



**John Wright
Town Clerk**

Lyme Regis Town Council

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Notice is given of a meeting of the **Lyme Regis Town Council** to be held at the **Pine Hall, Lyme Regis Baptist Church, Sherborne Lane, Lyme Regis** on Wednesday 16 February 2022 commencing at 7pm when the following business is proposed to be transacted:

**John Wright
Town Clerk
10.02.22**

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 15 December 2021 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 15 December 2021

To inform members of matters arising from the minutes of the Full Council meeting on 15 December 2021 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

9. Update Report

There are no updates.

10. Planning Committee

To receive the minutes of the meetings held on **11 January and 7 February 2022** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

11. Environment Committee

To receive the minutes of the meeting held on **24 January 2022** and consider the recommendations therein.

12. Human Resources Committee

To receive the minutes of the meeting held on **9 February 2022** and consider the recommendations therein.

13. Strategy and Finance Committee

To receive the minutes of the meeting held on **2 February 2022** and consider the recommendations therein.

14. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **19 January 2022** and consider the recommendations therein.

15. Town Management and Highways Committee

To receive the minutes of the meeting held on **12 January 2022** and consider the recommendations therein.

16. Appointments to External Bodies

To allow members to make additional nominations to external bodies

17. LymeForward Grant Agreement

To inform members about grant agreement discussions with LymeForward

18. Renewal of the Council's Phone Contract

To obtain member support for the granting of a new five-year contract for the provision of telephony and associated services for the council.

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

19. Exempt Business

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

(a) Agenda item 18 – Renewal of the Council's Phone Contract

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 15 DECEMBER 2021

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr M. Ellis, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

The Rev. Chris Martin sent his apologies and the mayor, Cllr B. Larcombe read out the town prayer.

21/98/C Public Forum

G. Sutherland

G. Sutherland spoke in relation to agenda item 23, Use of the Jubilee Pavilion. He said he spoke at the last meeting in support of the gig club proposal to have a short tenancy at the Jubilee Pavilion and he was as willing and capable as he was last time, except he was going one step further and was prepared to take on the capital risk himself. He said he really believed he could create an indoor rowing centre in Lyme Regis; it was something he had done successfully elsewhere and he would like the opportunity to do it here. He said he wanted the opportunity to expand the involvement of the greater public.

P. Maggs (read out by an officer)

P. Maggs said she wanted to know whether the council and community generally were aware of the situation at local schools regarding the lack of effective Covid mitigations. She said the Department of Education (DofE) guidance entailed that children should attend school where they had someone with Covid in their household. She said at Woodroffe, masks were only worn in corridors and that was only enforced within the last couple of weeks. P. Maggs said her daughter attended year 7 and last term Covid swept through the school, with some classes having all but six children off, including numerous children in her daughter's class. She said the DofE guidance meant the school would not tell parents about cases in the class and Track and Trace were meant to be dealing with close contacts. However, she was not notified, despite her daughter's close friends coming down with it. She said she had asked whether the promised CO2 monitors had been supplied and installed in classrooms but the office was unaware and was yet to come back to her, let alone the fact that there seemed to be no intention to do anything about air quality if they could measure it. P. Maggs said these children did not live in a Buggy Malonesque bubble; they went home to their families, met up in Lyme after school, etc. With all the talk of the dangers of the unmitigated, devastatingly fast spread of Omicron, she said adults were told to work from home, get their boosters, ventilate, and wear masks in crowded indoor spaces, but none of this applied to children in schools. She said some children would have had a single vaccine which apparently offered little protection in the face of Omicron. P. Maggs

said her asthmatic daughter was 11 and had had no vaccine. She asked when children stopped being protected and said primary school children were wholly unvaccinated, often with siblings in secondaries. She said this was never going to end until the schools had effective mitigations in place. She said she had contacted the school, governors, public health and MPs but no-one seemed to care and they were all just following the guidance. She said wanted to know whether this was something the council was aware of and what its view was.

Cllr J. Broom asked why letters were being read out from the public without their address being supplied.

The support services manager said there was nothing in standing orders which required the public to give their address, it was just custom and practice to ask for an address when a member of public attended a meeting to speak. It was agreed anyone providing a written submission in future would be asked to provide an address.

The mayor, Cllr B. Larcombe said it wasn't for this council to intervene in matters at the Woodroffe School and he would suggest the individual continued to pursue the matter through Dorset Council (DC) as the local education authority as it had a health and safety responsibility.

Cllr M. Ellis asked why this matter had been raised at this meeting as the public forum should be restricted to issues which the council had an influence over.

The mayor, Cllr B. Larcombe agreed the formal responsibility lay with DC but it could be argued the town council had a means to influence.

C. Walker (read out by an officer)

C. Walker asked what dog owners could do to work with the town council to get restrictions changed. She asked what evidence had been submitted to Dorset Council with the town council's statement for a ban of dogs on front sandy beach. She said from business owners she had spoken to, it was now clear the Public Space Protection Order (PSPO) on sandy beach was impacting footfall. C. Walker asked why the council persisted with the PSPO when evidence pointed to it being detrimental to business, especially those along the seafront.

B. Glock

B. Glock asked why the Green Dog Walkers Scheme was not implemented. She asked what dog owners could do to work with the town council to get restrictions changed. She said as a swimmer and dog owner, she had no choice now but to walk her dog and swim at Charmouth beach; this was more dangerous as a swimmer as there were fewer people to spot her and meant she didn't have the opportunity to go for a coffee and have breakfast after her swim as she would in Lyme. B. Glock said she also had to drive to Charmouth rather than walk to Lyme sandy beach. She said she'd love a compromise, such as dogs off leads in the very quiet winter months of November to March and in April, May, June and September to have a timing restriction such as no dogs on the beach between 10am and 6pm, and off lead the rest of the time such as Charmouth had up until this year. She said there was no option in the consultation document for this and the options were extremely

restricted. B. Glock asked if the town council had consulted with business owners before requesting a full year ban of dogs on the only safe and accessible beach. She asked what the council was doing to attract dog owning visitors and how it could be inclusive towards dog owning families. She also asked what evidence was submitted to Dorset Council with the town council's statement for a ban of dogs on front sandy beach.

D. Conibere (read out by the chairman)

D. Conibere asked what the town council could do to be inclusive towards dog owning families to ensure they had a safe and accessible space for off lead exercise. She asked what was submitted to Dorset Council with the statement requesting a full year ban of dogs from the only safe and accessible front sandy beach. She asked if the town council consulted with local businesses about the impact losing the dog owning sector would have on their income before requesting the full year ban of dogs on the only safe and accessible front sandy beach. D. Conibere said the accessibility pathways had been removed from both Monmouth and shingle beach and asked what the council was doing to ensure accessibility to these two beaches for dog owners, for off lead exercise, who had mobility issues or were disabled.

Responding to the previous three submissions, the mayor, Cllr B. Larcombe said the council had an established position and policy on dogs on the beach and the council had made its reasons for needing to keep dogs under control on a lead very clear. He said the correspondence was continuing in the same pattern and the council couldn't add any more to the message it had already given.

The town clerk said the office was receiving a lot of these types of letters and it was clear there was a campaign to put pressure on the council. He said the PSPO was up for review again in a year and he said the council needed to be quite clear it had a policy position and it did not intend to review that position until the formal review.

The mayor, Cllr B. Larcombe said the response given at this meeting was the only one the council was now prepared to make and tailored responses would not be given to every letter received on the matter.

S. Davies (read out by an officer)

S. Davies said in response to Cllr B. Bawden's allegations stated at the open full town council meeting held on 27 October 2021, item 21/73/C, Questions from Councillors, she quoted verbatim: 'The chair of LymeForward has been blocked by Dorset Council as an unreasonable complainant and repeats allegations that the monitoring officer has deemed to be completely false and without any evidence whatsoever to support doing an investigation and not only is she allowed to keep repeating false allegations against me but other members in this council are doing exactly the same thing even though both complaints have been ruled completely lacking in evidence'. S. Davies said as chairman of LymeForward CIC and on behalf of the organisation, they had not received any correspondence from the monitoring officer at Dorset Council which supported Cllr Bawden's assumption that false allegations were made against her. She said the evidence submitted was insufficient, but not false. She said they now needed to see the evidence that supported Cllr Bawden's public statement and requested this was submitted to them by 23 December 2021. S. Davies said as the town council meeting was open to the public, they

were also requesting a copy of Cllr Larcombe's response by 23 December 2021, following his statement that he wouldn't respond to Cllr Bawden on the night but he would get back to her.

The mayor, Cllr B. Larcombe said very often the council would get back to the public on points raised at meetings so it was a generic statement said in response to points raised on that night. He said the matter S. Davies referred to in her correspondence was between the individuals concerned and it was not for the town council to intervene or respond on others' behalf. He added that the monitoring officer's role was not something for the town council to comment on and S. Davies had gone to the monitoring officer herself.

21/99/C Dorset Council Matters

Cllr D. Turner sent his apologies.

21/100/C Questions from Councillors

Cllr B. Bawden

Cllr B. Bawden asked if Cllr M. Ellis, as the council's representative on LymeForward, could ask LymeForward management to explain why Alan John Reynolds was appointed a director on 31 October and resigned on 1 November.

Cllr B. Bawden asked given that appointment was another example of the very close links between LymeForward and Community Support, was it appropriate that the three trustees who also happened to be town councillors, were allowed to vote on LymeForward's grant. She said surely the close involvement of Community Support in LymeForward's operations should exclude them on the grounds of pecuniary and non-pecuniary conflicts of interest.

Cllr B. Bawden asked if it was appropriate that any members of LymeForward asking legitimate questions of LymeForward management were routinely ignored, fobbed off and then banned as members. She asked if it was even legal for LymeForward to do this.

Cllr B. Bawden asked why, when there was nothing in standing orders to say questions from the public should be ignored at the whim of the committee chairman, were the questions sent in good faith and in the hope of genuine answers not answered by the chairman. She said she would like them to be answered within 10 days, including her own question to the town council.

Cllr M. Ellis felt she could not remain in the meeting following Cllr B. Bawden's questions.

Cllr M. Ellis left the meeting at 7.24pm.

The town clerk said there were clearly issues between some members and LymeForward and those issues needed to be resolved without drawing the council in. He said the council's relationship with LymeForward was purely about the grant, the rationale for that grant and performance against the grant agreement; the council should not be held to account for the whole operation of the organisation. He added that some of Cllr B. Bawden's questions were legitimate but some were not.

The town clerk said there was an inference to some correspondence that had been sent to the council to draw to members' attention. He said if the correspondence was likely to get the council into difficulty, it would become liable for repeating potentially libellous or slanderous comments and he would not allow the council to be exposed in that manner.

The mayor, Cllr B. Larcombe said the council's interest was in working with grant recipients in ensuring they were effective and the money was being spent in the way the council had agreed to in the grant agreement. He said the behaviours between LymeForward and its members were between them and the council had no direct influence in that respect. He added that the grant reviews were consistently applied with all grant recipients but in this respect, the grant agreement had yet to be signed.

Cllr B. Bawden said not responding to her question, raised under Questions from Councillors at the last meeting, was a council matter. She said her question and questions from members of the public to the Tourism, Community and Publicity Committee had also not been responded to.

The town clerk said the council was running the risk of having a significant number of its meetings bogged down with LymeForward issues and it needed to move on. He said if members had issues with other individuals, it wasn't necessarily the council's fight and he suggested members approached those members individually, rather than through the collective of the council. He added that council weight couldn't be added to individual issues.

Cllr B. Bawden said it was not about individuals, it was about the council. She said the council had ambitions to be more responsive to the community and it couldn't continue to ignore people, which the chairman of the Tourism, Community and Publicity Committee had done.

The mayor, Cllr B. Larcombe suggested officers looked at what was raised at the committee by members of the public and how the council could respond.

21/101/C Apologies for Absence

Cllr R. Doney – not attending due to Covid
Cllr C. Reynolds – not attending due to Covid
Cllr T. Webb – unwell
Cllr S. Williams – unwell

21/102/C Disclosable Pecuniary Interests

There were none.

21/103/C Dispensations

There were none.

21/104/C To confirm the accuracy of the minutes of the Full Council meeting held on 27 October 2021

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, the minutes of the Full Council meeting held on 27 October 2021 were **ADOPTED**.

21/105/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 23 November 2021

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, the minutes of the extraordinary Full Council meeting held on 23 November 2021 were **ADOPTED**.

21/106/C Matters arising from the minutes of the Full Council meeting held on 27 October 2021 and the extraordinary Full Council meeting held on 23 November 2021

Cllr C. Aldridge asked if the LymeForward grant agreement had been signed.

The town clerk said the agreement had been sent but not signed.

Cllr C. Aldridge asked what was going to happen now and whether LymeForward would continue to receive its grant payments.

The town clerk said a grant review meeting would be scheduled in with LymeForward for January 2022 and officers would be reporting this back to a council meeting. He said he would expect to get a signed grant agreement and if not, there would be no grant payment, unless the council told him otherwise.

21/107/C Update Report

There were no updates.

21/108/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 19 October and 30 November 2021.

21/109/C Environment Committee

Proposed by Cllr B. Bawden and seconded by Cllr R. Smith, it was **RESOLVED** to receive the minutes of the Environment Committee held on 24 November 2021 and adopt the recommendations, as follows:

21/34/ENV – Lyme Regis Town Council Achieving Carbon Literate Organisation Status

RESOLVED: to approve the town council working towards Carbon Literacy accreditation as an organisation.

21/110/C Human Resources Committee

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 3 November 2021 and adopt the recommendations, as follows:

21/36/HR – Review of Employee Handbook

RESOLVED: to approve the proposed changes to the employee handbook up to page 47.

21/37/HR – Christmas and New Year Working Arrangements

RESOLVED: to apply 1.5 days' discretionary leave over the Christmas and New Year period, so the council's services will cease at 12noon on Friday 24 December 2021 and recommence at 9am on Tuesday 4 January 2022; to apply discretionary leave from 12noon to 5pm on Friday 24 December and on Wednesday 29 December; and to apply statutory days on Thursday 30 December and Friday 31 December 2021.

RESOLVED: not to extend the 1.5 discretionary days to the enforcement officers.

21/38/HR – Finance Manager Recruitment

RESOLVED: to permanently appoint the assistant finance manager to the post of finance manager on the basis of 30 hours a week; to offer additional training to develop the employee in specific areas; and to appoint a new finance assistant.

