



**John Wright  
Town Clerk**

**Lyme Regis Town Council**

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

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

Tel: 01297 445175  
Fax: 01297 443773

Notice is hereby given of a meeting of the **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 28 July 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
23.07.21

*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.*

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

## **Prayers**

A prayer will be offered by the Rev. Chris Martin

## **AGENDA**

### **1. Public Forum**

Twenty minutes will be made available for public comment and response in relation to items on this agenda

*Individuals will be permitted a maximum of three minutes each to address the committee*

**2. Dorset Council Matters**

To receive updates from the Dorset Council ward member

**3. Questions from Councillors**

**4. Apologies for absence**

To receive and record any apologies and reasons for absence

**5. 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.

**6. Dispensations**

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

**7. To confirm the accuracy of the minutes of the Full Council meeting held on 25 May 2021 (attached)**

**8. To confirm the accuracy of the minutes of the Special Full Council meeting held on 26 May 2021 (attached)**

**9. To confirm the accuracy of the minutes of the Annual Meeting held on 26 May 2021 (attached)**

**10. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 23 June 2021 (attached)**

**11. Matters arising from the minutes of the Full Council meetings held on 25 May, 26 May and 23 June 2021**

To inform members of matters arising from the minutes of the Full Council meetings on 25 May, 26 May and 23 June 2021 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

**12. Update Report**

There are no updates.

**13. Planning Committee**

The meeting of the planning committee scheduled to take place on **8 June 2021** did not take place due to a very small agenda.

The deputy town clerk subsequently canvassed the views of committee members by email and recommendations were sent to Dorset Council using the chairman's delegated powers.

The planning applications and recommendations are at agenda item 13.

To receive the minutes of the meeting held on **6 July 2021** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

**14. Environment Committee**

To receive the minutes of the meeting held on **7 July 2021** and consider the recommendations therein.

**15. Human Resources Committee**

To receive the minutes of the meeting held on **9 June 2021** and consider the recommendations therein.

**16. Strategy and Finance Committee**

To receive the minutes of the meeting held on **14 July 2021** and consider the recommendations therein.

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

To receive the minutes of the meeting held on **30 June 2021** and consider the recommendations therein.

**18. Town Management and Highways Committee**

To receive the minutes of the meeting held on **16 June 2021** and consider the recommendations therein.

**19. Calendar of Meetings**

To allow members to approve the calendar of meetings for the remainder of the 2021-22 council year

**20. Appointments to External Bodies 2021-22**

To allow members to make additional nominations to external bodies

**21. Member Allowances' Survey**

To provide members with background information on allowances and to allow members to consider and approve a survey response to Dorset Council

**22. Budget Performance, 1 April-30 June 2021**

To inform members of performance against budget from 1 April-30 June 2021

**23. Lyme Regis Football Club, Final Stage of Projects' Programme**

To allow members to consider the last stage of Lyme Regis Football Club's projects' programme and to approve an extension of the completion date to 31 December 2021

**24. Trial of Food Waste to Living Soil Project**

To allow members to consider a trial of a Seafront Food Waste to Living Soil scheme on the seafront

**25. Parking at The Undercliff, Cobb Road**

To inform members about a letter received from a local business owner about the potential loss of parking at The Undercliff, Cobb Road, Lyme Regis and to consider whether there are any steps which this council should take, either now or in the future, in the event of that parking being 'lost'

**26. Roof Balustrading**

To consider matters relating to the roof balustrading and glazing at Marine Parade

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

**27. Exempt Business**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

**a) Agenda item 26 – Roof Balustrading**

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 25 MAY 2021

**Present**

**Chairman:** The Mayor, Cllr B. Larcombe, MBE

**Councillors:** Cllr J. Broom, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr T. Webb, Cllr S. Williams

**Officers:** A. Mullins (support services manager), M. Russell (finance manager), J. Wright (town clerk)

**19/401/C Declaration of Acceptance of Office**

The town clerk confirmed Cllr Tara Webb had signed her declaration of acceptance of office.

**19/402/C Public Forum**

**D. Conibere (read out by an officer)**

With regards to the winter dog restrictions Public Space Protection Order (PSPO), D. Conibere asked what dog owners could do to work with the council to get the restrictions of dogs on leads changed back to dogs off leads during the cold wet winter months to keep dog owning residents and visitors of all ages, family groups and abilities safe from the hazards of the alternative beaches and help bring trade back to the local businesses. She said there was now daily photo and video evidence from 1 January 2021 that showed the proactive dog owners who cared for their dogs, undertook daily litter picks and were anti-fouling, who were no longer able to use the only safe and accessible Lyme Regis sandy beach due to the on-lead restrictions which went against the animal welfare act. D. Conibere said this meant the dog community had disbanded, with dog owners forced to face dangerous beaches with huge rocks, uneven ground, graffiti, broken glass partly buried in the sand and unattended bonfires on the remote Monmouth Beach or tidal beaches with slippery rocks and steep access steps, or driven away to neighbouring beach towns.

**S. Davies**

S. Davies referred to the minutes of the Full Council meeting on 22 April 2021 and the public forum session, in which she and Lesley Jelleyman, the second LymeForward director who accompanied her, were unhappy with the way their input was handled at that meeting. She said they stated they would consider their response and had subsequently submitted a letter to the mayor, copied to members for information. She said the LymeForward report was prepared by their nominated representative Cllr B. Bawden and released into the public

arena without any accountability for accuracy or voracity. S. Davies said the report was critical of herself as chairman but she was prevented from refuting its contents and was unfairly timed out during proceedings. She said she wished to reiterate that neither herself or LymeForward CIC were party to the contents of the report and had no input, which therein lay a gross injustice. She said the directors of LymeForward were adamant that an apology by the council was warranted for spurious facts, a personal attack on herself as chairman and the acceptance of the report from an individual who had no current knowledge or experience of the workings of LymeForward. S. Davies said there was further comment in the letter she submitted to the mayor and at the next Full Council meeting, with regards to nominations of members to external bodies, she would be raising this matter. She said there were a number of other issues raised in the letter and she would wait for a response.

The mayor, Cllr B. Larcombe said the submissions members put forward were their view as the liaison on the group; it was not the council's view of the group.

**19/402/C Dorset Council Matters**

Cllr D. Turner sent his apologies as there was nothing to report.

**19/403/C Questions from Councillors**

**Cllr C. Reynolds**

Cllr C. Reynolds said if the council was going to continue with proper confidential meetings, she asked for the following: a chairman; for members to be muted; to ensure members had no one else in the room; that everyone is aware of the aforementioned; and that the meetings are recorded.

The town clerk said if Cllr C. Reynolds was referring to the briefing regarding the cinema, this was a briefing, not a council meeting and there was no reason they couldn't continue to be held virtually. He confirmed the briefing was confidential and he understood the deputy town clerk had made this clear at the beginning of the meeting. However, he said officers had spent a lot of time talking to members about confidentiality and behaviour and they couldn't start every meeting with a lecture.

The town clerk said individuals needed to hold themselves responsible for their behaviour and how they represented the council.

**19/404/C Apologies for Absence**

Cllr R. Doney  
Cllr B. Bawden – attending another meeting  
Cllr D. Ruffle – illness

**19/405/C Disclosable Pecuniary Interests**

There were none.

**19/406/C      Dispensations**

There were none.

**19/407/C      To confirm the accuracy of the minutes of the Full Council meeting held on 22 April 2021**

Relating to comments made by M. Ward and L. Charleton in the public forum, Cllr C. Reynolds said she had stated she had not had a meeting with them, it had been a chat in a café and there had been no talk about the community and how it worked. She asked for this to be included in the minutes.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the Full Council meeting held on 22 April 2021, with the above amendment, were **ADOPTED**.

**19/408/C      Matters arising from the minutes of the Full Council meeting held on 22 April 2021**

Cllr D. Sarson asked if the cost of an engineering loop to monitor speed in residential areas had been obtained.

The town clerk said he would find out.

**19/409/C      Update Report**

There were no updates.

**19/410/C      Planning Committee**

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, it was **RESOLVED** to receive the decisions made under the chairman's delegated powers following the cancellation of the meeting scheduled to take place on 13 April 2021.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 11 May 2021.

**19/411/C      Human Resources Committee**

It was noted the meeting scheduled to take place on 21 April 2021 was cancelled.

**19/412/C      Strategy and Finance Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 12 May 2021 and adopt the recommendations, as follows:

**20/50/SF – List of Payments**

**RESOLVED:** to approve the schedule of payments for March and April 2021 for the sums of £113,927.00 and £134,393.25, respectively.

## **20/51/SF – Receipt of Claim for Business Support**

**RESOLVED:** not to give a discount on rent to SWiM but to allow the business to clear its outstanding debt by the end of the 2021-22 financial year, and to give officers delegated authority to agree the terms of the repayment.

## **19/413/C Tourism, Community and Publicity Committee**

It was noted the meeting scheduled to take place on 5 May 2021 was cancelled.

## **19/414/C Town Management and Highways Committee**

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 28 April 2021 and adopt the recommendations, as follows:

### **20/41/TMH – Roof Management Plan**

**RESOLVED:** to approve a temporary roof management plan outlining the following:

- There will be no vehicles, horseboxes or trailers of any kind allowed on the roof, unless required in connection with essential maintenance
- There will be no marquees allowed on the roof
- There will be no gazebos allowed on the roof
- There will be no concerts or mass gatherings on the roof while Covid restrictions continue.

### **20/42/TMH – Beach Accessibility Matting**

**RESOLVED:** to defer consideration of beach accessibility matting until the 2022-23 budget and objective-setting process.

### **20/43/TMH – Review of Busking Policy**

**RESOLVED:** to approve the proposed new Busking Policy.

### **20/44/TMH – Anti-social Behaviour**

**RESOLVED:** to approve a plan to request government money allocated to Dorset Council available to pay for summer security patrols and increased seafront attendant support.

### **20/45/TMH – Electronic Point of Sale for the Amenities' Hut**

**RESOLVED:** to approve the purchase of an electronic point of sale for the amenities' hut using the 'Square' system.

### **20/46/TMH – Storage Container at the Amenities' Area**

**RESOLVED:** to pursue a permanent storage hut behind the amenities' hut, which doesn't necessarily feature in any future amenities' hut.

**RESOLVED:** to allow the external works' team to use the Langmoor Room until 21 June 2021.

#### **20/49/TMH – Park and Ride 2021**

**RESOLVED:** to defer consideration of whether to run a reduced-period park and ride service for summer 2021 until the end of May 2021.

#### **20/50/TMH – Request for Taxi Ranks**

**RESOLVED:** to support a request from a local taxi operator for the provision of two taxi ranks in Lyme Regis and communicate the council's support to Dorset Council.

#### **20/53/TMH – The Provision of a Third RNLI Lifeguard**

**RESOLVED:** to meet the cost of a third RNLI lifeguard during the summer seasons if the Government funding for seaside resorts was obtained via Dorset Council.

#### **19/415/C Calendar of Meetings**

The mayor, Cllr B. Larcombe said each cycle of meetings was quite long and he encouraged members to think about how it affected the council's decision-making and how long it would take to get resolutions for officers to action.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** to approve the calendar of meetings for the first cycle of the 2021-22 council year.

#### **19/416/C Financial Regulations**

The town clerk said in reviewing the main governance documents, officers looked at the models provided by the national organisations and then applied them to this council, as the models were normally suited to councils with a smaller budget.

The town clerk said a further amendment was required to paragraph 5.4 of the regulations as officers wanted to move to electronic payments instead of cheques for payments over £10,000. He said this would require authorisation from either two members or one member and the RFO.

Cllr M. Ellis asked if there would be paperwork for the audit trail and if the authorisers would be present when the payment was made.

The town clerk said the authorisers wouldn't need to be present but appropriate information about the payment would be provided electronically to the authorisers.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to approve the proposed financial regulations, with a further amendment to paragraph 5.4 to allow payments over £10,000 to be made electronically.

## 19/418/C Standing Orders

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members **RESOLVED** to approve the proposed standing orders.

## 19/419/C Information Policy

The town clerk said the main proposed changes were due to the General Data Protection Regulation (GDPR) and the processing of personal data. He said compliance with the policy was difficult in terms of the retention of documents but officers did make best attempts to review the main documents.

Cllr M. Ellis asked how the threshold of £450 was arrived at, after which the council could charge for answering Freedom of Information (FOI) requests.

The town clerk said this was set by the Information Commissioner's Office. He said this may not necessarily be £450 in money if the officers' time in dealing with the requests was costed out in terms of both pay and value to the organisation.

In response to a member question, the town clerk confirmed he was the organisation's data controller.

Proposed by Cllr R. Smith and seconded by Cllr G. Stammers, members **RESOLVED** to approve the proposed Information Policy.

## 19/420/C External Audit Report

The finance manager said there was a delay in the 2019-20 external audit being signed off by the external auditor because issues were raised by a member of the public which caused the external auditor to ask the council for more information. He said the external auditor had decided there was no case to answer and had issued a certificate confirming the council had a clean bill of health.

The town clerk clarified that the issues raised by the member of public didn't reach the 'challenge' stage because the person didn't pursue it far enough with the external auditor; however, the council was still required to pay for the external auditor to carry out the review.

Cllr J. Broom questioned the over-payment to staff as he didn't understand how the daily rate of pay was calculated.

The finance manager said this was the standard method HMRC used to calculate daily rates.

The town clerk added the internal and external auditors were happy with this method of calculation and concluded there had not been any overpayment to staff.

Proposed by Cllr C. Reynolds and seconded by Cllr K. Ellis, members **RESOLVED** to approve the external auditor's report and certificate for 2019-20

## 19/421/C Dorset National Park

The town clerk said this issue went back several years but the council had never actually determined its position on the proposed national park. He said the issue was gathering pace with the local MP intervening and the council should determine its position on the proposals.

The mayor, Cllr B. Larcombe felt it wouldn't be of any value to invite the national park team to give another presentation to the council as they would repeat the same arguments as before, he felt it would be difficult to gauge opinion from a public debate, and a public ballot would not be representative of the town. He said if the public had a view on the national park, they should be encouraged to send it directly to Dorset Council (DC), and the council should form its own view on the impact of the proposals on the organisation as a functioning council.

Cllr M. Ellis said she was against a national park because house prices would go up and it would add an extra layer of local government.

Cllr R. Smith said he had a lot of sympathy with the MP's view about house prices and the holding back of economic development and re-growth in the area, and from an environmental perspective, it would add extra planning regulations which may prevent people making environmental improvements to buildings due to conservation requirements.

Cllr G. Stammers said she was concerned the national park organisation would be run by boards, whose members would be paid and not representative of the population, with predominantly white retired males sitting on them. She felt it would be a disadvantage to take planning decisions away from the local authority. She was also concerned the national park would make affordable housing for young people even harder to achieve.

Cllr J. Broom was also concerned that the board would not be elected by the public and it wasn't yet clear if the national park would cover the whole of or part of Dorset.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, members **RESOLVED** not to support proposals for a Dorset National Park.

## 19/422/C Dorset Council Parking Order Application

The mayor, Cllr B. Larcombe asked what the motivation was for DC to make this application and said he was concerned the town council could put itself in a more difficult position in future discussions about the area if it agreed to the parking order.

The town clerk said the harbour master felt it would help him regulate parking in the area. He said the council could ask to conclude discussions with DC about the land at Monmouth Beach and the area could then be included in the order.

Cllr J. Broom said survey of land at Monmouth Beach should be carried out before the council made any decisions.

The town clerk said South West Surveys had undertaken to do the survey in three weeks so it was intended to report back to the next cycle of meetings. He agreed it would be sensible to get a formal view on exact ownership of the land before starting discussions with DC.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to hold discussions with Dorset Council about the long-term future of land in the Monmouth Beach area and once concluded, to re-visit the request from Dorset Council's harbour master to apply for a parking order that includes land adjacent to the RNLI building.

*The meeting closed at 8.19pm.*

DRAFT

**LYME REGIS TOWN COUNCIL**

**MINUTES OF THE SPECIAL FULL COUNCIL MEETING HELD ON WEDNESDAY 26 MAY 2021**

**Present**

**Chairman:** The Mayor, Cllr B. Larcombe, MBE

**Councillors:** Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr T. Webb, Cllr S. Williams

**Officers:** A. Mullins (support services manager), J. Wright (town clerk)

**19/423/C Public Forum**

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

**19/424/C Apologies for Absence**

Cllr R Smith – work commitments

**19/425/C Disclosable Pecuniary Interests**

There were none.

