



Lyme Regis Town Council

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John Wright
Town Clerk

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Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 29 October 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
24.10.25

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

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 10 September 2025 (attached)

8. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 7 October 2025

9. Matters arising from the minutes of Full Council meeting held on 10 September 2025 and the extraordinary Full Council meeting held on 7 October 2025

To inform members of matters arising from the minutes of the Full Council meeting held on 10 September 2025 and the extraordinary Full Council meeting held on 7 October 2025 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

10. Update Report

To update members on issues previously reported to this committee

11. Mayor's Announcements

12. Planning Committee

To receive the minutes of the meetings held on **2 September, 23 September and 14 October 2025**, to note the committee's comments made on planning applications under the power delegated by Full Council, and to note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meeting on **5 August 2025**

13. Environment Committee

To receive the minutes of the meeting held on **8 October 2025** and consider the recommendations therein.

14. Human Resources Committee

To receive the minutes of the meeting held on **17 September 2025** and consider the recommendations therein.

15. Strategy and Finance Committee

To receive the minutes of the meeting held on **15 October 2025** and consider the recommendations therein.

16. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **1 October 2025** and consider the recommendations therein.

17. Town Management and Highways Committee

To receive the minutes of the meeting held on **24 September 2025** and consider the recommendations therein.

18. To receive the minutes of the Gardens Working Group meeting held on 3 September 2025

19. The External Auditor's Report and Certificate 2024/25

To allow members to receive the external auditor's report and certificate 2024/25

20. Review of effectiveness of the internal auditor and agree the programme of work for 2025-26

To allow members to appraise the effectiveness of the internal auditor and agree the programme of work for 2025-26

21. Budget and Objectives 2026-27

Following a recommendation from the Strategy and Finance Committee on 15 October 2025, to allow members to consider a revised list of objectives for delivery in 2026-27

22. Framework for Developing Town Plans

To allow members to comment on Dorset Council's Framework for Developing Town Plans

23. Council of the Year Application 2026

To allow members to consider applying for Town Council of the Year 2026 and, if members are minded in doing so, delegate the preparation and application to the town clerk in consultation with three members, one of whom should be the chairman of the Tourism, Community and Publicity Committee

24. Lyme Regis to Bridport Shuttle

To allow members to retrospectively approve the council acting as the lead organisation and accountable body for the submission to Western Gateway Sub-National Transport Body of a grant funding application for £20,000 to provide a weekend bus shuttle between Lyme Regis on Friday and Saturday evenings between 7pm and midnight

25. Request from tenant for a financial contribution towards the cost of installing an air conditioning unit in a council-owned commercial property (Jurassic Photography)

To allow members to consider a request from Jurassic Photography Ltd for a financial contribution towards the cost of installing an air conditioning unit in the eastern shelters retail unit

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

26. 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.

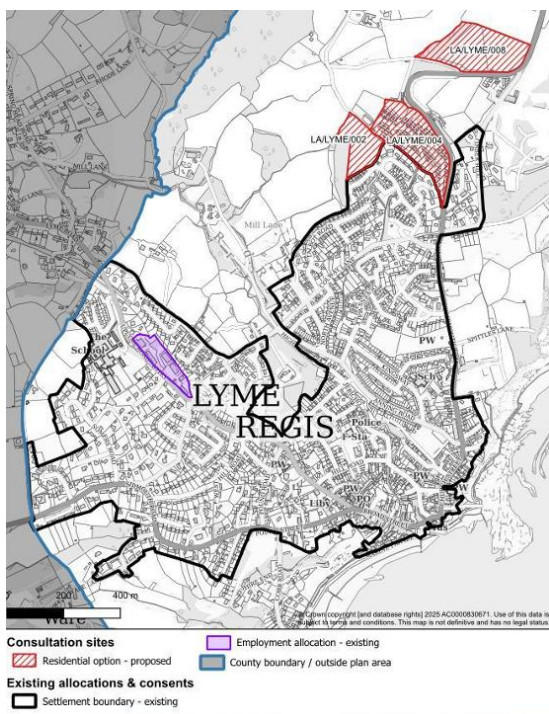
- a) Agenda item – Request from tenant for a financial contribution towards the cost of installing an air conditioning unit in a council-owned commercial property (Jurassic Photography)**

Dorset councillor report for Lyme Regis Town Council

29 October 2025

1. Key public consultations

The public consultation on the **Dorset Council [Local Plan](#) options** was extended to 31 October, while the **[Dorset and BCP Councils' Local Transport Plan](#)** closed 20 October. **[Energising Dorset's Economy](#)**, also runs to 31 October and the **[Dorset Design Code](#)** opened 19 Sept and runs to 21 Nov; LRTC officers were briefed by Dorset Council officers and consultants. I've notified other community stakeholders.



Public engagement

I undertook ten 'pop-up' sessions in Charmouth and Lyme since the public consultations opened on 18 August and have manned the Jubilee Pavilion when able to allow people to see the Local Plan-Local Transport Plan exhibition in the Jubilee Pavilion.

The **[Minerals and Waste Consultation](#)** closes 25 Nov and a new **[Age-Friendly Dorset Survey](#)** opened on 6 Oct and closes 19 Dec, as Dorset Council has joined the UK's Age-Friendly Network and invites residents to shape Age-Friendly communities to help build a more inclusive Dorset for older people.

[Dorset Council - Citizen Space](#)

