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Town Clerk

Lyme Regis Town Council

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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 9 October 2019 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
03.10.19

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

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 Dorset Council member.

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 24 July 2019 (attached)

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 4 September 2019 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 24 July 2019

To inform members of matters arising from the minutes of the Full Council meeting on 24 July 2019 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

9. Matters arising from the minutes of the extraordinary Full Council meeting held on 4 September 2019

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 4 September 2019 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

10. Update Report

There are no updates.

11. Mayor's Engagements and Meetings

12. Planning Committee

To receive the minutes of the meeting held on **23 July 2019** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

The meeting scheduled for 17 September 2019 was cancelled.

13. Human Resources Committee

The meeting scheduled for 4 September 2019 was cancelled.

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **25 September 2019** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **18 September 2019** and consider the recommendations therein.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **11 September 2019** and consider the recommendations therein.

17. Exempt Business

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 24 JULY 2019

Present

Chairman: The Mayor, Cllr B. Larcombe

Councillors: Cllr Ms B. Bawden, Cllr J. Broom, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr L. Howe, Cllr D. Ruffle, Cllr D. Sarson, Cllr J. Scowen, Cllr Ms G. Stammers, Cllr S. Williams

Officers: Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer), Mr M. Stainer (temporary finance officer), Mr J. Wright (town clerk)

19/40/C Public Forum

Mr T. Bacon

As a member of Lyme Regis Parochial Church Council, Mr T. Bacon spoke on behalf of St Michael's Parish Church relating to the grant request for repairs to the church tower. He said the church was the only Grade I listed building in Lyme Regis, it was the civic church, and it had been central to the life of the town for nearly a thousand years. He said the church architect carried out a detailed inspection of the church buildings every five years and made recommendations for repairs. He said the most recent report detailed more routine repairs totalling £25,000, which would be paid for as part of normal church expenditure. Mr T. Bacon said the report also highlighted the urgent need to replace the render on the tower. He said this was the oldest part of the church, Saxon at the base, with Norman additions. He said water ingress had damaged stonework and internal timbers, and recent falls of plaster in the baptistry were further evidence of ongoing deterioration. Mr T. Bacon said this was an urgent capital repair project beyond the church's resources without financial support from other sources. He said all permissions and approvals had been obtained and the project cost was estimated at £150,000. He said funds raised so far, including grants, totalled £80,000, including a recent £4,000 donation. Mr T. Bacon said they were delighted and grateful the Strategy and Finance Committee had recommended a grant of £25,000, which would bring the total raised so far from the town to £105,000. However, he said this would still not enable the church to proceed with the works because the faculty from the diocese required them to raise 80% of the total cost before work could commence, and as such, they were £15,000 short. Mr T. Bacon said it was understood the contractor could start work in September. He said the removal of the old render could be done at any time of the year but applying new lime water render could only be done when there was no risk of frost, so September was the latest the works could start if the work was to be done this year. Mr T. Bacon asked the council to approve a grant, but to also increase it to £40,000, which would take them to their 80% target and enable them to give the go-ahead for the work to be carried out this year. He said the church would still face the

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challenge of having to raise the £30,000 balance, but if the council gave the £40,000 grant, the tower would be protected from the elements by Christmas, and all being well, the clock would be telling the right time and chiming the quarters and hours again.

The mayor, Cllr B. Larcombe asked what the consequences would be beneath the tower if the work was delayed.

Mr T. Bacon said the rendering was cracked all around the tower and the south west corner was particularly vulnerable because it faced the incoming, predominant weather. He said in the bell-ringing chamber above the baptistry, the interior walls were damp and mouldy and there were heavy timbers which were wet, so where they met the walls there was some evidence of movement. Mr T. Bacon said it was getting worse, and if the work wasn't done to stop the water coming in, the deterioration would continue.

Mr S. West

Mr S. West thanked the Strategy and Finance Committee for recommending that the town council declared a climate and environmental emergency. He said the promised formation of a working group had gone ahead and 15 people were signed up to the newsletter, most of which he hoped would attend the inaugural meeting on 26 July 2019. He said he would like Full Council to approve the recommendation.

Mr N. Ball

Mr N. Ball said he was delighted to see the council out for the Sir George Somers parade. He said he had never been to one before and he was pleased to see everyone dressed up in their formal robes. He said it made him feel proud to live in Lyme Regis.

Mr N. Ball said the tidy up of the gardens was moving slowly and people could now see the time being spent on them by the external works' team, but some things still needed to be dealt with. He said brambles were growing over the path near Hix's restaurant and around the commemorative plaques.

With regards to the proposed electric vehicle, Mr N. Ball said he hoped it would be well maintained and kept under cover for the winter. He asked if the hedge cutter and beach rake was being kept under cover for the winter.

Regarding the new roof above the Swim, amusement arcade and antique and craft centre, Mr N. Ball said he wasn't too pleased to see vehicles going through the gardens and onto the roof. He said if the council was going to spend the money on the roof, this had to stop.

Mr N. Ball said he didn't believe the lengthsman and works supervisor/lengthsman should have been working on the lighting scheme as he didn't think it was their job, and it should have been put out to contractors.

Cllr D. Turner – Dorset Council (DC)

Cllr D. Turner said it was a difficult time in terms of staffing, with tranche 2 redundancies being implemented. He said there was no structure chart so it was difficult for the public to identify who to speak to, and it was likely to go on until January or February before this was finalised. He said if the town council needed a specific officer, to go through him and he could forward it to the relevant person.

Cllr D. Turner said DC had also declared a climate emergency, with the executive advisory panel (EAP) making recommendations to the council about how to tackle the issue. He said a motion had been put to council the previous week, laying out a timetable and the percentage reductions in the council's carbon footprint over a period of time. He said the EAP was looking at benchmarking to see where DC was and what it had done over the last two years towards climate change. He said DC was working with groups in communities and Dorset Youth Council.

Cllr D. Turner said work had started on the Dorset local area plan and all the other plans had been scrapped, apart from Purbeck. He said there was no five-year land supply in many areas, which opened up the potential for speculative development. He said the new plan had to be in place by 2024.

Cllr D. Turner said a cross-party EAP, led by Cllr Tony Alford, was looking at how DC could work more closely with town and parish councils, and a Scrutiny Committee working group was also looking at the issue, but more towards development of services. He said he believed town and parish councils could deliver some services better at a local level.

Cllr D. Turner said DC's budget had been published, which showed significant savings had been made as a result of local government reorganisation, although there was still an overspend of £12.6million, most of which was in the adult social care budget. However, he said there was a reserve of £29million.

The mayor, Cllr B. Larcombe asked Cllr D. Turner if there was an update on the old landfill site and the slippage onto the beach.

Cllr D. Turner said the site monitoring report went to the town council and he then read out some of the highlights of the executive summary. He said he had also asked for the allotments to be tested as the old landfill site went to the edge of them.

Cllr Ms B. Bawden asked if DC was removing metal from the beach.

Cllr D. Turner said DC removed a lot of the metal in March. He said he would be asking how it was being monitored and how frequently.

The town clerk said the town council's operations supervisor also carried out regular inspections and any issues were reported to DC. He said DC was monitoring at the edge of the allotments to establish whether there was any land contamination.

It was agreed the report would be circulated to members through the weekly briefing.

19/41/C Questions from Councillors

Cllr S. Williams

Cllr S. Williams asked if the town clerk had made any progress in dealing with DC's encroachment onto the accreted land at Monmouth Beach following the Dorset Council working group meeting.

The town clerk said he had contacted John Sellgren, DC's executive director of place, as directed by the working group, and the matter was delegated to another officer. He said he had a site meeting with Ken Buchan, head of environment and wellbeing, on 12 August 2019, who was aware of the encroachment.

Cllr S. Williams asked if the town council would allow DC to store boats on Monmouth Beach car park in the winter or allow free use of the accreted land.

The town clerk said this was a decision for the council. He said after his site meeting in August, he could arrange a further meeting of the working group.

19/42/C Apologies for Absence

Cllr R. Doney
Cllr G. Turner – holiday

19/43/C Disclosable Pecuniary Interests

Cllr Mrs M. Ellis declared a pecuniary interest in agenda item 14, the minutes of the Strategy and Finance Committee, which included a recommendation relating to a feasibility study of Woodmead car park, which was next to her house.

19/44/C Dispensations

There were no dispensations.

19/45/C To confirm the accuracy of the minutes of the Full Council meeting held on 29 May 2019

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, the minutes of the Full Council meeting held on 29 May 2019 were **ADOPTED**.

19/46/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 19 June 2019

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, the minutes of the extraordinary Full Council meeting held on 19 June 2019 were **ADOPTED**.

19/47/C Matters arising from the minutes of the Full Council meeting held on 24 July 2019

By-election

Cllr D. Sarson said he had not yet received a polling card.

The town clerk said he would contact electoral services to check if there were any problems with dispatching the cards.

19/48/C Update Report

Members noted the report.

19/49/C Mayor's Engagements and Meetings

Members noted the report.

19/50/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 28 May 2019.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 25 June 2019.

19/51/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 19 June 2019 and adopt the recommendations, as follows:

19/10/HR – Health and Safety Committee Membership

RESOLVED: that Cllrs J. Broom, Ms. G. Stammers and S. Williams be appointed as members of the Health and Safety Committee.

19/11/HR – Employees' Pay Period

RESOLVED: that the council's pay period be changed to the last day of each month, i.e., that staff be paid on or before the 25th of each month for that entire calendar month.