**19/426/C Dispensations**

There were none.

**19/427/C Granting the Honorary Freedom of the Town of Lyme Regis to Cllr Stan Williams**

The mayor, Cllr B. Larcombe thanked Cllr S. Williams for his exceptional service to the town and the council and he referred to the qualities he had brought to his role.

Cllr S. Williams said it had come as a surprise to him and he felt honoured to be granted the Freedom of the Town.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** to grant Cllr Stan Williams the Honorary Freedom of the Town of Lyme Regis.

The mayor, Cllr B. Larcombe said plans were being made for a small presentation on 3 July 2021 at the Guildhall, which he hoped all members would be able to attend.

*The meeting closed at 7.06pm.*

**LYME REGIS TOWN COUNCIL**

**MINUTES OF THE ANNUAL MEETING HELD ON WEDNESDAY 26 MAY 2021**

**Present**

**Chairman:** The Mayor, Cllr B. Larcombe, MBE

**Councillors:** Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr T. Webb, Cllr S. Williams

**Officers:** A. Mullins (support services manager), M. Russell (finance manager), J. Wright (town clerk)

**21/01/C Election of Mayor and Deputy Mayor**

It was proposed by Cllr D. Sarson and seconded by Cllr G. Turner that Cllr B. Larcombe is mayor for the 2021-22 council year.

There being no other nominations, Cllr B. Larcombe was duly **ELECTED** mayor for the 2021-22 council year.

It was proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis that Cllr K. Ellis is deputy mayor for the 2021-22 council year.

There being no other nominations, Cllr K. Ellis was duly **ELECTED** deputy mayor for the 2021-22 council year.

**21/02/C Public Forum**

**S. Davies**

S. Davies said she was attending on behalf of the directors of LymeForward and would speak in relation to agenda item 9, Appointments to External Bodies 2021-22. She said LymeForward had submitted a complaint to Dorset Council's (DC) monitoring officer and a response had been received related to concerns about a conflict of interest in the representation of councillors to external bodies. S. Davies read out an extract of the monitoring officer's email response, which outlined his view that a conflict of interest existed between competing organisations LymeForward and Lyme Regis Development Trust, both of which Cllr B. Bawden was a council representative for. The extract also referred to the possibility of a lengthy investigation process, but the monitoring officer felt he independent person would arrive at the same conclusion; that the same person ought not to represent the council on both organisations, regardless of who the member was. S. Davies said she didn't wish to step on the toes of the town clerk, but she felt it was important to state, and she was aware the town clerk would probably update members,

that the advice of the monitoring officer was that the same person should not represent the town council on LymeForward and Lyme Regis Development Trust. She said she would be asking the town clerk to relay her view to the town council when it makes appointments to outside bodies. S. Davies said she felt it was important their position as directors of LymeForward was made clear. She said they had no confidence in the nominated representative, and they wished for immediate steps to be taken to appoint a new representative who did not hold other positions which would lead to further conflicts of interest, and who would support the work they did and LymeForward's good public standing. She said she looked forward to this being confirmed at this meeting.

Cllr B. Bawden asked S. Davies to read out the first part of the monitoring officer's email.

S. Davies said she was not prepared to do this as the LymeForward directors had submitted a further complaint and doing so may undermine any further investigations.

It was noted members had been sent a copy of the email by S. Davies although Cllr B. Bawden had not received the email. The town clerk confirmed he would forward the email to Cllr B. Bawden.

**21/03/C Questions from Councillors**

There were none.

**21/04/C Apologies for Absence**

Cllr R. Smith – working

**21/05/C Disclosable Pecuniary Interests**

There were none.

**21/06/C Dispensations**

There were none.

**21/07/C Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence**

The town clerk confirmed three people in the organisation were qualified clerks and two-thirds of the members were elected. He said having the General Power of Competence gave the council more freedom and scope to enter into things other councils without the power wouldn't be able to do.

Cllr R. Doney asked if the council had taken advantage of the power in any way.

The town clerk said although the council had had discussions about entering into more commercial agreements, the power hadn't been used.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence.

## **21/08/C Appointments to Council Committees**

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to appoint members to committees for 2021-22 as follows:

- Planning – Cllr G. Turner, Cllr J. Broom, Cllr C. Reynolds, Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr S. Williams
- Town Management and Highways – Cllr G. Turner, Cllr J. Broom, Cllr D. Ruffle, Cllr G. Stammers, Cllr C. Reynolds, Cllr D. Sarson, Cllr K. Ellis, Cllr B. Bawden, Cllr M. Ellis, Cllr S. Williams, Cllr B. Larcombe
- Tourism, Community and Publicity – Cllr J. Broom, Cllr G. Turner, Cllr D. Ruffle, Cllr G. Stammers, Cllr C. Reynolds, Cllr T. Webb, Cllr D. Sarson, Cllr K. Ellis, Cllr B. Bawden, Cllr M. Ellis, Cllr S. Williams, Cllr B. Larcombe
- Human Resources – Cllr G. Turner, Cllr J. Broom, Cllr G. Stammers, Cllr C. Reynolds, Cllr D. Sarson, Cllr K. Ellis, Cllr M. Ellis, Cllr S. Williams, Cllr B. Larcombe
- Environment – Cllr J. Broom, Cllr D. Ruffle, Cllr G. Stammers, Cllr C. Reynolds, Cllr T. Webb, Cllr D. Sarson, Cllr K. Ellis, Cllr B. Bawden, Cllr S. Williams, Cllr B. Larcombe, Cllr R. Smith

## **21/09/C Appointments to External Bodies 2021-22**

The town clerk said although advice had come from the monitoring officer relating to appointments to external bodies following a ruling he had made on a complaint, it was down to this council to determine who was appointed to each organisation.

The town clerk said he didn't believe there was a conflict of interest between LymeForward and Lyme Regis Development Trust. He added the monitoring officer had no authority over this council, except to make recommendations if a case against one of its members was proven, which wasn't the case in this instance.

Several members felt the monitoring officer's advice should be followed and appointing the same member to both LymeForward and Lyme Regis Development Trust would create more issues.

The town clerk said there were issues between LymeForward and Lyme Regis Development Trust but this was nothing to do with the council. He said it was up to the council to decide who was appointed and the monitoring officer accepted they had a difference of opinion on this matter.

It was also noted some members had previously taken on several organisations because others hadn't taken on any groups at all, which could result in conflicts of interest.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** to appoint members to external bodies for 2021-22 as follows:

**Axe Valley and West Dorset Ring and Ride Service** – Cllr S. Williams (participating)

**B Sharp** – Cllr B. Bawden (participating)

**Bridport and District Citizens' Advice Bureau** – Cllr C. Reynolds (participating)

**Charmouth Road Allotments Association** – Cllr D. Sarson (participating)

**Lyme Regis, Charmouth and Uplyme Coastal Communities Team** – Cllr J. Broom and Cllr T. Webb (participating)

**DAPTC (Western Area Committee and Larger Councils)** – Cllr J. Broom and Cllr Ms B. Bawden (participating)

**The Hub Strategic Group** – Cllr K. Ellis (liaison)

**LymeArts Community Trust** – Cllr D. Ruffle (participating)

**LymeForward** – Cllr M. Ellis (participating) and Cllr T. Webb (liaison)

**LymeForward Steering Group** – Cllr M. Ellis (participating)

**Lyme Regis/Barfleur Twinning Association** – Cllr R. Doney (liaison)

**Lyme Regis Charities** – Cllr M. Ellis and Cllr K. Ellis (four-year appointment) (participating)

**Lyme Regis Development Trust** – Cllr D. Sarson and Cllr C. Reynolds (participating)

**Lyme Regis Football Club** – Cllr R. Doney (liaison)

**Lyme Regis Fossil Festival** – Cllr T. Webb (liaison)

**Lyme Regis Harbour Consultative Group** – Cllr B. Larcombe (participating), Cllr S. Williams (substitute member)

**Lyme Regis Philpot Museum** – Cllr D. Ruffle (participating) and Cllr K. Ellis (liaison)

**Lyme Regis/St George's Twinning Association** – Cllr B. Larcombe (liaison)

**Lyme Regis Society** – Cllr D. Ruffle (participating)

**One Planet Working Group** – Cllr B. Bawden (participating)

**Plastic-Free Lyme Steering Group** – Cllr R. Smith and Cllr G. Stammers (participating)

**Regatta and Carnival Committee** – Cllr K. Ellis (participating)

**Royal British Legion** – Cllr K. Ellis (participating)

**RNLI Lifeboat Guild** – Cllr M. Ellis (participating)

**St Michael's Business Centre Management** – Cllr J. Broom (participating)

**Woodmead Halls Management Committee** – Cllr D. Sarson (participating)

**Youth Council** – Cllr K. Ellis and Cllr C. Reynolds (participating)

*Cllr T. Webb left the meeting at 7.50pm.*

**21/10/C Review of the Council's and/or Employees' Memberships of Other Bodies**

The mayor, Cllr B. Larcombe asked why there were two subscriptions to the Society of Local Council Clerks (SLCC).

*Cllr T. Webb returned to the meeting at 7.51pm.*

The town clerk said the membership was related to a person, rather than the organisation, so he and the deputy town clerk were members, although he felt one membership was sufficient.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members **RESOLVED** to approve the annual membership subscriptions for the council and/or employees to advisory and professional bodies, but to cancel one membership of the Society of Local Council Clerks.

**21/11/C Contract and Service Level Agreement for Tourism Microsite**

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members **RESOLVED** to approve the signing of the service level agreement and contract with Visit Dorset for the provision of a website, destination management system and related support and hosting facilities.

**21/12/C Park and Ride Service for 2021**

The town clerk said the capacity of the buses had increased and may be further increased from 21 June 2021; as such, First Group was confident it could run a viable service in the school summer holidays. He added First Group was proposing increasing the number of buses from two to three at weekends, which would increase the cost.

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

Members discussed the cost of the service and the possibility of a profit, a loss or breaking even.

The town clerk said officers felt it was a viable option looking at all the scenarios. He added that it would be a good gesture to the traders to run the service and with the increased frequency at weekends, it would also be a better service.

Members discussed whether there was the potential to increase the fares to mitigate against potential financial losses. However, it was felt there wasn't much scope to do this as the cost would be almost the same as Holmbush and Charmouth Road car parks, which may discourage people from using park and ride.

Cllr M. Ellis said the council needed to seriously think about other potential park and ride sites, perhaps linking with Charmouth, because future use of the current site was uncertain.

Cllr B. Bawden suggested signs could be placed at town centre car parks telling people about the park and ride and the prices to encourage them to use it.

*Cllr M. Ellis left the meeting at 8.26pm.*

The town clerk said he had had conversations with Charmouth Parish Council about the future of park and ride.

*Cllr M. Ellis returned to the meeting at 8.28pm.*

The town clerk said there were no proposals to put to members yet but he hoped to be able to do this in a few months.

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, members **RESOLVED** to run a park and ride service from 24 July to 5 September 2021, with three buses at weekends.

*The meeting closed at 8.34pm.*

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY  
23 JUNE 2021

**Present**

**Chairman:** The Mayor, Cllr B. Larcombe, MBE

**Councillors:** Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr T. Webb, Cllr S. Williams

**Officers:** A. Mullins (support services manager), M. Russell (finance manager), J. Wright (town clerk)

**21/13/C Public Forum**

**S. Davies**

S. Davies said she wanted to give an update on LymeForward. She said they were delighted to be working with the newly-appointed council representatives Cllr M. Ellis and Cllr T. Webb and they were looking forward to hearing about the new representative for the steering group. She said they were now established in their new premises for their office, the foodbank and a support hub. S. Davies said they had a newly-appointed chief executive and foodbank co-ordinator, volunteers were returning and there were many new volunteers supporting them across a range of services. She said donations were still very generous and continued to come in in large quantities in terms of food, cash, time and bags for transferring food. S. Davies said they were developing a corporate and business strategy and structure, they were establishing their services and planned to start new services, their annual general meeting was held in March and their members' meeting was later this week. She said their network in terms of the local area partnership was developing effectively and they were working well with voluntary services, the NHS and the private sector.

**21/14/C Apologies for Absence**

There were none.

**21/15/C Disclosable Pecuniary Interests**

There were none.

**21/16/C Dispensations**

There were none.

## 21/17/C Appointments to Council Committees

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, members **RESOLVED** to appoint Cllr R. Smith to the Town Management and Highways Committee and Tourism, Community and Publicity Committee.

## 21/18/C Appointments to External Bodies 2021-22

Cllr M. Ellis said she had stood down from the LymeForward steering group following an email from another member suggesting she had a conflict of interest as she was also a representative on the LymeForward wider membership. She said if the council believed there was no conflict of interest, she was willing to remain on both groups, but she wanted the council to confirm this.

The town clerk said his view was there was no conflict of interest.

Cllr C. Reynolds said she had previously been the representative for LymeForward, LymeForward steering group and the Coastal Communities Team and had never had any issues with conflicts of interest.

Cllr M. Ellis felt the council needed to review how it appointed members to outside bodies because if one member was appointed to organisations under the same umbrella, they would only need to have one meeting with the council and it would save member and officer time.

The mayor, Cllr B. Larcombe said being a representative could be quite time-consuming on its own so grouping an organisation's activities could ask a lot more of that member.

Cllr B. Bawden clarified that members had previously discussed a potential conflict of interest between LymeForward and Lyme Regis Development Trust and she thought Cllr M. Ellis was a representative on both, which she now knew not to be the case.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers, members **RESOLVED** that Cllr M. Ellis remains as the council's representative on the LymeForward steering group for the 2021-22 council year as there is no conflict of interest with the LymeForward wider membership.

Members discussed the Rural Market Town Group (RMTG). The town clerk said the group had gained some momentum in the short time since its establishment and he had attended one virtual meeting. He said a membership fee had been paid but it had been discounted for the first year and there was a role for a member on the group.

The town clerk said the group connected the council with 225 towns and parishes which were similar to Lyme Regis. He said the nominated member would be invited to participate in meetings and contribute to debate, acting as a liaison with no executive or decision-making powers.

Cllr R. Smith asked what advantages the network brought to the council. He suggested as the council already had a six-month trial membership, it could be reviewed after that period.

The town clerk said there were many more members on the RMTG than in the council's local networks and it offered the council another perspective.

Cllr C. Reynolds asked how much the six-month trial membership was. The town clerk said he would include this information in the members' briefing.

Proposed by Cllr R. Smith and seconded by Cllr G. Stammers, members **RESOLVED** to appoint Cllr B. Bawden to the Rural Market Town Group for the 2021-22 council year and to review the council's membership after the six-month trial.

## **21/19/C Internal Audit Report, Visit Four 2020-21**

The finance manager said there were 19 recommendations from the internal auditor in 2020-21, compared with 27 in 2019/20. Regarding the internal auditor's recommendation relating to retrospective approval of direct bank payments, the finance manager said, in future the list of payments would be signed by the responsible financial officer, as the list included direct debits.

The mayor, Cllr B. Larcombe asked if the grant paid to the wrong bank account had been recovered.

The finance manager said he was talking to Lloyds Bank and remained hopeful the money would be returned.

Cllr M. Ellis asked why an officer's emails were not being checked while they were on annual leave in order for the council to comply with the publication requirements for the Annual Governance and Accountability Return (AGAR). She asked if anything had been put in place to ensure it didn't happen again.

The finance manager said the email was sent by the external auditor on Friday 27 November 2020 and the information needed to be published before Monday 30 November 2020. He said even if the town clerk hadn't been on annual leave, the email was sent after working hours and wouldn't have been picked up until the Monday, which would have been too late.

The town clerk said officers had raised their concerns with the external auditor as they didn't feel it was fair criticism, given the information was sent after normal working hours on a Friday. He said officers had had to chase the external auditor a number of times throughout the year to complete their part of the auditing process. He said officers felt aggrieved by the timing and actions of the external auditor in issuing the certificate.

Cllr G. Stammers asked who monitored the external auditor.