21/111/C Strategy and Finance Committee

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 1 December 2021 and adopt the recommendations, as follows:

21/41/SF – Internal Audit Report, Visit One 2021-22

RESOLVED: to note the internal auditor's report following visit one of 2021-22 and approve the management responses.

21/42/SF – Governance

RESOLVED: to hold an away day with a facilitator to support the event to help the council develop its strategic approach.

21/44/SF – Broad Feed Chipper

RESOLVED: to approve purchasing an Eliet Mega Prof broad feed chipper and shredder at a cost of £24,845.24 +VAT, therefore approving the additional expenditure over the approved budget of £15,000.

21/45/SF – Budget and Precept 2022-23 and Five-Year Financial Plan 2022-27

RESOLVED: to increase the discount for weddings and amenities to 50% for Gateway Card holders but to hold the discount for beach huts at 10%.

RESOLVED: to introduce shoppers' parking permits for residents.

RESOLVED: to commit £75,000 over the remaining life of the council, i.e. £25,000 per year, to carry out a climate action plan.

RESOLVED: not to include a budget for picnic benches and planters in the 2022-23 budget.

RESOLVED: to approve the 2022-23 base budget and assumptions

RESOLVED: to approve the base five-year financial plan and assumptions.

21/47/SF – List of Payments

RESOLVED: note the report and approve the schedule of payments October 2021 for the sum of £133,348.59.

21/112/C Tourism, Community and Publicity Committee

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 29 September 2021 and adopt the recommendations, as follows:

21/37/TCP – Community Engagement Strategy

RESOLVED: to approve the community engagement strategy, but to amend 'socially responsible' to 'socially responsive' and amend 'to develop a greater community understanding of what the council does' to 'to provide a raised awareness of what the town council does and what the unitary authority does'.

21/38/TCP – Seafront and Beach Concessions

RESOLVED: to approve the introduction of new fitness and exercise concession.

RESOLVED: to introduce a policy on how operators each concession will be granted and how often they will be advertised.

21/39/TCP – Green Dog Walkers Scheme

RESOLVED: not to extend the council's involvement in the Green Dog Walkers Scheme.

21/40/TCP – Gateway card

RESOLVED: to introduce new Gateway Cards with the same design as the existing cards but with the year of issue as 2022 and new card numbers on them, to be issued only to Lyme Regis residents.

21/41/TCP – Eat Festival

RESOLVED: to approve the request to hold the Eat Festival on 7 May 2022.

21/42/TCP – Dorset Council Libraries Consultation

RESOLVED: that Cllr B. Larcombe and Cllr B. Bawden complete Dorset Council libraries' consultation the consultation on behalf of the council.

21/44/TCP – Video for Tourism Website

RESOLVED: to approve the quote from Max Redwood to create a video for the homepage of the new tourism website.

21/113/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 11 November 2021 and adopt the recommendations, as follows:

21/40/TMH – Emergency Planning Procedure Review

RESOLVED: to approve the Emergency Planning Procedure, with the following amendments: amend the telephone numbers for the Woodmead Halls; amend the Highways Agency to National Highways; change the foodbank location from The Hub to Unit 1A, St Michael's Business Centre; reference LymeForward; and reference fire, GPs and police.

21/41/TMH – Request for Access across Woodmead Car Park to carry out works in the rear garden of Overjordan, Mill Green, Lyme Regis

RESOLVED: to agree in principle to a request for access across Woodmead car park to facilitate works in the rear garden of Overjordan, Mill Green, Lyme Regis; to delegate authority to deal with the detailed response to this matter to the town clerk in consultation with the chairman and vice-chairman of the Town Management and Highways Committee, together with the council's legal and technical advisors; that this agreement is without prejudice to the determination of any future requests for access in this area and the council reserves its right absolutely to use its own land in the future in a way which may preclude future access for works or maintenance to either Overjordan or any other neighbouring property; and agreement from this council is entirely without prejudice to the need for the applicant to obtain either planning permission or building regulations approval.

21/42/TMH – Roof Management Plan

RESOLVED: not to introduce a roof management plan but to look to manage what takes place on the roof through the normal event management process, to look to incorporate deterrents for skateboarding, and no vehicles or trailers are allowed on the roof unless required in connection with essential maintenance or to deliver equipment.

21/43/TMH – Solar Panels on Chalets and Day Huts

RESOLVED: to agree in principle to allow solar panels to be installed on chalet roofs but individual requests are considered on a case-by-case basis by the Town Management and Highways Committee; and not to allow solar panels to be installed on day hut roofs.

21/114/C Appointments to Council Committees

Proposed by Cllr R. Smith and seconded by Cllr B. Bawden, members **RESOLVED** to appoint Cllr Caroline Aldridge to the Tourism, Community and Publicity Committee and the Town Management and Highways Committee.

21/115/C Appointments to External Bodies

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members **RESOLVED** to appoint Cllr C. Aldridge to The Hub Strategic Group, Cllr D. Sarson to the Regatta and Carnival Committee, and Cllr B. Larcombe to the Lyme Regis branch of the Royal British Legion

21/116/C Covid and Council Meeting Arrangements

The town clerk said if the council wanted to reduce its exposure to Covid-19, it could re-designate committees as working groups, which could then meet virtually and continue to be accessible to the public, and only have physical Full Council meetings, with some delegation to the town clerk. He said council meetings had already been moved to the Baptist Church hall for January and February due to the works in the Guildhall.

Members generally agreed with the need to hold fewer in-person meetings and more virtual meetings where possible.

The mayor, Cllr B. Larcombe said the council could do all its business at Full Council every six weeks but this wouldn't help the officers do business in between and keep things moving.

Cllr B. Bawden asked if it would work legally if committee meetings were re-designated as working groups on Zoom, with Full Council meetings at the Baptist Church hall and perhaps meetings being live streamed on Facebook so the public could access the meetings too.

The town clerk said he was in favour of allowing hybrid meetings but probably not at the Baptist Church hall because it was only a temporary arrangement. He said the council would need to invest a lot of money in equipment in a venue that was not owned by the council. However, he said the way the Guildhall was configured didn't make it easy to live stream meetings.

The town clerk said the council wasn't required to have committees but there were certain decisions only the Full Council could make, such as budget setting. He said he wasn't suggesting delegating everything to him as there was merit in keeping in touch.

Cllr G. Stammers suggested that the council regularly reviewed any arrangements put in place because virtual meetings were not easy to manage.

The town clerk agreed and suggested any arrangements put in place were reviewed at each Full Council meeting. He said if the Covid situation worsened, the council could decide to delegate more to the town clerk and if something drastic happened that required an immediate decision, it would have to be discussed between himself and the mayor.

Cllr R. Smith asked if there was any merit in requiring members to take lateral flow tests before attending in-person meetings.

The town clerk said the request could be made but there was no obligation.

The mayor, Cllr B. Larcombe said there needed to be a degree of discipline and credibility given to the virtual meetings; as there would not be formal recommendations made, members had to respect the decision-making process. He said he would also expect a high standard of behaviour from members.

Members agreed discipline and good behaviour was needed to ensure virtual meetings worked effectively.

The town clerk said the decision-making process would remain the same; working groups would still make recommendations to the Full Council, the discipline that went around a committee meeting would apply, and meetings would be recorded.

Proposed by Cllr B. Bawden and seconded by Cllr D. Sarson, members **RESOLVED** to temporarily suspend committee meetings and replace them with working groups which will meet virtually; to review the arrangement at the Full Council meeting on 16 February 2022 and all subsequent Full Council meetings; for Full Council meetings to remain in-person meetings; and for these arrangements to be reviewed in line with government guidelines.

21/117/C

Co-option Policy and Procedure

The town clerk said when the policy and procedure was adopted, it was important it was not altered so it remained an impartial process that was free from political interference.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the co-option policy and procedure.

21/118/C

Budget and Precept 2022-23

The mayor, Cllr B. Larcombe said this was a zero increase in the precept and it was the product of some careful thought, which he felt the council had got right. He said the bottom line in the figures was after the loan to DC had been paid off so it was actually a very good picture and underpinned that the council should be paying it off as soon as possible.

The town clerk said these were still prudent figures for this and the next financial year. He said the council had been talking about paying off the loan for some time and now was the optimum time to do that. He said the council would not only be the council not increasing the precept, but also a debt-free council.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to approve an income budget estimate of £1,783,384 and an expenditure budget estimate of £1,394,394 for 2022-23; to approve a reserve estimate of £1,033,490 in 2022-23; to approve the 2022-23 precept at £132,779; and to note the five-year financial plan.

21/119/C

Arrangements for the Queen's Platinum Jubilee

The mayor, Cllr B. Larcombe asked what costs would be added for the trees for the Queen's Green Canopy project.

The town clerk said the trees would cost between £8-10,000 and had been factored into this year's operational budget.

Cllr R. Smith said Cllr C. Reynolds had asked him to convey her support for the proposal for the BBC Big Band and associated costs, even though it would be £400 over the allocated budget. She wanted to add her thanks to Gabby Rabbitts from the Marine Theatre for securing the booking.

The mayor, Cllr B. Larcombe said the town clerk was regularly reminding members to be prudent and asked members to ask themselves if £20,000 for a 75-minute performance was prudent.

Cllr B. Bawden said she wasn't sure at first but now felt it was a once-in-a-lifetime opportunity and would bring a lot of kudos for Lyme Regis to have the BBC Big Band. She asked what would happen if the worst happened and the Queen didn't make it to the anniversary.

The town clerk said the council had insurance in place.

Proposed by Cllr G. Turner and seconded by Cllr B. Bawden, members **RESOLVED** to note the summary proposal and estimated costs for the celebration of the Queen's Platinum Jubilee and approve the appointment of the BBC Big Band orchestra, and to formally thank Gabrielle Rabbitts from the Marine Theatre for securing the booking.

21/120/C

Use of the Jubilee Pavilion

The mayor, Cllr B. Larcombe said the Lister Room was under-used and he felt it would make a good venue for something more permanent, so this might give Mr Sutherland more scope.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to approve the request from Garry Sutherland to use the Jubilee Pavilion for a '90 day get fit subscription model for local people' on the following terms:

- the agreement is up until 31 March 2022
- a charge of £200 per month is payable to cover costs
- public liability insurance of £5million is held
- the arrangement is confirmed by an exchange of letters.

21/121/C

Dorset Council Anti-social Behaviour Public Space Protection Order Consultation

Proposed by Cllr R. Smith and seconded by Cllr B. Bawden, members **RESOLVED** to delegate Cllr B. Larcombe and Cllr J. Broom to respond to Dorset Council's consultation on the anti-social behaviour Public Space Protection Order on behalf of the council in consultation with officers.

The meeting closed at 8.27pm.

DRAFT

Committee: Full Council

Date: 16 February 2022

Title: Matters arising from the minutes of the Full Council meeting held on 15 December 2021

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 15 December 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

21/115/C – Appointments to External Bodies

The Hub Strategic Group, Regatta and Carnival Committee and Lyme Regis branch of the Royal British Legion have been informed of their replacement council representatives.

21/116/C – Covid and Council Meeting Arrangements

The Planning, Town Management and Highways, and Tourism, Community and Publicity meetings in early-January were held as virtual working groups. Although it was agreed the first physical meeting would be the Full Council meeting on 16 February 2022, it was also agreed the arrangements would be reviewed in line with government guidelines.

As Plan B restrictions came to an end on 20 January 2022, we returned to physical meetings and normal committee meetings on 26 January 2022 with the Environment Committee.

21/117/C – Co-option Policy and Procedure

The policy and procedure have been emailed to members and published on the website.

21/118/C – Budget and Precept 2022-23

Dorset Council was informed of this council's precept request on 16 December 2021.

21/119/C – Arrangements for the Queen's Platinum Jubilee

The BBC Big Band orchestra has been confirmed for the Platinum Jubilee celebrations and the staging, lighting and sound has also been booked. Arrangements are being worked out via the working group and the minutes of the latest meeting on 7 February 2022 will be taken to the Tourism, Community and Publicity Committee meeting on 9 March 2022.

21/120/C – Use of the Jubilee Pavilion

Garry Sutherland has taken occupation of the Jubilee Pavilion under the terms agreed at the last meeting.

21/121/C – Dorset Council Anti-social Behaviour Public Space Protection Order Consultation

A response was submitted on the council's behalf.

Dorset Council has since asked for our agreement to extending the existing order until 19 August 2022, when the revised order will be implemented. Following consultation with the chairman of Town Management and Highways Committee, the town clerk has agreed to this request.

John Wright
Town clerk
February 2022

LYME REGIS TOWN COUNCIL

PLANNING COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 11 JANUARY 2022

Present:

Chairman: Cllr G Turner

Members: Cllr B. Bawden, Cllr J. Broom, Cllr B. Larcombe MBE, Cllr C. Reynolds

Officers: M. Green (deputy town clerk) & E. Pawsey (senior administrative assistant)

21/40/P

Public Forum

Jenny Waldron of Little Rowan View road objected to application P/HOU/2021/05430 – Outlook, View Road. Jenny Waldron said the site and her property needed to be visited to understand the location and that the location and block plan that had been presented were inaccurate, they showed no details of the shed and the land levels were also not showing. Jenny Waldron then presented a different plan which showed how close the proposed extension would be to her property and said this was not showing on the submitted location plan. She then went on to say that she would be affected with loss of light, overshadowing, loss of privacy, it would be overlooking her property and it would be overbearing and overwhelm her bungalow. She said it was an unsympathetic design.

Seb Cope – architect for P/HOU/2021/05430 – Outlook View Road. Seb Cope spoke in support of this application, he explained the design and said there were eight other balconies in the area, including one recently been approved in 2019, and this set a precedent for other balconies. He noted the concerns about land stability and said the loading was insignificant and had no effect on the ground loadings. Seb confirmed that a survey needed to be done to ascertain the levels and agreed that Jenny Waldron's property was not showing on the location plan.

Bob Hull – Chartered Planning Consultant – P/FUL/2021/05100 – Land to South of Stile Lane. Bob Hull said this application was in conflict with the conservation policy and there would be an adverse impact on the conservation area and on the other listed buildings around the site. He also said it would radically transform the sea scape and removal of the formal woodlands would have a negative impact on wildlife including owls, bats, etc. and it was an inappropriate development and would have a negative visual impact on the area and the land should remain undeveloped. He listed the various policies in the adopted West Dorset, Weymouth and Portland Local Plan which he felt the application was at odds with, including ENV 1, 2, 3, 4, 7 & 10.