Please contact us by email

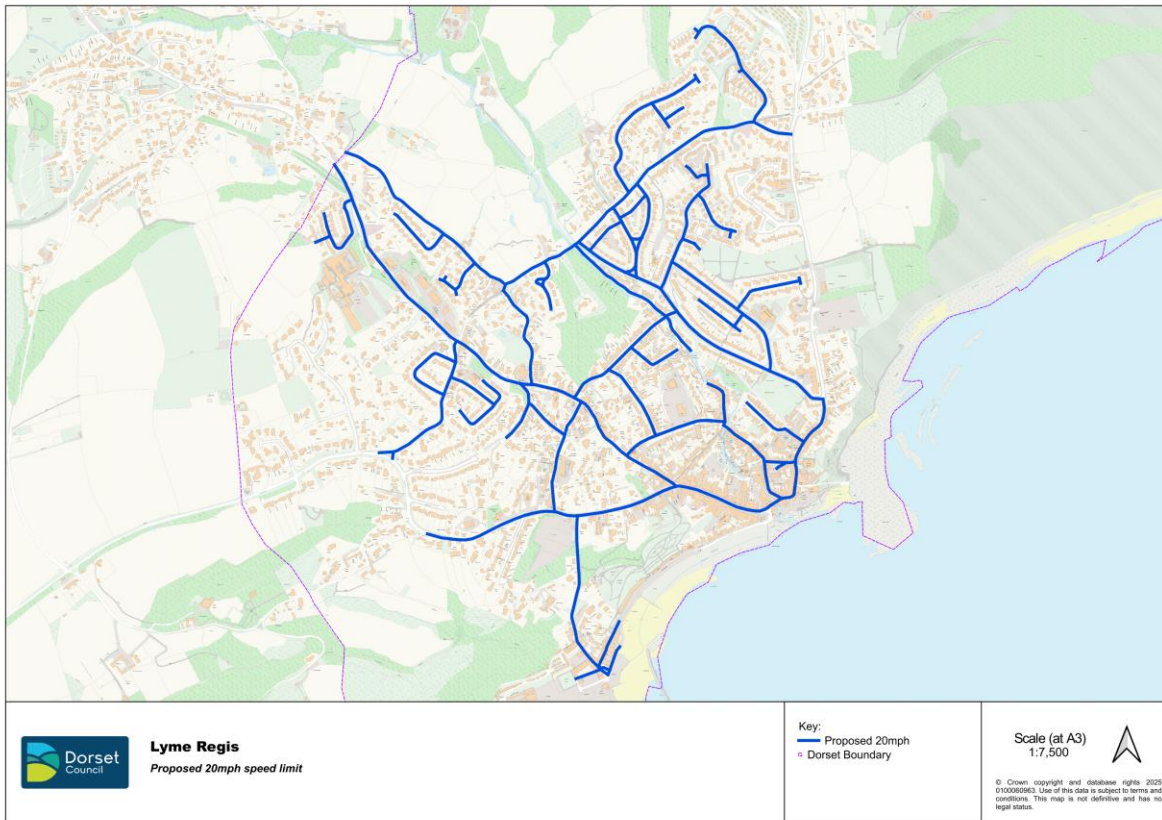
customerservices@dorsetcouncil.gov.uk or phone 01305 221000 if you need the survey in another format or would like to respond in a different way e.g. on paper. The library can help you go online or print a paper copy.

Dorset Youth Voice on Citizen Space

The Youth Voice Team offer a range of activities and opportunities so that children and young people can choose to take part in a way that suits them.

Young people sharing their views has helped the co-creation of the Children Young People and Family Plan, the New Belongings Project with Care Leavers and Young Commissioners. The Dorset Youth Council now attends Full Council to share current activities, views and aspirations.

20mph limits in Lyme Regis



The public consultation on the Traffic Regulation Orders for 11 new 20mph proposals across Dorset opened 16 October and will close 7 November. Efforts were made to extend the deadline but it wasn't legally possible.

Here's the link to the public consultation:

[Comment on moving Traffic Regulation Orders - Dorset Council](#)

This link is to Dorset Council's recent media release:

[New 20mph zones for Dorset communities - Dorset Council](#)

I've attached a list of Frequently Asked Questions.

I put the map poster in the Jubilee Pavilion and asked the library to put it up. I'm hoping to see the survey on the LRTC website and social media, as responses so far have been disappointing. I wrote to the Bridport News but they featured Beaminster.

The Green Party is doing what it can but this is not a party political matter – it is the town council's policy based on our residents' wishes.

3. Ward matters

3.1. First winter bus timetable

The revised winter timetable we requested should be in operation from Monday 27 October, restoring commuter and school services to Dorchester and to the trains at Axminster Station.

WATAG (Western Area Transport Group) timetabling experts alerted me to the problems in First's winter timetable so I raised the alarm to all the West Dorset councillors, the MP and Dorset Council, who insisted First reconsidered their services and increased their subsidy. Edward Morello raised the matter with First bosses, the Department of Transport and the Minister, Heidi Alexander.

I'm now working with the MP's office, Dorset Council and WATAG on public transport connectivity and community transport opportunities, including with Dorset County Hospital and a possible evening service between Lyme and Bridport for entertainment and hospitality options.

3.2. Housing Needs survey for Lyme Regis

The Housing Needs survey for Lyme ran from 5 September to 13 October with flyers delivered to every household and paper copies available on demand and in LRTC and the Waffle Café.

The government's Rural Housing Enabler, Jacqui Cuff of Dorset Community Action, Dorset Council and the [Lyme Regis Community Land Trust](#), will compile the results and report back to the Housing Needs Steering Group, LRTC and the community.

3.3. Urgent repairs and the Cobb Phase 5 project

Matt Penny, Service Manager, Flood and Coastal Erosion Risk Management, Place, attended a meeting of the Harbour Users' Group meeting after his presentation to the town council.

The urgent repair works will be undertaken in November but Historic England rejected the project design for the Phase 5 project. A local Cobb support group is being set up by Alan Vian and Rob James, with a public engagement drop-in session with Dorset Coast Forum arranged for the Jubilee Pavilion on 27 November.

LRTC's representation on harbour matters is with member and officer places on the Harbour Users' Group which meets quarterly, ahead of Dorset Council's Harbours Advisory Committee (HAC) meetings.

I usually attend HAC on behalf of Lyme so please let me know if you would like me to submit any questions (5 working days before). The next meeting is **3 December**.

3.4. Surface water and sewage

South West Water's major investment plans for Lyme Regis are testament to the work of River Lim Action and the quarterly Partnership Alliance meetings with RLA, the Environment Agency, Dorset Council and the town council. I've tried to ensure SWW and Dorset Council are contacting each other, as the works will involve significant road closures and disruption.

Issues in Talbot Road are being investigated.

I'm asking Dorset Council to set up a cross departmental/cross-party working group to look at the planning, highways and climate adaptation aspects of surface water management, as well as gaining a better understanding of the Citizen Science community groups and government catch projects.

3. Residents invited to join new climate panel

I attended the first two workshops of the Citizens' Climate Panel in the Corn Exchange, Dorchester, on Sat 11 and Sun 12 October and will attend the next one on Sat 8 November.

Climate change is already impacting Dorset, bringing more frequent extreme weather, flooding, and coastal erosion.

To help shape our local response, we're working with public participation charity Involve. The panel consists of 22 residents, selected by lottery to reflect Dorset's population.

Panel members will meet across 4 sessions this autumn to:

- hear from expert speakers
- join guided discussions
- help shape a shared vision for Dorset's future

Their ideas will help councillors and officers shape Dorset's new **Climate Adaptation Strategy**, guiding how we respond to climate impacts and build a fairer, more resilient county.