The town clerk said no one monitored the external auditor and it was difficult to successfully challenge them.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to note the internal auditor's report and approve the management responses, and to note the

number and priority levels of recommendations made to the council by the internal auditor over the previous two years.

## **21/20/C Annual Governance and Accountability Return for the Year Ended 31 March 2021**

Cllr M. Ellis felt the internal auditor's comments regarding the publication of the AGAR did not reflect the council's position and the fact it could not comply with the requirements due to the external auditor sending the certificate late. She felt that in agreeing the AGAR, the council was also agreeing with the internal auditor's comments that the council did not comply and as such, the council shouldn't approve the 2020/21 AGAR.

The town clerk said in the scheme of things, this was not a big issue for the council; the accounts were sound and the council wasn't going to be in this position again. He said the internal auditor had written her comments with a heavy heart because technically the council hadn't complied, regardless of whose fault it was.

The town clerk said he understood Cllr M. Ellis's concerns about signing off the AGAR under these circumstances, but failing to submit it to the external auditor by 30 June 2021 was a much more serious issue and would most likely lead to the accounts being qualified. He said if the council wanted to write separately to the external auditor with its concerns, officers would be happy to draft a letter.

The mayor, Cllr B. Larcombe suggested the external auditor was asked to give the council at least one week's notice to publish the information in future.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** that a letter is sent from the council to the external auditor to raise concerns about their actions which affected the publication requirements for the 2019/20 Annual Governance and Accountability Return.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** to approve the Annual Governance and Accountability Return for the year ended 31 March 2021 and to authorise the mayor and town clerk to authorise and sign the document on behalf of the council.

## **21/21/C Committee Structure**

Cllr M. Ellis suggested one Full Council meeting a month to deal with all business, apart from planning, especially considering all members sat on most committees already.

The mayor, Cllr B. Larcombe felt this would make the agenda too big. He said most councils had committees that dealt with planning, finance and works' management, which left the discretionary committees this council had. He said many councils also combined human resources with finance.

Cllr R. Doney said the current structure was complicated and inefficient and the council needed to look at the relationship between members and officers, with a view to delegating more to officers. As most members were on most committees, he believed the democratic process was being destroyed and it didn't promote sensible decisions.

Cllr M. Ellis suggested having three committees – Human Resources and Strategy and Finance combined, Town Management and Highways, and Tourism, Community and Publicity, which would mean a Full Council meeting once a month but agendas wouldn't be so big as the committees would have dealt with the bulk of the business. She felt environmental matters could be incorporated into other committees and if there were big projects coming up, a working group could be set up.

The mayor, Cllr B. Larcombe said many councils were putting environment in a prominent place and making it a committee gave it that prominence. He felt delegating more to officers implied less democracy because decisions were being taken away from members.

Cllr K. Ellis said she had hoped to have this discussion after one complete cycle so members could see how the cycle worked in the current format and how the new Environment Committee fitted in. However, the town clerk pointed out the calendar of meetings had only been set for one cycle, so officers needed to know any new arrangements to set a new calendar.

Members discussed the possibility of alternating committees between cycles, so some committees met every other cycle.

It was proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis to complete the current cycle of meetings to see what the Environment Committee produces and to review the situation after the summer break, with a view to combining human resources into the Strategy and Finance Committee.

The town clerk reminded members there was no calendar of meetings beyond this cycle, but this could be brought to the Full Council meeting on 28 July 2021.

Cllr B. Bawden was concerned the council was looking to move away from its commitment to set up an Environment Committee. She said a huge amount of work was required and she felt the committee was needed to lead this.

The mayor, Cllr B. Larcombe said it was a matter of considering if the Environment Committee provided the right focus for that or whether it was something that sat better with each committee as environmental matters touched the remit of every committee.

The town clerk suggested that any changes to the committee structure should start in the next council year. He said this would allow the Human Resources Committee to do a major piece of work in reviewing the HR policies and procedures. He suggested a further discussion took place at the end of this calendar year, with a view to implementing any changes in the new council year. He suggested a specific meeting was held for this purpose.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** to further discuss the committee structure at the end of 2021, with a meeting included in the calendar for that specific purpose, with a view to any changes being implemented in the 2022-23 council year.

## 21/22/C LymeForward Grant Review

As the council's representative on LymeForward, Cllr M. Ellis said in the last 18 months, LymeForward had acted in accordance with its grant application to contribute to the core costs of the organisation, and she didn't believe the governance of the organisation should be of any concern to the council. She was concerned there were no grant agreements in place with any organisations in receipt of a term grant. Cllr M. Ellis said according to LymeForward's articles of association, if anything happened to the organisation it would revert to Lyme Regis Development Trust and she felt anyone who was part of or working with the trust should declare an interest.

Cllr C. Reynolds said some of the organisations receiving term grants had not operated at all during Covid but LymeForward had been running the foodbank throughout. She said this service was extremely important to local people and the grant should therefore continue.

*Cllr K. Ellis left the meeting at 8.18pm.*

The mayor, Cllr B. Larcombe said governance issues were discussed with all grant recipients.

The town clerk said he had been very open with members and the organisations that grant agreements had not been put in place because organisations were not currently complying with their grant applications. He said it had been reported to Full Council that work on the grant agreements would take place in July when Covid restrictions ended.

The town clerk said the grant reviews helped members determine if organisations were performing to what was in their grant application and governance issues were part of that scrutiny.

The mayor, Cllr B. Larcombe said it would be interesting to know how the numbers using the foodbank compared with other areas and he understood in other places they were voluntary groups that did not receive funding. He said the grant was under review because concerns had been raised with the council about LymeForward.

*Cllr K. Ellis returned to the meeting at 8.24pm.*

Cllr M. Ellis said LymeForward's main activity had been the foodbank, also providing meals to schoolchildren and bags of food to people who didn't have the means to support themselves, therefore the council should be supporting this essential service.

Cllr C. Reynolds said although Lyme Regis Community Support had also supported the community, it wasn't able to take referrals from the Citizens' Advice Bureau and medical centres in the way the foodbank could. She said the foodbank was an essential service regardless of the number of people using it.

Cllr D. Ruffle said although there were concerns about the governance of LymeForward, there needed to be evidence to suspend the grant, but he was concerned that in doing so, the foodbank would be affected and vulnerable people in the town would suffer.

It was proposed by Cllr M. Ellis and seconded by Cllr J. Broom to continue grant payments to LymeForward for the rest of the year.

The town clerk advised members that grants to other organisations had only been approved for the first two quarters of 2021-22 to allow the council to review the position post-Covid and then look to get grant agreements in place. He said approving LymeForward's grant for the rest of the year would be out of line with this.

Cllr R. Smith said he had been approached by members of LymeForward and foodbank volunteers with various concerns, including the delay in holding a members' meeting, restricted attendance at the annual general meeting, and a lack of financial information after March 2020. He said he would like to wait until after the members' meeting before deciding on the grant.

The mayor, Cllr B. Larcombe said LymeForward was an external organisation and its members should raise any concerns they have with the organisation.

Cllr R. Doney said while he was concerned about the issues within LymeForward, it was not for the council to determine how the company worked and the priority should be to help people on the ground.

Cllr C. Reynolds asked for a recorded vote on the following motion:

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members **RESOLVED** to continue grant payments to LymeForward for the first two quarters of 2021-22, with quarter one having already been paid.

**Voted for** – Cllr D. Ruffle, Cllr G. Stammers, Cllr J. Broom, Cllr M. Ellis, Cllr C. Reynolds, Cllr K. Ellis, Cllr T. Webb, Cllr G. Turner, Cllr S. Williams, Cllr R. Doney

**Voted against** – None

**Abstentions** – Cllr D. Sarson, Cllr R. Smith, Cllr B. Bawden, Cllr B. Larcombe

## 21/23/C The Hub Grant Review

As the council's representative on LymeForward, Cllr K. Ellis said the chief executive of Lyme Regis Development Trust was enthusiastic about the current situation at the Hub and would welcome ideas for new clubs.

Cllr C. Reynolds said any time she had tried to use the Hub it had already been booked for groups paying to use it.

Cllr K. Ellis said the late-evening slots were full but they were keen to hold clubs after school from 3.30pm to 5.30pm to help parents struggling with childcare. She said they were also looking for people to run those sessions.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** to continue grant payments to The Hub for the first two quarters on 2021-22, with quarter one having already been paid.

**21/24/C Renewal of Lease for Power Boat Club, Monmouth Beach**

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the signing and sealing of the new lease for the Power Boat Club, Monmouth Beach, on terms previously agreed

**21/25/C Harbour Revision Order**

*Cllr M. Ellis left the meeting at 9.08pm.*

The town clerk said he had hoped to be able to provide more information about the order but he had been unable to discuss it with the council's solicitor. He said Dorset Council (DC) was looking to harmonise management arrangements around the harbour, but this could adversely impact the Tripartite Agreement in place between the two councils.

The town clerk said there would be an opportunity for the council to comment later in the process, but DC was asking for the council's initial comments. As a detailed discussion couldn't take place at this meeting, he suggested the mayor and the chairman of the Town Management and Highways Committee met with the deputy town clerk early the following week to draft a letter on behalf of the council, which would be circulated through the briefing.

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

Proposed by Cllr G. Stammers and seconded by Cllr B. Bawden, members **RESOLVED** that the mayor and the chairman of the Town Management and Highways Committee meet with the deputy town clerk to draft a letter on behalf of the council in response to Dorset Council's draft Harbour Revision Order.

**21/26/C Regent Cinema, Lyme Regis**

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

**21/27/C Exempt Business**

**a) Regent Cinema, Lyme Regis**

Members agreed that while the council had supported the present owners in their endeavours to rebuild the Regent Cinema since its destruction by fire in 2016, it did not feel its role could extend to taking ownership of the site and assuming the risk and responsibility for the repair and reuse of the cinema.

Members agreed this was a matter for either an experienced cinema operator, a commercial developer or another organisation whose aims and objectives were more closely aligned with that role.

Members acknowledged the town council continued to give generous support to many other local organisations and groups and very much hoped the cinema could be rebuilt and retained in its former use.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members **RESOLVED** not to pursue any interest in acquiring the Regent Cinema site or building as a community asset or project.

*The meeting ended at 9.20pm.*

DRAFT

**Committee:** Full Council

**Date:** 28 July 2021

**Title:** Matters arising from the minutes of the Full Council meetings held on 25 May, 26 May and 23 June 2021

**Purpose of the Report**

To inform members of matters arising from the minutes of the Full Council meetings on 25 May, 26 May and 23 June 2021 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**

**19/416/C – Financial Regulations**

The updated version of the document has been added to the council website and distributed to members.

**19/418/C – Standing Order**

The updated version of the document has been added to the council website and distributed to members.

**19/419/C – Information Policy**

The updated version of the document has been added to the council website and distributed to members.

**19/421/C – Dorset National Park**

The council's position not to support the proposals was conveyed to the Dorset National Park team.

**19/422/C – Dorset Council Parking Order Application**

The survey of land in the Monmouth Beach area by South West Surveys was received but is now being revised to take account of a newly-installed gate at the entrance to the land and the response of Dorset Council (DC) to this council's comments about the draft harbour revision order, which may also affect consideration of this matter.

The town clerk has contacted DC to understand what it wants to achieve in the long-term in the Monmouth Beach area and is awaiting a response.

### **19/427/C – Granting the Honorary Freedom of the Town of Lyme Regis to Cllr Stan Williams**

An event to formally present Cllr Williams with the Freedom of the Town was due to be held on 3 July 2021 and attended by the Lord Lieutenant of Dorset. Due to the extension of the Covid restrictions, the event was postponed until after the summer, date to be confirmed.

### **21/09/C – Appointments to External Bodies 2021-22**

The external organisations have been informed of their council representatives and provided with their contact details.

### **21/12/C – Park and Ride Service for 2021**

The service will start on Saturday 24 July 2021 as scheduled.

### **21/19/C – Internal Audit Report, Visit Four 2020-21**

At the last meeting, the finance manager said he was hopeful a £1,000 grant paid to the wrong bank account would be returned to the council. Lloyd's Bank has since authorised the money to be paid back to the council, along with £150 to compensate for the time taken to resolve the issue.

### **21/20/C – Annual Governance and Accountability Return for the Year Ended 31 March 2021**

The town clerk has drafted a letter to the external auditor on behalf of the council to express its concerns about their actions which affected the publication requirements for the 2019/20 Annual Governance and Accountability Return (AGAR).

The 2020/21 AGAR was signed by the mayor and town clerk and submitted to the external auditor on 28 June 2021. A request for further information was received on 8 July 2021 and this was provided on the same day.

The unaudited AGAR and notice of the public's right to inspect the accounts were published on the website within the required timeframe.

### **21/21/C – Committee Structure**

A report is elsewhere on this agenda to allow members to approve a calendar of meetings for the remainder of the 2021-22 council year, which included a meeting specifically to discuss the committee structure.

### **21/24/C – Renewal of Lease for Power Boat Club, Monmouth Beach**

The lease has been signed and sealed.

### **21/25/C – Harbour Revision Order**

The deputy town clerk met with the mayor and chairman of the Town Management and Highways Committee on 30 June 2021 to draft a response to Dorset Council's draft Harbour Revision Order, which was sent on 1 July 2021.

No acknowledgement has been received from Dorset Council so a further email was sent. The initial response and the follow-up email will be circulated in the members' briefing.

**21/26/C – Regent Cinema, Lyme Regis**

The council's decision not to pursue any interest in acquiring the Regent Cinema site or building has been conveyed to the cinema owners.

John Wright  
Town clerk  
July 2021

LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE – 8 JUNE 2021  
PLANNING APPLICATIONS RECEIVED

- 1) **P/HOU/2021/00812** (Received 14 May 2021)  
**HOUSEHOLDER PLANNING PERMISSION**

Stewart – Replacement of structural steels at front of property and replacement of existing windows and doors openings – 4 Ozone Terrace, Lyme Regis, DT7 3JY

*Members recommended this application be approved as there were no planning issues to warrant its refusal.*

- 2) **P/HOU/2021/01167** (Received 1 June 2021)  
**HOUSEHOLDER PLANNING PERMISSION**

Riddle – Erection of replacement of garage – Glenmead, Colway Lane, Lyme Regis, DT7 3AR

*Members recommended this application be approved as there were no planning issues to warrant its refusal.*

- 3) **P/HOU/2021/01561** (Received 24 May 2021)  
**HOUSEHOLDER PLANNING PERMISSION**

Foord – Removal of existing Conservatory and erection of single storey extensions and raised decking – Mazzards, Clappentail Lane, Lyme Regis, DT7 3LZ

*Members recommended this application be approved as there were no planning issues to warrant its refusal.*

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 6 JULY 2021**

**Present:**

**Chairman:** Cllr B. Larcombe MBE

**Members:** Cllr J. Broom, Cllr M. Ellis (from 7.04 p.m.), Cllr G Turner and Cllr S. Williams

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

**21/1/P Public Forum**

Mr and Mrs Horn, applicants, spoke in support of application HOU/2021/00902 – Single storey side extension following demolition of garage – at 20 Talbot Road, Lyme Regis, DT7 3BA

**21/2/P Apologies**

There were apologies for absence from:

Cllr B. Bawden (felt unable to attend)

Cllr C. Reynolds (self-isolating)

**21/3/P Minutes**

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, the minutes of the meeting held on 11 May 2021 were **ADOPTED**.

**21/4/P Disclosable Pecuniary Interests**

Cllr M. Ellis and Cllr G. Turner both declared non-pecuniary interests in application P/HOU/2021/01359 because the applicant was a customer of them or their spouse. Cllr Turner also declared a non-pecuniary interest in application P/HOU/2021/01982 for the same reason.

**21/5/P Dispensations**

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

**21/6/P Matters arising from the minutes of the meeting held on 11 May 2021**

There were no matters arising.

**21/7/P Update Report**

## Proposals for a National Park for Dorset

The deputy town clerk explained that the current position with the proposals for a national park for Dorset appeared very unclear. Although several press articles clearly stated that the proposals had been 'dropped', this appeared not to be borne out by any of the public information released by government. Instead, it appeared that a final decision would be made later in the year, probably in September.

Cllr B. Larcombe emphasised that the current planning status remained, unless or until a decision was made to the contrary.