Tim Daniel – Resident – P/FUL/2021/05100 – Land to South of Stile Lane. Tim Daniel said he lived above the site and was concerned with land slippage. He also said the path leading down to the proposed development was extremely dangerous and someone had already fallen. He went on to say when this land was sold, it was sold for a low price as the area

would only be used for access to the woodlands and that previous pre-planning advice given 15 years ago was that no development could take place due to land slippage and the TPO's on the land. He said that holiday homes and second homes had a bad effect on the area and his property was already surrounded by these. He also questioned why the neighbours had not been consulted with and why was this application was planned to be dealt with by Dorset Council under delegated powers and not at committee.

21/41/P Apologies for Absence

Apologies for absence were received from:

Cllr M. Ellis (work commitments)

Cllr S. Williams (personal reasons)

21/42/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, the minutes of the meeting held on 30 November 2021 were **ADOPTED** without amendment.

21/43/P Disclosable Pecuniary Interests

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

21/44/P Dispensations

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

21/45/P Matters arising from the minutes of the meeting held on 30 November 2021

There were no matters arising.

21/46/P Update Report

There were no updates.

21/47/P Planning Applications

Planning applications were considered in accordance with the details circulated.

It was proposed by Cllr. B Larcombe, seconded by Cllr J Broom and **agreed** by all members present, that application P/HOU/2021/05430 (Outlook, View Road) and P/FUL/2021/0511 (Land to South West of Stile Lane) be considered as the first items to avoid unnecessarily detaining the applicants.

- 1) **P/HOU/2021/05430** (Received 14 December 2021)
HOUSEHOLDER PLANNING PERMISSION
Hatfield – Erect front porch and single storey rear extension with balcony – Outlook, View Road, Lyme Regis, DT7 3AA

Members recommended that the application be refused on the grounds that there is inadequate information relating to the location of neighbouring properties and lack of survey data to check the levels.

- 2) **P/FUL/2021/05100** (Received 1 December 2021)
FULL PLANNING APPLICATION
Green – Construction of 3no. dwellings and associated external works and landscaping – Land to South West of Stile Lane, Lyme Regis

Members recommended that the application refused on the grounds it is an inappropriate development of this particular site and location, is contrary to policies ENV 1, 2, 3, 4, 7 & 10 in the adopted West Dorset and Weymouth and Portland local plan, it has inadequate access and there are significant concerns with the drainage and land stability of the site and the potential impact of adjoining properties.

Members further request this application goes to committee and is not dealt with under delegated powers.

- 3) **P/FUL/2021/02271** (Received 23 December 2021)
FULL PLANNING APPLICATION
Davies – Demolition of existing storage building and erection of 1no. dwelling - – Fairfield Cottage, Charmouth Road, Lyme Regis DT7 3HH

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

- 4) **P/HOU/2021/04693** (Received 24 December 2021)
HOUSEHOLDER PLANNING PERMISSION
Swanson – Erect single storey rear extension – 7 Cobb Road, Lyme Regis, DT7 3JU

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

- 5) **P/LBC/2021/04694** (Received 3 December 2021)
LISTED BUILDING CONSENT
Swanson- Erect single storey rear extension – 7 Cobb Road, Lyme Regis DT7 3JU

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

- 6) **P/HOU/2021/04735** (Received 3 December 2021)
HOUSEHOLDER PLANNING PERMISSION
TenBroeke – Install dormer windows, erect single storey rear and side extension, full height rear extension, conversion of garage, increase parking area and landscaping works – 8 Clappentail Park, Lyme Regis, DT7 3NB
*Members recommended that the application be **approved** because there were no planning reasons that would warrant its refusal.*
- 7) **P/HOU/2021/04980** (Received 30 November 2021)
HOUSEHOLDER PLANNING PERMISSION
Coleman – External alterations to render over brickwork on front elevation, install slate hanging to side elevation, re-render rear elevation and re-construct chimneys – Alfred Place, Ware Lane, Lyme Regis, DT7 3EL
*Members recommended that the application be **approved** because there were no planning reasons that would warrant its refusal.*
- 8) **P/LBC02021/04981** (Received 30 November 2021)
LISTED BUILDING CONSENT
Coleman – External alterations to install roof vents and works to copings, remove paint off front elevation wall, re-point stone and render over brickwork, install slate hanging to side elevation and re-render to rear elevation. Clean paint of retaining walls and re-point. Re-construct chimneys. Replacement windows. Internal alteration to install firewall/partition within attic void and replastering – Alfred Place, Ware Lane, Lyme Regis, DT7 3EL
*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*
- 9) **P/HOU/2021/05025** (Received 20 December 2021)
HOUSEHOLDER PLANNING PERMISSION
Winn – Erect extension, replacement of windows and roof lights, and replacement balustrade – 6 Coombe Street, Lyme Regis, DT7 3PY
*Members recommended that the application be **approved** because there were no planning reason that would warrant its refusal.*
- 10) **P/LBC/2021/05026** (Received 1 December 2021)
LISTED BUILDING CONSENT
Winn – Various internal and external alterations including rear extension, replacement windows and roof lights, and replacement balustrade – 6 Coombe Street, Lyme Regis, DT7 3PY
*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*

- 11) **P/LBC/2021/05063** (Received 3 December 2021)
LISTED BUILDING CONSENT
Swinson – Internal and external alterations to facilitate replacement of windows – 12 Cobb Road, Lyme Regis, DT7 3JU

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

- 12) **P/LBC/2021/05109** (Received 29 November 2021)
LISTED BUILDING CONSENT
Pudner – Internal works additional floor joists and board loft floor – The Lawn, Pound Street, Lyme Regis, DT7 3HZ

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

- 13) **P/HOU/2021/05745** (Received 4 January 2022)
HOUSEHOLDER PLANNING PERMISSION
Horn – Loft conversion and installation of velux rooflights – 20 Talbot Road, Lyme Regis, DT7 3BA

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

21/48/P Amended/Additional Plans

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

21/49/P Withdrawn Applications

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

21/50/P Planning Decisions

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

21/51/P Correspondence from Dorset Council regarding planning related matters.

The deputy town clerk referred to correspondence received from Dorset Council and advised any new information had been included in the last member briefing.

The meeting closed at 20.03pm

LYME REGIS TOWN COUNCIL

PLANNING COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 8 FEBRUARY

Present:

Chairman: Cllr G Turner

Members: Cllr J. Broom, Cllr B. Larcombe MBE, Cllr C. Reynolds

Officers: M. Green (deputy town clerk) & E. Pawsey (senior administrative assistant)

Cllr B. Larcombe in the chair

21/52/P Public Forum

Mr Offord explained that he was present to object to application P/HOU/2021/04587.

The chairman invited him to speak immediately prior to consideration of this application.

21/53/P Apologies for Absence

Apologies for absence were received from:

Cllr B. Bawden (personal commitments)

Cllr M. Ellis (work commitments)

Cllr G. Turner (would be arriving late)

21/54/P Minutes

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, the minutes of the meeting held on 11 January 2022 were **ADOPTED** without amendment.

21/55/P Disclosable Pecuniary Interests

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

21/56/P Dispensations

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

21/57/P Matters arising from the minutes of the meeting held on 30 November 2021

There were no matters arising.

21/58/P Update Report

There were no updates.

Cllr G. Turner arrived at 7.10pm and took the chair.

21/59/P Planning Applications

Planning applications were considered in accordance with the details circulated.

Mr Offord spoke with regards to application P/HOU/2021/04587

Mr Offord said neither the applicant nor their agents had consulted him or looked at his property in terms of this proposal. He was concerned with the environmental impact as the property was right on the edge of Spittle's Wood which was an Area of Outstanding Natural Beauty. The coastal path passed directly behind No. 4 and 5 – currently two bungalows low lying and nestling in the natural surroundings- and if this proposal were to go ahead it would result in a significantly higher property, out of keeping with the natural environment and over-dominant of its surroundings and this would also affect anyone approaching from Spittles or Timber Hill.

Mr Offord said he also had concerns with the risk of land slippage, this was ongoing and getting worse, he referred to the 2021 Local Plan, page 14 *“with further failure of the Spittles landslide and the noted drainage issues, alternative sites should be considered. Any development here must be precautionary and well assessed Environment Agency”* He also said he had suffered garden slippage, historically and Timber Hill is an area of significant risk with streams running down it and the ground freezing and thawing. Mr Offord said the proposed development was more than twice the current size with a first floor added. The increased footprint and landscaping proposals could mean taking out stabilising roots and vegetation.

Mr Offord said calling this proposal an extension was misleading and the information was not a true indicator of the situation. He said the proposal practically airbrushed his property out, it lacked detail, negated the impact on neighbours and the environment and did not give a true picture of its effects. He said the façade and materials were totally out of keeping with the area and more akin to a warehouse on an industrial estate, including a metal profiled roof. He said his property was only 7m away from No. 5 but his garden boundary was much closer at 2m. He said he would lose his main amenity and outlook from gardens, balcony, living/dining room and also his main bedroom. He said he would lose light from overshadowing in both gardens, south and west and also the balcony. Mr Offord said his property would be over-dominated in both gardens, the balcony and living/dining rooms and office downstairs and crucially he would be overlooked from two large dormer windows, where no windows existed presently, in his main garden, balcony and living space.

Mr Offord said it was clear from what he had said and from his submission, the proposal conflicted with the 2015 Weymouth, Portland and West Dorset local plan policies ENV10 – The Landscape And Townscape Setting, ENV12 – The Design and Positioning of Buildings and ENV16, Amenity in terms of local area, neighbourhood, houses close by, the natural vista and in-keeping with the area. He asked that the committee recommend refusal on the information he had given.

- 1) **P/HOU/2021/04587** (Received 19 January 2022)
HOUSEHOLDER PLANNING PERMISSION
Nokes – Erect first floor extension to include dormer windows and balcony and erect double height porch and associated land scaping – 5 Overton Close, Timber Hill, Lyme Regis, DT7 3HQ
*Members recommended the application be **refused** on the grounds the property is out of keeping with existing properties in the area, the scale of the property is too big and will have a negative impact on the residential amenity of neighbouring properties.*
- 5) **P/HOU/2021/05748** (Received 18 January 2022)
HOUSEHOLDER PLANNING PERMISSION
Barclay – Replacement of existing conservatory with single storey extension including roof terrace and external stair. Erect single storey extensions, erect new front porch, formation of 2no. dormer windows and associated landscaping – Corner Cottage, Hill Rise Road, Lyme Regis, DT7 3LN
*Members recommended the application be **refused** on the grounds it is out of keeping with the existing street scene and overlooks other properties*
- 6) **P/FUL/2021/05737** (Received 12 January 2022)
FULL PLANNING APPLICATION
Mella – Demolish existing dwelling and replace with new dwelling – Hythe Cottage, Pine Walk, Lyme Regis, DT7 3LA
*Members recommended the application be **approved** as there were no planning reasons to warrant its refusal*
- 7) **P/LBC/2021/05763** (Received 5 January 2022)
LISTED BUILDING CONSENT
Wetherall – Replace 2 no. windows – 9 Sherborne Lane, Lyme Regis, DT7 3NY
*Members recommended the application be **approved** because there were no material listings considerations that would warrant its refusal.*
- 5) **P/HOU/2022/00009** (Received 6 January 2022)
HOUSEHOLD PLANNING PERMISSION
Gallier – Installation of 12 mounted solar panels – Henleys Acre, Timber Hill, Lyme Regis, DT7 3HQ
*Members recommended the application be **approved** because there were no planning reasons to warrant its refusal.*
- 6) **P/LBC/2022/00074** (Received 6 January 2022)
LISTED BUILDING CONSENT
Boyd – Retain re-built upper 2m of north gable chimney stack – Coram Tower, Pound Road, Lyme Regis, DT7 3HX
*Members recommended the application be **approved** because there were no material listing considerations that would warrant its refusal.*

- 7) **P/HOU/2022/00092** (Received 7 January 2022)
HOUSEHOLDER PLANNING PERMISSION
Stanway – Install summerhouse/garden pod in rear garden – 26-27 Church Street, Lyme Regis, DT7 3DF
*Members recommended the application be **approved** as there were no planning reasons to warrant its refusal*
- 8) **P/HOU/2022/0154** (Received 11 January 2022)
HOUSEHOLDER PLANNING PERMISSION
Gillian – Replace boundary fence with new wall and fence – Halstokc, Clappentail Lane, Lyme Regis, DT7 3LZ
*Members recommended that the application be **refused** on the grounds the application isn't accompanied by a report from a tree expert*
- 9) **P/HOU/2022/00215** (Received 11 January 2022)
HOUSEHOLDER PLANNING PERMISSION
O'Halleran – Formation of parking space – La Mouette, Hill Road, Lyme Regis, DT7 3PE
*Members recommended that the application be **approved** because there were no planning reasons that would warrant its refusal.*
- 10) **P/LBC/2022/00282** (Received 13 January 2022)
LISTED BUILDING CONSENT
Puddicombe & Trott – Repair and replacement of windows at rear of property – 29 Broad Street, Lyme Regis, DT7 3QU
*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*
- 11) **P/LBC/2022/00307** (Received 18 January 2022)
LISTED BUILDING CONSENT
Wallner – Reslate and repair roof – Rose Hill Cottage, Silver Street, Lyme Regis, DT7 3HR
*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*
- 12) **P/FUL/2022/00345** (Received 25 January 2022)
LISTED BUILDING CONSENT
Doel – Erection of single storey extension and conversion of existing garage – 18 Woodroffe Meadow, Lyme Regis, DT7 3NX
*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*

21/60/P Amended/Additional Plans

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

21/61/P Withdrawn Applications

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

21/62/P Planning Decisions

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

21/63/P Correspondence from Dorset Council regarding planning related matters.

There was no correspondence from Dorset Council to consider at this meeting.

21/64/P Dorset Local Plan

The deputy town clerk said Dorset Council were running behind their original programme for completion of the Plan and had not yet informed local councils about its wider, strategic content, only the proposed housing allocations relevant to their individual areas. He said the proposed allocation for Lyme Regis was a modest extension of development at Woodbury Down, and this had drainage and other issues associated with it.