I'll be at the AGM of [The Great Collaboration](#) in Suffolk over the weekend of the final climate panel in Dorset, sadly.

4. Contact Dorset Council

Please contact me on **01305 216511** or cllrbelinda.bawden@dorsetcouncil.gov.uk if there are [Dorset Council](#) matters you'd like to discuss; you'd like to volunteer on transport and accessibility; children's services; climate, environmental or nature recovery projects; or learn more about being a councillor.

For Town and Parish Councillors and Clerks

This email address townandparishenquiries@dorsetcouncil.gov.uk and telephone number 01305 221046 was set up for the town and parish councillors and clerks.

For Members of the Public

The webpage [Contact us - Dorset Council](#) has all the details of how to contact Dorset Council, including email - customerservices@dorsetcouncil.gov.uk, online reporting and 'phoning [01305 221000](tel:01305221000).

Opening times are Monday to Friday, 8:30am to 5pm.

For out of hours emergencies call: [01305 221000](tel:01305221000)

Councillor surgeries in Lyme Regis

Thursdays from 10am to 12pm at the Community Café at the Hub, Church St, DT7 3BS

24 Oct, 27 Nov, 18 Dec, 29 Jan 2026

Belinda Bawden

Dorset Council ward member for Lyme Regis and Charmouth

21 October 2025

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 10 SEPTEMBER 2025

Present

Chairman: Cllr P. Evans

Councillors: Cllr S. Cockerell, Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Turner, Cllr A. Wood

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

Guests: Cllr B. Bawden (Dorset Council ward member), Rev Fi Budden, M. Penny (Dorset Council, service manager, flood and coastal erosion)

The Rev Fi Budden gave a prayer.

25/53/C Public Forum

S. Holman and N. Marks

S. Holman spoke in relation to agenda item 16, The Cobb, and said her comments were to inform any questions the members might like to ask of M. Penny when he gave his presentation on the structure of the Cobb and the emergency works. She said she was chairman of the Harbour Consultative Group, which was part of Dorset Council, but she worked very closely with the town council and asked for that support to continue. She said an urgent update on the emergency void works to the Harbour Consultative Group had been requested. Following the ongoing storms over the past couple of weeks, she asked where the exact location of the buoys would be, as referred to in M. Penny's report of 29 July 2025, following the meeting with the chairman of Dorset Council on 18 July 2025. She said it was difficult for the public to understand what the work was and where it was exactly.

N. Marks, as previous chairman of the Harbour Consultative Group, said he was helping S. Holman with this matter. He asked the following questions:

- Were there any close-up pictures of the urgent void
- How were Dorset Council planning to repair it
- Had a contractor been appointed
- When the work was expected to start
- How long would the work take
- What the implications were for Cobb users
- Did Heritage England have any say on the emergency repair.

S. Holman said she had taken a photo at low tide to show the area outside the high wall and she would like M. Penny to indicate exactly where those points were. With regards to Phase V, she said the leader of Dorset Council had met with Historic England in August and reported a delay due to the non-acceptance of the Dorset Council engineers' plans. She said even at this late stage, there seemed to be an insurmountable hold-up and no-one could get things moving. She said they needed to know exactly what their objections were.

N. Marks asked the following questions:

- What was the nature of Heritage England's objections – was it the materials and design of the work needed to improve the structural integrity of the Cobb or was it the design applicable to the surfacing materials and lighting
- When did Dorset Council expect to have agreement from Heritage England
- What needed to be done before Dorset Council could appoint contractors to start the final design and commence work
- What confidence did Dorset Council have that the £5million funding gap could be filled through the sources it had identified
- When did Dorset Council expect to hold public awareness events – their view was this should come as soon as possible so the Cobb users and the public know what's happening
- Could Dorset Council do some display materials that could be put up in the shelters so the public knows what has happened and what threat there was to the Cobb.

Cllr M. Ellis arrived at 7.07pm.

A. Oliver

A. Oliver thanked the council for purchasing the town bus, which had been welcomed by lots of residents. As a passenger assistant on the bus, she had seen lots of elderly people and people who were less able to walk using it. She hoped the council would agree to the adjustments the volunteers had suggested, including extra stops.

A. Oliver said she understood the council was looking at seafront bins. She said they were unsightly and hoped there would be work done on this.

A. Oliver said she hoped the council's phone system was working well and would be able to cope with the number of calls coming through for booking beach huts for 2026. If not, she asked if the council would be looking at doing something different next year, such as a ballot.

A. Oliver thanked Dorset Council highways, and the town council for persevering with them, for getting road markings at the Cobb Arms and slipway, so cars coming out of the car park could see they had to give way to cars going up the hill.

The mayor, Cllr P. Evans, thanked A. Oliver and the other volunteers for the wonderful job they were doing with the town bus. He said the council intended to review the service and would take into consideration the advice from the volunteers.

The mayor, Cllr P. Evans brought the next item forward on the agenda and invited M. Penny, Dorset Council (DC) service manager for flood and coastal erosion, to speak.

25/54/C The Cobb

M. Penny gave a presentation to the meeting about Phase V and emergency void works to the Cobb. His presentation included details about the scope of the Phase V works, how DC is monitoring the voids, the funding challenges and opportunities, the outline design and next steps for Phase V, the urgent void works required to the inner and outer walls, and the repair solutions for the voids.

M. Penny said there was a £4.16million shortfall for the Phase V works but DC currently had funding to take the project through the design, licensing and consent phases, but no funding was in place for the construction.

25/55/C Dorset Council Matters

Cllr B. Bawden, DC ward member, gave the following updates:

- The bathing water quality meeting the previous day had been well attended and more information was provided about South West Water's investment plans in Lyme Regis.
- DC was looking at better solutions for public bins on the seafront. If it was viable, DC would also look at commercial bins.
- She explained the problems with First Bus's reduced winter timetable, leaving long gaps in the service between Bridport and Dorchester and no connection to the early morning train at Axminster. All political parties at DC were working together to resolve this and the local MP had written a letter. Discussions were ongoing and she was optimistic the link to the train station would be reinstated. The MP was also lobbying the government for emergency funding to cover the subsidy to First Bus to allow the winter timetable to be reinstated.
- Real-time information displays for buses were expected to be implemented soon.
- Public sessions were taking place about the Local Plan and there was an exhibition at the Jubilee Pavilion.

25/56/C Questions from Councillors

There were none.

