.

18/81/TMH – Tiled Areas – Broad Street

RESOLVED: to make a request to Dorset County Council to remove the tiled areas of the pavement on Broad Street.

18/82/TMH – South West Britain in Bloom

RESOLVED: to defer entry into the South West Britain in Bloom competition until the true costs are known and the council is confident it has a reasonable chance of doing well in the competition.

18/84/TMH – Seasonal Concessions

ORIGINAL MOTION: to approve the tender from Boylo's Watersports for a three-year non-motorised watersports concession for paddleboarding, and to approve the tender from Lyme Kayak Hire for a one-year non-motorised watersports concession for kayak hire.

The administrative officer said further information had been provided by one of the applicants, which needed to be considered confidentially.

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

18/151/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 23 January 2019

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, the minutes of the extraordinary Full Council meeting held on 23 January 2019 were **ADOPTED**.

18/152/C Dorset Police and Crime Commissioner – Martyn Underhill

Mr M. Underhill gave updates on the following issues: the failed merger between Dorset Police and Devon and Cornwall Police, the increase in the police precept, the creation of seven new posts within Dorset Police, the appointment of a new chief constable, and CCTV.

Mr M. Underhill said he would be willing to pay for the Lyme Regis CCTV system to be merged into a county-wide system, with a direct link to the police control room and links to the Pub Watch scheme.

Insp D. Stanton spoke about the following issues: rural crime, CCTV, criminal exploitation of the vulnerable, county lines drug dealing, scams and frauds, and response times.

Members asked questions regarding the possibility of a merger with another police force, online crime, the need for more police officers in Lyme Regis during the summer, special constables, and the Community Safety Accreditation Scheme.

In response to a member question regarding what the council could do to secure more policing in Lyme Regis, Mr M. Underhill said people should write to their local MP.

18/153/C Bowling Club Car Park Lease

Cllr B. Larcombe said he understood there would be a maintenance requirement on the council if a five-year lease was agreed, and as such, he suggested the council considered the bowling club's counter-offer and held off making a decision until the working group had met.

The town clerk confirmed if the lease was for at least seven years, the responsibility for structural and other repairs could be passed to the tenant.

Cllr S. Miller agreed the lease period should be increased to seven years, but he didn't see the need to refer the matter back to the working group for further debate.

Cllr B. Larcombe suggested a 10-year lease.

It was proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen to agree there are 12 spaces in the existing bowling club car park, to agree a deal where the council takes back the car park for six months in the off-season for public parking, to agree a 30% charge on fee (£7,020), with flexibility for the bowling club to fit as many vehicles as it wanted in the car park, and to enter into a 10-year agreement on this basis, with a rent review after three years.

This motion was not carried

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to agree there are 12 spaces in the existing bowling club car park, to agree a deal where the council takes back the car park for six months in the off-season for public parking, to agree a 30% charge on fee (£7,020), with flexibility for the bowling club to fit as many vehicles as it wanted in the car park, and to enter into a seven-year agreement on this basis, with a rent review after three years.

18/153/C Complaints from Members of the Public

Cllr B. Larcombe said the council debated the issue informed by the report from Dorset County Council's (DCC) highways officer, and no other equality impact advice was given by the town clerk. He said he welcomed and supported equality awareness for members and he hoped this would extend to the behaviour of members towards other members.

Cllr Mrs C. Reynolds said as DCC's Regulatory Committee had already agreed to the puffin crossing and the town council had made the original request for the crossing, the extraordinary Full Council meeting should not have taken place. She said the breach of the Equality Act was nothing to do with DCC, as it had approved the crossing, but it was clear the town council had breached the act.

Cllr J. Scowen was concerned three members had been singled out, although seven had voted against the crossing, and he did not believe his comments were disrespectful to the disabled.

Cllr R. Doney said equality impact issues would not apply in every situation, but it was an important consideration for the future and he welcomed training about what the law said.

Cllr B. Larcombe suggested any recommendation could include that if there are any equality impact implications, the town clerk ensured they are brought to members' attention. However, this was not agreed.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members **RESOLVED** to note the complaints from Adrian Robinson, Joanna Robinson and Lizzie Wiscombe, and the actions from the meeting with the complainants on 18 January 2019; to acknowledge the council's breach of the Equality Act 2010; and to note the council's responsibilities under the Equality Act 2010.

18/154/C Location Filming Request

Cllr J. Scowen suggested at least one member was involved in discussions with the film company to agree a fee.

The town clerk said discussions were ongoing with the film company and he would provide a full briefing to members. Referring to comments in the public forum that the film company should pay into a community fund, the town clerk advised the fee should be paid to the council and at some point in the future the council could decide how it should be spent.

The town clerk said he would be happy to work with a member. However, this was not agreed.

Cllr R. Doney asked if the bus shelter at Cobb Gate could remain accessible.

Cllr G. Turner asked if the council had a guarantee everything would be put back to its current state after filming.

The town clerk said he had had discussions with the council's solicitor about an agreement to protect the council's assets, which would be paid for by the film company.

Proposed by Cllr S. Miller and seconded by Cllr J. Scowen, members **RESOLVED** to approve entering into an agreement with Ammonite Fossil Films Ltd to film on council-owned land on and below Bell Cliff and to allow Ammonite Fossil Films Ltd to have access across and/or consent to film on Monmouth Beach, and to delegate contract and fee negotiations to the town clerk.

18/155/C Foot Golf

The town clerk asked members to agree a budget for a storage container, subject to discussion with the freeholder of Strawberry Field.

Cllr J. Scowen said he had suggested a one-year licence and asked why a three-year licence was now being suggested.

The operations manager said the applicant had requested a longer licence as he would be investing money into the business.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to agree a negotiated sum of £1,250 per year and the three-year term of the licence for the footgolf business at Strawberry Field, and to seek the permission of the freeholder of Strawberry Field to site a shipping container on the land.

18/156/C Award of the Website Contract

Cllr R. Doney said the group delegated to work on this project had chosen a preferred supplier following the submission of proposals and estimates from three companies. He said the next stage would be to go through the requirements with the preferred supplier before a contract was signed.

The town clerk said this matter would not be brought back to the council before the contract was awarded, and this was in line with financial regulations. He said members would be notified when the contract was awarded.

18/157/C List of Payments

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the schedule of payments for November and December 2018, and January 2019 for the sums of £127,096.68, £161,942.69 and £143,678.86, respectively.

18/158/C Debtors' Report

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

18/159/C Personnel Issue

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

18/160/C Exempt Business

a) 18/84/TMH – Seasonal Concessions

The administrative officer said since the Town Management and Highways Committee meeting, Lyme Kayak Hire had requested the council considered a three-year concession. As this would be in line with the other non-motorised watersports concession for stand-up paddleboarding, she said officers would recommend approving a three-year period for both concessions.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members **RESOLVED** to approve the tender from Boylo's Watersports for a three-year non-motorised watersports concession for paddleboarding, and to approve the tender from Lyme Kayak Hire for a three-year non-motorised watersports concession for kayak hire.

b) Debtors' Report

The town clerk gave an update on the latest position. He said there had been legal intervention in a number of cases and some cases had been dealt with via negotiation, resulting in a number of significant payments being made.

Cllr S. Miller said the deputy town clerk was now taking steps to move forward with the debt relating to a caravan the subject of probate.

c) Personnel Issue

The mayor, Cllr Mrs M. Ellis said as the deputy town clerk was dealing with this issue but had not been able to attend the meeting, she suggested a confidential briefing note was provided to members, which was agreed.

The meeting closed at 9.27pm.