Cllr C Reynolds said this area had bad drainage problems and land stability issues, with all the water coming down from the top of the hill turning the area into a bog. She did not think more houses should be built on this land until these issues had been fully addressed.

Cllr B. Larcombe said it would be a matter for the developer to resolve, assuming solutions could be found.

The deputy town clerk said the report stated Dorset Council would be assessing the drainage and other concerns and the site would only be allocated if these issues could be resolved and there was a realistic likelihood of the development proceeding, i.e., the site had to be 'viable'.

Cllr C. Reynolds said if the issues could be resolved, then the site should be treated as a 'rural exception site' for the delivery of affordable homes for local people because there was a real shortage of such homes in Lyme Regis.

Members discussed the proposed allocation, the lack of any other suitable alternative sites and a range of other planning and housing related issues.

The statement from Cllr Spencer Flower, leader of Dorset council, about his representations to the Secretary of State about housing numbers and other issues associated with the plan-making process was debated, as was the letter from Dorset Deserves Better. Members felt that these letters should be simply noted given their limited relevance to Lyme Regis.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the allocation of land for housing (extension of Woodbury Down) as proposed in the draft in the Dorset Local Plan only if all the drainage and slippage issues are resolved and the development provides affordable housing for local people.

The statement from Cllr Spencer Flower, leader of Dorset council, about his representations to the Secretary of State about housing numbers and other issues associated with the plan-making process and the letter from Dorset Deserves Better in response to his statement were both **NOTED**.

The meeting closed at 8.50pm.

DRAFT

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 JANUARY 2022

Present

Chairman: Cllr B. Bawden

Members: Cllr J. Broom, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith and Cllr G. Stammers

Officers: M. Adamson-Drage (operations manager), E. Pawsey (senior administrative assistant)

Other members: Cllr C. Aldridge

Guests: A. Bristow

21/36/ENV Public Forum

There were no requests to speak in the public forum

21/37/ENV Apologies

Cllr B. Larcombe MBE - illness
Cllr C. Reynolds – illness
Cllr T. Webb

21/38/ENV Minutes

Cllr R. Smith asked for an amendment to minute number 21/32/ENV as the end of the last paragraph should read 'next 80 years'.

Cllr B. Bawden asked for an amendment to minute number 21/33/ENV. She said Bridport Town Council had offered up to five places on the training course for people from Lyme Regis and Charmouth and that the proposal was being formally considered by Bridport Town Council.

Proposed by Cllr B. Bawden and seconded by Cllr R. Smith, the minutes of the meeting held on 24 November 2021, with the above amendments, were **ADOPTED**.

21/39/ENV Disclosable Pecuniary Interests

There were none.

21/40/ENV Dispensations

There were none.

21/41/ENV Matters arising from the previous meeting held on 26 January 2022

Water Quality on the River Lim

The chairman invited members of Turn Lyme Green to update the meeting.

J. Breeze said the testing kits had not yet been delivered.

21/42/ENV Update Report

Totally Locally

The chairman said Totally Locally would be promoted on social media with the videos that were filmed during the last Fiver Fest in October but would not print the map. She would also be writing to local businesses.

Updates for Community Organisations

J. Breeze from Turn Lyme Green said there would be a business networking meeting on 17 February 2022 in the Baptist Church to see if Turn Lyme Green could help local businesses. This would be a regularly scheduled meeting every four to six weeks. She said there would be a litter picking event for volunteers on 20 February 2022 at 10am, meeting at the RNLI shop.

A. Bristow from Turn Lyme Green/Plastic Free Lyme Regis said they were holding a seed swap event on Saturday 29 January from 11am to 1pm in the Driftwood Cafe.

21/43/ENV Additional Committee Members

The chairman said A. Bristow from Turn Lyme Green/Plastic Free Lyme Regis had been nominated to join the Environment Committee.

Cllr J. Broom said as A. Bristow was unknown to him, the committee should have had a CV on who he is, what he intended to do and what he had done, and that he should not be nominated without this.

The operations manager agreed to provide such information in future but A. Bristow was present and could introduce himself before voting.

The chairman invited A. Bristow to introduce himself.

A. Bristow said he had lived in Lyme Regis for 10 years, was recently retired and that he joined Turn Lyme Green as he had worked for Transport for London and been involved in similar environmental projects in London and now wanted to get involved with the local community.

Cllr J. Broom said the committee should have seen information about A. Bristow in writing.

Proposed by Cllr R. Smith and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to co-opt Alan Bristow, nominated by Turn Lyme Green/Plastic Free Lyme Regis, to the Environment Committee, with the agreement that in future the procedures of co-opting non-members are tightened up to include a CV of the nominated person.

A. Bristow was then invited to join the members at the table.

21/44/ENV Community Energy Champions

Cllr G. Stammers asked how the champions would be selected and whether they would have to provide information on who they were and in what capacity they would be undertaking the training.

The chairman said the training had already started with those that came forward and she had sent out the proposed training programme. They would be two-and-a-half-hour sessions, once a month, over six months. There were only three people who had come forward for five places so the full amount might not be required.

Cllr G. Stammers asked the chairman if members should see the content of what the training involved and how projects would be initiated before any decision was made. She asked if they would have targets to achieve and if members could see some sort of structure on how the public would be engaged; this would preferably be in person, as well as on social media.

The chairman said there might not be actual projects during the training but perhaps a presence at the Fossil Festival, for example. There could be a table with information on, for example, energy efficiency measures, advice on grants for renewable energy installation and what support was available for anyone in fuel poverty.

Cllr G. Stammers said she did not object to funding and how contact would be made with people was important, as well as the manner of approach.

The chairman said perhaps an open day at Woodmead Halls would be appropriate.

The operations manager suggested information could go on the town council website.

Cllr G. Stammers said there would need to be outside stalls, which could be seen by everyone.

Cllr J. Broom asked why the council was being asked for money after the training had already started.

The chairman said it had been mentioned at the previous meeting.

Members requested an update report be brought to the next meeting.

Proposed by Cllr R. Smith and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to allocate up to £2,750, i.e. £500 for each person, for up to five people to train as community energy champions and £250 of optional funding for costs.

21/45/ENV Request for EV Panels on Roof of Chalet at 17 Monmouth Beach

Cllr R. Smith asked why this item had been brought to this committee and not the Planning Committee.

Cllr J. Broom said it had previously been resolved that requests for solar panels on chalets would be considered by the Town Management and Highways Committee.

It was further discussed as to which committee this item should go to.

Proposed by Cllr R. Smith and seconded by Cllr B. Bawden members agreed to **RECOMMEND TO FULL COUNCIL** to defer consideration of the request to install EV Panels on the roof of a chalet at 17 Monmouth Beach to the Town Management and Highways committee.

21/46/ENV The 'Community Conversation' – Lyme's 2030 Vision

Cllr D. Sarson asked if the budget was within the £75,000 already allocated. The chairman said it was.

The chairman said one of the consultations would be at the Fossil Festival and that the organisers wanted to enable free entry, including to the museum, to pay for security for the marquees and potentially for a minibus between Lyme Regis and Charmouth to take people to different events.

The chairman then handed around graphics produced by the Royal College of Art during the 'Future Town' project for members to look at.

The chairman explained the free three-month trial of a Climate Heatmap with Commonplace, a leading provider of online community consultation platforms, as part of the Lyme 2030 Vision work.

Cllr R. Smith asked what the cost would be if the council wanted to continue after the three-month trial for the Climate Heatmap.

The chairman said it would be £5,000 for the remaining nine months and she would like the council to endorse the 2030 Vision project.

Members discussed how much of the annual budget would be used and that there would be no further money for the committee until April 2023 if all the funds proposed were agreed.

Cllr G. Stammers asked where these projects differed from the community energy champions and would there be an overlap.

The chairman said there would be an overlap but they were separate projects.

Cllr C. Aldridge asked if, when the three-month trial with the heatmap had finished, would the council still be able to get information from it.

The chairman confirmed the project would have the information after the trial.

Cllr C. Aldridge asked if the budget was agreed, could it be on an understanding that it would be broken down into the detail and brought back to this committee.

The chairman stood down from the chair at 8.12pm due to feeling unwell and the deputy chairman Cllr R. Smith took her place.

Cllr B. Bawden said a budget breakdown would be brought back to the committee.

Cllr G. Stammers asked how the £20,000 budget would be controlled.

Cllr. B. Bawden said the budget would be controlled by Lyme Regis Development Trust (LRDT). She explained the funding was needed in part to secure the involvement of the Royal College of Art who could help in designing the survey and create visualisations of people's visions of Lyme in a zero carbon future. The 'Future Town' stakeholders could later provide support to any relevant projects that emerged from the '2030 Vision Community Conversations'.

Cllr. G Stammers asked if LRDT needed to come and talk to the council about the detail of the budget.

Members went on to discuss the budget and the breakdown, what the council would be getting for the money and that feedback would be required from LRDT on how the project would be run.

Cllr B. Bawden said she would like the committee to support the Commonplace Climate Heatmap and endorse it with the council's logo.

Members said they had tried to look at the Heatmap but they were unable to load it from the internet hyperlink in the agenda.

Cllr B. Bawden said she had not been made aware it was not working.

Members agreed they would need to be able to use it before they could endorse it with the council logo.

Proposed by Cllr J. Broom and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to approach Lyme Regis Development Trust requesting a budget programme for the Community Conversation – Lyme's 2030 Vision project before the council gives funding of £10,000 in 2022-23 from the budgeted climate and environmental funding, followed by £5,000 in 2023-24 and 2024-25, as guidance; and to approve funding of £2,000 to the Fossil Festival for 2022, only from the budgeted climate and environmental funding to encourage increased resident participation in both the 2030 Vision 'Community Conversation' and the other festival events.

21/47/ENV To update members on the progress of Carbon Literacy Training

Members noted the report.

21/48/ENV To inform members of the Dorset Council Air Quality Action Plan

Members noted the report.

The meeting closed at 9.10pm.

DRAFT

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 FEBRUARY 2022

Present

Chairman: Cllr G. Stammers

Members: Cllr J. Broom, Cllr D. Sarson, Cllr G. Turner

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

21/41/HR Public Forum

There were no members of public who wished to speak.

21/42/HR Apologies

Cllr M. Ellis – work commitments
Cllr B. Larcombe – on other council business
Cllr C. Reynolds – personal reasons

21/43/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 3 November 2021

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, the minutes of the meeting held on 3 November 2021 were **ADOPTED**.

21/44/HR Disclosable Pecuniary Interests

There were none.

21/45/HR Dispensations

There were none.

21/46/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 3 November 2021

Finance Manager Recruitment

The town clerk confirmed the assistant finance manager took up the post on 7 February 2022 as expected and she seemed to have settled into the role. He said the finance manager had attended her first Strategy and Finance Committee meeting and would continue to attend those meetings when required.

21/47/HR Update Report

Plumbing Training

Members were pleased to hear the maintenance operative was progressing well with his training and was taking on more plumbing tasks as they came up.

21/48/HR Minutes of the Health and Safety Committee meeting on 16 December 2021

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the Health and Safety Committee meeting held on 16 December 2021 were **RECEIVED**.

21/49/HR Health and Safety Policy Review

The town clerk asked members to consider the issue of eye tests as currently, office staff were reimbursed for eye tests but external works' staff were not. He suggested the council should consider parity between the two teams.

Members felt staff should be treated equally and the council did require the external works' staff to drive vehicles and do close-up work that required good eyesight.

Cllr G. Stammers said eye tests also picked up other things which affected the eyes, such as toxocariasis and Lyme Disease which could be related to their work.

As one of the proposed new sections of the policy was about asbestos management, Cllr G. Turner asked if there was still a lot of asbestos in the council's premises.

The town clerk said the biggest concern was the cadet hut and the asbestos roof but as long as it wasn't disturbed, it shouldn't cause too much of an issue, although officers were keeping an eye on subsidence of the building. However, he said there were not as many staff now using the building for rest facilities due to Covid and new zoning arrangements.

Cllr J. Broom asked why the policy needed to include reference to the Construction (Design and Management) Regulations 2015 as he said the council would be the client and would employ someone else to explain the requirements.

The town clerk said health and safety sat with the governance of the organisation and it had to be confident there were proper systems and processes in place. He said the council also had to be confident it employed someone who was competent enough to adhere to the regulations.

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the updated health and safety policy and to include in the policy that external works' staff are provided with an appropriate eyesight test if they request one.

21/50/HR Review of Employee Handbook – Part 2

The support services manager said the majority of the changes were to remove gender references, to reflect changes within the organisation and to reflect changes in legislation.

The support services manager said there was also a new section added in about making reasonable variations to timescales and processes when following a procedure, for example the bullying and harassment procedure, to allow greater flexibility as there had recently been situations where it had been difficult to stick to the timescales for various reasons. She said any changes would be communicated to all parties.

Proposed by Cllr G. Turner and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed amendments to the staff handbook up to page 79.

21/51/HR Member Allowances

The town clerk said the outcome from the Dorset Parish Independent Remuneration Panel was disappointing; despite the council making representations historically and him personally being interviewed by the panel along with several other clerks, this hadn't made a difference and the panel had decided to continue basing the allowance on size of population.

The town clerk said this would mean a reduction in allowance but the panel had introduced a degree of flexibility so if a council felt it was being unfairly treated, it could increase its members' allowance by one band. He said this would mean instead of a reduction of £99, the allowance would increase to £534 per annum, which represented a small overall increase. He added that although most members didn't claim an allowance, he understood it was a matter of principle.

Cllr J. Broom said as the council had the General Power of Competence, he couldn't see why the council couldn't set its own level of members' allowance, although he understood this may be criticised by residents.

The town clerk said the legislation said councils should pay proper consideration to the recommendations of the panel. He said the ultimate test was whether the council could justify its decision to the electorate and one of the consequences of not following the panel's recommendations was the possibility of the council being open to judicial review of its decision-making processes.

Cllr D. Sarson asked when the next review would take place.

The town clerk said the last review was in 2019 and before that it was either in 2010 or 2012. He said an assessment that town and parish councillors were worth 3% of the value of a Dorset councillor didn't reflect the work and responsibilities of Lyme Regis Town Council members.

The town clerk said the council was also required to agree how much it would pay for other expenses, such as mileage and overnight stays, and those allowances needed to be displayed on the council's website.