25/57/C Apologies for Absence

Cllr C. Aldridge – holiday
Cllr G. Caddy – holiday
Cllr G. Stammers – illness

25/58/C Disclosable Pecuniary Interests

There were none

25/59/C Dispensations

There were none.

25/60/C To confirm the accuracy of the minutes of the Full Council meeting held on 6 August 2025

Proposed by Cllr P. May and seconded by Cllr M. Ellis, the minutes of the Full Council meeting held on 6 August 2025 were **ADOPTED**.

25/61/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 18 August 2025

Proposed by Cllr A. Wood and seconded by Cllr D. Holland, the minutes of the extraordinary Full Council meeting held on 18 August 2025 were **ADOPTED**.

25/62/C Matters arising from the minutes of the Full Council meeting held on 6 August 2025, and the extraordinary Full Council meeting held on 18 August 2025

Members noted the report.

25/63/C Update Report

Members noted the report.

25/64/C Mayor's Announcements

Members noted the report.

25/65/C Confidentiality

The town clerk gave a presentation on confidentiality and talked about why confidentiality is important to the council, the Data Protection Act 2018 and the General Data Protection Regulation, confidentiality in employment law, the role of the Information Commissioners Officer, guidance around the disclosure of sensitive information, and what the council must do to protect itself and those it works with.

25/66/C Civic Protocol

The town clerk said the purpose of the report was to outline how the civic party works and what was appropriate. He proposed to put a comprehensive file together of the civic protocols and issue it to members.

A member suggested this could include other council protocols.

25/67/C Dorset Local Plan and Transport Plan

The town clerk said Strawberry Field had been included in the draft Local Plan, so the council needed to have a view on it. The deputy town clerk had suggested a separate

briefing took place to allow members to form a view and to then have an extraordinary Full Council meeting to formally agree the council's response to the plan.

With regards to the Transport Plan, the town clerk said DC officers were keen to come and talk to the council so a separate session would be needed for this.

A member asked for clarification about the covenant on Strawberry Field, which restricted its use.

The town clerk said if there was consent from the freeholder to lift the covenant, a development could progress. However, if either the council or the freeholder did not want housing on the land, DC would not pursue it.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to note the current position with the production of a new Local Plan for the Dorset Council area, agree a dedicated member briefing session to consider this council's detailed response to it and the Local Transport Plan, together with an extraordinary meeting of Full Council to formally agree that response and a date and time for both.

25/68/C Devolution and asset and service transfers

The town clerk said this was becoming a live issue for DC; the leader was particularly interested and had already intervened on behalf of this council on toilet servicing. Following officer discussions, the town clerk said he had a real sense this was going to move forward, particularly in relation to toilets. DC was expected to provide some indicative costs on toilets by the end of the week.

The town clerk suggested three members were delegated to work with him and the deputy town clerk on this as the discussions were moving on rapidly.

Cllrs P. Evans, P. May and M. Ellis put themselves forward to work with officers.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to continue to pursue asset and service transfers from Dorset Council, on the proviso that sufficient funding comes with such transfers and to agree a group of members, Cllrs P. Evans, P. May and M. Ellis, be authorised to work with the town clerk and deputy town clerk to pursue the matter.

25/69/C Consultation on the Dorset National Landscape Management Plan

Cllrs S. Cockerell, P. Evans and P. May put themselves forward to work with the town clerk to formulate a response to the plan on behalf of the council.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to delegate the council's response to the Dorset National Landscape Management Plan consultation to the town clerk in consultation with Cllrs S. Cockerell, P. Evans and P. May, ahead of the consultation deadline of 22 September 2025.

25/70/C LRTC branded clothing for members

Several members were in support of branded clothing, which could be worn at events when representing the council.

Several members felt it was unnecessary and a waste of money.

A member suggested if anyone wanted branded clothing, they could either purchase it themselves or use their members' allowance to purchase it.

The town clerk said the council kept a small stock of uniform so there might be some available if members wanted to enquire.

25/71/C Grant Request

A member said any requests should be considered as part of the grants' process and other organisations had been refused previously for this reason.

However, the town clerk said the council had previously approved grants outside of that process so the precedent had been set.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to approve a £375 grant request from Little Green Change for its 2025 Children's Christmas Give and Take event in Lyme Regis.

25/72/C First Winter Bus Timetable

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to write to Dorset Council, with a copy to First Bus and the local MP, to highlight this council's objections to the reduction of services on the proposed winter timetable, in particular the early and late services to the train at Axminster that help our residents work and study.

25/73/C Receipt and Acceptance of Tenders for the Gardens Paths Project

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

25/74/C Exempt Business

a) Receipt and Acceptance of Tenders for the Garden Paths Project

The town clerk said officers would propose Hansfords, who could start the work on 3 November 2025 with a 12-week contract period.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Turner, members **RESOLVED** to accept the tender from Hansfords for the repair of paths within the seafront gardens.

The meeting closed at 8.38pm.

DRAFT

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON TUESDAY 7
OCTOBER 2025

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Denney, Cllr M. Ellis, Cllr C. Reynolds, Cllr G. Stammers, Cllr D. Holland, Cllr P. May, Cllr A. Wood

Officers: M. Green (deputy town clerk), J. Wright (town clerk)

25/75/C Public Forum

N. Ball

N. Ball said he was concerned about the number of sites put forward for Lyme Regis; he considered it too ambitious and felt that if all the sites were adopted the town would lose its identity. He said he was further concerned about the capacity of the town's drainage system and the impact of an increased population on the town's roads and services, e.g., GP services and schools. He suggested the local plan should consider the need for a supermarket and should be mindful of the next generation.

25/76/C Apologies for Absence

Cllr G. Caddy – holiday
Cllr S. Larcombe – work commitments

25/77/C Disclosable Pecuniary Interests

None

25/78/C Dispensations

None.

Cllrs M. Ellis and D. Holland arrived at 7.17pm.

25/79/C Dorset Transport Plan Consultation Response

Members expressed concerns the questions sought responses on a vision and it was difficult to come to any other conclusion than to strongly agree with each question.

Members also felt the questionnaire did not deal with cost and deliverability, and that individual questions did not allow for comment.

The deputy town clerk summarised the council's response and offered general comments at the end of the questionnaire; comments included better connectivity, including a better bus service.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to accept the response and comments to the Dorset Transport Plan Consultation Response suggested by the deputy town clerk.

25/80/C Dorset Local Plan Consultation Response

The deputy town clerk summarised the purpose of Dorset Council's local plan and said his presentation concentrated on Lyme Regis issues to the exclusion of county-wide issues and, in particular, land availability for housing in the town.