### **21/8/P Planning Applications**

Planning applications were considered in accordance with the details circulated.

- 1) **P/HOU/2021/00233** (Received 21 June 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Fowley – Formation of off-street parking area – 19 Anning Road, Lyme Regis, DT7 3DZ.

*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 2) **P/HOU/2021/00902** (Received 4 June 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Horn – Single storey side extension following demolition of garage – 20 Talbot Road, Lyme Regis, DT7 3BA.

*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 3) **P/HOU/2021/00903** (Received 3 June 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Tenbroeke – Proposed extension, loft conversion, garage conversion to bedroom and increase parking area – 8 Clappentail Park, Lyme Regis, DT7 3NB.

*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 4) **P/FUL/2021/01082** (Received 18 June 2021)  
**FULL PLANNING PERMISSION**  
Mella – Demolish existing dwelling and replace with new dwelling – Hythe cottage, Pine Walk, Lyme Regis, DT7 3LA.

*Members recommended that the application be **refused** on the grounds that the design is out of keeping with other neighbouring properties in the area and the application is, therefore, at odds with planning policies ENV 10 i) AND ENV 12 i) (1) of the adopted West Dorset, Weymouth and Portland Local Plan.*

- 5) **P/FUL/2021/01240** (Received 25 June 2021)  
**FULL PLANNING PERMISSION**  
Andrews – Installation of palisade fencing along boundary of site – Unit 6, Lyme Regis Industrial Estate, Uplyme Road, Lyme Regis, DT7 3LS.
- Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 6) **P/OUT/2021/01264** (Received 14 June 2021)  
**OUTLINE PLANNING PERMISSION**  
Ryan – Construction of single dwelling house – Highlands, Greenway, Lyme Regis, DT7 3EY.
- Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- Cllr M. Ellis and Cllr G.Turner left the meeting at 7.20 p.m.
- 7) **P/HOU/2021/01359** (Received 18 June 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Vivian – Single storey infill extension following partial demolition including associated internal and external alterations – Faraway, Broad Street, Lyme Regis, DT7 3QE.
- Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- Cllr M. Ellis and Cllr G.Turner rejoined the meeting at 7.21 p.m.
- 8) **P/HOU/2021/01423** (Received 17 June 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Styles – Erect single storey rear extension, remodelling, raised terrace and associated works – Somerscroft, Somers Road, Lyme Regis, DT7 3EX.
- Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 9) **P/HOU/2021/01913** (Received 14 June 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Marshall – Two Storey rear extension and roof extension – 4 Woodmead Road, Lyme Regis, DT7 3AB.
- Members recommended that the application be **refused** on the grounds that the design is out of keeping with other neighbouring properties in the area and the application is, therefore, at odds with planning policies ENV 10 i) AND ENV 12 i) (1) of the adopted West Dorset, Weymouth and Portland Local Plan.*
- Cllr G.Turner did not leave the meeting for the following application because it had been withdrawn.

- 10) **P/HOU/2021/01982** (Received 28 June 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Bridges – Install Velux roof window on south facing roof space – 5 Ozone Terrace,  
Lyme Regis, DT7 3JY.

*Members noted the application had been **withdrawn**.*

- 11) **P/HOU/2021/02017** (Received 17 June 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Dillon – First floor extension and small single storey side extension –appletree  
Cottage, Coram Avenue, Lyme Regis, DT7 3LB

*Members recommended that the application be **refused** on the grounds that the design is out of keeping with other neighbouring properties in the area and the application is, therefore, at odds with planning policies ENV 10 i) AND ENV 12 i) (1) of the adopted West Dorset, Weymouth and Portland Local Plan.*

#### **21/9/P Amended/Additional Plans**

There were no amended/additional applications to be considered at this meeting.

#### **21/10/P Withdrawn Applications**

There were no withdrawn applications to be considered at this meeting.

#### **21/11/P Planning Decisions**

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

#### **21/12/P Correspondence from Dorset Council regarding planning related matters.**

There was no correspondence to be noted at this meeting.

#### **21/13/P Charmouth Neighbourhood Plan**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that the Charmouth Neighbourhood Plan be supported.

*The meeting closed at 7.52pm.*

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 7 JULY 2021

**Present**

**Chairman:** Cllr B. Bawden

**Members:** Cllr J. Broom, Cllr B. Larcombe, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

**Officers:** M. Adamson-Drage (operations manager), A. Mullins (support services manager)

**21/01/ENV Election of Chairman and Vice Chairman**

It was proposed by Cllr G. Stammers and seconded by Cllr D. Sarson that Cllr B. Bawden is chairman of the Environment Committee.

There being no other nominations, Cllr B. Bawden was duly **ELECTED** as chairman.

It was proposed by Cllr D. Sarson that Cllr R. Smith is vice-chairman of the Environment Committee but as Cllr R. Smith was not present, he could not be nominated.

There were no other nominations so members agreed to defer the election of a vice-chairman until the next meeting of this committee.

**21/02/ENV Terms of Reference**

Cllr J. Broom asked why the terms of reference for this committee included at 4.1.5 'to contain spend to an approved budget' but this was not included in any other committee's terms of reference.

The support services manager said the town clerk had intended for this term to be included for all committees but as the council had reviewed its committee structure and had not agreed any changes at this point, the existing terms of reference without this term had not yet been included for other committees.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the terms of reference were **RECEIVED**, with paragraph 4.1.5 removed for the time being until the terms of reference for all committees could be reviewed to include this.

**L. Noel**

L. Noel said she had recently been elected chairman of Turn Lyme Green (TLG) and the members of that organisation wanted to say how pleased they were that an Environment Committee had been established and they looked forward to working with everyone on the council on environmental issues in Lyme Regis. She said she noticed in the committee's terms of reference it mentioned environmental objectives and she was interested in the objectives this committee decided to proceed with. She said the strategic goals seemed to relate to the council and its own work and activities, as opposed to the community as a whole. L. Noel said TLG would like to see a Refill tap on the seafront with a sign to publicise it. She said Grenville Barr, of TLG, wrote a report around two years ago suggesting five taps and one was agreed at the least so it would be good to have it working. She asked if there was a possibility of it being installed by the Environment Day during Carnival Week, when there would be lots of people wanting to refill their plastic bottles. She said improved litter and recycling arrangements were also important to TLG, as well as car charging points and sustainable power projects.

The operations manager said the council had agreed some time ago to have two Refill points; one outside Marine Parade toilets and one near Boylo's. He said he hoped to have them both ready by 19 July 2021.

**V. Elcoate**

V. Elcoate said she was pleased to see the council had set up an Environment Committee and she thanked the councillors who had agreed to sit on it. She said she was one of the co-ordinators for the Dorset Climate Action Network (CAN), which networked hundreds of people across Dorset, with many town and parish councils to be included to share ideas and good practice. She said it would be good if Lyme Regis could get involved. V. Elcoate said what was good for the environment was also good for the local community so she saw it as part of the driving force behind the council because if it could focus more on the environment, local residents would benefit from it. She said Dorset CAN was holding a Greener Open Homes weekend in September, with people in Lyme Regis having already agreed to open their homes and show things like renewable energy and e-charging at home. She asked the town council to support the event and let people know it was happening so people could go and learn lessons. She said there was tangible evidence from previous Open Homes weekends that it influenced people to do greener things in their own homes that were of real practical benefit. V. Elcoate said the Update Report on the agenda showed the practical things being done or proposed around the town and it was heartening to see this. She said she had personally noticed more use of single-use plastic from eating and drinking establishments due to Covid and she suggested the council could encourage businesses to go back to how they were, using compostable materials.

**S. Case (read out by an officer)**

S. Case said he gave his wholehearted support to the Environment Committee because he strongly believed very few policy areas of local, district, national, or even world governance, were of equal importance or urgency. He said of course there were many

kinds of environments demanding public attention, not the least industrial, post-industrial and urban too, so that was why Lyme Regis with its outstanding natural assets should make every effort to protect them and also to assist other locations less fortunate.

**21/04/ENV Apologies**

Cllr K. Ellis – attending another meeting  
Cllr C. Reynolds – self-isolating  
Cllr D. Ruffle – illness  
Cllr R. Smith – self-isolating

**21/05/ENV Disclosable Pecuniary Interests**

There were none.

**21/06/TMH Dispensations**

There were none.

**21/07/ENV Update Report**

**Lyme Regis Car Club and e-bike rental hubs**

Cllr B. Bawden said now Western Power Distribution had given a date for connecting an electricity supply, it was hoped the Car Club trial could start soon, as previously agreed by the council. She said while that was going on, further investigation would take place to determine what it would take to get a permanent Car Club in Lyme Regis and the possibility of e-bike rentals, although this would need to be in conjunction with other towns and villages as people would collect bikes from one location, ride to another and leave them there.

Cllr D. Sarson asked if there were any grants available for e-bikes.

Cllr B. Bawden said grants were available and would be applied for.

The operations manager said the set-up for e-bikes was more expensive than the Car Club because multiple bikes were needed, as opposed to one car.

Cllr B. Larcombe asked how the council would keep an eye on the changing government targets and avoid spending public money on something that could have otherwise been funded by government money. He asked if the Dorset Association of Parish and Town Councils (DAPTC) kept its eye on government initiatives as he didn't want the council to rush in, only to find out the government was going down a different route.

Cllr B. Bawden said the Dorset CAN was keeping an eye on initiatives and funding and this was the benefit of the council being part of the network.

## **Electric Vehicle (EV) Chargers**

The operations manager said Lyme Regis was at capacity in terms of the power coming to the town and although the council's EV charger would be on the existing network, in the background, Western Power Distribution (WPD) was working on a much bigger project to reinforce the supply to Lyme Regis.

It was noted that as more people had electric vehicles and no new non-electric vehicles would be sold after 2030, better infrastructure would be required to support this.

Cllr B. Bawden invited V. Elcoate to speak. V. Elcoate said residents in Lyme Regis had had to pay for an upgrade to their electricity supply to be able to charge electric cars and as such, a group of residents had put pressure on WPD to improve the supply. She said she would be happy provide a briefing about the discussions which had taken place with WPD.

V. Elcoate also informed members about a scheme where residents with EV chargers could advertise their availability and people could book a slot to charge their vehicle and pay the homeowner for the electricity.

It was noted many properties in Lyme Regis wouldn't be able to have EV chargers because they were not accessible to vehicles.

## **21/08/ENV Environment Information for the Town Council Website**

Cllr B. Bawden said the aim of having an environmental section on the town council's website was to publicise information to residents about, for example, the availability of grants for warmer homes or energy efficiency measures.

The operations manager said there would most likely be a cost involved as it wasn't simply a case of adding a tab.

The support services manager said the website was designed with the optimum number of tabs on the main navigation to create good usability and design. She said adding another tab would be possible but it would involve some minor changes to the design of the homepage and navigation menu. The support services manager said she had already discussed this with the website designers, Blue Level, and they could mock-up some designs for consideration, although this would involve a modest cost. She said there would also be the cost of officer time to consider in setting up the pages and populating them with information.

Cllr B. Larcombe asked if Lyme Regis Development Trust (LRDT) had a role in providing environmental information.

Cllr B. Bawden said LRDT provided information about specific projects but the aim of the page on the council website was to provide information about what the council was doing and to signpost residents to other places.

It was agreed the support services manager would further discuss the options with Blue Level for creating an environment tab, including costs, and to bring proposals to the next meeting.

## **21/09/ENV Cycle Lanes and Bicycle Racks**

Cllr B. Larcombe said near the Rock Point Inn, where cycle racks had recently been installed, was the natural place for them and he suggested additional racks at the other end of the walkway, perhaps in the car parks. He said he wasn't in favour of having racks near Langmoor Gardens as he didn't want to encourage people to cycle through the gardens.

The operations manager said Cllr R. Smith had suggested somewhere at the top of town so people could leave their bikes and walk down the high street rather than pushing them back up, so the area near Langmoor Gardens was suggested for that reason.

Cllr G. Stammers was concerned about cycle lanes in the Middle Mill area as it was very busy with pedestrians, children and dogs, as well as steps in some areas. She said it was very difficult to cycle between Lyme Regis and Uplyme because the geography didn't lend itself to it.

The operations manager said the owner of 'Bumpy' field was not in favour of a cycle lane and it would take a lot of ground works and liaison across the border to establish it. He suggested the idea of cycle lanes could be picked up as part of the Town Management and Highways Committee's wider traffic and parking agenda.

Other suggested areas for bicycle racks were the area outside the library, Holmbush car park and the area outside the Baptist Church. However, the operations manager said Cllr D. Turner, Dorset Council's ward member, didn't believe the area outside the library was feasible.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue bicycle racks in Langmoor Gardens but to look for somewhere at the Cobb end of the seafront, and to hold discussions with Dorset Council about any other potential locations.

## **21/10/ENV Japanese Knotweed**

The operations manager said legally the council needed to do something about Japanese knotweed and he was asking members to consider using a glyphosate-based product for that specific purpose.

Cllr G. Stammers asked how the gardeners felt about using the product and if there was any risk to their health and safety in doing so.

The operations manager said the individuals who would be using the product were content. He said it was a weed killer which people might use at home and all the major city and county councils were still using it because it was the only product that was effective against weeds.

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the use of a glyphosate-based product for the sole purpose of council gardening staff injecting into the stems to eradicate Japanese knotweed.

## 21/11/ENV UN Sustainable Development Goals logo

Cllr B. Bawden said it had been difficult to progress anything on the UN Sustainable Development Goals (SDG) as the UN didn't have a platform to demonstrate development. As a start, she felt it would be a good idea for the council to display the logo because as far as she was aware, this council was the first in the south west of England to pledge to meet these aims.

Cllr B. Larcombe said if the logo was used, staff and members would have to be familiar enough with what was involved if questioned by the public. He said it was one thing to be supportive of the SDGs but he asked if it would infer the council was somehow contributing to it.

It was acknowledged the council could support and implement initiatives which fed into the SDGs, such as supporting the foodbank or community energy schemes.

The operations manager said the council had recently discussed the welcome to Lyme Regis signs and it was agreed the Plastic Free Lyme logo would be added to them, as well as to council emails and in the footer of the website. He asked members to think about where it would stop in terms of adding logos to council communications.

Several members were concerned about an overload of logos and whether displaying the SDG logo would actually mean anything to the public. It was felt the actions of this committee would be a far better statement than any logo.

*Cllr S. Williams left the meeting at 8.21pm.*

Cllr B. Larcombe suggested deferring consideration of this matter until the council could see what objectives it could start to shape in relation to the SDGs so the logo could then be used with some meaning.

The support services manager said the Plastic Free Logo was included in the footer of the council website and this was quite discreet. As the council was also considering an environmental page on the website, she suggested the SDG logo could be incorporated into the footer of the website, which could then link to the environment page where there could be a significant section on the SDGs and the council's progress against them.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to incorporate the UN's Sustainable Development Goals logo and progress against the goals as part of the environment page and the footer of the town council website.

## 21/12/ENV Queen's Green Canopy

The operations manager said putting trees around Anning Road playing field may have some pushback from residents because they would create a screen. He said he would recommend planting trees along the walkway in the Lister Gardens, where cherry trees could be planted and called the Queen's Platinum Jubilee Walk.

*Cllr D. Sarson left the meeting at 8.27pm.*

Other areas suggested included the perimeter of Woodmead car park, the junction of Anning Road and Queen's Walk near the war memorial, and alongside the cemetery driveway.

Members discussed what kind of trees were the most suitable as the initiative was focused on planting sustainably to benefit future generations, but cherry trees wouldn't have as much of an environmental impact as bigger trees.

*Cllr D. Sarson returned to the meeting at 8.30pm.*

The operations manager said the type of tree would depend on the location; while cherry trees would be more suitable in the Lister Gardens, there could probably be larger trees at the cemetery. He also suggested the triangular piece of land near Hix's restaurant.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to plant trees, where possible, for the Queen's Green Canopy, on the lower edge of Anning Road playing field, the triangular piece of land near Hix's restaurant, around Woodmead car park, on the junction of Queen's Walk and Anning Road near the war memorial, on the Lister Gardens walkway to the wooden bridge, and along the driveway of the cemetery, and to consult other landowners and residents as appropriate.