Cllr J. Broom suggested all members claimed the allowance and then gave it to charity.

The town clerk said members could do what they liked with their allowance; the budget assumed every member claimed an allowance and as only a few did, it was always underspent.

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a basic members' allowance and the duties for the payment of travel and subsistence allowances, as detailed below:

- payment of basic members allowances at level 3
- mileage allowances in accordance with HM Revenue and Customs Mileage Allowance Payments (MAPs), paragraph 19
- the reimbursement of the standard or actual fare for travel on public transport, paragraph 19
- the payment of parking fees at the amount incurred, paragraph 19
- subsistence allowances on reimbursement of receipted expenditure within the maximum limits set out in paragraph 20
- room only subsistence for overnight absence, other than London, should be £85.92 incl. VAT or £112.96 incl. VAT in London

the implementation of these allowances is from 1 April 2022, they are reviewed annually and displayed on the council's website.

21/52/HR In-house Member Training

The town clerk said the proposed training was probably more applicable to newer members and useful as a refresher as it might help put things into context now members had the benefit of some experience. He said he intended to get the staff involved in delivering the training and suggested offering it up to neighbouring councils who might benefit from it.

The town clerk said he would put a programme together over the next 18 months. He said he would gauge when there was demand for the training, i.e. day times or evenings, and bring a programme to the next meeting.

Cllr G. Stammers said she felt it would help with decision-making and help improve the council's links with neighbouring councils.

21/53/HR Member Training and Development

The support services manager said there were a huge amount of courses, webinars, and e-learning available to members which were mainly virtual and although some were on specific dates and times, many were on demand and could be completed at members' convenience.

The support services manager said the member training budget was underspent and encouraged members to ask for more information about any topics that interested them.

21/54/HR Latest Covid-19 Position

The town clerk said there had been another government announcement with plans to remove all remaining Covid-19 restrictions after the February half term, including the requirement to isolate if you have the virus.

21/55/HR Postholder 218, Six-Month Probation Report

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, 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.

21/56/HR Enforcement Officer Abuse

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, 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.

21/57/HR Exempt Business

a) Postholder 218, Six-Month Probation Report

Cllr G. Stammers asked if the postholder would be offered to learn to drive.

The support services manager said this was within the members' gift and a precedent had been set as the council had previously paid for driving lessons for two employees to assist them in their roles.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve postholder 218's continued employment with the council.

b) Enforcement Officer Abuse

The town clerk gave members details about the escalation of abuse towards one enforcement officer and how officers were dealing with this.

The meeting closed at 8.04pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 2 FEBRUARY 2022

Present

Chairman: Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

Officers: N. Cleal (finance manager), A. Mullins (support services manager), J. Wright (town clerk)

21/50/SF Public Forum

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

21/51/SF Apologies for Absence

Cllr B. Bawden – illness
Cllr D. Ruffle – illness
Cllr T. Webb – work commitments

21/52/SF Minutes

Cllr C. Aldridge said she was at the previous meeting but was not on the list of those present.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the meeting held on 1 December 2021, with the above amendment, were **ADOPTED**.

21/53/SF Disclosable Pecuniary Interests

Cllr R. Smith asked if he would be able to vote on agenda item 10, Electric Vehicle Charging Structure, as he owned an electric vehicle.

Cllr M. Ellis said it was Cllr R. Smith's decision.

Cllr G. Stammers declared a pecuniary interest in agenda item 14, Park and Ride 2022, as the AA signs directing people to the site would take vehicles away from Uplyme where she worked. As such, she would leave the room for the item.

21/54/SF Dispensations

There were none.

21/55/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 1 December 2021

Shoppers' permits

Cllr B. Larcombe said some members were concerned about how the shoppers' parking permits would work and he asked for more details.

Cllr R. Doney said in the winter, residents had free parking in town council car parks at any time and in the summer, residents had free shopping hours at Woodmead from 8am to 10am and 4pm to 6pm, plus free parking in all town council car parks after 6pm. He said the scheme that would replace it would allow residents to park in any town council car park for two hours at any time of the day, as well as free parking after 6pm, rather than being restricted to the two hours in the morning and evening. He said he had talked it through in detail with the support services manager and enforcement officer and they felt they could make the permit system work.

Cllr B. Larcombe asked what the estimated cost was of allowing residents to have two free hours of parking in the height of the summer.

Cllr M. Ellis said the council didn't know what the cost would be but she saw it as giving something back to the residents who gave over the town to visitors in the summer and that was of far more value than anything else.

It was clarified that the permit would only allow residents to park for free for two hours a day and they would not be allowed to return.

Cllr R. Doney said a lot of residents tended to avoid the centre of town in the day so he couldn't imagine it would be a significant cost.

Cllr C. Aldridge asked if the council was actually taking away potential parking as instead of having two two-hour slots, there was now only one two-hour window.

Cllr R. Doney confirmed this was the case but said it offered residents more flexibility.

CCTV

Cllr D. Sarson asked if the £40,000 grant had been confirmed from the Office of the Police and Crime Commissioner (OPCC) to help pay for the CCTV.

The town clerk said there had been a commitment from the police and crime commissioner for the funding and the scheme had been discussed with Dorset Council (DC) but around two months ago, DC's lighting contractor said the council couldn't put cameras on any of the lampposts. He said officers had a meeting to try and resolve this on 19 February 2022 and he had escalated the issue to director level at DC.

Cllr J. Broom said apparently the lampposts were not strong enough so it was up to the council if it took the risk or it might have to put separate columns up.

Cllr M. Ellis asked that members were updated on developments via the briefing.

21/56/SF Update Report

Members noted the report.

21/57/SF Budget Performance, 1 April – 30 November 2021 and year-end forecast

The finance manager said this was a good news report and drew members' attention to the year-end forecast. She said it was different from previous reports because it was now close to the end of the financial year and actual and anticipated income and expenditure had been included in the year-end forecast.

The finance manager said the spreadsheet showed a surplus of £333,787 after all project work agreed in December 2021 had been accounted for and this surplus would be added to the cash position at 31 March 2021, leaving the council with a reserve of just over £1.2million.

Cllr B. Larcombe said the financial picture was one the council should have a degree of confidence in and it indicated there was no need to sell any beach huts. He urged the council not to repeat this in future unless it was absolutely essential.

Cllr M. Ellis said the decision to sell the huts was taken when the financial situation was uncertain due to Covid-19 and the income had effectively paid for the replacement huts.

Cllr B. Larcombe said the fact the council would be debt-free was a remarkable achievement. He pointed out the overspend in outside works was £128,000 but the report didn't account for the full amount and asked where the remaining overspend had happened.

The town clerk said there had been small amounts spent here and there. He said he and Cllr B. Larcombe had talked separately about the outside works' budget and felt the council needed to gain a proper understanding of expenditure, including the possibility of delegating budgets to committees. For next year, the town clerk felt it would be a good idea for the supervision of this budget to be delegated to the Town Management and Highways Committee to create additional scrutiny.

The town clerk said he and the finance manager would be approaching the budget in a different way next year, with more emphasis placed on profiled income and expenditure. He said they would be focusing on the external works' budget and if the conclusion was it needed to be increased, that would be presented to members.

Cllr M. Ellis said councillors were also guilty of overspending and they needed to be more careful about sticking to budgets.

Cllr J. Broom agreed and said there needed to be more budget headings so there was a more detailed understanding of where the money was being spent.

21/58/SF Membership Packages for Tourism Microsite

Cllr C. Reynolds said she had met with the Visit Dorset team and made it very clear the council had to give local businesses the best possible deal with advertising. She felt they had come up with a fair assessment of what people should pay and the costs were reasonable.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the membership package prices for the tourism microsite for 2022-23 as follows, with a 70/30 split in Visit Dorset's favour:

Accommodation or Things to do (Attraction or Activity)

Level	Bronze	Silver	Gold	Platinum
Lyme Regis Annual rate	£110	£175	£290	£530
Combined package same level 20% percentage discount	20% £58 = £232 or 10% off each level if different levels requested	20% £82 = £328 or 10% off each level if different levels requested	20% £134 = £536 or 10% off each level if different levels requested	20% £242 = £968 or 10% off each level if different levels requested

Shopping, Food & Drink, Transport (possibly featured event in future)

	Bronze	Silver	Gold	Gold+
Lyme Regis	£50	£80	£160	Price dependent on location of highlight
Combined package 20% percentage discount	20% £24 = £96 or 10% off each level if different levels requested	20% £38 = £152 or 10% off each level if different levels requested	20% £76 = £304 or 10% off each level if different levels requested	NA

21/59/SF Electric Vehicle Charging Structure

Cllr R. Smith said the council was currently charging 25p per kWh but the electricity was costing the council 15p, so it was making 10p. He suggested the council could use the system to encourage Lyme Regis residents to take up electric vehicles by allowing them to pay the amount the council pays for electricity, i.e. 15p.

Cllr R. Smith said Pod Point had a 'white list' of vehicles and vehicles on that list didn't get charged anything. He suggested while the numbers taking up electric vehicle charging remained low, Lyme Regis residents who were on the residents' parking scheme could be on the white list to get free charging. He said people with a charger on their driveway wouldn't use it but those living in the town would and if the council found the scheme was getting out of hand or it was being taken advantage of, it could be withdrawn. He saw this as an interim benefit.

Other members were generally not in agreement with giving free charging to residents as they felt everyone should pay to charge their vehicles. It was pointed out if a resident had a parking permit, they would be able to park for free and pay for the electricity, only.

Cllr B. Larcombe asked how vehicle charging would be policed if a vehicle was fully charged but it was left in the space all day.

Cllr M. Ellis said it could only be policed if both the electricity and the space were charged for. However, she felt even if the car was fully charged, if the space had been paid for all day, it should be allowed to remain in the space.

Cllr R. Smith said remaining in a space after a vehicle was charged would be frowned upon by other owners as it blocked a space.

Cllr J. Broom said if a car was charged and it stayed in a space, it should be issued with a fixed penalty notice regardless of whether it had paid for the whole day.

However, the town clerk advised members to keep it simple and said how difficult it would be for visitors to have found a space on a busy day, to then have to move their vehicle and find another space.

Members also agreed it would make things difficult for the enforcement officers to determine how long the vehicle had been fully charged for before issuing a fixed penalty notice.

Cllr B. Larcombe suggested the electric vehicle bays could have a premium rate to discourage people from leaving their vehicles there after they are charged.

The town clerk said this would complicate matters in terms of the parking orders and the charges on the parking machines and app.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that the following charges should apply in all town council electric vehicle charging parking bays:

- Pay to park at the normal rate in the parking bay
- Pay for the electricity used to charge the vehicle at cost, plus 10p per kWh.

21/60/SF Investments and Cash Holdings

The finance manager said the forecast reserve of £1.2million was £371k greater than the target reserve.

Cllr B. Larcombe said he didn't see any issue with letting the reserve go beyond the target because the council had things to be mindful of, such as the impact of Covid and rising inflation. He asked if officers needed a recommendation from members to allow the reserve to go beyond the target.

The town clerk said a recommendation wasn't necessary as the message from members to 'bank it, don't spend it', was clear.

21/61/SF List of Payments

Cllr M. Ellis said she was concerned about two payments to repair sculptures on the sculpture trail as she didn't feel it was down to the council to pay for this. She asked for a separate report so members could consider it further.

Cllr J. Broom said he was also concerned and asked if the council was allowed to insure other people's property.

The town clerk said the council made a decision to insure the sculptures and they were included on its insurance policy. He said officers had made a commercial decision to pay for the damage to the sculptures rather than claim on the council's insurance. He added that the council had accepted liability for the sculptures and needed to consider whether it wanted to continue accepting responsibility for those assets.

Cllr B. Larcombe asked what the payment to Poultons was for.

The finance manager said it was a 30% deposit for the new beach huts.

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for November and December 2021 for the sum of £221,575.04 and £141,291.16, respectively.

21/62/SF Debtors' Report

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, 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.

21/63/SF Park and Ride 2022

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, 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.

21/64/SF Exempt Business

a) Debtors' Report

The finance manager said there was a continued reduction in debt and since the report had been written, several payments had been received.

Cllr M. Ellis asked that members received a report by the end of March on outstanding beach hut, chalet and caravan debt because the council had agreed it was going to take a tough stance on this.

Cllr G. Stammers left the meeting at 8.02pm in line with her pecuniary interests.

b) Park and Ride 2022

The town clerk said some discussions had taken place with Charmouth Parish Council and one of the three main holiday parks about whether they would be interested in getting involved in the service and helping to pay for it. He said this would be at no additional risk or cost to the council and it was a good example of a town and parish council working together to deliver services.