The deputy town clerk detailed the proposed Lyme Regis sites in the draft plan; he also referred to their limitations.

He said Strawberry Fields, which the council has a 999-year lease on, had the least limitations. He said preliminary discussions had taken place with the freeholder who had indicated he would not oppose the use of Strawberry Fields for housing.

Members thanked the deputy town clerk for his presentation and raised concerns around the need for smaller homes and affordable homes, the number of second homes and second home purchases of new homes, opportunities to involve the community land trust, the lack of well paid jobs, a poor transport infrastructure, the merits of having a medium-sized supermarket in the town, the lack of demand for places at St Michael's Primary School, and the inadequacies of the power infrastructure to the town.

Members agreed with the observations and comments of the deputy town clerk.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to accept the comments to the Dorset Local Plan Consultation Response as suggested by the deputy town clerk.

The meeting closed at 8.11pm.

Response from Lyme Regis Town Council to the Current Consultation about the Draft Dorset Council Local Plan

Context to Response

The town council recognises the limitations for development at Lyme Regis and agrees that it is constrained by a number of significant environmental factors, all of which combine to make the identification of sites suitable for significant new development particularly difficult. These factors include:

- Land instability and ground conditions
- The extent of the developed area and the lack of any substantial remaining land available within the town's boundary.
- The designation of Dorset and East Devon World Heritage site
- The Dorset and East Devon AONB's
- The extensive Lyme Regis Conservation Area and the large number of other Listed Buildings and heritage assets
- The high quality of the town's general landscape setting
- The general topography of the area with steep slopes and few areas of level ground

There are also broader issues which the council has concerns about and feel are additional considerations; these include:

- The very high and growing number of elderly, retired residents
- The very high and growing number of second and holiday homes
- The preponderance of low-wage and seasonal jobs
- Very high housing prices and limited availability of 'affordable' homes for first-time buyers.
- A limited supply of social housing and an allocations policy which often means that genuinely local needs are left unmet
- Very limited investment in new town infrastructure
- Poor and reducing levels of public transport and other public services
- Remote location at the furthest reach of the District and County with difficult access to higher order facilities in larger towns and sub-regional centres; the latter being roughly 30 miles distant and only readily accessible by private motor car
- High levels of traffic congestion; especially during the summer period
- Poor access and significant restrictive pinch-points in areas of the town, with little or no means to improve it given the nature of the existing built environment and the number and location of Listed Buildings and Conservation Areas.
- The local declaration of a climate emergency and the need to prioritise environmental objectives and the early move towards zero carbon by 2030 as an overarching and overriding objective.

The situation in Lyme reflects the trend found in many seaside and smaller market towns across the South West towards an ageing, non-working population with high levels of second and holiday home ownership by those who spend much of the year living and working elsewhere and contributing little towards the local economy or community on a day-to-day basis.

It is, however, acknowledged that not all of the above issues have entirely negative impacts.

More specifically on some of these points:

Population Profile

Over 40% of the local population is aged 65+. This is far higher than the Dorset average (30%) and more than double the average for England and Wales as a whole (19%).

This places particular demands on services aimed at supporting the elderly. **Given Lyme's remote location and relative inaccessibility, this emphasises the importance of ensuring that these services continue to be supported and delivered locally.**

The relatively low numbers of families with younger children means that all 3 schools serving the local population are currently experiencing falling numbers.

Housing Issues

Well over 20% (some sources suggest the figure is over 25%) of all properties in the town are second or holiday homes and this number is growing. This percentage excludes many of the numerous holiday chalets and static caravans, large numbers of which are owned and occupied as second homes and not all of which appear on the council tax data base.

This, in conjunction with the seventh highest level of average house prices in any of the UK's seaside towns (£343k in 2015, £403k in 2021 and £534k in 2025....the average of all sales in the most recent 6 months exceeded £600k), means that house purchase affordability for local young people is amongst the worst in the UK; with a typical multiplier of 15+. This is far beyond the level at which any bank or building society will currently lend. (As a group, seaside towns have experienced much higher levels of growth in house prices (31%) than the overall 10-year U.K average).

Limited availability of existing stock, very poor affordability together with low levels of new housing provision, mean that many local young people and families have little choice but to consider living in nearby towns such as Axminster and Bridport or further afield in larger towns such as Dorchester, Yeovil, Taunton and Exeter where average house prices are much lower, affordability is much better and jobs more plentiful.

Local demand for social housing exceeds supply.

The current local stock of social housing is believed to primarily comprise:

- Magna: 174 general needs homes, 61 sheltered and 19 shared ownership.
- Abri (formerly Yarlington): 15 homes on the CLT site at Timber Hill
- Sovereign: 35 homes at Woodbury Down

According to Magna, the housing register for people with a connection to Lyme Regis and requiring accommodation is currently:

Requiring 1 bed	45
Family requiring 2 bed	27
Family requiring 3 bed	9
Family requiring 4 bed	1
Total	<u>82</u>

Achieving the provision of an adequate supply of social housing of a suitable tenure for use by those local people who wish to remain in the town is a high council priority.

Although the council does not generally support the principle of social housing being cross-subsidised by open market housing, this is primarily because of concerns about how this can be adequately controlled to ensure the delivery of sufficient numbers of social homes of suitable (to rent) tenure.

The council also wishes to ensure that social housing is retained for that purpose in perpetuity rather than lost to 'right to buy'. In addition, and given the excess of local demand over supply and the complete unaffordability of local market housing to first time buyers, it would support a local (and bespoke) allocations policy which ensured priority was given to meeting genuinely local need.

The town council commends the recent partnership between the Lyme Regis Community Land Trust (CLT) and Abri which led to the development of 15 new affordable homes at Timber Hill. **The involvement of the CLT allows local control of the allocations policy and ensures, importantly, that the properties will be retained in perpetuity for rented occupation by local young people and families.**

The town council would welcome a similar model being repeated on other suitable sites in and around Lyme Regis. This would help to ensure that those with a genuine local connection to the town and wanting to remain within and contributing towards the local community, were able to do so.

The council is aware that several housing providers now provide both open market, affordable and social housing within their business model. If such providers were to come forward with proposals in conjunction with the CLT then the council would be happy to consider such proposals on their individual merits. It does, however, consider that the 'normal' definition of an affordable rent (80% of open market) is unaffordable given the low wage economy and exceptionally high freehold and rental values. It suggests a lower percentage needs to be applied.