## 21/13/ENV LRTC Net Zero Carbon 2030 – Strategic Top Ten Progress Report

The operations manager said Covid-19 hadn't set the council too far off against the plan and projects were progressing well.

Members noted the report.

*The meeting closed at 8.43pm.*

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 JUNE 2021

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr J. Broom, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Turner

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

**Absent:** Cllr S. Williams

**21/01/HR Election of Chairman and Vice-Chairman**

It was proposed by Cllr J. Broom and seconded by Cllr G. Turner that Cllr G. Stammers is chairman of the Human Resources Committee.

There being no other nominations, Cllr G. Stammers was duly **ELECTED** as chairman.

It was proposed by Cllr J. Broom and seconded by Cllr B. Larcombe that Cllr D. Sarson is vice-chairman of the Human Resources Committee.

There being no other nominations, Cllr D. Sarson was duly **ELECTED** as chairman.

**21/02/HR Terms of Reference**

The terms of reference were noted.

**21/03/HR Public Forum**

There were no members of public present.

**21/04/HR Apologies**

None.

**21/05/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 10 March 2021**

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, the minutes of the meeting held on 10 March 2021 were **ADOPTED**.

**21/06/HR Disclosable Pecuniary Interests**

There were none.

**21/07/HR Dispensations**

There were none.

**21/08/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 10 March 2021**

**Local government 2021 pay claim**

It was noted the pay claim, when accepted, would be backdated to 1 April 2021 and that this had been budgeted for at 2%.

**Members' allowances**

It was confirmed there was a list on the council website of which members claimed an allowance.

**21/09/HR Update Report**

**Seafront attendant**

The operations manager said there were three candidates for the post and Matt Johnson had been appointed, with a start date of 14 June 2021.

Members were disappointed with the low number of applicants. The support services manager outlined where the post had been advertised and said officers were also surprised with the lack of interest, especially as the evening seafront attendant post had received a lot of interest.

Cllr M. Ellis asked what induction training he would get as the evening seafront attendants had started without induction training, uniform or lone working guidance. She said there should be a training pack in the personnel files for members to see, and she felt members should also see employees' exit interviews.

The town clerk said exit interviews were confidential and unless employees gave explicit consent for members to see them, they would remain so. He said if employees knew their exit interviews would be seen by members, he doubted if some leavers would consent to an interview.

Several members felt they should be allowed to see exit interviews as the councillors were the employer, although it was pointed out the council was the employer, not individual members.

Cllr B. Larcombe said members could ask the town clerk if there were any underlying issues which should be brought to their attention from an exit interview, and an employee could choose to share their interview with members, if they wished.

## 21/10/HR Minutes of the Health and Safety Committee meeting on 6 May 2021

Cllr J. Broom said he had seen one of the evening seafront attendants not wearing hi-vis clothing.

The operations manager confirmed they were issued with hi-vis clothing and he would follow this up with the employees involved.

Cllr D. Sarson referred to issues around lone and late working and asked how the employee involved would be made to feel more secure.

The operations manager said this issue was raised by an employee who had left the organisation and felt others were vulnerable. He confirmed all the seafront attendants had now been given the appropriate training and he had met with them on their first shift to discuss any issues. He added there had been a long delay on the ordering of uniform but they were now kitted out.

Cllr G. Stammers said enforcement officers had bodycams to help protect them and suggested the Health and Safety Committee looked at getting them for the seafront attendants.

Members discussed the play park equipment as there were concerns some of the equipment didn't conform to British standards and that the wood on the pirate ship was in a poor condition. There was also concern two pieces of equipment were broken and had been for some time.

The operations manager said he didn't believe the British standards had changed, but the inspector who had carried out the recent inspection was particularly stringent on this issue. He said he had asked Eibe, the supplier of the equipment, for their comments on the inspection.

The operations manager said parts had been ordered from Eibe for the broken pieces of equipment but they were taking a long time to arrive. He added that the wood on the pirate ship was not supposed to be treated and was intended to split after time.

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, the minutes of the Health and Safety Committee meeting on 6 May 2021 were **RECEIVED**.

## 21/11/HR Human Resources' Annual Review

The town clerk highlighted the main points in the report. He said the pension review in 2022 could cause the wage bill to increase. He drew attention to the significant payroll variance in 2021-22 compared with 2020-21 and said this was due to furlough payments being received in 2020-21.

The town clerk said a pay increase was not expected this year but an employer offer of 1.5% had been made; the council had budgeted for a 2% increase so this would be manageable. He said the budget also assumed every employee was in the pension scheme because employees could join at any time in the year.

The town clerk said there was a relatively low level of sickness absence, excluding days where employees were not able to work due to self-isolation and Covid testing.

The town clerk said the narrowing of the pay differential between low-skilled and semi-skilled jobs was causing concern for some employees.

He said the return to work post-Covid would need to be carefully managed as some employees had greater concerns than others and it was important all views were respected.

The town clerk suggested member information was considered and said he would bring a report to the next meeting.

#### **21/12/HR Evening Seafront Attendant Contract Extension**

The operations manager said if members agreed the contract extension, it was the intention to employ one of the candidates who had applied for the permanent seafront attendant post as two of the evening seafront attendants would be leaving by the end of June. This would leave two evening seafront attendants until September.

Cllr M. Ellis asked if there was money in the budget for this.

The town clerk said there was no budget but the additional expenditure could be contained within the overall salaries budget because extra money was included in case employees joined the pension scheme mid-way through the year.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a contract extension for the evening seafront attendants to the first week of September 2021.

#### **21/13/HR Achievement of a Level 5 Diploma in Human Resource Management**

Proposed by Cllr 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 an individual 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.

#### **21/14/HR Works Supervisor/Lengthsman role – Spinal Column Point Banding Review**

Proposed by Cllr 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 an individual 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.

**21/15/HR Exempt Business**

**a) Achievement of a Level 5 Diploma in Human Resource Management**

Cllr G. Stammers congratulated the support services manager on achieving a Level 5 Diploma in Human Resource Management.

*The support services manager left the meeting at 8.06pm.*

Members congratulated Adrienne Mullins on achieving a Level 5 Diploma in Human Resources.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to note Adrienne Mullins has achieved a Level 5 Diploma in Human Resources Management and award two additional spinal column points to her current salary and pay scale.

*The support services manager returned to the meeting at 8.14pm.*

**b) Works Supervisor/Lengthsman role – Spinal Column Point Banding Review**

Cllr B. Larcombe said it was important to understand why an increase in the banding was being considered as overtime and hours worked were not a valid reason. He said if someone was working considerable overtime, it was a resourcing issue.

Cllr M. Ellis said when the operations supervisor and lengthsman roles were combined, it was unsure what the role would entail but it was probably more demanding than originally thought. She said the postholder had taken on more of a supervisor role than the lengthsman element and this was a reason for an increase.

Cllr J. Broom suggested re-grading the post and applying a new job title, although it was pointed out an employee couldn't just be given a new job title without proper consultation.

Cllr G. Stammers said the postholder had taken on a higher level of responsibility, which justified an increased banding.

The operations manager said since taking on the role, the head gardener post had also been removed so the postholder had also taken on this role and its responsibilities.

Members acknowledged the role had changed since its inception and no longer reflected the job description.

Proposed by Cllr J. Broom and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the re-banding of the post of works supervisor/lengthsman to spinal column point 19 to 22 and move the current incumbent onto spinal column point 22 with immediate effect on the basis of a new job description and person specification which reflects the current role.

*The meeting closed at 8.28pm.*

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 14 JULY 2021

**Present**

**Chairman:** Cllr M. Ellis

**Councillors:** Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr K. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr T. Webb, Cllr S. Williams

**Officers:** A. Mullins (support services manager), J. Wright (town clerk)

**21/01/SF Election of Chairman and Vice-Chairman**

It was proposed by Cllr D. Sarson and seconded by Cllr G. Turner that Cllr B. Larcombe is chairman of the Strategy and Finance Committee.

It was proposed by Cllr C. Reynolds and seconded by Cllr K. Ellis that Cllr M. Ellis is chairman of the Strategy and Finance Committee.

Cllr M. Ellis was duly **ELECTED** as chairman.

*Cllr J. Broom left the meeting at 7.07pm.*

*Cllrs B. Bawden and B. Larcombe left the meeting at 7.08pm.*

*Cllr S. Williams left the meeting at 7.09pm.*

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds that Cllr R. Doney is vice-chairman of the Strategy and Finance Committee.

There being no other nominations, Cllr R. Doney was duly **ELECTED**.

**21/02/SF Terms of Reference**

Proposed by Cllr R. Doney and seconded by Cllr K. Ellis, the terms of reference were **RECEIVED**.

**21/03/SF Public Forum**

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

**21/04/SF Apologies for Absence**

There were none.

**21/05/SF Minutes**

Proposed by Cllr C. Reynolds and seconded by Cllr T. Webb, the minutes of the meeting held on 12 May 2021 were **ADOPTED**.

**21/06/SF Disclosable Pecuniary Interests**

Cllr M. Ellis declared a pecuniary interest in agenda item 14, List of Payments as it included a payment to the Woodmead Halls, which was her employer.

**21/07/SF Dispensations**

There were none.

**21/08/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 12 May 2021**

**Requests for outside seating**

Cllr C. Reynolds asked for an update on the trailer outside Hix's restaurant.

The town clerk said at the time of writing the report, the trailer was not being used but it was now in use. He said the deputy town clerk would be arranging a meeting with the restaurant owner the following week to discuss it. The town clerk said he thought there was a misunderstanding of what the trailer would be used for; there seemed to be a perception that it would be used as an inward facing bar that served people in the restaurant.

Cllr M. Ellis asked that members were updated following the meeting.

Cllr R. Smith asked if the fee charged to the restaurant could be increased because the trailer was being used as an outside bar.

The town clerk said the council could only charge £100 under government legislation to help businesses recover from Covid, but the restaurant owner had expressed an interest in pursuing it after the legislation ended.

Cllr R. Doney asked if the government had given any indication of when the legislation would end.

The town clerk said a letter circulated to local authorities from the Secretary of State for Housing Communities and Local Government stated the legislation would be extended until September 2022. However, there was nothing to confirm this change was going through Parliament, although he believed a letter of intent from a secretary of state was enough to support action being taken.

The town clerk said he intended to write to the local MP to seek clarification.

## 21/09/SF Update Report

Members noted the report.

## 21/09/SF The Annual Review of the Fixed Asset Register

Cllr M. Ellis said the road to the fire station wasn't included in the register as there was land along there owned by the council, which the gardeners also hadn't been tending to.

In response to a member question, the town clerk confirmed the lift on Marine Parade was included in the Marine Parade Shelters listing.

Cllr R. Doney asked if the internal auditor had sight of the register.

The town clerk said the internal auditor had sight of the register. He added everything on the register was recorded at its purchase price, which wasn't practical in the real world, but it was the practice in this sector. He clarified this was a rule for all local authorities.

Proposed by Cllr R. Doney and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the fixed asset register.

## 21/11/SF Cyber Security

The town clerk said officers had discussed cyber security with Lloyds Bank, which felt its firewall was secure and didn't present any issues. He said the council's insurers, Zurich, didn't provide cyber security for this sector, and officers had also spoken to neighbouring town and parish councils who confirmed they did not have cyber security.

Cllr R. Smith asked how much of the council's IT system was provided by DC.

The town clerk said DC provided the almost the entire system. He added that Worldpay, the council's main payment terminal, also believed its system would stand up to a cyber-attack. As such, officers felt the council was adequately protected particularly as other parties would take the weight of a cyber-attack.

Cllr R. Smith asked if DC carried out exercises where they pretended to be attacked and whether there was a means of reporting phishing emails.

The town clerk said staff had been tested with mock phishing emails from DC and he would check whether members would be included in this exercise.

The support services manager said there was an DC email address where all suspected phishing emails could be forwarded to, and she would provide this to members.

Proposed by Cllr D. Sarson and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** not to proceed with cyber security cover.

## 21/12/SF Investments and Cash Holdings

The town clerk said the council was in a healthy position, with car parking income strong and a prudently projected reserve of almost £1.2 million at the end of the financial year. This meant the council could comfortably begin to release funding for projects. He said the priority projects were the refurbishment of the council offices, c£100k, and the seafront railings, c£70k.

The town clerk said the council was prudent with its budget assumptions and there would be unbudgeted receipts from the sale of chalet and beach huts.

As cases of Covid were rising and with the relaxing of restrictions, Cllr G. Stammers asked how financially resilient the council would be.

The town clerk said 75% of the parking income would be received by the end of the summer and this would put the finances in a strong position. In addition, capital expenditure could be curtailed. He said if the council didn't commit any other funding this year, it could consider paying off the loan for the Marine Parade Shelters; this could be deferred if money was proved to be tight at the end of the year.

Cllr M. Ellis asked if the car parking comparison data could continue to be provided to members.

## 21/13/SF Interest

The town clerk said interest rates were incredibly low, currently 0.01%, although this could be increased if money was tied up for longer fixed periods. He said the council's agreed approach to investing its cash was based on a low risk strategy and he was working on the assumption the council would want to continue with this approach.

The town clerk said he could bring a report to members as part of the budget-setting process to consider whether to adopt a different approach.

Members agreed low-risk investment was the right approach at the moment, especially as there may be a requirement to access money quickly.

Cllr R. Doney said the cost of officer time in moving money around would be the same as the savings if the council's cash was moved from an instant access account to a fixed-term deposit account.

Proposed by Cllr R. Doney and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to continue with the council's approach of low risk investments.

## 21/14/SF List of Payments

Cllr M. Ellis suggested a review of the mobile phone contracts as there were a lot of handsets issued to staff and there may be better deals available.

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for May and June 2021 for the sums of £145,728.04 and £135,029.39, respectively

**21/15/SF Debtors' Report**

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

**21/16/SF Exempt Business**

**a) Debtors' Report**

The town clerk said officers had made progress with commercial tenants, with the help of the loss adjuster, and all but one had either paid or had been given until 31 March 2022 to clear their debt.

The town clerk said good progress had been made on debts related to the chalets and caravans, with the total amount of historic debt down to £14k. He said officers were now focusing on one individual, who the deputy town clerk was in discussion with.

The town clerk praised the assistant finance manager for her work in chasing debts.

Once the chalet and caravan debt was cleared, Cllr M. Ellis said the council needed to be firm with owners and if fees were not paid on time, action would be taken.

Members agreed the staff involved in pursuing debts should be thanked by the council for all their work.

*The meeting closed at 7.54pm.*

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 30 June 2021

**Present**

**Chairman:** Cllr C. Reynolds

**Members:** Cllr J. Broom, Cllr B. Larcombe MBE, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr M. Ellis, Cllr K. Ellis

**Officers:** A. Mullins (support services manager), K. Weekley (administration assistant)

**Absent:** Cllr S. Williams

The mayor, Cllr B. Larcombe made a statement regarding standards of behaviour within the council. He said the disrespect and point-scoring that was being shown to other members was not in the interests of the town that the council represents.

Cllr B. Larcombe said an immediate improvement must take place and any more unacceptable behaviour would not be tolerated. He also talked about the remarkable things that the council had achieved, particularly during Covid, and the lasting benefit to Lyme which should not be masked by disrespectful behaviour towards other council members and staff.

**21/01/TCP Election of Chairman and vice Chairman**

It was proposed by Cllr K Ellis and seconded by Cllr J. Broom that Cllr C. Reynolds is chairman of the Tourism, Community and Publicity Committee.

There being no other nominations, Cllr C Reynolds was duly **ELECTED** as chairman.

It was proposed by Cllr C Reynolds and seconded by Cllr G. Stammers that Cllr K. Ellis is vice-chairman of the Tourism, Community and Publicity Committee.

There being no other nominations, Cllr K. Ellis was duly **ELECTED** as chairman.

**21/02/TCP Terms of Reference**

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, the terms of reference were **RECEIVED**.

**21/03/TCP Public Forum**

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

**21/04/TCP Apologies**

Cllr R. Smith – work commitments  
Cllr B. Bawden – felt unable to attend  
Cllr D. Ruffle – unwell  
Cllr T Webb – unwell

**21/05/TCP Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 24 March 2021, were **ADOPTED**.

**21/06/TCP Disclosable Pecuniary Interests**

There were none.