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

a) to approve the appointment of First Group as the operator for the 2022 park and ride service and subject to recommendation e) below, it operates to the indicative timetable and frequency provided by the operator, at a cost for three buses of £1,045 per day and incorporating the fare tariff set out below:

- Adult single - £2
- Adult return - £3.50
- Child single - £1.50
- Child return - £2.50
- Group (up to 5 people) - £8.00
- Concessionary passes accepted

b) Members approve the operation of the 2022 park and ride service on the following dates:

Lyme Regis

- 9 April to 24 April inclusive (every day, including weekdays) to cover Easter and school half-term
- 30 April to 2 May to cover Fossil Festival and bank holiday
- 28 May to 5 June inclusive (every day, including weekdays) to cover school half term and Queen's Platinum Jubilee
- All other June and July **weekends** from 11/12 June to 16/17 July inclusive

- 23 July to 4 September inclusive, i.e., the entire school holiday period (every day, including weekdays)
- Weekend of 11/12 September to cover Food Rocks (provisional date)

Charmouth (subject to recommendation e)

- As for Lyme Regis with the exception of the Food Rocks weekend
- c) Members approve the deployment of the same AA advanced signage as used in 2021 at an estimated total cost of approximately £800 + VAT.
- d) Members approve the renewal of the licence for the use of the privately-owned park and ride site at Charmouth Road at an annual licence fee for 2022 of £9,545.90.
- e) Subject to it being at no cost to this council, members authorise the town clerk, in consultation with the chairman of this committee and the chairman of the Town Management and Highways Committee, to agree the precise basis of any agreement with Charmouth Parish Council about the running of a third bus to that town or to any private holiday parks en route and wishing to be served by the park and ride service

The meeting closed at 8.09pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY WORKING GROUP

MINUTES OF THE MEETING HELD ON WEDNESDAY 19 JANUARY 2022

Present

Chairman: Cllr C. Reynolds

Members: Cllr J. Broom, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

Officers: M. Green (deputy town clerk), A. Mullins (support services manager)

21/45/TCP Public Forum

M. Saunders

M. Saunders spoke in relation to agenda item 16, Seafront and Beach Concessions. He said he and his wife had run the watersports shop Boylos in Lyme for over 10 years and in that time they had seen the town grow massively as a watersports destination, including stand up paddleboarding (SUP). He said Lyme Regis was a great venue but it did have its dangers and they shouldn't be underestimated, with reefs, tides and wind being the three main areas of concern. M. Saunders said Boylos ensured anyone taking part in a lesson and subsequently hiring was fully aware of these before they went out. He said their business was set up so anyone paddleboarding for the first time participated in a lesson before being able to hire and in doing so, the staff ensured they were aware of any local dangers and hazards. He said as watersports had become more popular, they had seen the potential for people undertaking water activities to collide and it was recently brought up in the Harbour Consultative Group, with concerns voiced particularly about the unregulated hiring of SUPs. M. Saunders said this hiring was done under a licence given by Dorset Council to a West Bay-based company off the North Wall, which was disappointing to them as their activities from the shop had always been respectful of other water users and he believed their set-up as a whole was such that they could work with and around others. He said they had never received a complaint or an ill word about operating from the beach. He said over the years they had supported local events with SUP taster events, they had raised over £2,000 for charity and they planned to continue doing this for the coming years. M. Saunders said they had featured Lyme Regis in several paddleboarding publications, and offered local advice to anyone who went into the shop. He said as a long-standing tenant, a small local business and an active member of the community, he hoped the council would continue to support them as it had in the past. He said they looked forward to continuing their teaching and encouraging people to enjoy the beach and waters in a safe, respectful and responsible way.

J. Harper and N. Gallagher

J. Harper and N. Gallagher spoke in relation to the same agenda item. J. Harper said she was an events' manager with over 15 years' experience of delivering large-scale events and she worked with south west businesses to deliver growth strategies. She said she recently moved back to the area and she had thoroughly enjoyed getting involved in the sea swimming community. N. Gallagher said she moved to the area a couple of years ago and she was the CEO of a local business. She said they both had a real passion for the local area and wanted to talk about a proposal for a shoreline sauna. She said it was a mobile wood fired sauna which they hoped to be able to position on Lyme Regis seafront this summer. She said she had experience in dynamic start-up companies with a particular interest in sales and marketing and e-commerce. She said the sauna was Finnish in its origin and they were typically Scandinavian in design, but theirs was designed specifically with its location in mind, so it took its design cues from the beach huts and Victorian bathing machines. J. Harper said they were aware there were lots of things happening along the seafront so the unit was flexible and versatile in where it could be situated. She said there were a number of locations they felt would work well and the elements that were really important were access so it could be towed onto the pitch, it would also be helpful to have access to fresh water so they could hydrate their customers without bringing in plastic bottles, a small space for a wood store, and ideally access to the shoreline so customers could get the experience of the hot and cold, which was one of the main benefits of the saunas. J Harper said the locations they felt would work really well were behind the lifeboat station through the boat yard to the right of the Cobb, potentially close to the power boat club, or on the main sandy beach to the left of the groyne between the sand and pebbles. N. Gallagher said they felt it was a good opportunity that wasn't to be missed as we were in the midst of a boom of cold water swimming, along with other watersports like paddleboarding, so this would work in synergy with those other tourist attractions but also be of benefit for the local community. She said the timing was also very good as there were a handful of other businesses doing this in the UK but it was on the cusp of exploding, they had a comprehensive plan behind the business proposal and they believed they could put Lyme Regis on the map at the beginning of that trend. N. Gallagher said they were committed to bringing a new audience of tourists to Lyme Regis through their mobile sauna in the same way that maybe the glamping trend did, but she said it was vital it was just as much of an asset for the locals as the tourism industry.

D. Patterson

D. Patterson spoken in relation to the same agenda item. He said he went between London and Bridport working as a caricaturist, which he had been doing for 10 years. He said he was seeking to do caricatures in Lyme Regis as it was such a good thing to have in West Bay where he operated currently. He said it was good for tourists and children and he felt it would work in Lyme Regis because it was such a picturesque area. He said he had been doing caricatures in Trafalgar Square in London and he felt it would be a great thing for the seafront in Lyme Regis.

21/46/TCP Apologies

Cllr B. Bawden – illness

Cllr M. Ellis – pantomime rehearsals

Cllr R. Smith – working
Cllr T. Webb – illness

21/47/TCP Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the meeting held on 17 November 2021, were **ADOPTED**.

21/48/TCP Disclosable Pecuniary Interests

There were none.

21/49/TCP Dispensations

There were none.

21/50/TCP Matters arising from the minutes of the previous meeting held on 17 November 2021

Members noted the report.

21/51/TCP Update Report

Members noted the report.

21/52/TCP Review of Social Media Policy

Cllr B. Larcombe said recently there had been some scams sent around on social media and although not directly related to the social media policy, he felt the council should try and prevent this kind of thing happening. He said he had noticed some other councils didn't put councillors' telephone numbers and email addresses on their profiles but instead put a live link to click on, which in doing so, the scammers revealed themselves. He asked that this was pursued for the council's website.

Cllr J. Broom said the policy referred to a bullying and harassment policy and procedure but this was not on the council's website so he asked whether the policy existed.

The support services manager confirmed the council did have a bullying and harassment policy and procedure. She said human resources' policies were not on the website but there was a note on the policies' page which said they were available on request.

Cllr B. Larcombe said staff could also be targeted on social media so members needed to think about how they looked after staff in those circumstances and provided protection to them when they were subjected to social media abuse.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended social media policy.

21/53/TCP Grant Review, The Hub

Members noted the report.

21/54/TCP Grant Review, B Sharp

Members noted the report.

21/55/TCP Grant Review, CAB

The support services manager said the CAB's face-to-face service in Lyme Regis would resume as soon as the council office re-opened.

Cllr C. Reynolds said the council would regularly advertise the outreach service on its social media.

21/56/TCP Seafront WiFi

The deputy town clerk said due to decreased line speed on the seafront wifi system, the only option to increase the line speed was to invest in a leased line at considerable extra cost. He said it was difficult to justify the extra cost, especially as there was now improved mobile phone signal in Lyme Regis and the roll-out of 5G.

The deputy town clerk suggested monitoring the line speeds and level of public usage until the end of May and then review the situation in light of that information.

Cllr B. Larcombe said he didn't think seafront wifi was needed at all because most people now had their own smartphones. He didn't think the council should invest in any upgrade to the system but agreed a review in May would give a clearer picture.

Cllr G. Stammers asked if there was any explanation as to why the line speed had reduced so significantly. She asked if there was any expectation the council would need better line speeds for events and training taking place at the Lister Room.

The deputy town clerk said it was due to more people using the same general line as it wasn't exclusively used for the seafront wifi. He said when the wifi was installed, there were only a few businesses using the line but the number had increased since.

The deputy town clerk said as the Lister Room was going to be let on a permanent basis, broadband to the room would be a matter for that tenant.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to monitor the line speeds and levels of public usage of the seafront wifi over the period to 31 May 2022 and to then consider the matter further in light of that information

21/57/TCP Seagull Control

Cllr C. Reynolds was concerned about audio scarers affecting children and paying someone to take a boat out to lure seagulls away would cost too much and may not even work.

Cllr C. Aldridge asked how much research had been done into other places which had had success tackling seagulls. She suggested a trial of a bird of prey.

The deputy town clerk said the council had brought in birds of prey previously and while they were around, they would keep seagulls away for a short period. However, he said seagulls were also scared of birds of prey and there was another by-product of them being scared, which was also undesirable. He added that birds of prey were an attraction for tourists but there was no budget for this.

Cllr B. Larcombe felt birds of prey were not an option as they were only effective when they were in the air and the town didn't need that kind of attraction. He said the audio scarers could work as there was a café in Lyme Regis which had one and it worked. He added that the main issue was the number of takeaway outlets and the council should ensure it had enough seagull proof waste bins.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to obtain quotes for seagull proof waste bins and to report back to the Town Management and Highways Committee.

21/58/TCP Launch of Tourism Microsite

The support services manager confirmed the microsite had gone live earlier that day as planned.

Members congratulated the support services manager on delivering the microsite and agreed the partnership with Visit Dorset had been the right decision for the council.

21/59/TCP Harbour Consultative Group

The deputy town clerk said this report had been brought to the committee to let members know these discussions with Dorset Council and other harbour users were ongoing and there may be things coming out of those discussions that affected the town council's management of the sandy beach and the seafront area.

21/60/TCP Managing Consultation Exercises

Members noted the report.

21/61/TCP Seafront and Beach Concessions

Cllr J. Broom pointed out the numbering in the proposed policy was wrong as there were two section 3s and it was agreed this would be amended.

Cllr B. Larcombe asked how it was determined which concessions would be allowed; were there a set of concessions that were appropriate to the town that represented the Lyme Regis brand, or could anyone with an idea approach the council?

The support services manager said there were set categories of concessions and these were advertised, but if people approached the council with ideas that didn't fit within those categories, they could be brought to members to consider. She said the details of each concession, such as their location and equipment, were agreed with the operations manager.

Members agreed there needed to be fixed categories for concessions but they didn't want to stop people approaching the council with good ideas.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the seafront and beach concessions' policy with an amendment to the numbering as there are two section 3s.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson, 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 application for the hair braiding and henna tattooing concession. It was agreed the concessionaire should be asked to display her prices and that the size of any storage facility is agreed by the operations manager.

Proposed by Cllr G. Stammers and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to award the hair braiding and henna tattooing concession to Bridie Appleby-Gunnill for 2022-24.

Members discussed the application for the arts and crafts concession.

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to award the arts and crafts concession to Dan Patterson for 2022-24.

Members discussed the applications for the non-motorised watersports and issues around safety and the potential for watercraft to collide with swimmers.

The deputy town clerk said once watercraft were in the water, they were the responsibility of the harbourmaster. However, he said if out of the water safety discussions with Dorset Council new areas were introduced for different uses, the town council would need to make this clear to its concessionaires.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to award the non-motorised watersports concession to Lyme Kayak Hire for 2022-24.

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to award the non-motorised watersports concession to Boylo's Watersports for 2022-24.

Members discussed the application for the fitness and exercise concession.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to award the fitness and exercise concession to Phillipa Scammell (Maitri Yoga) for 2022-24.

Members discussed the application from Nichola Gallagher and Janie Harper to situate a wood-fired sauna on the seafront as a fitness and exercise concession.

The support services manager said she didn't feel the sauna fitted with the remit of fitness and exercise but the application had been made and it was up to members to decide if it should be considered. However, if members didn't feel it fitted the remit of the concession, she encouraged them not to dismiss the idea as she felt officers could have separate discussions with the applicants about how the sauna could be accommodated.

Cllr C. Aldridge didn't feel the sauna fitted with the council's policy of being eco-friendly because it was wood fuelled and she asked if it could use infrared.

Cllr B. Larcombe said it didn't fit the fitness and exercise category and it would be difficult to accommodate as they were asking for access to the shore and drinking water and a sizeable space.

Cllr C. Reynolds said a mobile sauna had been successful in Seatown and they would soon be in other seaside towns and Lyme would have missed out so she felt the council should at least have a discussion with the applicants about how it could work.

Several members liked the idea in general but were concerned about the burning of wood and felt it couldn't be accommodated on the beach because of its size.

Cllr J. Broom suggested the accreted land as customers would have direct access to and from the sea.

Proposed by Cllr G. Turner and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that subject to the operators of the mobile sauna being willing or able to change the energy source away from wood burning to a suitable non-carbon generating alternative, officers are instructed to carry out further discussions with them about potential locations to site the sauna around the area of the accreted land.

The public were invited to return to the meeting and were informed of the recommendations made in relation to concessions.

The meeting ended at 9.34pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS WORKING GROUP

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 JANUARY 2022

Present

Chairman: Cllr J. Broom

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Ruffle, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

Guests: D. Heath (senior technical officer, Dorset Highways) M. Westwood (Dorset Council service manager for parking)

21/45/TMH Public Forum

N. Ball

N. Ball thanked the town council, particularly gardener Alan Legg who looked after the cemetery as he said it had never looked better. He said he believed the path going up the cemetery near the King's Way entrance was due to be resurfaced and he asked if this work was still going to be done. He said there was also a raised culvert on the next path over which was dangerous, and he asked if it was being addressed as it was a health and safety issue.

N. Ball said he had written a letter to the council about the beach hut booking system and asked if it had been put to a meeting.

N. Ball asked if the town council had taken back the harbourmaster's store from Dorset Council (DC) yet to be able to put the beach rake indoors.

N. Ball spoke in relation to agenda item 9, Kitchen Garden. He said unfortunately the project didn't seem to have taken off very well and he would propose it was taken back by the council. He said it would seem the novelty had worn off and people were not available to maintain it.

N. Ball suggested the lights in the gardens were switched to red, white and blue for the Queen's platinum jubilee for perhaps two months before and after June.

21/46/TMH Apologies

Cllr S. Williams – illness

21/47/TMH Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the previous meeting held on 10 November 2021 were **ADOPTED**.

21/48/TMH Disclosable Pecuniary Interests

Cllr D. Sarson declared a pecuniary interest in agenda item 7, specifically Elizabeth Close footpath.

21/49/TMH Dispensations

There were none.

21/50/TMH Parking

The chairman brought this item forward on the agenda and M. Westwood and D. Heath from Dorset Council (DC) were invited to take part in the discussion.

The operations manager summarised the main issues which members and the public wanted to bring to the attention of the DC officers:

- Visitor parking in Springhill Gardens
- Visitor parking in residential streets, particularly when major events were taking place – more enforcement would be helpful on these days
- Cars parked on double yellow lines on Cobb Road
- Cars parked on both sides of the road outside Woodroffe School at school pick-up time
- HGVs not being able to unload to businesses due to 'no unloading' signs in Cobb Square
- Further civil enforcement needed in Lyme Regis in general

M. Westwood said DC was short-staffed in enforcement, but it was looking to recruit; if possible, they could look to send officers when there were big events on and there were likely to be parking issues if the town council notified them of the dates.