The council is also anxious to ensure that 'market' housing is of a size and type which actively encourages purchase by young families and discourages use as second homes. In this respect, it would welcome measures which sought to enforce this more directly than through the application of second homes council tax premium. It notes this has been achieved in some other parts of the country through active planning controls.

Employment and employment Land

Almost half (48%) of the local jobs are part-time and many are seasonal. Wage levels are very low compared with the national average and low compared to regional and Dorset averages. The scope for large-scale commercial development generating new forms of higher paid, quality employment is severely limited in Lyme Regis. This results in the long-established recognition that those seeking careers in higher quality and better paid employment will inevitably move or commute to other established towns and centres that can provide such work and income.

The council has previously supported the retention of 'Key Employment Site' status for the Lyme Regis Business Park off Uplyme Road and would maintain this position.

The council notes the importance to the town of the business park in providing generally full-time and non-seasonal employment. It would not want this benefit to be jeopardised in any way.

The business park (or at least certain users on it) does, however, contribute to many of the HGV vehicle movements in and around the town, often involving large, articulated lorries using roads completely unsuited to vehicles of such size.

The council has previously indicated that it MAY be prepared to consider the alternative use of some or all the business park (for appropriate residential purposes) **PROVIDED** the park is relocated to an alternative and more suitable location away from the town centre (Penn Cross area) as a condition of any permitted change of use and on the basis that any move is fully-funded.

The council appreciates that achieving any such link may be difficult in practice but would not want to contemplate the change of use on any other basis. This employment land is essential to Lyme and much too valuable to lose without a real alternative in place beforehand.

It also wishes to emphasise that effective public transport links to other parts of the area are essential to ensure access to those jobs, education opportunities and training not available within the town. In particular, public transport needs to

meet the needs of commuters at the times of day needed to access those opportunities, i.e., early morning and early evening. This includes appropriate interchange at railways stations, especially Axminster.

Retail and the Town Centre

The council agrees that Lyme Regis should retain its existing status in the retail hierarchy, i.e., as a 'Town Centre' meeting, primarily, the needs of its local residents, immediate hinterland and seasonal visitors.

Wherever possible, it would not want to see existing retail units lost to other uses. It would, however, be supportive of alternative uses (primarily but not exclusively residential) above ground floor level where appropriate.

It encourages the mixed and active use of the town centre throughout the day as a means of sustaining its viability and vitality.

It may support the provision of a medium-sized food retail unit if a suitable site could be identified. This could enhance self-containment and reduce the need for travel to other local centres for food and other convenience shopping.

Climate Emergency and Environment

The council was one of the first to declare a climate emergency and to set the target of being zero carbon by 2030.

It wants to ensure that all plans and policies, not just those specifically targeted at climate and environment, fully embrace sustainability and the need to achieve net zero carbon by 2030 and contain specific measures to help achieve this.

The town council would ask Dorset Council to consider how the balance between planning and the environment may be looked at in a more flexible and imaginative way to improve building performance and reduce carbon emissions. It is particularly concerned that improving the environmental performance of historic and listed buildings, or buildings in Conservation Areas, often appears to be given a much lower priority than conserving features or using materials or designs whose intrinsic environmental performance may be poor.

This is a particular problem in communities like Lyme Regis where the number of listed buildings or the proportion of buildings within Conservation areas is exceptionally high.

The town council fully accepts the need to preserve the fundamental character and appearance of historic towns and villages and/or individual streets or buildings. It would, however, encourage the adoption of policies which encourage the maximum use of flexibilities and discretions within existing legislation to give greater weight and priority to the environmental performance of building works to older and listed buildings.

The council fully supports sustainable development, together with the sustainable production of energy to support proposed and existing development. Whilst it does consider that large-scale wind turbines and solar farms are incompatible with the general landscape of the area, it does feel there may be greater scope for smaller scale generation sites in suitable locations in the western plan area.

Digital connectivity

The town council supports the highest levels of digital connectivity for the area to support existing businesses and local residents and to enable effective working from home. It notes that improved connectivity has been delivered to the 'easy to reach' parts of the local community but that other areas remain reliant on outdated and poorly performing technology, including copper to the cabinet.

Whilst various initiatives have been suggested to overcome these 'not spots', to date, none seem to have delivered solutions 'on the ground'. This situation needs to be addressed.

Services Generally

Dorset Council has identified 46% of all local carbon emissions as being transport related. The town council notes the lack of local grid capacity as a major constraint on the wider adoption of zero carbon travel and transport options and urges Dorset Council to continue to put pressure on National Grid and government to address this fundamental constraint.

The town council also urges Dorset Council to ensure that the planned scale of growth is accompanied by corresponding investment in all associated services and infrastructure, including water, drains and sewers, to ensure that environmental impact are minimised and mitigated.

Housing Options Sites

1. LA/LYME/002 (Land off Woodberry Down)

The town council raises no fundamental objection to the inclusion of this site in principle BUT urges Dorset Council to thoroughly consider the suitability and deliverability of the site in terms of ground stability and ground water and drainage conditions. It notes issues with drainage and sewage on adjacent land and is concerned that the problems associated with this site may be even greater.

2. LA/LYME/004 (Timber Vale Caravan Park)

The town council raises no fundamental objection to the inclusion of this site but questions its deliverability and viability. There are believed to be 207 static caravans currently on this site the subject of long leases. Given the value of such accommodation in Lyme Regis (the town council also owns a caravan and chalet site), it would appear the existing use value of this site is significantly greater than its development value. This must raise concerns about its inclusion as an options site.

3. LA/LYME/008 (Land at Strawberry Fields)

Firstly, the town council wishes to make it absolutely clear that it has an ownership interest in this site in the form of a 999-year lease with about 980 years left to run.

The town council is supportive of the inclusion of this site and considers it could make a useful contribution to local and more general housing need/targets.

It reiterates its comments made above about local housing affordability and would hope to achieve a development which included a high proportion of genuinely affordable housing which made a significant contribution towards meeting the local need/demand. It would also support any measures which encouraged the use of homes by young families and which discouraged houses being bought and used as second or holiday homes.

It would not be opposed to an element of appropriate mixed use on this site, such as leisure, parking, retail or light industrial/storage.

4. OTHER SITES

Land at Honeylands (A3052 opposite Strawberry Fields)

The town council would support the inclusion of this site as an housing option site as a more suitable and deliverable alternative to LA/LYME/004.

It's inclusion would need to safeguard the retention of an improved park and ride facility, but the overall site area is more than adequately large to achieve this.