**21/07/TCP Dispensations**

There were none.

**21/08/TCP Matters arising from the minutes of the previous meeting held on 24 March 2021**

Cllr. D. Sarson asked about the service level agreement for the Tourism Microsite. The support services manager said it had now been received.

**21/09/TCP Update Report**

Cllr M. Ellis asked if there was anything the council was doing to promote the maps online to download.

The support services manager said when visitors go to the site, they can scan the QR code, the map is there for them. She also said many people still preferred a map to hold and the local shops are asking for more which could be distributed on request.

Cllr D. Sarson asked why there was a resistance to volunteer ambassadors in Lyme Regis.

Cllr C. Reynolds explained that several people had contacted her and had felt it was inappropriate to volunteer as ambassadors when Dorset Council (DC) had taken away the Tourist Information Centre in Lyme. They felt DC was offering a voluntary job when it should be paid. Cllr. C Reynolds said people were also concerned about Covid-19.

The support services manager said the council had been asked to help promote the volunteer ambassadors and this would be done through, social media, LymeForward, Lyme Regis Development Trust and also working with Woodroffe School as part of the Duke of Edinburgh Award Scheme. She added that Lyme Regis had many people who already volunteered and other towns were also struggling to find volunteers.

**21/10/TCP Queen's Platinum Jubilee Working Group Minutes of meeting held on 15th June 2021**

It was noted Cllr M. Ellis was recorded as being present twice and this would be amended.

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, the minutes were **RECEIVED**.

**21/11/TCP Membership packages For Tourism Microsite**

The support services manager reported that everything was progressing well, but an outstanding issue was the advertising fees which would need to be agreed to merge with Visit Dorset's charges. A package would be needed which suited both LRTC and Visit Dorset and would be suitable for half the year's advertising on both websites.

The support services manager said as the Visit Dorset team were doing all the administration, it was fair to do a 70/30 split in favour of Visit Dorset. She said this was only until April 2022 when a review would take place and as the current advertising fees were too low, they would inevitably need to go up in line with other towns and be a level playing field for all advertisers.

Cllr B. Larcombe asked if it would be one site for both tourism and the town council.

The support services manager said it would be two sites as they had very different content.

Cllr J. Broom asked what the costs would be for a whole year.

The support services manager said this was not yet known what the future pricing would be as it hadn't yet been discussed but an indication was in paragraph 9 of the report.

Cllr J. Broom asked why officers had felt a 70/30 split was justified.

The support services manager said was the figure that had been suggested and it was felt that this figure was justified given that Visit Dorset were doing all the work.

Cllr. B. Larcombe said it was good value for money and it was important to have strong links with the rest of Dorset.

The support services manager said since Lyme had been a part of this, other councils were now coming on board and it could be that all major towns in Dorset would share that same platform.

Proposed by Cllr. B. Larcombe and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve:

- a one-off introductory six-month membership package with the following prices: Bronze £90, Silver £120, Gold £200 (accommodation and things to do, only)
- all Lyme Regis advertisers who are already on Visit Dorset will feature on the Lyme Regis microsite for free

- All Discover Lyme Regis advertisers will feature on the microsite for free as they have already paid a fee
- a 70/30 income split in Visit Dorset's favour.

## **21/12/TCP Lyme Regis Youth Council**

Cllr C. Reynolds said she and Cllr K. Ellis had spoken to Dan Watts, headteacher at Woodroffe and he was very keen to reinstate this project and would like it to start in October. She said it has been suggested that members from each year group would be represented and Chris Loder MP would take the Youth Council to the Houses of Parliament.

Cllr C. Reynolds said she would like the £2,000 which was not used before to be given back to enable this project to move forward.

Cllr G. Stammers asked what links they would have with the town council.

Cllr C. Reynolds said that could be included in committees and projects and have meetings with the town clerk and the mayor, as well as Dorset Council.

*Cllr M. Ellis left the room at 7:32pm and returned at 7:33pm.*

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to re-allocate the £2,000 funding for the Youth Council project.

## **21/13/TCP Dorset Council Parking and Permit Survey**

Cllr C Reynolds said there was scope to raise parking charges and she felt there was the need for proper traffic regulation in the town, which when being reviewed should include the Hydrock report.

Cllr C. Reynolds suggested the council delegated two members to work with the deputy town clerk to respond to the survey.

Cllr B Larcombe reported that the signs for the park and ride were now going up on the A35.

The support services manager said DC had not asked the council to do the survey but there is nothing to stop the council sending its views.

Cllr J. Broom said he would welcome an increase to DC's charges.

Cllr D. Sarson said he was concerned people with a Dorset permit were stopping Lyme residents from parking near their homes.

Cllr M. Ellis said many people lived outside of Lyme but worked here and could not afford to pay high parking charges when earning low income and the council should not push them onto the street where residents would otherwise park.

Cllr C. Reynolds raised the possibility of cheaper rate permits for people who worked in the town.

Cllr B. Larcombe said this would be supporting people from Devon and other places and their places of employment should increase their pay to support their staff parking in town.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllr B. Larcombe and Cllr J. Broom work with the deputy town clerk to formulate a view from this council on Dorset Council's proposals for parking charges and permits, and that the council requests a wider scoped traffic regulation study for Lyme Regis.

## **21/14/TCP Managing consultation exercises**

Following Dorset and Wiltshire Fire and Rescue Service's consultation on its draft Community Safety Plan, Cllr C. Reynolds said she was happy the co-responders were back in Lyme, but there was a need to check they were being deployed.

The support services manager gave timescales of the Community Governance Review as follows.

- Terms of reference will be published in July 2021
- The twelve-week public consultation starts on 5 August 2021
- Draft recommendations will go to Dorset Council in December 2021
- Public consultation again in December 2021
- Final approval in April 2022.

*The meeting closed at 7:59pm.*

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 16 JUNE 2021

**Present**

**Chairman:** Cllr J. Broom

**Members:** Cllr B. Bawden, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

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

**21/01/HR Election of Chairman and Vice Chairman**

It was proposed by Cllr G. Turner and seconded by Cllr D. Sarson that Cllr J. Broom is chairman of the Town Management and Highways Committee.

There being no other nominations, Cllr J. Broom was duly **ELECTED** as chairman.

It was proposed by Cllr K. Ellis and seconded by Cllr D. Sarson that Cllr M. Ellis is vice-chairman of the Town Management and Highways Committee.

There being no other nominations, Cllr M. Ellis was duly **ELECTED** as vice-chairman.

*Cllr B. Bawden arrived at the meeting at 7.04pm.*

**21/02/HR Terms of Reference**

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, the terms of reference were **RECEIVED**.

**21/03/HR Public Forum**

**N. Ball (read out by the chairman)**

N. Ball said he was deeply disappointed in the way he had been treated by the council having asked for information through the Freedom of Information (FOI) Act. He said he had asked two questions over two months ago and had not received a written reply, only a phone conversation with the deputy town clerk which did not answer his questions. He said he had asked for all letters sent to architects to tender for work relating to the shelters and roof work, and for a copy of the pre-risk assessment from the architect and glazier. N. Ball said the roof looked the part but it would be expensive to put things right, including potentially more expenditure for an independent glazier's report. He said the

roof surface was shocking and ponds badly, and with modern levelling methods this should have been perfect. He said the contractor needed to come back and address the problem as the surface would not last if it was sat in water. N. Ball said he had taken great interest in the roof project but felt he was rarely listened to or acknowledged. He said it was a great shame £660,000 had been wasted on a job that left the council in a mess and a risk to everyone. He said the council was lucky people couldn't meet close together in numbers as although the roof glass would stick pressure of people under load, it wouldn't if it was hit by a hard object, which had already happened showering glass onto the Marine Parade and the general public. N. Ball said the council needed to resolve the problem of the glass, especially as there was a busy season ahead and the council had known about the problem since the incident of the glass breaking. He said the clock was ticking and he was watching what the council's next move would be. He asked what other options were brought to council regarding alternatives to glass as he wasn't aware of any other suggestions. N Ball asked the council to refrain from replying to any of his comments at this stage as it was clear freedom of information was not adhered to by the council. He said the system allowed for 20 working days for a FOI response but he had been waiting just under 70 days, which the Information Commissioner's Office would be informed about. He said things were being hidden about the roof project and he didn't feel the council was showing transparency. He said maybe the councillors showed this, but it was certainly not evident from some officers. N. Ball said he looked forward to reading extracts of the above in the local press, highlighting a few more issues originating from the depths of the office, which were out of councillors' control.

Members were concerned N. Ball had not received a response to his FOI request and it was agreed this would be discussed further in exempt business.

**21/04/TMH Apologies**

None.

**21/05/TMH Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the previous meeting held on 28 April 2021 were **ADOPTED**.

**21/06/TMH Disclosable Pecuniary Interests**

There were none.

**21/07/TMH Dispensations**

There were none.

**21/08/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 28 April 2021**

**Volunteer ambassadors**

Cllr D. Sarson asked what the volunteers would be doing and whether it would include toilet cleaning and emptying bins.

The operations manager said they would only be providing tourist information and the council would have to arrange and pay for extra toilet cleaning and emptying of bins by some other means.

**Weldmar memory jars**

Cllr M. Ellis asked if there was any further information about how this would be managed.

The operations manager said the jars would now be going on the putting green. On the basis that members were in favour of this location at the last meeting and because Weldmar were pushing for confirmation, he had agreed it.

**21/09/TMH Update Report**

**Monmouth Beach Residents' Association meeting**

The deputy town clerk said it was a constructive meeting and after a difficult period, a letter had been sent by the association to residents, encouraging those who hadn't returned their leases to do so.

Cllr B. Larcombe thanked the deputy town clerk and his colleagues for their work on the leases.

**Parking**

Cllr B. Larcombe said he had been contacted by a resident of Springhill Gardens about problems with parking, which were getting progressively worse with people parking on Horn Bridge and now into Springhill Gardens. He said the resident would be bringing a request to Full Council for residents' parking.

The operations manager said he had received several emails about parking in various areas of the town and he intended to bring a report to the next meeting.

Cllr M. Ellis said many residents had been complaining about visitors parking on the streets but she felt it was something the town had to live with for this year at least, especially as there was currently no park and ride. She said putting double yellow lines in streets would lead to residents complaining they couldn't park themselves.

Several members agreed the town had to put up with the parking issues for this year as more people were holidaying in the UK.

Cllr B. Bawden felt the council shouldn't accept it couldn't do anything and should be discussing something more radical with Dorset Council (DC) as the problem was only going to get worse. Her suggestions for addressing the problem included stopping traffic coming into the town centre except for blue badge holders and residents who could use the two car parks at the bottom of town, a shuttle bus to the main car parks, and stopping lorries coming into town.

The deputy town clerk said when the council had recently received a request for residents' parking, members felt it would push the problem onto other streets without residents' parking. At that time, the council said there needed to be a proper review of parking and traffic management but he didn't think anything had been progressed by DC. He added it had to be an exercise primarily for DC as the highway authority.

The deputy town clerk said he would try and get someone from DC to attend the next meeting.

### **Replacement of section of seafront railings**

Cllr D. Sarson asked if was normal procedure for DC to request a fee to consider if the like-for-like replacement constituted permitted development.

The deputy town clerk said the fee was £120 and DC was treating it as pre-application advice. He said it would be necessary to do this as confirmation was needed that DC was willing to accept the clear view of this council and its advisor that it constituted permitted development. Without this confirmation, there were likely to be issues with DC further along the line.

### **21/10/TMH Garage 8 at Monmouth Beach**

As the rental income was fairly low and there was a long delay on the harbourmaster's store being returned to the council by DC, members agreed the garage should not be rented out and instead used for storage for the external works' team.

Cllr M. Ellis said if the garage was no longer needed when the harbourmaster's store was returned, it could always be rented out at that point.

Cllr G. Stammers asked if it was likely someone on the waiting list would have seen a garage had become vacant and would be expecting to be able to rent it.

The deputy town clerk said it was doubtful as the list was dated and some people had been on it for 15 years. He said if a garage became available, the office would need to check with those on the list if they still wanted one.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to confirm that garage 8 at Monmouth Beach be not relet but, instead, be retained for use by the council as secure and undercover storage.

## 21/11/TMH Art for the Cinema Wall in the Gardens

Cllr C. Reynolds said Scott Cinemas fully backed the project but permission was required from the council for A Level students from Woodroffe to stand on its land to do the artwork. She showed sketches of the proposed artwork, which would be painted directly onto the wall in the shape of a wave. She said some local companies had agreed to supply some materials and it would be a nice gesture if the council could also provide funding.

Cllr B. Larcombe felt it would be easier for the students to paint on the boards at the school and then attach them to the existing hoarding instead of standing in the gardens, and it would also make it easier to remove a single panel if it was defaced.

However, several members felt it would be better for the students to paint in-situ as it would allow the public to see them working and the project developing.

Cllr K. Ellis asked if members could see all the designs as not all were available to see at the meeting.

Proposed by Cllr M. Ellis and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to allow access across the council's land in the gardens for establishing artwork on the cinema's temporary boarding wall at the entrance to the gardens.

## 21/12/TMH Roof Balustrading

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

## 21/13/TMH Complaints, Incidents and Compliments

Cllr B. Bawden asked if there was anything that could be done about the remains of barbeques on the beach, as the majority of wildfires were caused by disposable barbeques.

It was noted there were areas within national parks where disposable barbeques had been outlawed and that this might become more widespread in future.

Members acknowledged open fires were also a problem on Monmouth Beach and as the majority of these incidents took place at night, enforcement officers were not on duty to be able to deal with them.

Cllr K. Ellis suggested the barbeque bins could be moved closer to the beach and made more visible as they were currently black and perhaps unnoticeable.

## 21/14/TMH Exempt Business

### a) Roof Balustrading

The deputy town clerk updated members on the reasons Mr N. Ball had not yet received a substantive response to his FOI response, although he had received an acknowledgement and further emails to clarify his request. He said he was taking legal advice about what information the council was required to release as it was held by third parties involved in the project and may prejudice a future position.

Members welcomed the suggestion to obtain advice from an independent expert about the suitability of the current design and materials specification of the roof balustrading.

Cllr D. Sarson said he hoped the expert would be made aware it was an area of high footfall with people walking below and suggested the Glass and Glazing Federation would be able to suggest a suitable person. He asked if the council was offered an alternative to the current materials and whether the architect was aware that on a previous project on the shelters, laminated and toughened glass was used.

The deputy town clerk said the council was not offered an alternative specification of glass and it only became an issue after installation, although there was a discussion about an alternative form of balustrading. He said on the previous project on the shelters, a different architect was involved but it was the same sub-contractor who dealt with the balustrade and glazing, and they were acknowledged experts in this field.

Cllr D. Sarson asked why the same glass was not used in that case as it was in a more dangerous environment.

The deputy town clerk said it was unknown to what extent the council's budget drove the specification, although it was normal for companies to mould a specification around the maximum budget. He said the question was whether the risks associated with the type of glass used were reasonable or not; if not, what steps could be taken to mitigate those risks.

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

- agree to obtain the detailed advice of a completely independent 'expert' about the suitability of the current design and materials specification of the roof balustrading above SWiM, the antiques and craft centre, the amusement arcade and the public toilets on the Marine Parade taking into account the location and the known and likely use of the roof space at the time the design and specification was prepared
- agree that approval of the brief and procurement process for this work be delegated to the town clerk in consultation with the deputy town clerk, the chairman and vice-chairman of this committee and the mayor and deputy mayor
- agree the work be procured as soon as possible, funded from the existing 'professional fees' budget and approved retrospectively by Full Council on 28 July 2021.

*The meeting closed at 8.31pm.*

**Committee:** Full Council

**Date:** 28 July 2021

**Title:** Calendar of Meetings

**Purpose**

To allow members to approve the calendar of meetings for the remainder of the 2021-22 council year

**Recommendation**

Members approve the calendar of meetings for the remainder of the 2021-22 council year.