19/12/HR – Finance Manager Recruitment

RESOLVED: that the recruitment timetable, job description and person specification for the post of finance manager be approved and that Cllrs B. Larcombe, Mrs M. Ellis and J. Scowen be appointed to sit on the recruitment panel alongside the town clerk.

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The town clerk said four applications had been received but none of the candidates were suitable for interview. He said the council needed to establish a position to avoid there being no finance manager and he intended on bringing a report to the extraordinary Full Council meeting on 21 August 2019 to resolve the situation.

19/13/HR – Staffing Structure and Pay Review

RESOLVED: that a review of the staffing structure and pay be undertaken by South West Councils subject to a budget/cost being reported to and approved by Full Council.

19/14/HR – Human Resources' Annual Review

RESOLVED: that the human resources annual review for 2018/19 be noted and a sample work programme for the external team for the summer and winter periods be brought to the next meeting of the Human Resource Committee.

19/52/C Strategy and Finance Committee

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 10 July 2019 and adopt the recommendations, as follows:

Cllr Mrs M. Ellis and Cllr Ms G. Stammers abstained from voting due to their pecuniary interests.

19/11/SF – A Review of the Information Policy

RESOLVED: to approve the Information Policy.

19/12/SF – The Annual Review of the Communications/PR Policy and Procedure

RESOLVED: to approve the Communications/PR policy and procedure.

19/13/SF – Sidmouth Road Park and Ride

RESOLVED: not to pursue Sidmouth Road park and ride any further due to the figures in the Hydrock report not supporting the need to keep it, and that all efforts should be made to maximise the effectiveness of Charmouth Road park and ride, including necessary signage.

19/14/SF – Request from St Michael's Parish Church for Grant Funding

ORIGINAL MOTION: to award £25k of grant funding to St Michael's Parish Church towards works to the church tower, subject to a review of grant funding in the autumn.

Cllr Mrs M. Ellis said further to comments made in the public forum, the council should consider increasing the funding to £40,000.

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The town clerk said members could consider making a loan for the additional £15,000.

Cllr B. Larcombe asked Mr T. Bacon if the diocese would consider a loan to be 'fundraised' money.

Mr T. Bacon said the faculty stipulated 80% of the project costs had to be 'raised' and he wasn't convinced a loan would qualify as such.

The town clerk advised members the council had the funds available in its reserves to find an additional £15,000, if it wished.

Cllr Ms G. Stammers asked Mr T. Bacon if the diocese would intervene if the funds were not forthcoming and the church deteriorates to a point.

Mr T. Bacon said there were charities the church had applied to and received funding from, but if the council was to provide a £40,000 grant, there was potential for those charities to provide a further grant. He added that there was sufficient money in the contingency to cover the 3% increase in the contractor's costs.

The mayor, Cllr B. Larcombe asked if in looking at the repairs to the tower, there had been an assessment of the general state of the church and he asked for confirmation that the church was not likely to come back for more money.

Mr T. Bacon the church carried out routine repairs of around £5,000 to £10,000 each year, but the tower was a more of a capital project. He said this was the pressing issue and the church would hope it wouldn't need to come back to the council for more funding.

The town clerk said in considering a grant, the most important thing was to consider the risk faced by the council in making this decision.

SUBSTANTIVE MOTION: Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members **RESOLVED** to award £40k of grant funding to St Michael's Parish Church towards works to the church tower.

19/15/SF – Climate and Environmental Emergency

RESOLVED: to declare a climate and environmental emergency.

RESOLVED: that Cllrs B. Bawden, L. Howe and K. Ellis sit on the Lyme Regis One Planet Working Group.

19/16/SF – Request from Lyme Regis Community Land Trust to undertake a feasibility study over the Woodmead car park area for possible affordable housing for rent to local people

RESOLVED: to approve the request from Lyme Regis Community Land Trust to procure a feasibility study; this is entirely without prejudice to the council's subsequent consideration of any proposals which might emerge from the study.

19/17/SF – Filming Money

RESOLVED: to invite interested parties to submit expressions of interest for the £15,000 filming money.

Cllr Mrs M. Ellis said further to her comments at the Strategy and Finance Committee meeting regarding money donated to the town from previous filming, she was now aware where the instruments for the junior band were and she was in talks with the chairman of the Woodmead Halls Management Committee to get the instruments to the halls to be used by others.

19/53/C Tourism, Community and Publicity

Proposed by Cllr J. Scowen and seconded by Cllr Miss K. Ellis, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 3 July 2019 and adopt the recommendations, as follows:

19/10/TCP – Lyme Regis Guide 2020

RESOLVED: to instruct officers to obtain quotes for producing the 2020 Lyme Regis guide based on 12,500, 15,000, 17,500 and 20,000 copies.

19/11/TCP – Sculpture Trail in Lister and Langmoor Gardens

RESOLVED: to provide funding of £5,000 in 2019/20 towards the continued development of the sculpture trail in Lister and Langmoor Gardens, providing there is match funding for this amount, on the condition the company does community outreach work with schools and on approval of the three to five-year management and business plan referred to by The Arts Development Company in its proposal.

Cllr Ms B. Bawden asked how the council would know if the sculptures had been match-funded.

The deputy town clerk said he had already been in contact with The Arts Development Company about how it would demonstrate match funding and it had given its commitment to provide that funding.

19/54/C Town Management and Highways Committee

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 26 June 2019 and adopt the recommendations, as follows:

19/10/TMH – Beach Disabled Access

RESOLVED: to agree in principle to introduce rubber matting to the pebble side of the groyne to allow easier access to the shoreline, and to purchase two ordinary wheelchairs to enhance the council's offer for disabled people on the seafront, subject to further details on costings being considered by the Full Council on 24 July 2019.

19/11/TMH – Gardens Handrail Replacement

RESOLVED: to replace wooden handrails and posts in the seafront gardens with metal.

19/12/TMH – Weed Spraying

RESOLVED: that the town council bans the use of glyphosate-based products immediately.

19/13/TMH – Speed Indicator Device

RESOLVED: to agree the speed indicator device is located in Charmouth Road and in the old location in Sidmouth Road, in addition to Timber Hill and instruct officers to consult local residents before pole installation; to approve the purchase of a solar-powered Vario speed indicator device; and to offer the obsolete device to Thorncombe Parish Council.

19/14/TMH – Henry's Way Play Park

RESOLVED: to approve the designs from Proludic for the refurbishment of Henry's Way play park at the lower quote, which includes black wetpour surface but no finger sign panels or talk tubes.

19/55/C Christmas Lights Committee

Members were supportive of the request to disband the Christmas Lights Committee but were concerned about making a commitment to future funding to the newly-constituted organisation.

The town clerk suggested the council agreed to funding for this financial year as it was already in the budget, but it was right and proper to put the marker down that all grants would be reviewed as part of the 2020/21 budget-setting process.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members **RESOLVED** to approve the request to disband the Christmas Lights Committee and to transfer monies held in the council's Christmas Lights' bank account to the newly-constituted organisation.

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Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members **RESOLVED** to continue to support the newly-constituted Christmas lights organisation with funding in 2019.

19/56/C Bank Mandates

Cllr Mrs M. Ellis said there would normally be up to six different chairmen, but as there were only four, she didn't believe this was enough people.

The town clerk said if members didn't consider four people to be enough, vice-chairmen could also be authorised.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to approve changing the bank mandates, with each of Lloyds and NatWest, to accept the following councillors as authorised to sign, and to enquire, on the council's bank accounts: Brian Larcombe MBE (mayor; Strategy and Finance chairman; Human Resources chairman; and Planning vice-chairman), Jeff Scowen (deputy mayor; Tourism, Community and Publicity chairman; and Town Management and Highways vice-chairman), John Broom (Town Management and Highways chairman; and Strategy and Finance vice-chairman), Graham Turner (Planning chairman), Gill Stammers (Human Resources vice-chairman), and Kelsey Ellis (Tourism, Community and Publicity vice-chairman); and to remove any other councilors from the mandates.

19/57/C Lyme Regis Community Land Trust Limited, S38 Agreement, Land at Timber Hill

The deputy town clerk said the council was only being asked to do this in its capacity as custodian trustee to align with plans in the original document. He said the issue was between the developer and the highway authority, who had agreed the correct alignment. He said it did not impact the town council in any way.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the signing and sealing of amended documents and plans relating to the Community Land Trust development at Timber Hill, Lyme Regis.

19/58/C Beach Disabled Access

Cllr Mrs M. Ellis was concerned the two wheelchairs wouldn't be suitable for everyone as they were usually measured to the individual. She said the existing beach wheelchairs were sufficient, as wheelchair users would tend to bring their own chair.

The mayor, Cllr B. Larcombe asked if the wheelchairs would be able to withstand salt and sand.

The town clerk said the cost of the wheelchairs was relatively low so they could be replaced on a reasonably regular basis. He added that the tourist information centre had been approached by visitors asking if they could hire a wheelchair.

Cllr Mrs M. Ellis asked if the council's insurance would provide cover if anyone had an accident while using a wheelchair.

The town clerk said this would be queried with the insurance company but he believed cover would be provided at low or no cost; if not, officers would come back to the council.

The mayor, Cllr B. Larcombe asked who would be managing the hiring out of the wheelchairs and their maintenance and servicing.

The town clerk said there was already provision for hiring out beach wheelchairs, so it would be combined with that function. He said officers would look into whether a servicing and maintenance programme was needed, but bearing in mind the cost of the wheelchairs, the council would be looking at replacement rather than servicing.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members **RESOLVED** to approve the purchase of rubber matting and two wheelchairs for hire to the public.