M. Westwood said dealing with individual issues and implementing solutions in one area would only shift the problem to another area of the town so it would be better to do a more widescale, holistic parking review in Lyme Regis. He said DC was currently going through some transformation in parking, looking at various permits and charging, and once that was in place and they could see what kind of effect that had on the town, they could look at what could be done to better control parking.

M. Westwood said it would be helpful for the operations manager to send him a list of all the parking issues he was aware of. He said as part of the review, DC would carry out consultation with the council and the public.

Cllr J. Broom asked when the review would take place.

M. Westwood said there were several other towns which would be started first, but he felt some 'quick wins' could be put in place in Lyme Regis this year.

Cllr B. Larcombe raised the issue of the bus stop next to Clappentail roundabout, where cars often parked, forcing the bus to stop in the middle of the road. He said on Clappentail Lane cars were also parking on the roundabout because double yellow lines had not been re-instated following resurfacing works. He asked that the bus stop was properly delineated to show it was a bus stop and the double yellow lines were reinstated. He also asked if the lines could be further extended.

D. Heath said she would check if there was a traffic regulation order (TRO) to make it a bus stop and whether double yellow lines were not properly reinstated. However, if there was a need to increase the lines it would have to go through a process of ranking; if it was deemed a big safety issue it would go up the list. She said she would go back to the operations manager with answers on these issues.

M. Westwood also asked D. Heath to look at the issue of unloading of HGVs in Cobb Gate Square and the existing TRO.

Cllr D. Sarson asked why DC was issuing parking permits to holiday rental companies to park in residential streets. He said people were unable to park outside their homes because holiday rental companies were giving permits to customers.

M. Westwood said DC was about to change its permit scheme to only offer permits to those who live or work in Dorset; holidaymakers would not be able to get a permit and should be paying the full cost of parking. He said he would look into why this was happening as permits shouldn't be issued to people staying in holiday lets to park on residential roads. However, if all the roads were within the same area, people could use a permit to park in a different road if it came under the same order. M. Westwood said he would get something back to the operations manager within the week.

Cllr J. Broom asked how an 'area' was defined as this seemed to be one of the issues in Anning Road; people from other streets were parking there.

M. Westwood said the 'area' was defined within the order of the parking permit and the problem was more permits were issued than there were spaces, so it was first-come-first-served. He said he would also look into the orders for parking and feed back to the operations manager.

The operations manager said it had previously been mooted that the town council's enforcement officers could be trained up to civil enforcement officer standard so they could enforce on-street parking. He asked if this was something DC would consider.

M. Westwood said he was willing to look into how this could be done.

Cllr C. Aldridge asked if M. Westwood could give an idea of the timescales involved with the parking review.

M. Westwood said nothing would happen before the summer and it would probably be the end of this year before anything started happening, but the initial consultations would start soon after April.

The deputy town clerk asked if an enhanced park and ride service would be something DC would be willing to work with the town council on as part of any solution.

M. Westwood confirmed DC would work with the town council if it was deemed to be part of the solution.

Cllr M. Ellis said she hoped DC would also consult with visitors as their view of how they find the town was also important. She said it was also important to assess the situation at different times of the year.

Cllr B. Larcombe said in addition to weight restriction signs, size restriction signs for vehicles were needed on the approach to Fernhill roundabout and on Sidmouth Road to prevent large vehicles coming into the town.

D. Heath said any kind of restriction which would require signage would need to go through the traffic regulation process, and any regulation relating to weight and sizing had to be backed by Dorset Police. However, she said it was very rare that an order got through which Dorset Police would agree to enforce.

Cllr B. Larcombe asked if could be an advisory sign instead.

D. Heath said DC didn't have any jurisdiction on the A35 but she could get in touch with her contact at Highways England about this. However, she was aware Highways England was reluctant to put any signs on its roads.

Cllr C. Reynolds left the meeting at 7.53pm.

Cllr B. Bawden said she was working on community conversations through the Fossil Festival so this might be a way of DC consulting with the public on parking and she would speak to M. Westwood about how this could feed into the review.

Cllr C. Reynolds returned to the meeting at 7.55pm.

21/51/TMH

Matters arising from the minutes of the Town Management and Highways Committee meeting held on 10 November 2021

Request for access across Woodmead car park

The deputy town clerk said piling work had started that day, which would take a week to 10 days to complete. He said so far everything seemed to have gone smoothly and there had been no complaints from nearby residents.

Roof and balustrading

Cllr B. Larcombe asked if the CCTV was up to sufficient standard for policing purposes and whether there was any progress in catching those who had broken the glass.

The operations manager said the police were still investigating. He said the quality of the images depended on how close the individual was to the camera and the roof area was quite a large area for the camera to view.

The deputy town clerk said the image obtained from the incident was reasonable and was clear enough to make out the genders and the clothes they were wearing.

21/52/TMH Update Report

Seafront railings

The deputy town clerk said the contractor still hadn't received the posts from the foundry but was expecting to receive them within the next seven to 10 days. He said the contractor fully understood the urgency of the works and that they had to be completed before Easter.

Cllr B. Larcombe asked if the new posts would be relatively maintenance free and look the same as those in the Jane Austen Gardens.

The deputy town clerk said they were not maintenance free and would require re-painting every five to seven years. In terms of the design, he said the council had entered into a commitment of like-for-like replacement and that was part of the arrangement for being able to do the work under permitted development rather than needing planning permission.

Guildhall works

The deputy town clerk said work was progressing well and the scaffolding in place was such that it allowed the contractor to continue working irrespective of weather conditions. He said they had made a start on the internal works, which hadn't revealed any particular problems in terms of the work they had to do, but it had revealed more extensive damage to the existing structure than anyone had realised from looking at it externally.

The deputy town clerk said some of the major timbers had fractured from the impacts they had received from vehicles but this wouldn't affect the length of time the work would take. He said the contractor was confident the work would be complete and they would be off site by 17 February 2022.

Park and ride

The deputy town clerk said First had put a proposal to the council for two or three buses and a suggested timetable but he would take a more detailed report to Strategy and Finance on 2 February 2022 for members' consideration. He said part of the proposal included running a third bus to Charmouth and some holiday parks between.

Sale of Additional Beach Huts on Cart Road

Cllr J. Broom asked if the licence could stipulate that the owners replace the hut after a certain number of years.

The deputy town clerk said a replacement clause could be included in the licence if members wished. However, this was not agreed.

Cllr B. Larcombe asked if the licence said anything about restricting how people spread themselves out in front of their hut as he said it was causing an obstruction for people walking along the Cart Road.

The operations manager said during the pandemic when the council asked people hiring its beach huts not to sit directly outside the huts, the enforcement officers had a lot of difficulty getting people to comply with this.

The deputy town clerk said the new licences were drawn up pre-Covid but they did include clauses about not causing a disturbance, nuisance or obstruction, although nothing specifically relating to sitting on the Cart Road. He said some additional wording could be put into the licences for the beach huts which were about to be sold but the council couldn't vary other licences.

However, no changes to the licences were agreed.

Elizabeth Close footpath

Cllr D. Sarson left the meeting at 8.22pm in line with his declaration of interests.

The operations manager confirmed the council owned the path, but it was a very short section of footpath that was originally intended to connect the cemetery to the Henry's Way play area, which didn't come to pass.

It was noted the footpath was now used by residents living on the housing estate as a short cut through the cemetery to the school and town and was a well-used route.

The deputy town clerk said it was clear the council had responsibility for its maintenance but there may be others who also had some responsibility, albeit not Dorset Council.

Cllr D. Sarson returned to the meeting at 8.25pm.

Car park cash collection service

The operations manager said the service had improved slightly so the council would stick with the current contractor for the time being.

Amenities hut replacement

The operations manager said the replacement of the hut may fall under permitted development because it would be virtually the same footprint and he was following this up.

CCTV

The operations manager said he had had the report back from Enervo, the DC streetlighting partner, and it appeared most of the lighting columns the council identified for cameras couldn't be used. He said it may require planning permission to put CCTV columns in place.

21/53/TMH Kitchen Garden

Cllr C. Reynolds said since securing the bed in Langmoor Gardens, the project had suffered many setbacks such as Covid-19, volunteers going back to work following Covid, lack of access to resources, distribution problems, no financial support, and bad weather. She said they needed a councillor to liaise with Lyme Garden Growers to ensure things ran smoothly and she was prepared to do that.

Cllr C. Reynolds asked for two months to get the kitchen garden back on track, including producing a plan of how this would be done. She said students from Woodroffe School would be making sculptures of vegetables to go in the garden and a local landscape gardener had volunteered to help get the project going. She said there would be a small management group to co-ordinate the volunteers and she was happy to organise this.

Cllr M. Ellis said there had been a lot of discussion about the kitchen garden on social media over the last week and a lot of people didn't even know about it but now said they were willing to help. She felt the council needed to give them time to get it going and suggested someone from the allotments' association could help as many of those involved were home growers who didn't understand the growing seasons. She suggested giving them until the next Town Management and Highways Committee meeting to get the garden sorted and then to review the situation.

Cllr B. Larcombe asked whether this was the time to consider whether the centre of Langmoor Gardens was the best place for the kitchen garden and he asked if there was any room at the allotments or any other land the council could influence it being set up.

Cllr G. Stammers felt it should stay in Langmoor Gardens because people noticed it and it encouraged people to think about it.

Cllr R. Smith agreed having it in a central location sent a message about food production and sustainability. He felt two months wasn't enough, especially as January and February weren't particularly good months weather-wise, and he suggested up to four months.

Cllr D. Sarson, the council's representative on the Charmouth Road Allotments' Association, said he would provide the secretary's contact details to Cllr C. Reynolds so he could put out an appeal for help.

Cllr B. Bawden said the herb garden at St Michael's Business Centre car park had worked very well because there were signs telling people what it was, and she suggested putting signs up in the kitchen garden to let the public know what it was all about.

Cllr B. Larcombe suggested the volunteers were given a whole growing season, i.e. a year, as there wasn't much you could demonstrate in a garden in three months.

Cllr M. Ellis said the council would be able to see what kind of commitment there was from volunteers within three months and that would be an indication of whether it would work or not.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to give Lyme Garden Growers six months to bring the kitchen garden in Langmoor Gardens up to an appropriate standard, with a review in three months.

21/54/TMH Guildhall Blue Plaque

Cllr M. Ellis asked how many other blue plaques could be wrong if this one was wrong. She said she Guildhall plaque was put there for a reason and felt it should be left as it was.

Cllr B. Larcombe said correspondence with Mr Lacey had been going on for about eight months and historically the accuracy on the plaque was 100 years out.

Cllr D. Ruffle said as much as he admired Mr Lacey's tenacity for accuracy and he was no doubt right in what he said, he didn't feel it was enough to change the wording on the plaque.

Cllr J. Broom said the plaque was also unveiled by HRH Princess Alexandra, so this in itself was an historical event.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to leave the Guildhall Blue Plaque as it is.

21/55/TMH Monitoring of Ground Markers

Cllr B. Larcombe asked if the ground markers indicated ground movement after the event or whether they gave a prediction of ground movement.

The deputy town clerk said the markers would probably give some indication of major issues afoot, but they were predominately records of what had happened.

21/56/TMH Improvements to Town Bus Service and Possible External Funding Opportunity

Cllr M. Ellis said the route needed to be changed because there were many people on roads where the bus didn't go.

The deputy town clerk said the council had identified some funding via the 'Tackling loneliness with Transport Fund' to improve the town bus service. He said the service was only viable as long as a bus was available for the school service funded by DC. He said in principle, if someone was offering funding to meet an objective the council had already identified, and providing it didn't create ongoing costs, it would make sense to apply for that funding.

Proposed by Cllr R. Smith and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to submit an expression of interest to the 'Tackling loneliness with Transport Fund' as a means of supporting improvements to the town bus service and other linking services; to constitute a working group to assist the deputy town clerk in completing the submission by the deadline of 28 January 2022; and to appoint Cllrs Bawden, Aldridge and Reynolds to the working group.

21/57/TMH RNLI Reports – 2021 Season

Cllr B. Larcombe said the report showed the danger rating of Lyme Regis beach was not very high and he said members should remember this when it came to requests for funding for lifeguards.

The operations manager said although the beach itself wasn't very dangerous, the population using it in the summer was high and that pushed the level higher.

21/58/TMH Complaints, Incidents and Compliments

Cllr M. Ellis asked why DC's toilets had been closed on Bonfire Night.

The operations manager said the contractor didn't open the toilets as expected but DC's manager for public toilets assured him they would be open next year at busy periods. He said he would provide him with the dates of major events and DC would supply the town council with a set of keys so they could be opened if it happened again.

Cllr M. Ellis said with the number of people likely to use the toilets they would also need to be cleaned and she asked who would do this.

Members also discussed complaints related to dogs on the beach as there were particular issues with dogs being off the lead over the Christmas period and only one enforcement officer was on duty.

The operations manager said the enforcement officer from DC had come to Lyme Regis this week and was starting to take people's names and addresses with a view to issuing fixed penalty notices.

Members were concerned about the impact on the enforcement officers and discussed the possibility of training other staff to become 'authorised officers' so they could cover sickness absence and annual leave.

The meeting closed at 9.31pm.

Committee: Full Council

Date: 16 February 2022

Title: Appointments to External Bodies

Purpose of Report

To allow members to make additional nominations to external bodies

Recommendation

Nominate replacement members to the Axe Valley and West Dorset Ring and Ride Service and a substitute member to the Lyme Regis Harbour Consultative Group

Background

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

Report

2. Following Cllr Stan Williams' passing, new council representatives are sought for the organisations to which he was appointed.
3. Cllr Williams was a representative on the Axe Valley and West Dorset Ring and Ride Service. He was also a substitute member on the Lyme Regis Harbour Consultative Group (Cllr B. Larcombe is the appointed member).
4. Appointments will be for the remainder of this council year, i.e. until the beginning of May 2022.