**Background**

1. Standing order 5.j.xxi requires the council to 'determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council'.
2. At the Full Council meeting on 22 April 2021, members considered a report on the establishment of a committee to consider environmental issues. It was agreed an Environment Committee would be established but further review of the committee structure was required.
3. It was therefore resolved 'to schedule one seven-week cycle at the beginning of the 2021-22 council year, to include the Environment Committee, to allow time to discuss the committee structure'.
4. At the Full Council meeting on 25 May 2021, members approved a calendar of meetings for the first cycle in the 2021-22 council year, taking us up to the Planning Committee meeting on 3 August 2021.
5. At the extraordinary Full Council meeting on 23 June 2021, members considered a report on the committee structure. It was resolved 'to further discuss the committee structure at the end of 2021, with a meeting included in the calendar for that specific purpose, with a view to any changes being implemented in the 2022-23 council year'.

**Report**

4. The proposed calendar of meetings for the remainder of the council year is attached, **appendix 19A**.
5. An extraordinary Full Council meeting is scheduled for 8 December 2021 to specifically discuss the committee structure.
6. The meeting of electors, which usually takes place on a Friday evening in April, has not yet been scheduled. The group of members delegated to formulate a community engagement strategy discussed this meeting and felt it would be made more accessible and appealing to residents if it was not on a Friday evening. There was also discussion about serving a glass of

wine and inviting a guest speaker about something of local interest. If or when any changes are agreed, a date can be set.

Adrienne Mullins  
Support services manager  
July 2021

**Lyme Regis Town Council**  
**Calendar of Meetings 2021/22**

All meetings are to be held in the Guildhall, Bridge Street, Lyme Regis, at 7pm unless otherwise stated

Tuesday 7 September 2021	Planning Committee
Wednesday 8 September 2021	Full Council
Wednesday 15 September 2021	Human Resources
Wednesday 22 September 2021	Town Management and Highways Committee
Wednesday 29 September 2021	Tourism, Community and Publicity Committee
Tuesday 5 October 2021	Planning Committee
Wednesday 6 October 2021	Environment Committee
Wednesday 13 October 2021	Strategy and Finance Committee
Wednesday 27 October 2021	<b>Full Council</b>
Tuesday 2 November 2021	Planning Committee
Wednesday 3 November 2021	Human Resources Committee
Wednesday 10 November 2021	Town Management and Highways Committee
Wednesday 17 November 2021	Tourism, Community and Publicity Committee
Wednesday 24 November 2021	Environment Committee
Tuesday 30 November 2021	Planning Committee
Wednesday 1 December 2021	Strategy and Finance Committee
Wednesday 8 December 2021	<b>Extraordinary Full Council</b>
Wednesday 22 December 2021	<b>Full Council</b>
Wednesday 5 January 2022	Human Resources Committee
Tuesday 11 January 2022	Planning Committee
Wednesday 12 January 2022	Town Management and Highways Committee
Wednesday 19 January 2022	Tourism, Community and Publicity Committee
Wednesday 26 February 2022	Environment Committee
Wednesday 2 February 2022	Strategy and Finance Committee
Tuesday 8 February 2022	Planning Committee
Wednesday 16 February 2022	<b>Full Council</b>
Wednesday 23 February 2022	Human Resources Committee
Wednesday 2 March 2022	Town Management and Highways Committee
Tuesday 8 March 2022	Planning Committee
Wednesday 9 March 2022	Tourism, Community and Publicity Committee
Wednesday 16 March 2022	Environment Committee
Wednesday 23 March 2022	Strategy and Finance Committee

Wednesday 30 March 2022	<b>Extraordinary Full Council (grants)</b>
Tuesday 5 April 2022	Planning Committee
Wednesday 6 April 2022	<b>Full Council</b>
Wednesday 13 April 2022	Human Resources Committee
Wednesday 20 April 2022	Town Management and Highways Committee
Tuesday 3 May 2022	Planning Committee
Wednesday 27 April 2022	Tourism, Community and Publicity Committee
Wednesday 4 May 2022	Environment Committee
Wednesday 11 May 2022	Strategy and Finance Committee
Wednesday 18 May 2022	<b>Full Council</b>
Wednesday 25 May 2022	<b>Full Council (mayor-making ceremony)</b>
Tuesday 31 May 2022	Planning Committee
Wednesday 1 June 2022	<b>Full Council (adjourned annual meeting)</b>

DRAFT

**Committee:** Full Council

**Date:** 28 July 2021

**Title:** Appointments to External Bodies 2021-22

**Purpose of Report**

To allow members to make additional nominations to external bodies

**Recommendation**

Nominate members to LymeForward, Lyme Regis Fossil Festival and the Coastal Communities Team

**Background**

1. Nominations to external bodies were made at the annual meeting of the council on 26 May 2021.

**Report**

2. Cllr T. Webb was appointed to LymeForward, Lyme Regis Fossil Festival and the Coastal Communities Team.
3. Since the meeting, Cllr T. Webb has stood down from the three groups due to work commitments.
4. Both LymeForward and the Coastal Communities Team have two councillor representatives so members may wish to consider if another appointment is necessary.

Adrienne Mullins  
Support services manager  
July 2021

**Committee:** Full Council

**Date:** 28 July 2021

**Title:** Member Allowances' Survey

**Purpose of Report**

To provide members with background information on allowances and to allow members to consider and approve a survey response to Dorset Council

**Recommendation**

Members complete the members' allowance survey

**Background**

**Policy Context**

1. Members' allowances are normally considered by the Human Resources Committee. The next meeting of the Human Resources Committee is scheduled to take place on 15 September 2021 and any recommendations from that committee cannot be approved by resolution of the Full Council until the Full Council on 27 October 2021.
2. This matter has been discussed with the mayor and chairman of the Human Resources Committee who are both happy for this matter to be considered by this meeting of the Full Council.
3. The Human Resources Committee considered the issue of members' allowances on 5 October 2016, 9 November 2016, 7 June 2017 and 3 January 2020. It was also discussed during the 2017-18 budget-setting process.
4. The issue for this council is the formula used by Dorset Council and its predecessor, West Dorset District Council (WDDC) to calculate the level of members' allowances. In both instances, the formula was based on electorate not budget.
5. WDDC's formula calculated Lyme Regis members' allowance at 10% of a WDDC's members' allowance, i.e., £489 per annum.
6. For comparative purposes, a town councillor in Dorchester received an allowance of 20% of a WDDC's members' allowance, even though both councils had a similar sized budget.
7. The allowance paid to Lyme Regis' mayor, i.e., its chairman, is budgeted at £4,700.

## Dorset Parish Independent Remuneration Panel

8. In late-2019, Dorset Parish Independent Remuneration Panel<sup>1</sup> recommended Lyme Regis members' maximum basic allowance should be set at £489 per annum; a reduction of £99 (20%) per annum. The remuneration panel's formula is informed by the size of a town or parish's electorate; in turn, this determines the allowance which is set at a percentage of the £13,000 per annum allowance a Dorset Council member receives. Lyme Regis Town Council members' allowance is assessed at 3% of a Dorset Council members' annual allowance.
9. The remuneration panel's rationale for reducing Lyme Regis Town Council members' allowance wasn't consistent with the accompanying report; paragraph 6 of the report stated the panel was advised, 'that the level of responsibilities and workloads of parish and town councillors have not changed significantly since they were last reviewed<sup>2</sup>.' So, why did the panel recommend a reduction in the allowance for Lyme Regis Town Councillors?
10. Other significant recommendations in the report were:
  - In paragraph 10, it recommended, 'that if a council pays an enhanced basic allowance to its chairman, then such chairman's basic allowance shall not exceed twice that basic allowance payable to other members.'
  - In paragraph 16 it recommended, 'that where any council adopts a scheme of allowances, the commencement of such a scheme should be backdated to the commencement of the current municipal year.'
  - Paragraph 7 recommended, 'that a further review is undertaken in 12 months' time.' Hence, the survey issued by Dorset Council to help inform the decision of the Independent Remuneration Panel.

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### <sup>1</sup> Status of the Recommendations of the Dorset Parish Independent Remuneration Panel

The panel is appointed under Regulation 27 of The Local Authorities (Members' Allowances) (England) Regulations 2003. Its remit is to review and recommend allowances for town and parish councils who administer or seek to introduce a scheme of members' allowances.

Regulation 29 requires the panel to express any recommendation for a basic allowance for town and parish councils as a monetary sum and as a percentage of the Dorset Council's basic allowance.

Regulation 25 of The Local Authorities (Members' Allowances) (England) Regulations 2003 highlights the discretionary nature of these allowances. Subsection 2 states that a Council 'must have regard' to the recommendations of the Remuneration Committee. Whilst a council would not be obliged to pay allowances, they may therefore pay less than the amount suggested by the committee.

A view is that the discretionary nature of Regulation 25 could allow a council to set members' allowances above the recommendation of a Remuneration Panel, but this would have to be made public.

Advice received from the National Association of Local Councils is that, 'as soon as reasonably practical after setting the levels at which the allowance is paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, a notice containing the following information:

- Any recommendation in respect of parish basic allowance made by the parish remuneration panel
- The level or levels at which the authority has decided to pay basic allowance and to which members it is to be paid
- A statement that in reaching the decision, regard was had to the recommendation of the parish remuneration panel.

<sup>2</sup> West Dorset District Council (WDDC) Parish Remuneration Scheme's last recommendations were made in June 2011.

11. On 8 January 2020, the Human Resources Committee considered the recommendations from Dorset Parishes Independent Remuneration Panel and members agreed to recommend to Full Council:

‘to keep the members’ allowance at the current level, pending a further review by Dorset Council’s Remuneration Panel in late-2020.’

12. This recommendation was approved by resolution of the Full Council on 19 February 2020.

## Report

13. Dorset Council is currently gathering information ahead of an Independent Remuneration Panel meeting and has circulated a survey, **appendix 21A**; the survey needs to be completed by 30 September 2021.
14. On behalf of the council, the town clerk has completed sections 1-8 of the survey.
15. Section 9 of the survey needs to be completed at the meeting.
16. The town clerk is proposing the following comments for section 10 of the survey.

‘The biggest issue for LRTC members is the historic practice of basing members’ allowances on electorate size; this is something the town council has written to Dorset Council and its predecessor, West Dorset District Council, about previously.

Lyme Regis Town Council believes Dorset Council Independent Remuneration Panel should consider budget, and range and complexity of functions, alongside electorate, and that these should be given equal weighting.

Although Lyme Regis’ electorate is comparatively small, we are a large budget town council, c£1.7M. As well as the usual town council functions, we manage car parks, enforcement, toilets, commercial premises, and a chalet and caravan park. We are also responsible for a significant number of major events in the town each year. The commercial nature of our business is reflected by the ratio of commercial income to precept, £1,568,000 (92%): £132,000 (8%).

The size and diverse nature of our business requires a comprehensive committee structure and presents members with complex problems and sensitive decisions.’

John Wright  
Town clerk  
July 2021

**Committee:** Full Council

**Date:** 28 July 2021

**Title:** Budget Performance, 1 April-30 June 2021

**Purpose of Report**

To inform members of performance against budget from 1 April-30 June 2021

**Recommendation**

Members consider the report and instruct the town clerk on any measures they wish to introduce

**Report**

1. The budget from 1 April to 30 June 2021 is detailed below.
2. The council's cash position at the end of March 2021 was c.£881k. The council's finances are such that we have more income at the beginning of the financial year than at the end, but the expenditure is more evenly spread throughout the year.
3. It should be noted that within the column 'Actual vs Budget', the black figures are over budget; good news in the income and bad news in the expenditure.

	Total	Budget to Date	Actual vs Budget	Variance %	Annual Budget
<b>Income</b>					
Precept	66,389.50	66389.00	0.50	0%	132778
Car parks	319,415.82	236791.00	82,624.82	35%	788671
Chalets/Beach huts/Caravans	197,175.51	135945.00	61,230.51	45%	345211
Concessions	8,228.58	10083.00	-1,854.42	(18%)	10083
Alfresco Seating	6,900.00	21200.00	-14,300.00	(67%)	21200
Commercial rents	99,487.57	60925.50	38,562.07	63%	243702
Marketing	5,583.34	13600.00	-8,016.66	(59%)	13600
Amenity area	42,549.09	27891.00	14,658.09	53%	103300
Cemetery	2,325.00	1675.00	650.00	39%	6700
Licenses	4,762.50	2510.00	2,252.50	90%	10040
Other	32,374.16	4387.50	27,986.66	638%	17550
Asset Sales	208.33	0.00	208.33	0%	0
Investments	23.44	150.00	-126.56	(84%)	600
	<b>785,422.84</b>	<b>581547.00</b>	<b>203875.84</b>	<b>12%</b>	<b>1,693,435.00</b>
<b>Expenditure</b>					
Office administration	41,439.91	33713.55	7,726.36	23%	74919
Rent	15,835.35	7060.25	8,775.10	124%	28241
Licenses	0.00	625.00	-625.00	(100%)	2500
Democratic representation	664.30	4200.00	-3,535.70	(84%)	16800
Outside works	53,448.07	36545.50	16,902.57	46%	146182
Projects	7,851.90	0.00	7,851.90	0%	
Grants/SLA	14,252.22	22284.50	-8,032.28	(36%)	89138
Utilities	102,577.81	111078.00	-8,500.19	(8%)	145200
Staffing	188,219.71	185055.75	3,163.96	2%	740223
Marketing	26,262.89	6211.25	20,051.64	323%	24845
Other	35.96	0.00	35.96	0%	0
Loan charges inc interest	9,375.00	9375.00	0.00	0%	37500
	<b>459,963.12</b>	<b>416148.80</b>	<b>43814.32</b>	<b>3%</b>	<b>1,305,548.00</b>
<b>Net Profit/(Loss):</b>	<b>325,459.72</b>	<b>165398.20</b>	<b>160,061.52</b>		

## Analysis

4. The main differences in income are:

- a. Car park income is up by c.£82k. This is broken down into three sections:
  - i. Actual fees, £271k – c.£72 over budget
  - ii. Fines – actual to-date is £8k – c.£5k over budget
  - iii. Permits – actual to-date is £36k – c.£4k over budget and this is unlikely to change too much.

Assuming we have a good summer, there is a maximum we can receive, which is difficult to quantify. Therefore, it should not be assumed the increase against budget will be sustained. We have assumed 73% of our parking is received in the first six months of the year.

- b. Chalet park and beach huts' income was up by £61k. This is largely due to the beach hut booking day in October last year, generating £51k. As these were booked for this year, the income is classed as 2021 income, but payment was received last year. There is also £18k of transfer fees.

- c. The same is true of other income, as this incorporates weddings (£4k) and shelters (£5k), actually paid last year. Within this figure is also a grant received of £8k. This figure also includes £5k for beach patrol from Dorset Council, which offsets the over budget of staffing expenditure.
  - d. Planning has begun for the additional beach huts on Marine Parade, which could generate a net profit of c.£50k per beach hut. If this is the case, this should increase our year-end cash position to a projected c.£1.379 million.
5. Some tenants are charged annually for their rent, while others are charged quarterly.
6. Alfresco seating is down due to the £100 limit imposed by central government.
7. The main differences in expenditure are:
  - a. Rent – we have been charged in this year for two years' rent for the park and ride field, £6k last year and £5k for this financial year
  - b. Office admin is higher than expected, as we have incurred £9k of legal fees across 11 invoices – Covid loss adjuster, Power Boat Club, Langmoor Gardens survey, and general from January 2020 to March 2021, all over £1k
  - c. Outside works is over budget, as members agreed to extra cleaning of the toilets during the summer period currently at £12k, which was unbudgeted
  - d. It should also be noted that marketing is over budget; members agreed to a microsite with Dorset Council, with a one-off cost of c.£14k and an annual cost of c.£5k.
8. With the end-of-year cash position expected to be higher than the range c.£1.179 to c.£1.379 million reported to the Strategy and Finance Committee on 14 July 2021 and the current cash position already well in excess of the agreed 50% of turnover, we are now in a position to look at our objectives, and release some funds. Some work has already taken place to the offices with more planned, whilst work will also begin in the autumn to the seafront railings.