19/59/C Electric Vehicle for Waste Collection

Cllr J. Broom asked for clarification on what the vehicle would be used for as another vehicle had recently been adapted which appeared to also be for rubbish disposal.

The town clerk said the existing pick-up truck was converted into a tipper truck and a smaller vehicle was required to allocate to the cleansing operative to collect bags of rubbish.

There was some confusion over whether the proposed electric vehicle would be an additional or replacement vehicle.

The town clerk confirmed it was an additional vehicle and the council had agreed a budget of £12,000 in 2019/20 for that vehicle; of that sum, £4,500 had been spent on modifying the existing pick-up truck, leaving £7,500 left in the budget for an additional vehicle.

The town clerk said following the council's declaration of a climate emergency, members were being asked to consider an electric vehicle instead of a diesel one. He added that as the proposed electric vehicle would cost c.£12,000, officers were asking members to consider increasing the budget.

Some members were concerned about the increasing number of vehicles in the council's fleet and asked what their purposes were. The town clerk listed all the vehicles and their purposes and said there was currently no vehicle for the cleansing operative.

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Some members questioned whether it was necessary to purchase another vehicle at this point and whether it could be deferred until later in the year when the council could look further into what is required.

Proposed by Cllr J. Scowen and seconded by Cllr Ms B. Bawden, members **RESOLVED** to purchase an ePower Trucks AMP XL with cage (option A) at £11,800 plus VAT and delivery £450 plus VAT for waste collection, and to approve the extra unbudgeted expenditure.

19/60/C **Option to tax (for VAT) SWiM, the Antiques Centre and the Amusement Arcade**

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

Cllr Mrs M. Ellis left the meeting at 8.45pm.

19/61/C **Exempt Business**

a) **Option to tax (for VAT) SWiM, the Antiques Centre and the Amusement Arcade**

Cllr Mrs M. Ellis returned to the meeting at 8.46pm.

The temporary finance officer explained the issue in further detail, outlining the cost implications to the council if it opted not to tax the three properties, and the potential impact on the tenants if the council opted to tax.

Members agreed they needed a greater understanding of what this issue meant to the council and its tenants, but there was acknowledgement that the council needed to be consistent in how it treated all its commercial tenants.

It was proposed by Cllr J. Scowen to opt to tax (for VAT purposes) each of SWiM, the antiques centre and the amusement arcade.

This motion was not seconded.

The town clerk said members needed to properly understand the VAT process and the implications of choosing whether or not to opt to tax. He suggested a separate briefing session was held for members to discuss this in detail. He suggested a session w/c 12 August 2019 to enable a further report to be considered at the extraordinary Full Council meeting on 21 August 2019.

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The mayor, Cllr B. Larcombe asked for information to be brought to that session on all the council's tenants and the potential impact on them.

The town clerk said a summary of all tenants and whether they are opted to tax or not could be provided, but members needed to focus on the issue of these three properties and the roof repairs because the decision could not be delayed.

Cllr J. Scowen questioned why the decision couldn't be made now as he didn't believe any further information was required.

The town clerk said it was important the council made the right decision and it was recorded properly because the council may be challenged by the tenants or the auditor.

It was agreed a confidential members' briefing session would be held on Monday 12 August 2019 at 7pm in the Guildhall. Officers would provide contextual information but there was no intention to start determining VAT policy.

The town clerk said he also intended to bring a VAT report to the council as part of the budget-setting process.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members **RESOLVED** to hold a confidential members' briefing session to allow further discussion on the option to tax (for VAT purposes) SWiM, the antiques centre and the amusement arcade.

The meeting closed at 9.24pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON
WEDNESDAY 4 SEPTEMBER 2019

Present

Chairman: The Mayor, Cllr B. Larcombe

Councillors: Cllr Ms B. Bawden, Cllr J. Broom, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr D. Ruffle, Cllr D. Sarson, Cllr J. Scowen, Cllr R. Smith, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

Officers: Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer), Mr M. Stainer (temporary finance officer), Mr J. Wright (town clerk)

Absent: Cllr L. Howe

19/62/C Declaration of Acceptance of Office

The town clerk confirmed Cllr R. Smith had signed his declaration of acceptance of office.

19/63/C Public Forum

Mr G. Symonds

As leaseholder of the amusement arcade, Mr G. Symonds spoke in relation to agenda item 10, Option to tax (for VAT) SWiM, the Antiques Centre and the Amusement Arcade. He said this matter was appalling and had been dealt with in an underhanded way, as no one from the council office had contacted him or any of the other leaseholders. He said the council was trying to push something through without any feedback from someone like himself about the impact it would have. He said he felt this was very poor where business was concerned and he wouldn't act in this way if he was in the same position. Mr G. Symonds said the council was trying to charge VAT at 20%, which would increase his rent by over £9,000. He said he was sure the report on the agenda explained in detail about Machine Games Duty (MGD) and how complex the law was. He said he couldn't claim VAT back on his rent; although he was VAT registered, one stipulation of MGD was he couldn't claim VAT on rent. Mr G. Symonds said this would cost him £9,000 more over the next 20 years and it was not acceptable to add this to his rent straight away. He asked why after all these years the council was deciding to charge the tenants VAT? He said he was aware the antique and craft centre was not VAT registered and therefore could not claim back. He said he was sure the report on the agenda explained why the council was considering charging VAT now and he believed it was because the council was carrying out work on the area above the shelters and wanted to claim the VAT back from the tenants. Mr G. Symonds said this was on

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the borderline of tax avoidance by the town council. He said the council had not charged VAT for 20 years but now it was doing the works, with little money having been spent on the area over that time, it was trying to charge tenants who had been loyal to the council. He said he was sure the report on the agenda outlined the legal position; he said he had a lease and he had a legal position on that lease. Mr G. Symonds said he would fight this matter and he didn't believe it was the way to treat leaseholders; if the council was trying to work with the business community, it was setting a very low bar to start with, as no one from the office had contacted him. He said if he wasn't at the meeting, it was possible no one would have been aware of this. Mr G. Symonds said if the council wanted to save money, it needed to look at its own office, look at where industrial tribunal cases were coming from and the £100,000 it had apparently cost so far, including any potential pay-outs to third parties. He said perhaps the council needed to look at people working in the office, rather than people working and employing people in the town, who had been doing so for a long time. He said he would like a reply in writing, copying in the press, or he would be happy to have a verbal response. He said the council should respond to correspondence in a certain amount of time but he hadn't received responses in the past. He asked the mayor if he was aware no one had spoken to him or any of the tenants about this issue.

The mayor, Cllr B. Larcombe said he wasn't aware of the level of correspondence between tenants and officers. He said the councillors were lay members when it came to understanding tax, so they were trying to take a careful approach. He said a previously-planned meeting had been postponed to allow members to gain a better understanding of the key issues in preparation for this meeting.

The town clerk said as the council had not yet made a decision on the option to tax, there had not been any information for him to communicate as yet. He said the council needed to make a decision before a dialogue took place with the tenants and he would be in communication with them once that decision was made.

Mr G. Symonds said he understood the policy but he believed it was good manners for the council to tell the tenants of its intentions. He added that he hoped the report on the agenda included in detail about MGD; if it didn't, he believed the report was fraudulent.

19/64/C Apologies for Absence

Cllr R. Doney

19/65/C Disclosable Pecuniary Interests

There were none.

19/66/C Dispensations

There were no dispensations.

19/67/C Appointments to Committees

Proposed by Cllr J. Broom and seconded by Cllr S. Williams, members **RESOLVED** to appoint Cllr Ms B. Bawden to the Planning Committee, and Cllr Ms G. Stammers to the Town Management and Highways Committee.

19/68/C Appointments to External Bodies 2019/20

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members **RESOLVED** to appoint Cllr R. Smith and Cllr Ms G. Stammers as the council's representatives to Plastic Free Lyme Regis.

Proposed by Cllr B. Larcombe and seconded by Cllr Ms G. Stammers, members **RESOLVED** to appoint Cllr D. Ruffle as the council's representative to the Lyme Regis Society.

19/69/C Objectives 2020-2025

Several members felt this item should have gone through the committee cycle before coming to Full Council to allow further discussion of the objectives. There was also concern about the dates identified for delivering them.

The town clerk said it had been brought to this meeting to get an early start on the process of agreeing the objectives and to allow public consultation to take place. He said the list on the agenda represented what was discussed at the members' away day.

Proposed by Cllr J. Scowen and seconded by Cllr J. Broom, members **RESOLVED** to refer the report on Objectives 2020-2025 to the Strategy and Finance Committee.

Cllr Ms B. Bawden said a discussion on values and purpose also took place at the away day which hadn't been concluded, but she hoped this would be progressed.

19/70/C Shelters' Roof Works

The deputy town clerk said there was no cheap option to do this work. However, he believed it was right to invest a reasonable amount of money in the roof as the buildings were the council's third most valuable asset, and very little had been invested in them in the last 55 years.

The deputy town clerk said it had been confirmed the works fell within the Party Wall Act and the council would be complying with the requirements of the act to serve the requisite notices. He added that a Party Wall Act surveyor had been appointed for that purpose.

The mayor, Cllr B. Larcombe said members needed to know the details of the reduced scope of works, which was now the subject of tender, and this should be re-visited by the Town Management and Highways Committee.