The town council would also support this site being looked at in conjunction with LA/LYME/008 with a view to achieving an overall 'masterplan' for the two sites with a suitable distribution and mix of uses. This would include both housing and a park and ride facility, but might also include other suitable uses as well.

The town council already has a relationship with the owners of this land and works collaboratively with them to manage and run the park and ride service.

Land at Haye Close

The town council notes Dorset Council owns a large site off Haye Lane, Lyme Regis. Although this site is understood to be leased to an adjoining property owner, the land is unused, within existing development boundaries and could be suitable for appropriate residential development.

Beyond Lyme

More strategically, the town council considers:

- That the general approach to the distribution of growth across the Plan area is sound.
- That the settlement hierarchy proposed within the Plan is broadly correct.
- That a degree of flexibility in settlement boundaries makes general sense but would need to be carefully controlled in especially sensitive areas
- That the overall scale of growth is hugely ambitious and may not prove deliverable. It must be accompanied by funded measures and robust controls to fully mitigate its climate and environmental impact and to ensure that zero carbon targets are achieved on time.
- That the very significant scale of planned growth must be accompanied by an equally significant, funded and timely investment in the infrastructure and services necessary to properly support it.

The town council has no comments to make about specific development sites or plans in other towns

The town council welcomes the opportunity to engage constructively with the plan process and is happy to discuss, explain and expand on any of the above in more detail.

Committee: Full Council

Date: 29 October 2025

Title: Matters arising from the minutes of the Full Council meeting held on 10 September 2025 and the extraordinary Full Council meeting held on 7 October 2025

Purpose of Report

To inform members of the matters arising from the minutes of the Full Council meeting held on 10 September 2025 and the extraordinary Full Council meeting held on 7 October 2025 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 issues on the minutes of the meeting that they require further information on

Report

25/68/C – Devolution and asset and service transfers

Discussions with Dorset Council are ongoing. In the first instance, the discussions are focussing on the transfer to the town council of toilets, together with other assets which may provide an ongoing income to wholly offset the additional costs to this council of managing and maintaining those additional toilets.

A detailed report will be provided to members as soon as discussions have reached a stage of greater certainty/clarity.

25/69/C – Consultation on the Dorset National Landscape Management Plan

The council's response to the consultation was submitted on 19 September 2025 ahead of the deadline on 22 September 2025.

25/71/C – Grant Request

Little Green Change was informed of the council's decision to award a grant on 19 September 2025.

25/72/C – First Winter Bus Timetable

A verbal update will be provided at the meeting.

25/73/C – Receipt and Acceptance of Tenders for the Gardens Paths Project

Pre-commencement meetings have been held with the selected contractor, Hansford Construction Ltd. A start on site is anticipated in late November with a 12-week programme of works.

A further meeting is taking place on site on 27 November 2025 to discuss the management of public access whilst the works are taking place, together with phasing and how this can be best achieved whilst accommodating the work programme of the gardening team.

Stile Lane will need to be diverted at the bottom of the existing steps into the gardens for the duration of the works, but this can be achieved in such a way as to minimise inconvenience.

25/79/C – Dorset Transport Plan Consultation Response

The council's response, agreed at the extraordinary meeting of Full Council on 7 October, was sent to Dorset Council prior to the then deadline of 13 October 2025. The deadline for comment has subsequently been extended until 31 October 2025.

25/80/C – Dorset Local Plan Consultation Response

The council's response, agreed at the extraordinary meeting of Full Council on 7 October, was sent to Dorset Council prior to the then deadline of 13 October 2025. A copy of the response is attached to the minutes of the 7 October 2025 meeting. The deadline for comment has subsequently been extended until 31 October 2025.

Mark Green
Deputy town clerk
October 2025

Committee: Full Council

Date: 29 October 2025

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Disposal of former council offices

The sale particulars have now been finalised following a site meeting on 15 October 2025 and informal tenders are being sought with a closing date of end November. There is already interest in the building and site and all enquiries are being handled by Alder King (Andrew Maynard) from their Clifton office.

Mark Green
Deputy town clerk
October 2025

Mayor's Engagements for September/October 2025

Wednesday 10 September	Attended soft opening of the new Post Office at the Waffle House.
Saturday 20 September	Held mayor's surgery attended by five council taxpayers who questioned the process of allocating beach huts.
Thursday 25 September	Accompanied by the town clerk and communications officer, attended Lyme Regis Business Awards at the Golf Club.
Sunday 28 September	Accompanied by the mayoress, attended a cream tea at the Bowling Club, organised by Adrianne for Pancreatic Cancer UK
Monday 6 October	Attended the royal visit by HRH Princess Anne at the Lyme Regis Boat Building Academy and Furniture School.
Tuesday 7 October	Accompanied by the mayoress, visited St Michael's Primary School to give a talk on the role of the council.
Friday 10 October	Accompanied by the town clerk, deputy town clerk and assistant town clerk, attended a meeting in Weymouth of the Dorset coastal resorts.
Monday 13 October	Accompanied by the town clerk, attended the official unveiling of the new flagpole at St Michael's Parish Church.
Saturday 18 October	Held mayor's surgery attended by two council taxpayers concerned about the siting of the bus stop in Anning Road.

Town council comments made under delegated authority arising from the cancelled meeting of the planning committee scheduled to be held on 5 August 2025

1. P/FUL/2025/04059 (Received 17.07.25)

FULL PLANNING APPLICATION

Change of use from three apartments to single dwelling.
18 Broad Street Lyme Regis DT7 3QE

Recommend approval

2. P/LBC/2025/04060 (Received 17.07.25)

LISTED BUILDING CONSENT

Change of use from three apartments to single dwelling. Some minor internal alterations
18 Broad Street Lyme Regis DT7 3QE

Recommend approval

3. P/FUL/2025/02895 (Received 29.07.25)

FULL PLANNING APPLICATION

Conversion of outbuilding to create holiday accommodation
59 Silver Street Lyme Regis DT7 3HR

Recommend approval

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 02 SEPTEMBER 2025**

Present:

Chairman: Cllr G. Turner

Members: Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Denney, Cllr P. May

Officers: M. Green (deputy town clerk), AM. Shepherd (administrative assistant)

25/29/P Public Forum

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

25/30/P Apologies for Absence

Cllr S. Larcombe – unexpected circumstances

25/31/P Minutes

Proposed by Cllr P. May and seconded by Cllr C. Aldridge the minutes of the meeting held on 15 July 2025 were **ADOPTED**.

25/32/P Disclosable Pecuniary Interests

There were none.