Adrianne Mullins
Support services manager
February 2022

Committee: Full Council

Date: 16 February 2022

Title: LymeForward Grant Agreement

Purpose

To inform members about grant agreement discussions with LymeForward

Recommendation

Members consider the report and instruct the town clerk

Background

1. On 4 February 2020, the council approved a five-year term grant to LymeForward Community Interest Company (CIC). The value of the grant is £10,000 per annum.
2. The purpose of the grant is to, 'contribute to core costs to enable services at the current level and work towards becoming self-sustainable'.
3. The purpose of LymeForward CIC's is detailed in its objects which are detailed in section 5 of its Articles of Association. These are detailed below:

'The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to:

5.1 act as the Local Area Partnership for Lyme Regis and the surrounding area, thus enabling statutory bodies, voluntary groups and organisations, and community sector providers to take a strategic overview of economic, community and environmental development within the area.

5.1.1 maintaining and reviewing the Community Plan by: (a) identifying local needs through consultation and evidence; (b) setting priorities and targets; and (c) evaluating progress.

5.1.2 participating in other relevant local strategic alliances.

5.2 act as a means of mutual support for those who volunteer with or are employed in community activities and service provision, by:

5.2.1 providing a forum for exchange of information and for debate;

5.2.2 providing the services of a partnership Manager to: (a) assist individuals and groups in fulfilling their particular objectives; (b) coordinate and assist with identifying and implementing funding bids.

5.3 initiate projects and undertake activities that meet identified need and, where applicable, take advantage of funding opportunities.

5.4 enable informed local responses to public consultations.'

4. Quarterly grant payments of £2,500 are issued in April, July, October and January.

5. Normally, a grant agreement would be entered into at the commencement of a term grant. However, a grant agreement was not issued because Covid-19 lockdown measures and subsequent operating constraints meant LymeForward, like other grant recipients, was not able to comply with its grant application.
6. The council kept this arrangement under review and continued to pay quarterly payments to term grant recipients, including LymeForward CIC.
7. The easing of Covid-19 restrictions in spring 2021 commenced the process of reviewing term grants and entering into agreements.
8. On 23 June 2021, the Full Council considered a report on LymeForward CIC's governance arrangements and activities and resolved, 'to continue grant payments for the first two quarters of 2021-22, with quarter one having already been paid.'
9. On 8 September 2021, the Full Council considered LymeForward CIC's grant agreement and resolved:

'to defer consideration of LymeForward's grant agreement until after the Tourism, Community and Publicity Committee has set objectives for LymeForward, which can be included in the grant agreement.'
10. A meeting took place with LymeForward CIC on 22 September 2021¹ to gain a better understanding of how it saw its future community engagement role and to discuss objectives. The meeting did not conclude; Cllr C. Reynolds and the LymeForward representatives left the meeting.
11. On 29 September 2021, the Tourism, Community and Publicity Committee made the following recommendation to the Full Council:
 - 'LymeForward's grant agreement includes an objective to work with the town council to deliver its community engagement strategy
 - If LymeForward's articles of association are changed, the town council reserves the right to review the grant agreement to check it is working to the same objectives
 - The town council continues to pay the grant on this basis.'
12. This recommendation was approved by resolution of the Full Council on 27 October 2021 and informed subsequent discussions with LymeForward CIC.
13. LymeForward CIC's chief executive was notified of this resolution on 8 November 2021.
- 14.. On 3 December 2021, LymeForward CIC's chief executive was sent a copy of the draft grant agreement for signature. There was no response.
15. On 10 January 2022, this was expedited. Later that day, council officers were notified by another LymeForward CIC employee that its chief executive had left the organisation.

¹ The meeting was attended by Sue Davies, LymeForward director; Nick Sarahs, LymeForward chief executive officer; Cllr M. Ellis, LRTC liaison member for LymeForward; Cllr C. Reynolds, chairman, LRTC Tourism, Community and Publicity Committee; Adrienne Mullins, support services manager; and John Wright, town clerk.

16. Separately, on 17 December 2021 LymeForward had been invited to a grant review meeting on 26 January 2022². The purpose of this meeting was conveyed to LymeForward on 18 January 2022, i.e., to review and evaluate the work of LymeForward CIC against the draft grant agreement and to discuss governance, finance, risk, and any other material issues which affect the performance of the organisation, along with a review of the operational activities of LymeForward.

Report

17. At the meeting on 26 January 2022³ LymeForward CIC's chairman said:
- two directors were in post, and it was seeking to recruit a further director, ideally someone with experience in finance and/or human resources. LymeForward CIC's Articles of Association require three directors
 - It had 11 members and that 10 were required for decision-making
 - the last members' meeting was in June 2021; a meeting scheduled for January 2022 had been postponed because of Covid-19 restrictions
 - a recommendation would be made to the members' meeting to consider if LymeForward CIC had the right legal framework for the purpose of the organisation, i.e., whether it should continue as a CIC and undertake a Local Area Partnership role, or focus on the services currently delivered
 - the last steering group meeting was held in September 2021
 - it had received external grants during the year and by the end of the current financial year, i.e., 31 March 2022, it would be financially viable
18. LymeForward CIC's chairman said it did not intend to replace its chief executive and had appointed a publicity co-ordinator.
19. LymeForward CIC's chairman said it had identified its rental agreement for Unit 1a, town council funding and the potential for increased demand on the foodbank as its main risks.
20. LymeForward CIC's chairman ran through foodbank activity levels, see **appendix 17A**, and detailed the additional services it delivered, i.e., the carers' café, school holiday food insecurity programme, **appendix 17B**, a health and wellbeing hub, a monthly newsletter with details of external funding and local events, and a homeless referral point for food and information in partnership with the police.
21. LymeForward CIC's chairman said the health and wellbeing group had been taken over by the patient participation group so there was no real desire to continue operating.

² Review meetings were scheduled with all term grant recipients 11 January-27 January 2022 as part of the bi-annual review process.

³ The meeting was attended by Sue Davies, LymeForward director; Lesley Jelleymann, LymeForward director; Cllr M. Ellis, LRTC liaison member for LymeForward; Adrienne Mullins, support services manager; and John Wright, town clerk.

22. LymeForward CIC's chairman said the Coastal Communities Team (CCT) hadn't been successful in the round 5 funding bid and the feeling was there wasn't the funding available generally. She said she had been in touch with the chairman of CCT and they didn't see the need for the group.
23. LymeForward CIC's chairman said they were working on the new website.
24. It was agreed at the meeting to defer discussion on the grant agreement and objectives to a separate meeting, which was later arranged for 8 February 2022.
25. At the meeting on 8 February 2022⁴, the town clerk referred to the resolution of the Full Council on 27 October 2021, see paragraph 11. The town clerk said the council was looking for a commitment from LymeForward CIC that it was willing to work with the town council to deliver community objectives.
26. The town clerk also suggested there could be a discussion about mutually agreeable objectives.
27. LymeForward CIC chairman's response was to reiterate its previously stated position that its application did not include any requirement to work with the council on objectives. LymeForward CIC's chairman also said the council had not identified any specific objectives for consideration by LymeForward CIC and they were not willing to sign the grant agreement.

For consideration

28. At its meeting on 27 October 2021, the council resolution instructed the town clerk to include in LymeForward CIC's grant agreement an objective to work with the town council to deliver its community engagement strategy and that future payment of grant was linked to this requirement.
29. LymeForward CIC has refused to comply with this requirement and the town clerk has not issued the January 2022 payment. This could cause financial stress to LymeForward.
30. Officers remain unclear about the future direction of LymeForward CIC and its intention to carry out activities other than those currently undertaken.
31. Although the Articles of Association have not yet been amended, there is more information about the proposed changes, which would mean LymeForward CIC would no longer be working to the same objects. Under those circumstances, the council has reserved the right to review the grant agreement. The purpose of the grant is to help with core costs for an organisation whose principal purpose is to carry out community engagement activity; if this activity is not being pursued and/or is changed through company structure, or amended articles of association, then it is not fulfilling its function for which the funding was granted.
32. Until a third director is appointed, LymeForward CIC is in breach of its Articles of Association.
33. If the council withdraws funding, it could jeopardise the foodbank's operation. This could place an obligation on the town council to commit to keeping this or a similar facility in place

⁴The meeting was attended by Sue Davies, LymeForward director; Lesley Jolleyman, LymeForward director; Cllr M. Ellis, LRTC liaison member for LymeForward; Adrienne Mullins, support services manager; and John Wright, town clerk.

34. The rental agreement for LymeForward's occupation of Unit 1A expires on 31 March 2022.
35. Custom and practice is that LymeForward CIC has undertaken objectives for the council.

John Wright
Town clerk
February 2022

LRTC Grant Review Meeting

26 January 2022 at 2.00pm

LymeForward CIC - Foodbank Activity 2021/2022 v1

Month	Total Client visits	Singles	Families	Children	New Referrals
April 2020	133	16	27	66	5
April 2021	127	18	26	56	2
May 2020	147	15	30	80	5
May 2021	99	15	22	40	4
June 2020	150	11	35	90	4
June 2021	106	18	27	32	5
July 2020	162	21	37	82	4
July 2021	80	15	21	23	0
August 2020	103	11	29	51	0
August 2021	96	10	26	42	3
September 2020	80	6	24	37	0
September 2021	107	16	27	41	6
October 2020	96	13	24	44	0
October 2021	110	27	24	42	5
November 2020	160	19	39	82	0
November 2021	123	26	28	51	4
December 2020	178	25	46	85	0
December 2021	206	30	48	87	4

Foodbank & School Holidays Programme Activity January 2022 to December 2022

Month	Total Client visits	Adults	Children	New Referrals	School Recipe Bag (Families)
January	136	61	75	N/A	
February	130	76	54	N/A	
March	177	105	72	N/A	
April	123	67	56	2	0
May	96	56	40	4	0
June	103	70	33	5	0
July	79	55	24	0	39 Secondary
August	96	54	42	3	23
September	107	66	41	6	0
October	110	68	42	5	0
November	123	72	51	4	0
December	206	119	87	4	38 Primary 13 Secondary

LRTC Grant Review Meeting

26 January 2022 at 2.00pm

Total Number of Meals provided from January 2021-December 2021

Month	Number of People	Number of Meals
January	48	800
February	52	780
March	62	1000
April	43	730
May	43	570
June	31	610
July	24	480
August	31	576
September	36	640
October	41	660
November	43	740
December	58	1200
Total	47 Families/Individuals 115 People in total who made 1485 Visits	8,900

Summary of national evidence:

In 2019/20:

- 11.7 million people were in relative low income BHC (18% of the population), at a similar level to the year before.
- 14.5 million were in relative low income AHC (22%), also at a similar level to the year before.

Looking specifically at children:

- 3.2 million children were in relative low income BHC (23% of children), an increase from the year before.
- 4.3 million were in relative low income AHC (31%), about the same as the year before.
- Poverty rates are highest for people in households where the head of the household is from the Pakistani or Bangladeshi ethnic groups and lowest for those from White ethnic groups.
- Around 40% of working-age adults in workless families were in relative poverty before housing costs in 2019/20, compared to 11% in families where at least one adult was in work.
- 46% of social renters and 33% of private renters were in relative poverty in 2019/20, compared to 15% of people who owned their home outright and 11% of those who have a mortgage.

LRTC Grant Review Meeting

26 January 2022 at 2.00pm

- The proportion of people in relative low income before housing costs (BHC) was 27% for families where someone is disabled, compared to 15% for people living in families where no one is disabled.

The Trussell Trust reported a 33% increase in the number of three-day emergency food parcels it distributed in 2020-21 compared to 2019-20. During the six months from April to September 2020 there was a 47% increase, compared to the same period in 2019. In both comparisons it noted a particularly marked increase in the number of food parcels going to children.

The Independent Food Aid Network, IFAN, reported a 62% increase in emergency food parcel distribution in October 2020 compared with October 2019. Independent food banks also saw a rise of 88% over the period February to October 2020 compared to the same period in 2019.

In the Covid-19 Consumer Tracker a total of 7% of the population said they had used a food bank or food charity, with 13% of households with children having done so.

It found three categories of factor contributing to a person needing a food bank:

- Problems with benefits
- Adverse life experiences such as eviction, ill health and divorce
- The exhaustion of formal and informal support such as family and friends.

Notably, of those people who have been referred to a Trussell Trust food bank:

- Over two-thirds had experienced a problem with the benefits system in the year before they needed emergency food, including long waits and reductions. In 43% of cases benefit problems were one of the main reasons for referral
- 94% were 'facing real destitution', unable to buy essentials to stay warm, dry, clean and fed. 23% were homeless
- £50 was the average weekly income after housing costs, while 20% reported no income at all in the month before (this contrasts with a median household income after housing costs of £437 in 2017/18 according to DWP Households below average income [HBAI] statistics)
- Over three quarters were in arrears, most commonly rent arrears, and 40% were repaying debts, the majority to the DWP
- In the year prior to using a food bank 7 in 10 respondents reported at least one 'challenging life experience' such as eviction or divorce, while a large minority also reported having experienced an 'adverse work related experience' such as losing a job or a reduction in work hours
- Nearly 75% reported at least one health issue in their household
- 2% were people of pension age (65+)

LRTC Grant Review Meeting
26 January 2022 at 2.00pm

- 22% were single parents
- Nearly half were single person households

LRTC Grant Review Meeting

26 January 2022 at 2.00pm

LymeForward CIC School Holidays Food Insecurity Programme Activity - 2020/2021 v3

Schools	Summer Six Weeks 2020 (COVID-19)	Christmas One Week 2020 (COVID-19)	Summer Six Weeks 2021	Christmas One Week 2021	Total Student Activity	Notes
Secondary School (School Names withheld for GDPR reasons)	33 per week (Meals x 3 & Recipe Bag x 1)	15 per week (Hamper)	40 Starter Recipe Bags There after 6 per week (Recipe Bags x 3)	13 per week (Hamper)	302	Each child received meals x 3 & recipe bag (meals x 3) and Christmas Family Food Hamper
Primary School 1	0	16 per week (No Recipe Bag)	0	20 per week	36	Each Child received food bag, present bag & Recipe Bag x 1
Primary School 2	0	0	0	7 per week	7	Each Child received food bag x 1 & present bag
Primary School 3	0	0	0	11 per week	11	Each Child received food bag x 1 & present bag x 1
Total	Meals - 594 Recipe Bags - 198	Food Hamper -15 Food Bags-16	Recipe Bags-148	Recipe Bags - 20 Food Bags - 38 Present Bag – 38 Food Hampers-13	356	Meals - 594 Recipe Bags - 366 Food Bags - 54 Present Bag - 38 Food Hampers - 28