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The deputy town clerk said the reduced specification would not include the proposed stainless-steel railings and glass balustrade and the existing railings would remain, which would reduce the cost by more than £200,000. He said the reduced specification also including scaffolding, some excavation along the rear retaining wall, preliminary works and contractor profit. He added that all other work, such as lighting and power points, would be on a 'menu' basis to allow the council to decide which elements to include in addition to the basic roofing.

Cllr R. Smith asked what warranty the works would come with.

The deputy town clerk said this would depend on whether the railings were replaced or not, but the fine detail would be known when the tenders were returned.

It was proposed by Cllr B. Larcombe to go out to tender for works to the roof of the shelters building in an itemised way.

This motion was not seconded.

Cllr Ms B. Bawden asked if the council had asked external organisations for their suggestions on what they wanted from the facility.

The mayor, Cllr B. Larcombe said the council couldn't tailor the facility to every possible demand for it and the council needed to decide what was affordable and sensible.

There was discussion about the timing of considering the tenders and awarding the contract to ensure the work could start on 11 November 2019 as planned, so the work could be done during the winter to minimise disruption to the businesses.

As the tender deadline was 4 October 2019, it was acknowledged that if the tenders were considered at the Town Management and Highways Committee meeting on 23 October 2019 and subsequent Full Council meeting on 20 November 2019, the contract start date of 11 November 2019 would have to be put back.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members **RESOLVED** to amend the calendar of meetings to swap the Human Resources Committee meeting on 16 October 2019 with the Town Management and Highways Committee meeting on 23 October 2019, and the re-arranged Town Management and Highways Committee on 16 October 2019 would be immediately followed by an extraordinary Full Council meeting.

19/71/C **Option to tax (for VAT) SWiM, the Antiques Centre and the Amusement Arcade**

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

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

19/72/C Finance Manager Appointment

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

19/73/C Pay Review, South West Councils Options and Costs

There was some concern about the budget implications and consequences of the pay review.

The mayor, Cllr B. Larcombe said South West Councils would need to be provided with a remit for the work, and members needed to understand the consequences of going into a full job evaluation process. He added that if the council went ahead with this, the review of the staffing structure – which was the subject of a separate report on the agenda – would have to be done as part of this exercise.

The town clerk said there was no agreed budget to appoint South West Councils, but any agreed outcomes would not take place until April 2020 and would therefore be incorporated into the budget-setting process. However, he said if members did not want to go ahead with the pay review, they should say so at this point rather than getting to the end of the process and raising expectations among staff.

Cllr Ms B. Bawden asked if the council would be tied into accepting the recommendations from the review.

The town clerk said South West Councils would produce a report for the council to consider. The council would need to consider whether South West Councils' recommendations were affordable.

Some members were concerned the review would create stress and upheaval for staff. Cllr R. Smith said the council should be committed to the outcome or the review would lack integrity.

Cllr Ms B. Bawden asked when the last pay review was done and whether any attention was paid to it.

The town clerk said the last review was done in 2013, which involved market testing across town councils in Dorset. He said the review showed this council was paying less than the going rate and pay scales were increased as a result. He added the Human Resources Committee had already agreed it was a good time to carry out another review, but by a more objective method than market testing.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members **RESOLVED** not to pursue a review of the staffing structure and pay by South West Councils.

19/74/C Staffing Structure Review

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

19/75/C Beach Hut Booking Structure

The administrative officer said the bespoke online booking system was already under construction and members were asked to approve moving from weekly hire to daily hire, for which the rates had already been set.

Cllr Mrs M. Ellis asked how far in advance people would be able to book a hut to avoid the possibility of someone booking the same hut for a prolonged period.

The administrative officer said people would only be able to book for the following year, in line with the existing system. She added that people would be able to book and use a hut on the same day, including at weekends.

Proposed by Cllr J. Scowen and seconded by Cllr J. Broom, members **RESOLVED** to amend the beach hut booking structure, to be introduced in line with the launch of the online booking system, but to maintain the following:

- Annual, summer and winter packages
- Minimum weekly booking for popular weeks
- Residents' priority booking day
- 10% discount to Gateway Card holders

19/76/C Lyme Regis Football Club, Amendments to 2020/21 Works' Programme

The mayor, Cllr B. Larcombe said the football club should be congratulated on the successful completion of previous projects and for doing its own fundraising.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to approve Lyme Regis Football Club's proposal to amend its 2020-21 works' programme from drainage works, only, to a reduced specification of drainage works, new fencing and car park tarmacking.

19/77/C Grant Donation to One Planet Working Group

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Cllr Mrs M. Ellis said the council had a grants' procedure for awarding funding to local groups and approving this request outside the formal process might set a precedent for other groups. She added that the One Planet Working Group (OPWG) could try and raise the funds itself until it could apply for a grant at the usual time.

The town clerk said the council would normally consider grant requests at the end of March each year, but it had agreed to undertake a thorough review of the grants' budget before March 2020.

Cllr Ms B. Bawden said the OPWG only existed as a result of the council declaring a climate and environmental emergency, so the modest amount requested would enable OPWG to support the council in its aims.

Cllr J. Broom suggested the council gave match funding of £100, in line with OPWG's original request, and the group could come back to the council for further funding at grants' time.

Cllr R. Smith said OPWG was feeding recommendations into the council, so it needed to facilitate the group to do its job by providing the funding.

Cllr J. Scowen said the work of the OPWG created positive public relations for the town and the council should be supporting the group with funding.

Cllr B. Larcombe said the council would be required to put its resources into the consequences of declaring a climate emergency, and other organisations would see this as a signal that funding would be given outside of the grants' process.

It was proposed by Cllr J. Scowen and seconded by Cllr R. Smith to approve the request from the Lyme Regis One Planet Working Group for a donation of £250 to help establish the group.

This motion was not voted on as an alternative motion was put forward, as follows:

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, members **RESOLVED** to award £100 match funding to the Lyme Regis One Planet Working Group to help establish the group.

19/78/C Dorset Council's CCTV Project

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members **RESOLVED** to refer the report on Dorset Council's CCTV Project to the Town Management and Highways Committee.

19/79/C Exempt Business

- a) **Option to tax (for VAT) SWIM, the Antiques Centre and the Amusement Arcade**

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The temporary finance officer said the council would have to opt to tax at some point and the time to do this was before major works. He said if the council decided not to opt to tax, it would have to give the electorate the chance to give their views because the bill would be theirs, or partly theirs.

The mayor, Cllr B. Larcombe asked why this issue had not been picked up previously.

The temporary finance officer said the council hadn't had the commercial imperative to do it until now, nor had it hit the de-minimus limit until the major works to the roof were required.

The town clerk said the council was legally within its rights to opt to tax and in doing so, would be doing what virtually every other organisation did. He said the council had to think about where its obligations lay; with taxpayers or three tenants who the council had a business relationship with. He added that the council had a fiduciary duty to the electorate to look after financial affairs to their benefit, not to the benefit of tenants.

The town clerk said one or more tenant could submit a legal challenge, but an elector could also make a challenge.

The mayor, Cllr B. Larcombe said members had to consider what they deemed to be reasonable, as opting to tax would mean a 20% increase on the tenants' outgoings mid-year. He asked if the increase could be accommodated during the rent reviews rather than mid-year.

It was proposed by Cllr D. Sarson to opt to tax the three properties but not until the terms of their leases had finished.

The temporary finance officer advised that if the council opted to tax, it would have to be in place before the works to the roof took place to enable it to reclaim the VAT.

Cllr D. Sarson withdrew his motion.

Cllr R. Smith asked what mitigation the council could give the tenants over a transitional period.

The temporary finance officer said there was the possibility of business interruption claims against the council so if it was minded to opt to tax, it could then consider what mitigation is given in rent.

Cllr Ms B. Bawden asked if there were any other tenants the council had not opted to tax.

The town clerk said the council needed a policy on VAT, now it was more conversant with the issue, but it didn't want to unnecessarily penalise people. He said if there were repairs and costs associated with a building, the council should

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put itself first and opt to tax, and this position should be communicated to all tenants.

Cllr Miss K. Ellis said the council should put the electorate first, not business owners who lived outside the town.

The town clerk reiterated if the council opted to tax, it would need to inform the tenants before the contract was awarded.

The mayor, Cllr B. Larcombe asked if the council could be legally challenged as being unreasonable to charge the businesses out of the blue.

The temporary finance officer said the legal advice was unequivocal in stating the council was legally within its right to opt to tax, and it was unusual to get such a one-sided opinion from counsel.

Proposed by Cllr J. Scowen and seconded by Cllr J. Broom, members **RESOLVED** the council opts to tax (for VAT purposes) each of the three properties: Amusement Arcade, Antique and Craft Centre, and the former By the Bay Restaurant (now known as SWiM).

The temporary finance officer clarified that the tenants would be informed of the council's decision before the contract was awarded and VAT would be chargeable from that point in time, not the whole year.

The temporary finance officer left the meeting at 9.26pm.

b) Finance Manager Appointment

The mayor, Cllr B. Larcombe said any requests for a departure from normal working conditions would have to be considered on a case-by-case basis and the proposal for a 37-hour week over four days wouldn't necessarily be suited to other roles.

Proposed by Cllr J. Scowen and seconded by Cllr R. Smith, members **RESOLVED** to approve setting aside the requirement in the council's recruitment and selection procedure for all vacancies to be advertised internally and externally and approve the permanent appointment of the temporary finance officer on a 37-hour, four-day week contract.

c) Staffing Structure Review

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members **RESOLVED** to refer the report on Staffing Structure Review to the Human Resources Committee.

The meeting closed at 9.38pm.