Mark Russell  
Finance manager  
July 2021

**Committee:** Full Council

**Date:** 28 July 2021

**Title:** Lyme Regis Football Club, Final Stage of Projects' Programme

### **Purpose of Report**

To allow members to consider the last stage of Lyme Regis Football Club's projects' programme and to approve an extension of the completion date to 31 December 2021

### **Recommendation**

Members note the last stage of Lyme Regis Football Club's projects' programme and approve an extension of the completion date to 31 December 2021

### **Background**

1. Following consideration by this committee on 29 June 2016, on 13 July 2016 the Full Council approved the grant agreement for Lyme Regis Football Club.
2. The purpose of the grant is to allow the football club to:
  - extend the football pitch and construct a covered area for spectators
  - extend the clubhouse to accommodate a kitchen
  - tarmac the car park and replace the roadside perimeter fencing
3. The grant allocation is up to £25,000 per annum in 2016-17, 2017-18, 2018-19 and 2019-20; a total of up to £100,000. With the town council's consent, funding not committed in any one year can be transferred to the following year.
4. For each project, Lyme Regis Football Club must have in place a budget of £12,000 which will be used for the first payment: this represents the football club's commitment to allocate £36,000 to the three projects.
5. The grant agreement requires the town clerk and the councillor representative on Lyme Regis Football Club's Development Sub-Committee, to 'meet with one or more of the football club's sub-committee members to be appraised of design, procurement and works' progress against each project and the overall budget' and to report any material issues arising out of these discussions to this committee. The councillor representative for 2021-22 is Cllr R. Doney.
6. The first project, the kitchen extension, was completed in the financial year 2017-18. The total cost of the project was £62,500; the council contributed £50,500 to this project and the football club contributed £12,000.
7. Following a request from the football club and consideration by the Strategy and Finance Committee, on 11 July 2018 the Full Council resolved:

'to approve the request from the football club to build a grandstand, only, in 2018 and to replace the 2019 project to tarmac the car park and replace the roadside perimeter fencing with a project to improve drainage to the ground and to widen the pitch, and to approve transferring £15,000 of Lyme Regis Football Club's grant allocation to 2019-20, increasing the 2019-20 grant allocation to £40,000.'

8. Following a request from the football club and consideration by the Strategy and Finance Committee, on 20 March 2019 the Full Council resolved:

'to approve the request from the football club to defer the build of its grandstand from 2018 to 2019; to approve the football club's proposal not to widen the football pitch and undertake drainage works, only, in 2020; and to approve the extension of the grant period from 31 March 2020 to 31 August 2020 to allow drainage works to the football pitch to be completed and that any remaining grant allocation following the erection of the grandstand is allocated to this project.'

9. On 29 July 2019, Cllr R. Doney and the town clerk met with Mark Bailey and Philip Evans MBE, president and life member of Lyme Regis Football Club. At the meeting the football club said the cost of the drainage works had been estimated at £100,000 and wasn't affordable.

10. Consequently, the football club wanted to reduce the drainage works' specification and spend the remainder of the council's grant allocation on replacing the perimeter fence and tarmacking the car park.

11. On 4 September 2019, the Full Council considered this request and resolved to approve:

'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.

## **Report**

12. Because of Covid-19, the football club were unable to complete works by 31 March 2021; the outstanding work is the car park tarmacking, at an estimated cost of £25,000.

13. In accordance with the terms of the grant agreement, the football club's contribution to these works is £12,000. The club's president and lifelong member, Philip Evans MBE has confirmed the club has raised this amount and is seeking confirmation of a town council contribution of £13,000.

14. Philip Evans MBE has confirmed the works will be procured in accordance with the requirements of the grant agreement, i.e., the works are specified, procured and supervised by a qualified architect or other consultant; works have been competitively tendered; the football club is responsible for a £12,000 contribution to each project and the first payment must be from the football club's contribution and; the council's member representative and town clerk should be at the tender opening.

15. The football club are keen to complete the tarmacking of the car park before the start of next season and require town council confirmation of funding as soon as possible.

16. A site meeting, which will be attended by representatives of the football club, Cllr R. Doney and the town clerk, will be arranged shortly to review compliance with these arrangements and the overall project spend.
17. Out of the £100,000 grant allocated to Lyme Regis Football Club, there is £14,422 remaining.
18. Finally, the timescale within which all works had to be completed was 31 March 2021. In accordance with the grant agreement, 'with the town council's consent, funding not committed in any one year can be transferred to the following year.'
19. Members are asked to extend the timescale for completing the tarmacing works to 31 December 2021.

John Wright  
Town clerk  
July 2021

**Committee:** Full Council

**Date:** 28 July 2021

**Title:** Trial of Food Waste to Living Soil Project

**Purpose of report**

To allow members to consider a trial of a Seafront Food Waste to Living Soil scheme on the seafront

**Recommendation**

Members approve a trial of a Seafront Food Waste to Living Soil scheme on the seafront

**Background**

1. Cllrs Rob Smith and Belinda Bawden met Emma Greenwood-George of Dorset Biosolutions and Richard Higgins of Good Gardeners International on 8 June 2021 when they introduced the idea of a year's trial here for a Food Waste to Living Soil project.

**Report**

2. Full Council is asked to approve officers to consider a trial of a Seafront Food Waste to Living Soil scheme on the seafront, involving collecting food waste, including biodegradable containers and coffee cups, then emptying the bin daily and depositing in special composting bins in Langmoor Gardens (behind the Bay Hotel?). The waste will then be converted into rich soil conditioner in 90 days.
3. Waste management forms 11% of the territorial greenhouse gas emissions (gges) in Lyme Regis at 1,663 tonnes CO<sup>2</sup> or 0.92 per household. This figure does not represent the visitor impact so any project which tries to tackle the problem of food and takeaway waste in a way which converts it into a useful, sustainable and economically valuable product should form part of our resilience response in any future planning.
4. The soil creation process has been developed by Richard Higgins and his charity Good Gardeners International. GroLav Global has been set up as part of Dorset Biosolutions, a Lyme Regis-based local business, to create the commercial wing for the operations to get Richard's invention and product to market at the scale the world needs.
5. Sponsorship for the cost of the bins and running the project will be sought from local food businesses. Dorset Biosolutions has started the ball rolling by donating £500 to the Lyme Regis Seafront Food Waste to Living Soil project.
6. Research and monitoring support from local universities is also being sought.
7. The request is for the town council to agree to site the GroLav Global bins on the seafront and in the gardens, subject to discussion with the operations team. The one-year trial would involve the contents of the seafront bin to be transported to the composting bin. GroLav Global will be

carrying out the sorting and adding the various materials (activated biochar/wood ash) to the hot boxes on a daily basis seven days a week.

8. As this is partly a pilot trial (not of the product but of the local food waste processing aspect) as well as a public engagement and learning zone and GroLav Global and Dorset Biosolutions are scientific engineers, they want to keep a close eye on the process and take daily measurements and photographs to document the progress. GroLav Global will make sure their zone is clean and tidy and a credit to Lyme Regis Town Council and the residents.
9. GroLav Global will be operators of the system in the gardens, they will be employing two locals to cover the seven day a week rota but request that the LRTC operations team transport the waste safely up the gradient to the boxes up in Langmoor Gardens in the electric vehicle.
10. The proposal is to fill one bin per day down on the seafront (of segregated food and cardboard chip packaging, wooden forks, napkins etc), with very clear signage to say what the trial aims to do. The waste collected from the seafront can include all kinds of food waste, organic or otherwise. All other packaging, utensils etc., of organic origin can be included in the collection along with coffee cups, but not the hard plastic lids which will go into a hard plastics bin.
11. These organic wastes can be accompanied by all the shop front sweepings from the store holders too (ensuring all plastics, metal and glass are kept separate) as this would make a useful addition to the micro organisms needed.
12. The waste from the food shops in the collection bins can also be supplemented by the regular weeding waste, plant waste, diseased plant waste etc., from any of the local council gardens in the area. This could save carbon in the form of transport to landfill or bio-digester sites.
13. GroLav expects to employ many people in this model of operation and expects partners to inform the process to find what works for everyone to make a successful project. They find operations making compost by people who have a vested interest do it well to the best of their skills and training more successful than using unwilling or third-party staff not engaged or interested in the process.
14. Information signage at the two points (waste collection down on the front) and the waste processing site (twin HH-2 hot boxes in Langmoor Gardens) will be needed to explain the aims of the project to the public and the participating businesses. A weather-proof cover is needed for the protection of the operating staff from the rain and sun while they are working.
15. HH-2 Hot Boxes are waterproof and wind proof, vermin and vandal proof, as they are lockable. The weather cover will also stop direct rain and sun and wind falling on the boxes so the temperature profile inside is kept steady for the biology to work and create the best conditions for a thriving mycelium community to establish.
16. The boxes work by harnessing the thermal heat of composting (up to pasteurisation 70°C = pathogen kill). With every delivery of waste to the container (once a day) the operator will mix in activated biochar and soil spacers like vermiculite. This is done until the box is full, then that is left to do its magic, as the boxes cool from the first thermophilic (hot) stage, then a sequence of three type of mycelium come along and break down the organic waste into its component parts making a potent top dressing soil conditioning fertiliser.

17. The mycelium in the HH4 compost created by the process regenerates exhausted soil by taking down the activated carbon to the roots of the plants where they need it most.
18. The activated carbon used is from CO2 sequestration projects Dorset Biosolutions carry out in other parts of the UK which will soon to be in Dorset too, so the carbon savings provided by their projects are over and above just the waste processing aspect.
19. All of the end results of Dorset Biosolutions operations are living soil for land remediation, water and nutrient retention and carbon drawdown.
20. Services are being offered to the Lyme Regis Town Council first. Dorset Biosolutions is serving Dorset, East Devon and Somerset as a priority to help reduce local carbon emissions so we can all get to net zero by 2030 as planned. Their projects include:
  - on-site waste management nutrient recycling
  - zero water maritime, canals and rivers toilet system
  - zero water campervan and camping toilet system
  - sewage sludge and AD digestate end stage micro plastics and pathogen remediation
  - large scale municipal organic waste contracting services
21. Grolav and Dorset Biosolutions would love to start the Seafront Food Waste to Living Soil project in Lyme Regis. We could then be known for proving the improbable and taking matters into our own hands to identify and solve local problems, turning them into a bonus for the town of soil conditioner and extra nutrients for growing plants and flowers. Keen gardeners can purchase the soil when it is ready, which could generate an income for local environmental or social groups. There are many benefits which could be modelled to find the 'sweet spot' that works for everyone.
22. Council support is requested for the operations manager and team to discuss the logistics of the Food Waste to Living Soil scheme with Dorset Biosolutions. Cllr Bawden will liaise with the project managers and local businesses to seek sponsorship for the project as well as seeking university research support.

Cllr Belinda Bawden  
July 2021

**Committee:** Full Council

**Date:** 28 July 2021

**Title:** Parking at The Undercliff, Cobb Road

**Purpose of Report**

To inform members about a letter received from a local business owner about the potential loss of parking at The Undercliff, Cobb Road, Lyme Regis and to consider whether there are any steps which this council should take, either now or in the future, in the event of that parking being 'lost'

**Recommendation**

Members consider the letter received from the local business owner and consider what action, if any, the council should take

**Background**

1. The Undercliff is a large listed dwelling towards the bottom of Cobb Road. It is currently divided into private residential and letting accommodation and incorporates about 40 car parking spaces within its grounds.
2. For many decades, a large part of that car parking has been let to local residents and businesses and is especially 'valuable' in this location, given the lack of other on and off-street parking.
3. The whole of The Undercliff has been 'for sale' for some months and this has led to concerns that the parking may be 'lost' to those who currently use it.
4. The agents marketing the property have confirmed that it is not currently 'under offer' and they are unable to comment on the future intentions of any purchaser with regard to the parking; although they do point out that it generates a very significant income for the owners, which they would expect to be an attractive feature to any purchaser.

**Report**

5. The council has received a letter from a local business owner expressing concern about the potential loss of the parking at The Undercliff and asking that the town council considers some alternative provision for current users; possibly at Monmouth Beach/Cabanya.
6. The letter, which is attached as **appendix 25A**, suggests that a number of dedicated spaces be created and charged on a fully commercial basis.
7. The council has not previously agreed to the creation of dedicated spaces within its public car parks, so such a move would represent a significant departure from current practice. In addition, car parking in this area is already very heavily used, especially during the summer months. On

average, each public parking space currently generates about £2k p.a. of income on a non-dedicated basis.

8. Whilst it would be relatively easy to provide parking during the winter, early-spring and late-autumn periods without impacting the space available for other users (it might be that the 'bowls club' parking area would be suitable during those periods), doing so during the most busy 4-5 months would undoubtedly have an impact on the space available for visitors to the town and other users.
9. It is possible that 12-15 spaces let on a fully commercial basis, whether dedicated or not, would generate a viable business case for creating additional spaces at Monmouth Beach, perhaps by extending the car park towards the chalet park. However, the work involved in just exploring that, or other options, further is considerable and does feel premature given there is no certainty the current parking at The Undercliff will be 'lost'.
10. Members are asked to how best to respond to the request at this stage.

Mark Green  
Deputy town clerk  
July 2021

Cllr. Brian Larcombe  
Lyme Regis

The Mayor

Tuesday 6<sup>th</sup> April 2020

Dear Brian

**Topic: closure of the Undercliff carpark at the bottom of Cobb Road**

I hope this letter finds you and your family well.

I think it must be about eighteen months since we last spoke about SWIM and the consequences of the late night license from Dorset Council. We hope you have been able to make some progress on this but I am sure it will not have been easy.

**Closure of the car park**

I am contacting you now because I have learnt that Undercliff and it's car park, just before the bottom of Cobb Road, is to be sold as a private house and garden this year – and so the existing car park will be closed. Our lease ends in March 2022.

The Undercliff car park provides forty spaces, and local residents and businesses have leased these spaces for the last sixty years.( since yellow lines were introduced) As is well known, parking spaces are limited in and around the Cobb. After the Undercliff car park closes, it will no longer be possible for these local residents and businesses to find alternative viable parking space, especially during the summer.

I have made enquiries about alternative parking, and there does not appear to be an existing solution that could provide spaces for the residents and business currently using the Undercliff car park.

There are other car parks within the town, but these would not be practical for those living and working down by the Cobb. For example, the Woodmead Halls car park is excellent for people within the town centre but is over half an hour walk, uphill away from the Cobb and would certainly not be practical for a business. The Dorset Council Holmbush car park at the top of Cobb Road would be very difficult for any practical reason for a business and almost impossible for elderly people to walk up and down through the normal course of a day or a family with young children to access a car, because of the gradient.

**Possible solution**

As you know, we have the extensive Cababnya Chalet Car Park by the Monmouth Beach Car Park at the Cobb (alongside the Bowling Green Car Park).

A possible solution could be the creation of a limited number of permanent leased parking spaces in the Cababnya Chalet Car Park for local residents and businesses. Perhaps a flexible number with say 12 spaces initially which could be increased according to the need. Each space would require a post, to protect the use by the lessee, and could be sited along side the Bowling Green car park boundary.

**Increased parking revenue for Council**

These limited spaces could be leased at a premium rate on a yearly lease. The premium rate would exceed the normal charge of £8 per day in the summer, with an additional amount for the six winter months which are usually exempt of charges for residents, to say between £1500 and £2000 per annum. According to the requirement of the Council in comparison to the expected revenue over twelve months of a parking space.

The cost to the Council for providing the space and post could be invoiced as part of the leasing conditions to the lessee. So this would not involve any extra cost to the Council in setting up.

This scheme would provide increased revenue to the Town Council, over and above that which would be achieved from a day parking rate, throughout the year, and at no extra cost to the Town Council for policing as each space would have a post. Rates would also be payable on each space to Dorset Council.

### **Other examples of this approach in Lyme**

I noticed there are permanent numbered places in Wilkins Car Park at the bottom of Broad Street, and wondered if this system which serves Broad Street could be set up at the Cobb for the historic properties there that rely on parking, but will no longer have the provision for it.

Setting up a similar system for the Cobb would help enable all business and residential use of the Cobb area to remain viable throughout the year and would help to bring a balance to the amenity of the area for the local people and business.

I did not know how best to raise this (future) issue in the town, and I wondered if this was something that you would consider and whether you would be able to suggest to the Town Council. I would very much emphasise that there would be no loss in revenue to the Council and an amount could be arrived at which would be an increase in revenue over twelve months, so I would hope that this would be an attractive solution for the Council.

As ever, thank you for your time and help in all this.

Kind regards and best wishes

Sarah Wilkinson, The Old Watch House