AGENDA ITEM 8

Committee: Full Council

Date: 9 October 2019

Title: Matters arising from the minutes of the Full Council meeting held on 24 July 2019

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 24 July 2019 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

19/40/C – Public Forum

Work has commenced on the church tower. The town clerk has asked Tim Bacon, who made a representation in the public forum, for a programme of works and an indication of when the church wants to draw down instalments of the council grant.

The report from Dorset Council following sampling at landslip toes, Spittles was circulated in the members' briefing on 26 July 2019.

19/55/C – Christmas Lights Committee

Monies held in the council's Christmas lights' bank account were transferred to the newly-constituted organisation on 30 August 2019.

19/57/C – Lyme Regis Community Land Trust Limited, S38 Agreement, Land at Timber Hill

The council has signed and sealed the amended documents and forwarded them to the solicitor for further signatures from other parties.

19/58/C – Beach Disabled Access

Officers have made an enquiry with the insurance company about whether the council would be covered if anyone had an accident while using one of the new wheelchairs and a response is awaited.

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The wheelchairs will be checked regularly by council staff after each hire. If there were any significant issues, they would be replaced.

19/59/C – Electric Vehicle for Waste Collection

The order has been placed and paid for and delivery is expected within a fortnight.

19/61/C – Exempt Business

A confidential members' briefing to allow further discussion on the option to tax was held on 12 August 2019.

John Wright
Town clerk
October 2019

AGENDA ITEM 9

Committee: Full Council

Date: 9 October 2019

Title: Matters arising from the minutes of the extraordinary Full Council meeting held on 4 September 2019

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 4 September 2019 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

19/63/C – Public Forum

A letter from the mayor was sent to Mr G. Symonds on 30 September 2019 responding to his comments in the public forum.

19/68/C – Appointments to External Bodies

Cllr Miss K. Ellis has stood down as a representative on the One Planet Working Group. Cllr Ms B. Bawden and Cllr L. Howe remain as the council's representatives on the group.

19/69/C – Objectives 2015-2025

This item was considered by the Strategy and Finance Committee on 25 September 2019.

19/71/C – Option to tax (for VAT) SWiM, the Antiques Centre and the Amusement Arcade

On 5 September 2019, the tenants of SWiM, the antique and crafts centre and amusement arcade were written to informing them of the council's decision to opt to tax for VAT.

On 4 October 2019, the tenants of SWiM, the antique and crafts centre and amusement arcade will be written to informing them of the date from which the council will opt to tax for VAT. The letter will inform the council's tenants the roofing

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contract will be considered by the Town Management and Highways Committee on 16 October 2019 and the recommendations from that committee will be considered by an extraordinary meeting of the Full Council which would take place when the Town Management and Highways Committee had finished.

The letter will inform the council's tenants they can make representation at the public forums before these meetings.

19/72/C – Finance Manager Appointment

Mike Stainer's temporary contract ends on 15 October 2019 and his permanent contract will begin on 16 October 2019.

19/73/C – Pay Review, South West Councils Options and Costs

This item will be considered by the Human Resources Committee on 23 October 2019.

19/78/C – Dorset Council's CCTV Project

This item was considered by the Town Management and Highways on 11 September 2019.

John Wright
Town clerk
October 2019

Mayor's Engagements & Meetings Report to Full Council from the period since previous FC 24th July – 9th October

(Engagements attended in bold, LRTC Council meetings attended in *italic*, others in upright)

July 25th – Meeting with Dorset Councillor

July 28th - Lifeboat Week (Fun Run and Illuminated Boats) with the Mayoress

July 30th - LRTC Equality Training event

July 30th - Lifeboat Week (Tug of War) with the Mayoress

August 1st - Lifeboat Week (Red Devils) with the Mayoress

August 2nd - Lifeboat Week (Duck Race) with the Mayoress

August 6th – Regatta Week (Lister Room) with the Mayoress

August 7th – Town Mill Gallery opening of new exhibition area and awards to exhibits

August 8th – Regatta Week (Duck Race) with the Mayoress

August 10th - Regatta Week Carnival Procession with the Mayoress

August 11th – Bermuda Gig twinning (at LR Sailing Club)

August 12th – LRTC VAT Briefing meeting

August 13th – Weymouth Mayor, common council matters, with Deputy Mayor

August 17th – L.R. Sailing Club - National Firefly Championship, with Mayoress

August 20th – LRTC Planning Committee meeting

August 30th – Bowls Club LRTC Staff v Bowls Club

September 4th – Visit of Virginians twining

September 4th – LRTC Extraordinary Full Council meeting

September 6th – meeting with St. Michael's Head re: Pre-school nursery

September 7th – Food Rocks – evening event

September 8th – Lyme Splash – swim to Charmouth

September 11th – LRTC Town Management meeting

September 12th – Meeting with Dorset re: Dorset Library and TIC planned provision

September 12th - Meeting with Uplyme Parish Council

September 12th - Meeting with Axminster Town Council

September 13th – Lights in the Gardens, switch on

September 15th – Swanage Civic Service with Mayoress

September 16th – Meeting with Uplyme Parish Council

September 16th – Meeting with Axminster Town Council

September 18th – Meeting with Swanage Mayor

September 18th – LRTC TCP meeting

September 19th – LRTC Committee structure review

September 25th – Meeting with Charmouth Parish Council

September 25th – LRTC Strategy and Finance Committee meeting

September 26th - Meeting with Dorset Councillor

September 27th – Blandford Civic Day

October 2nd – 16th - Personal Summer Holiday

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 23 JULY 2019**

Present:

Members: Cllr B. Larcombe MBE (in the chair), Cllr J. Broom and Cllr Mrs M. Ellis

Officers: Mark Green (deputy town clerk)

19/27/P Public Forum

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

19/28/P Apologies

Apologies for this meeting had been received from:

Cllr G. Turner (prior commitment)
Cllr J. Scowen (prior commitment)

19/29/P Minutes

Proposed by Cllr Mrs. M. Ellis and seconded by Cllr J Broom, the minutes of the meeting held on 25 June 2019, were **ADOPTED** without amendment.

19/30/P Disclosable Pecuniary Interests

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

19/31/P Dispensations

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

19/32/P Matters arising from the minutes of the meeting held on 25 June 2019

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

19/33/P Update Report

There were no matters to be updated at this meeting.

19/34/P Planning Applications

Planning applications were considered in accordance with the details circulated.

AGENDA ITEM 12

- 1) **WD/D/19/001306-FULL** (Received 7 June 2019)
Herbert – Erection of First and Second floor extension with a fibreglass roof to form enclosed staircase and insert window to Second floor – Annexe, The cottage, Lyme

*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*

- 2) **WD/D/19/000493-LBC** (Received 8 June 2019)
Hickman – Installation of two CCTV cameras – Flat 2, Gatesfield, Sidmouth Road, Lyme Regis, DT7 3EQ

*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*

- 3) **WD/D/19/001074-VARIATION** (Received 15 May 2019)
Larcombe – Erect single storey side extension to Club House, increase size of car park & resurface with tarmac. Construct covered grandstand seating area (with variation of condition 1 of planning permission WD/D/16/000708 to amend plans to relocate the proposed grandstand from the northern side of the pitch) – Lyme Regis Football Club, Charmouth Road, Lyme Regis, DT7 3DW

*Members recommended that the variation of condition be **approved** because there were no material planning considerations that would warrant its refusal.*

- 4) **WD/D/19/001094-FULL** (Received 25 May 2019)
Cleal – Erection of 1.No Dwelling. – 49 Queens Walk, Lyme Regis, DT7 3BH

*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*

- 5) **WD/D/19/001118-FULL** (Received 23 May 2019)
Dewing – Proposed conservatory extension, Car Port, External Steps and Outbuilding. – The Little Place, Silver Street, Lyme Regis, DT7 3HR

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*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*

- 6) **WD/D/19/001119-LBC** (Received 23 May 2019)
Dewing – Internal and external alterations to facilitate a proposed conservatory extension, car port, external steps and outbuilding. – The Little Place, Silver Street, Lyme Regis, DT7 3HR

*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*

- 7) **WD/D/19/001223-FULL** (Received 2 June 2019)
Kinnersley – Erect dwelling – St Vincent, Cobb Road, Lyme Regis, DT7 3JS

*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*

19/35/P **Amended/Additional Plans**

There were no amended or additional plans to be considered at this meeting.

19/36/P **Withdrawn Applications**

There were no withdrawn applications.

19/37/P **Planning Decisions**

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

19/38/P **Correspondence from Dorset Council regarding planning related matters.**

The correspondence received from Dorset Council regarding planning related matters was **NOTED**.

19/39/P **Planning and Listed Building Consent Applications, Rock Point Inn, 1 Broad Street, Lyme Regis**

19/40/P **Member Planning Training Action Plan**

The meeting closed at 7.30pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 25 SEPTEMBER 2019

Present

Chairman: Cllr B. Larcombe

Councillors: Cllr Ms B. Bawden, Cllr J. Broom, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr D. Ruffle, Cllr J. Scowen, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

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

Absent: Cllr L. Howe

19/18/SF Public Forum

There were no members of the public present.

19/19/SF Apologies for Absence

Cllr R. Doney
Cllr D. Sarson

19/20/SF Minutes

Proposed by Cllr J. Broom and seconded by Cllr Ms G. Stammers, the minutes of the meeting held on 10 July 2019 were **ADOPTED**.

19/21/SF Disclosable Pecuniary Interests

There were none.

19/22/SF Dispensations

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

19/23/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 10 July 2019

Minutes of the Dorset Council working group meeting held on 11 June 2019

The town clerk said he would be responding to the email he had received from Ken Buchan, Dorset Council's head of environment and wellbeing, outlining the town council's position, what the council believed its interests were in the land, and what

the council could do with that land. He added that he would expect a response from Ken Buchan by mid-October.

Cllr S. Williams was concerned this matter was taking so long to resolve and no members had been involved in meetings with Dorset Council.

The town clerk said he was instructed by the council to have a meeting with Dorset Council and he had reported back from that meeting, but he couldn't force Dorset Council to respond. He said if the council felt it wasn't getting an adequate response, there were things it could do as freeholder, although he felt the council was some way away from that point.

The town clerk said he would arrange another meeting of the working group to allow members to discuss this further. He suggested the Dorset Council officer could be invited to the meeting, which members agreed with.

It was noted the Dorset Council member was aware of the issues.

Cllr B. Larcombe asked that any response from Ken Buchan was circulated to members.

Bowls club

The town clerk said the bowls club wanted an amendment to the council's resolution and if this was the case, the matter would need to come back to the council.

Church tower

It was noted the scaffolding had gone up for the works to start.

Cllr Mrs M. Ellis said the church was continuing to apply for grants to make up the funding shortfall. She said she was arranging a fundraising evening and would provide details to members in due course.

19/24/SF Update Report

Dorset National Park

Cllr B. Larcombe said in addition to the public meeting the council would facilitate, it was important the council had its own view on the proposed national park. He asked if there was any indication of a timescale for consultation.

The deputy town clerk said it was clear there would be further rounds of consultation but there was no indication of when that might be.

As there was already a lot of information in the public domain from those in favour of a national park, Cllr Ms B. Bawden asked how the other point of view would be put across during any public meeting. She suggested an alternative viewpoint could be offered by the New Forest and she agreed to make an approach.

The town clerk said officers had also had discussions with someone who could provide an alternative viewpoint.

DRAFT

19/25/SF Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2019

The town clerk said the council had received a clean bill of health from the external auditor, with no comments or qualifications attached to the certificate. He said this was in spite of the office going through a difficult period in the past year without a finance manager and he congratulated staff for getting through the year and achieving a clean bill of health.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve and accept the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2019; to note the actions required at the conclusion of the review have been undertaken; and to thank staff for their hard work.

19/26/SF Committee Structure

The town clerk said the only real change proposed by the working group was for environmental matters to sit with the Strategy and Finance Committee, and when specific tasks were identified, they would drop down to other committees.

Cllr Mrs M. Ellis felt the environment had a better fit with the Tourism, Community and Publicity Committee.

Cllr J. Scowen said he felt the environment should be part of every committee's remit, rather than sitting with one committee. He said it was right that the strategy sat with the Strategy and Finance Committee, but the detail fell to committees.

The town clerk said the working group's rationale for adding environment to the remit of the Strategy and Finance Committee was to recognise the importance of the environmental agenda and to have a committee to drive it forward. He said all the environmental objectives would then fall to the committees.

Cllr Ms B. Bawden felt a committee should have specific responsibility for the environment as the driver of the climate emergency declaration. She said a lot of the environmental issues and projects the One Planet Working Group (OPWG) was looking at were complex and sat well with the Strategy and Finance Committee.

Cllr Mrs M. Ellis suggested the Tourism, Community and Publicity Committee was the principal link with the OPWG, which could then pass issues to other committees.

Cllr B. Larcombe said major expenditure would have to go to the Strategy and Finance Committee but many of the suggested environmental projects did not sit with that committee.

Cllr R. Smith agreed each committee had its own remit but if ambitious projects come from OPWG, they should go to the Strategy and Finance Committee.

Proposed by Cllr J. Scowen and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** that environmental matters are incorporated into each committee's remit and terms of reference are amended accordingly.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the Tourism, Community and Publicity Committee is the principal link with the One Planet Working Group.

19/27/SF Recruitment of the Internal Auditor

The town clerk said although the council had received a good service from Darkin-Miller, he would strongly recommend re-appointing an internal auditor after six years. He said there was no reason the council shouldn't appoint Darkin-Miller again but it should test the market.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to enter into a process to appoint an internal auditor for 2020-21, 2021-22 and 2022-23, with the option to extend the contract for a further two years.

The town clerk said this would be reported back to the council to endorse the appointment.

19/28/SF The Process for Approving the 2020-21 Budget and Five-Year Financial Plan

Members noted the report.

19/29/SF Objectives 2015-2025

The town clerk said setting objectives was integral to the budget-setting process and five-year plan. He said objectives didn't need to be set now, but the council needed to start a series of discussions about major pieces of work over the next five years, as well as talking to the public about what the council intended to do.

Members discussed the timing of the public consultation event. Several members felt the council should give the public the opportunity to put their own ideas forward before the council firmed up its objectives.

Several other members felt it was too early to go to public consultation in mid-October, as suggested in the town clerk's report, and the council should have a firmer list of ideas with likely costs before it consulted the public.

Cllr B. Larcombe said there were projects the council needed to consult with the public on, but there were many other suggested projects which the council could get on and do as part of the business operation which didn't require endorsement from the public.

The town clerk said there were many suggested objectives from members which needed to be costed, as well as some ideas which were for Dorset Council or OPWG to pursue, rather than the town council. As there had been a long debate about process, the town clerk suggested the consideration of the objectives was deferred to another session.

Cllr Ms B. Bawden said Bridport Town Council had divided their objectives into four categories: direct, indirect, collaborations and lobbying. She suggested this model could be used to simplify the process, which members agreed with.

Cllr Miss K. Ellis left the meeting at 8.55pm.

The town clerk suggested the discussion on specific objectives was deferred until the member session scheduled for 29 October 2019, when the list of proposed objectives could be categorised in the suggested way. He said the council would need to form a view from that meeting on what the objectives were likely to be, which would form the basis of the discussion with the public.

Cllr Miss K. Ellis returned to the meeting at 8.58pm.

The town clerk said he would extend the time for members to suggest objectives to 21 October 2019. As most of the suggested objectives had been put forward by Cllr Ms B. Bawden and Cllr R. Smith, it was agreed they would have input into categorising the suggestions to present to the 29 October session.

The town clerk said in the meantime, officers would also start developing a public consultation exercise and begin to cost out the ideas.

19/30/SF Programme for Refurbishment of Council Offices

The deputy town clerk said he had tried to put together a realistic programme, which took into account the council's rules on procurement and a road closure while significant works took place. He said there was scope to take some time out, but not a significant amount. He added that the council hadn't agreed a scope of works, so the programme was based on assumptions of what the work may involve.

Cllr B. Larcombe said there was a six-month window after serving notice on Dorset Council for the tourist information centre to develop the scope of works. He said he was concerned by the number of people the deputy town clerk had suggested were involved in the project.

The deputy town clerk said the appointed architect would carry out all the roles. He said the council's financial regulations stipulated the need to go out to tender for architectural services. However, if the council waived the rules, this could save time in the programme, but he would caution against it because he didn't believe there was good reason to do so.

Cllr J. Broom suggested architectural services were on a fixed fee to avoid escalating costs.

The deputy town clerk said he agreed it should not be linked to estimated contract value, but it would be reasonable to look at a capped percentage fee.

The deputy town clerk said there was time in the programme to put together the scope of works and this would need to be signed off by members before any contract was let for any element of this work.

Cllr R. Smith requested a single paragraph from officers about what the vision for the office would be.

The deputy town clerk drew members' attention to the fact the offices were not currently opted to tax, and if the council was looking to procure services soon, the council needed to make the election sooner rather than later.

Proposed by B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to note the high-level initial programme for the planned refurbishment of the council's offices, give authority to procure the required detailed external and other surveys, together with architectural services; to include the roles of lead designer, planning agent, contractual procurement and contract/site manager, and elect to opt to tax for the purposes of VAT in respect of the property known as Council Offices, Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS and its associated curtilage.

19/31/SF Blue Sea Café Roof Quotes, Letting, Opting to Tax and Budgetary Approval

Cllr J. Scowen asked what the rationale was in asking prospective tenants to pay an ingoing sum without stating what that amount was.

The deputy town clerk said there was clear advice that the best way of marketing the property was to create certainty around the level of ongoing rent and to invite proposals for an ingoing sum. He said the level of ingoing sum would be one of the factors members would consider when choosing a preferred tenant.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to note the preferred quote for the repairs to the roof of the Blue Sea Café, the latest position with the marketing of the premises, agree to opt to tax so that VAT can be recovered on the cost of the works, and approve the unbudgeted expenditure so that work can commence in mid-November as planned.

19/32/SF Park and Ride 2019 and 2020

Cllr B. Larcombe said the council needed to establish a pattern of opening hours more clearly to meet people's expectations of when they would hope to find it open.

Cllr Mrs M. Ellis said the major events needed to be covered and event organisers needed to notify the council of their event dates.

The deputy town clerk said the planning permission was for a fixed period of the year between March and September, and it also limited the operation to 84 days in any one year. He said the council needed to be in a position to tell the bus company the operating times by the beginning of 2020 because it was a registered service approved by the traffic commissioners, which required 56 days' notice. He added that if a timetable was set at the beginning, it was very difficult to react to requests made at short notice.

Cllr D. Ruffle asked if boarding at the westbound drop-off point at Cobb Gate car park could happen on an official basis in the future.

The deputy town clerk said there were some concerns about safety but he had reached an agreement with the managers of the bus company that people could board at this location.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to note the information about the usage of the 2019 park and ride service, authorise officers to negotiate terms with First Group for a 2020 service based on the 2019 far structure and operating period (plus May Bank Holiday and into early-September to incorporate any major events), and approve the use of the Charmouth Road park and ride site for 2020 at the 2019 price plus RPI.

19/33/SF Committee Objectives 2019-20

Cllr B. Larcombe asked why the only external works' expenditure was being examined as he felt this should apply to the whole organisation.

The town clerk said this was an objective set for him by the Human Resources Committee. He said officers had looked at other parts of the business incrementally and now attention was being turned to the external works' budget and procurement.

The meeting closed at 9.44pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 SEPTEMBER 2019

Present

Chairman: Cllr J. Scowen

Members: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

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

Absent: Cllr L. Howe

Guests: Mr W. Dowell (Coastline Creative), Mrs G. Rabbitts (LymeArts Community Trust)

19/13/TCP Public Forum

Mr D. Lawrence

Mr D. Lawrence said he owned Lewesdon B&B and was speaking on behalf of the hospitality industry. He said he used a town map with his guests and at the moment they were referring to the old map the business group produced several years ago. He asked the council to bear hospitality businesses in mind when they were choosing the design of a new map as guests wanted something they could fold away and put in a pocket or bag, not a brochure. He said the previous brochure had never been used by any of his guests.

19/14/TCP Apologies

There were none.

19/15/TCP Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the meeting held on 3 July 2019 were **ADOPTED**.

19/16/TCP Disclosable Pecuniary Interests

Cllr Ms B. Bawden declared a pecuniary interest in agenda item 11, Grant Agreement Review, LymeArts Community Trust, as she worked in the bar at the Marine Theatre.

19/17/TCP Dispensations

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

19/18/TCP Matters arising from the minutes of the previous meeting held on 3 July 2019

Sculpture trail in Langmoor and Lister Gardens

Cllr B. Larcombe asked when the council would see how The Arts Development Company were match funding and how it was carrying out community engagement.

The town clerk said it would be reported back to this committee through the update report.

19/19/TCP Update Report

Seafront wi-fi

Cllr J. Scowen said he believed the wi-fi should be advertised more. He said the system also didn't remember a user's login details, which was off-putting. Members agreed this should be looked into further.

19/20/TCP Lyme Regis Marketing Proposal

The administrative officer said this was the first of a suite of documents, along with the next two reports on the agenda, as each had a budgetary impact on the other.

The chairman invited Mr W. Dowell, of Coastline Creative, to present ideas for a map-based marketing idea.

Mr W. Dowell said he felt the existing printed town map and the map at Bell Cliff needed an overhaul, which could be accompanied by a digital offering. He said the new map would use an updated version of Keith Robinson's illustration, as used on the Bell Cliff map. Mr W. Dowell said it would be a fold-out A2 map, creating a 'time trail', telling visitors a story of what Lyme Regis had to offer. He said nodes around the town would have QR codes, which could be scanned, taking people to an app or a website with an online version of the map, more information and links. He said the map would split the town into 10 areas and would include a list of events and advertising for businesses, as well as advertising opportunities on the website and app.

Without providing specifics, Mr W. Dowell said this concept would cost less than the town guide.

The town clerk reiterated that no costs should be discussed as three quotes would need to be sought if members supported the concept.

Cllr B. Larcombe said he welcomed the idea as a map could be updated easily and it allowed the council to move on from the guide, which he didn't believe was producing value for money for the town.

Cllr Mrs M. Ellis liked the idea but said it was aimed at people already in the town, whereas the guide was aimed at attracting people to the town and advertising places to stay. She believed the map could be supplementary to the guide.

Mr W. Dowell said there was also a good listing of businesses on the existing tourism website, and he would also suggest a section on the website where people could order a map to be sent at the cost of the postage. He said online listings could be included in a pamphlet, which was cheap to print and could be updated easily.

Cllr Ms G. Stammers asked how people currently requested a guide, as not everyone would be able to go online to order a map.

The administrative officer said adverts were placed in printed publications and people requested them from a fulfilment company or in some cases, the Lyme Regis tourist information centre (TIC).

It was acknowledged that anyone who could not go online could contact the TIC to request a copy of the map.

Mr W. Dowell said he would propose the map was printed annually but there could be a short print run after six months, and the online map could be changed at any time.

Proposed by Cllr B. Larcombe and seconded by Cllr Ms G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to support the concept of a new map-based marketing proposal and agree to officers obtaining three quotes for its production with a view to it being introduced prior to the 2020 season.

Cllr J. Broom asked what specification companies would be asked to quote against.

The town clerk said the council needed to finalise its specification to provide some guidance, but it probably didn't need to be too specific to allow for some creativity.

19/21/TCP Social Media Marketing

Cllr B. Larcombe said the success of the 2019 social media campaign demonstrated that online marketing was the way to go.

The administrative officer said a revised proposal had been received from RH Advertising, which extended the social media campaign to run from October to June. She said this would cost £12,500, which was above the £10,000 guide provided to RH Advertising.

The administrative officer said RH Advertising felt running a campaign from October to June would stretch the budget thinly, and had suggested the campaign could go from an 'always on' approach to instead focus on certain months or events, such as December for Christmas and New Year, or in January for people starting to think about summer holidays.

Cllr Ms B. Bawden said she didn't believe the campaign should focus only on couples and there were lots of single people who also came to Lyme Regis. She said the green and plastic-free initiatives also needed to be reflected in publicity.

The administrative officer said it was within the council's gift to decide which groups it targeted and which events, messages or themes it publicised, so these ideas could be incorporated into the marketing.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a social media campaign with RH Advertising up to a budget of £10,000, and the final details of the campaign are approved by officers, in consultation with the chairman of the Tourism, Community and Publicity Committee.

19/22/TCP Lyme Regis Guide 2020

Cllr J. Scowen said he felt the guide was a waste of money and although there was the budget available, he would rather spend the marketing budget on other projects.

Cllr B. Larcombe said there was no way of knowing how effective the guide was, and the only way to do this was to pursue a map and social media marketing, scrap the guide for 2020 and see if this affected visitor numbers. He said if it was a bad year in the absence of the guide, the council could always decide to produce one the following year.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to no longer produce a printed tourism guide.

19/23/TCP Grant Agreement Review, LymeArts Community Trust

Mrs G. Rabbitts, director of the Marine Theatre, gave a presentation on the performance of the theatre. She said it regularly attracted full houses, entertainment was wide-ranging and inclusive, and there were regular free events. She gave statistics demonstrating a large proportion of people came from Lyme Regis or within five miles.

Mrs G. Rabbitts said the theatre had taken part in several festivals in 2019 and would be hosting a literary festival in 2020. She gave statistics on frequency of visits, age of audience, the reasons people went to the theatre, and how they rated performances.

Mrs G. Rabbitts outlined the external funding the theatre received, much of which was ring-fenced for capital projects, comparing the Marine Theatre other venues in the South West. She said all theatres in the country were subsidised and they were working hard to increase income, which meant they were close to breaking even this year.

Mrs G. Rabbitts said the consequence of bringing forward £15k of the council's grant meant the theatre had been left with only 50% of its grant funding this year and although it had been a challenge, the trust was resolute to honour that agreement. She said they were now trying to build up reserves and in future, the town council's grant needed to continue at a minimum of £30k, especially due to concerns the Dorset Council funding might disappear.

Cllr D. Sarson asked why the theatre didn't receive Arts Council funding.

Mrs G. Rabbitts said it was quite a restrictive relationship to enter into, which the theatre would resist if possible.

Given the council was reviewing the level of grants it made, Cllr Mrs M. Ellis asked if the theatre was looking for other funding.

Mrs G. Rabbitts said they would look to the town council to be the main funder, as every arts venue was funded by a town or county council. She said it wasn't easy to obtain grants for core funding but they were constantly looking.

Cllr R. Doney asked if the trustees had considered the business risk if the cinema was re-opened, given the success of the National Theatre screenings and the agreement between the two venues regarding cinema screenings.

Mrs G. Rabbitts said there was a discussion to be had as the theatre was screening live theatre, and the agreement with Scott Cinemas was more to do with moving images and cinema.

Several members felt the theatre was an asset to the town, providing an essential service and contributing to the life of the town and its wider economy.

1924/TCP Publicity Meetings

Proposed by Cllr B. Larcombe and seconded by Cllr Ms G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to re-establish publicity meetings between members and officers on a monthly basis, and appoint Cllrs J. Scowen, B. Larcombe, B. Bawden and D. Ruffle to that group.

It was agreed the group would meet at 3pm on one Wednesday each month.

19/25/TCP Guitars on the Beach – Change of Date

Proposed by Cllr G. Turner and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to approve Guitars on the Beach taking place on 27 June 2020.

19/26/TCP Committee Objectives

Members were unsure what a signed walking trail would involve. The town clerk said members needed to identify exactly what it wanted from a walking trail and the other objectives for this committee, and officers would attempt to put some ideas together.

19/27/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 9.02pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 SEPTEMBER 2019

Present

Chairman: Cllr J. Broom

Members: Cllr Ms B. Bawden, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr D. Sarson, Cllr J. Scowen, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

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

19/17/TMH Public Forum

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

19/18/TMH Apologies

Cllr R. Doney

19/19/TMH Minutes

Cllr G. Stammers asked for her name to be on the list of members present at the meeting.

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, the minutes of the previous meeting held on 11 September 2019, with the above amendment, were **ADOPTED**.

19/20/TMH Disclosable Pecuniary Interests

Cllr D. Sarson declared a pecuniary interest in Henry's Way play park, referred to in the Update Report.

19/21/TMH Dispensations

There was none.

19/22/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 11 September 2019

Grave markers

The council wished to record its thanks to Mr N. Ball for making two wooden crosses to use as grave markers.

Gardens' refurbishment

Cllr B. Larcombe was concerned there were still substantial cracks in the pathways that were not filled in.

The operations manager said some cracks were still being monitored by the council's geotechnical engineer so they had not been filled in, but if they were significant cracks, they would be filled in as health and safety would take precedence.

Cllr B. Larcombe thanked the gardening staff for bringing the gardens back up to scratch and said the difference was noticeable.

Beach disabled access

The operations manager said the conveyor belt for disabled access had not yet been delivered but it would be in place for the next season.

19/23/TMH Update Report

Largigi – alfresco licence

The deputy town clerk said a meeting had taken place the previous day with Dorset Council, when agreement was reached about the highway status. He said this would not prevent the town council charging in the way it always had, providing those charges were felt to be reasonable. He added the council might need to take the advice of a valuer, but it would appear the council was not constrained by the Highways Act.

Electric vehicle purchase

The operations manager said the vehicle had not yet been delivered.

Signage from A35

Cllr B. Larcombe said he hoped the signage would not be too elaborate or incorporated into a wider strategy for the A35.

The deputy town clerk said the intention was to concentrate on signs to Lyme Regis from the A35 and nothing else.

Wildflower planting

Cllr J. Scowen thanked the operations supervisor for implementing plans for a wildflower area in the gardens.

19/24/TMH VE Day Commemorations, 8-10 May 2020

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to participate in VE Day commemorations in May 2020, to form a working group to take this forward, and to appoint Cllrs D. Sarson, K. Ellis, B. Larcombe and J. Scowen to the working group, with the involvement of the Lyme Regis branch of the Royal British Legion and other relevant local organisations.

It was noted a budget for the commemorations would need to be included in the 2020/21 budget-setting process.

19/25/TMH Dorset Council's CCTV Project

Members were generally in favour of linking the existing CCTV to Dorset Council's pan-Dorset CCTV project and the installation of an additional camera in Broad Street.

However, several members emphasised that CCTV should be to aid police officers, not to substitute for them.

Cllr B. Larcombe said there were not enough figures in the report to allow members to make a decision and there was general agreement with this view.

Cllr Ms G. Stammers said clarification was needed on which 12 hours in the day the cameras would be monitored by Dorset Police.

The operations manager said he could obtain more details about cost and when the cameras would be monitored, although it was noted the cameras would be recording even when they were not being monitored.

Members agreed more detailed costs were required but agreed with Cllr Mrs M. Ellis's view that the council could apply for grant funding to link into the pan-Dorset CCTV project in the meantime.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to obtain more detailed costs for the link installation for Dorset Council's pan-Dorset CCTV project which allows Dorset Police access to monitor the council's CCTV system, and for the installation of a CCTV camera at the top of Broad Street to view the majority of Broad Street and vehicle movements.

19/26/TMH Private Beach Huts on Cart Road

The deputy town clerk said the existing beach hut licences, which had around 12 years left, did not include an obligation to replace huts. He said if maintenance standards could only be achieved by changing a hut, the council could make a licensee replace it with a pitched roof; if it could be maintained without replacement, this option was not possible.

It was noted there were several huts which were in a poor state of repair, which officers were aware of and were dealing with.

As licensees were not required to replace their huts, Cllr Mrs M. Ellis said they should be encouraged to do so by taking advantage of bulk buy discounts when the council bought new huts with pitched roofs.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct the operations manager to contact all owners of private beach huts on Cart Road to encourage them to bring their huts into

line with the council's new 'pitched-roof specification by 31 March 2022, by which time all the council-owned huts will have been replaced, and to inform licensees of the opportunity to obtain a bulk-buy discount.

19/27/TMH Guildhall Car Parking

Cllr S. Williams asked if the listed building status would affect this proposal.

The deputy town clerk said planning permission and listed building consent would be required because the curtilage of the building was listed.

Cllr B. Larcombe said it would also be helpful to have a turning area so vehicles didn't have to reverse into Church Street. He added he wouldn't want this proposal to delay the office refurbishment.

The deputy town clerk agreed but said the area would make a useful builders' compound during the office refurbishment works.

Cllr Mrs M. Ellis asked if staff would use the car park, as wider consideration needed to be given to where staff parked during the summer as spaces were at a premium at Woodmead car park.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to support, in principle, the creation of a wider ramped access to the higher tiered land to the south and west of the council offices to allow for more on-site parking for members, staff and visitors, but that any permissions be obtained and the work be tendered and undertaken in conjunction with the planned office refurbishment project; final approval will need to come through the normal budget and objective-setting processes.

19/28/TMH Winter Boat Storage

Cllr S. Williams said 27 boats were stored on the car park last year, as well as other equipment, generating an income of over £8,000 for the former West Dorset District Council.

The deputy town clerk said officers had received a proposal from Dorset Council (DC) that day. DC said it was unlikely to need the whole area and suggested it paid the town council half of the income of £60.50 per metre for each boat. For illustration, if 20 boats were stored, DC would pay around half the £6,000 proposed in the report on the agenda.

Cllr B. Larcombe said this would mean the town council receiving less than it did in 2019, and DC would be profiting from the town council's asset.

Cllr Mrs M. Ellis said the council had always stated it would support a working harbour, and as the bowls' club had suggested boats could be stored on the car park it leased from the town council, there may be an opportunity for discussions to take place between the three parties.

Cllr B. Larcombe said the bowls' club car park would only be big enough for around six boats. He added that the availability of winter boat storage did not jeopardise a working harbour as it was more for leisure boats.

Cllr S. Williams said boats should be removed by the Friday before Good Friday, which didn't happen in 2019.

Cllr J. Broom said the council should also stipulate the car park was for boat storage, only, and not for any other equipment.

Cllr Mrs M. Ellis 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** to charge Dorset Council £6,000 for winter boat storage on the western section of Monmouth Beach car park, providing the boats are removed by the Friday before Good Friday, and it is used for the storage of boats, only.

Voted for – Cllr Ms B. Bawden, Cllr B. Larcombe, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams, Cllr J. Scowen, Cllr D. Sarson, Cllr J. Broom

Voted against – Cllr Mrs M. Ellis, Cllr Miss K. Ellis

Abstentions – None

19/29/TMH Blue Sea Café Roof Quotes and Letting

The deputy town clerk said three quotes had been received, which were all relatively close together in value. He said the lowest quote was likely to be around £20-25k, assuming several elements of costs were taken out, which was reasonable to do so. He added the exact figure would need to be reported to the Strategy and Finance Committee.

The following members put themselves forward to sit on the panel to select a tenant: Cllrs Mrs M. Ellis, J. Broom, J. Scowen, B. Larcombe, Ms B. Bawden.

The deputy town clerk said the closing date for formal proposals was the end of September, so the panel would be required to meet in early October.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to note the progress of the tendering process for the repairs to the roof of the Blue Sea Café and the latest position with the marketing of the premises and to approve Cllrs Mrs M. Ellis, J. Broom, J. Scowen, B. Larcombe, and Ms B. Bawden sit on a panel to consider the selection of a tenant.

19/30/TMH Public Space Protection Order

Members agreed any new order should be specifically for Lyme Regis, rather than one comprehensive order which covered all affected towns, and dogs should be banned from Front Beach, including the pebble beach, all-year-round.

Cllr B. Larcombe said he also wanted a dog ban in the cemetery to be considered, or at least low-height fencing to prevent dogs straying away from the paths. It was agreed this would be included on a future agenda.

The deputy town clerk said the council's views could be relayed to Dorset Council, but this was not what the council was being asked to consider at this point. He said a formal consultation would be held in 2020 as part of any new order; the council was only being asked at this point if it agreed with extending the existing order for six weeks.

It was agreed the council's views should be flagged up to Dorset Council at this point, in anticipation of a formal consultation for the new order.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to raise no objection to the proposal by Dorset Council to continue the current dog-related Public Space Protection Order covering Lyme Regis in place until 31 December 2020, i.e., for six weeks beyond the expiry of the current order (15 October 2020), but to flag up to Dorset Council at this point that the town council will be requesting changes to the current regulations and an order which relates specifically to Lyme Regis.

19/31/TMH Committee Objectives 2019-20

Cllr J. Scowen said he didn't see the need to appoint lead members as committee chairmen already fulfilled this role and it added another layer to the process.

Cllr B. Larcombe agreed and said he didn't believe it was necessary in a small council, as there was more value in all members being up-to-speed at the same time.

Cllr Mrs M. Ellis said it would help officers if they knew which member they were working with. She said there was a small core of chairmen and vice-chairmen, so having lead members would give others with the time and experience the opportunity to get involved.

Cllr Ms B. Bawden agreed and said she would like to be more involved. She said it would enable members who felt they didn't have as much opportunity to be more closely involved and learn more about a specialised subject.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** not to identify lead members for committee objectives.

19/32/TMH Complaints and Incidents

With reference to incident 1668, the deputy town clerk confirmed the business concerned did not have permission to tie umbrellas to the railings.

With reference to incident 1667, members discussed the seagull problem in Lyme Regis and agreed an item should be included on the next agenda for further discussion.

The meeting closed at 8.33pm.