25/33/P Dispensations

There were none.

25/34/P Member planning recommendations

Noted.

25/35/P Matters arising from the minutes of the Planning Committee held on 15 July 2025 and from the planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 05 August 2025.

There were none.

25/36/P Update Report

There were none.

25/37/P

Planning and Licensing Applications

1. P/LBC/2025/03679 – Received 05.08.25

LISTED BUILDING CONSENT

External works to replace existing render with lime render and restore overall frontage; replace x2 entrance doors and x2 windows, install new door to rear and vent to side elevation and internal works to replace ceilings and wall; move interior wall on first floor; install w/c and hand basin to rear, increase height of internal doors and associated works

43 Coombe Street Lyme Regis DT7 3PY

*The town council recommends **approval** of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the Conservation Area or heritage assets.*

2. P/HOU/2025/04794 – Received 21.08.25

HOUSEHOLDER PLANNING PERMISSION

Proposed extensions and alterations to existing house, and associated garden landscaping

Kaduna Vista Close Lyme Regis DT7 3EN

The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours. However, the council notes concern regarding the potential loss of biodiversity arising from the proposed garden landscaping works.

3. P/LBC/2025/04260 – Received 22.08.25

LISTED BUILDING CONSENT

Replacement of doors to electrical and storage cupboards adjacent to practice entrance lobby

Temple House 63 Broad Street Lyme Regis DT7 3QF

*The town council recommends **approval** of the application subject to there being no objections from the conservation officer.*

25/38/P

Amended/Additional Plans

There were none.

25/39/P

Withdrawn Applications

Noted

25/40/P

Planning Decisions

Noted.

25/41/P

Planning Correspondence

Proposed by Cllr P. May and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** that a letter is written to Dorset Council Planning Committee to reiterate our objections and the impact of the planning decision for application P/VOC/2024/06786.

Proposed by Cllr P. May and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** that a letter is written to Dorset Council Planning Committee to investigate why Lyme Regis Town Council did not receive the mentioned amended plans for application P/HOU/2025/03760

The meeting closed at 8:00pm

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 23 SEPTEMBER 2025**

Present:

Chairman: Cllr G. Turner

Members: Cllr S. Cockerell, Cllr M. Denney, Cllr S. Larcombe, Cllr P. May

Officers: M. Green (deputy town clerk), AM. Shepherd (administrative assistant)

25/16/P Public Forum

There were none

25/17/P Apologies for Absence

Cllr C. Aldridge – Prior Engagement

25/18/P Minutes

Proposed by Cllr P. May and seconded by Cllr M. Denney the minutes from the meeting on 02 September 2025 were **ADOPTED**.

25/19/P Disclosable Pecuniary Interests

There were none.

25/20/P Dispensations

There were none.

25/21/P Member planning recommendations

There were none.

25/22/P Matters arising from the minutes of the Planning Committee held on 02 September 2025.

There were none.

25/23/P Update Report

There were none.

25/24/P Planning and Licensing Applications

1. **P/HOU/2025/04856 – Received 02.09.25
HOUSEHOLDER PLANNING PERMISSION**

Like for like repairs to a section of a listed garden wall belonging to The Little Place. The wall runs north-south down Silver Street, and the section requiring repair is at the south end of the property
The Little Place Silver Street Lyme Regis DT7 3HR

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.*

2. P/LBC/2025/04857 – Received 02.09.25

LISTED BUILDING CONSENT

Like for like repairs to a section of a listed garden wall belonging to The Little Place. The wall runs north-south down Silver Street, and the section requiring repair is at the south end of the property
The Little Place Silver Street Lyme Regis DT7 3HR

*The town council recommends **approval** of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the Conservation Area or heritage assets.*

3. P/HOU/2025/05113 – Received 03.09.25

HOUSEHOLDER PLANNING PERMISSION

Erect a single storey extension at the rear of the property.
Meadway Charmouth Road Lyme Regis DT7 3DP

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.*

4. P/FUL/2025/04936 – Received 03.09.25

FULL PLANNING APPLICATION

Conversion of existing garage to residential dwellinghouse
Quilleys Cobb Road Lyme Regis DT7 3JR

*The town council recommends has considered this application and **objects** to the proposed development for the following reasons:*

- ***Disposal of surface water and foul sewage** - the application suggests that surface water will be disposed of to an 'existing water course' and the means of disposing of foul sewage is 'unknown'. This is not considered acceptable in an area of known and recent land instability.*
- ***Absence of parking provisions** – No off-street parking is proposed. Whilst the application is in a 'town centre' location, the adjacent road is narrow and steep and provides the principal access to the harbour and beach car parks. The nearby public car parks are frequently full-to-capacity.*
- ***Foundation design** - The geotechnical report notes the local land instability and suggests a rafted foundation. This is at odds with the submitted design and the stated intention to re-use substantial elements of the existing construction.*

- **Adverse impact on the street scene** – The scale and design of the proposed building would result in a more visually dominant structure than the existing garage. This would adversely impact the character and appearance of the Conservation Area and the views to and from the Cobb/Harbour area.
- **Loss of biodiversity** – The removal of existing foliage to create a new access 'bridge' to Cobb Road would lead to a reduction in biodiversity and loss of green screening contrary to policies seeking to protect and enhance the natural environment.
- **Precedent** – The approval of this application, outside of the defined settlement boundary, could set an unacceptable precedent for the similar conversion of other adjacent garage buildings which, if permitted, would increase the visual harm to the Conservation Area and the views to and from the Cobb/Harbour area.

5. P/HOU/2025/04453 – Received 08.09.25

HOUSEHOLDER PLANNING PERMISSION

Retain removal of existing cladding and windows. Replacement of cladding, doors, windows, balcony and refurbish roof. Erect new outbuilding to house Air source heat pump and cycle storage

Russell House Unit 7 Lym Close Lyme Regis DT7 3DE

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours. In addition, based on local knowledge of the building, the Town Council would like to stipulate that additional stabilisation measures have been thoroughly considered to ensure long-term safety and integrity of the structure.*

25/25/P Amended/Additional Plans

There were none.

25/26/P Withdrawn Applications

There were none.

25/27/P Planning Decisions

Noted.

25/28/P Planning Correspondence

Noted.

The meeting closed at 7:35pm

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 14 OCTOBER 2025**

Present:

Chairman: Cllr G. Turner

Members: Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Denney, Cllr S. Larcombe

Officers: M. Green (deputy town clerk), AM. Shepherd (administrative assistant)

25/16/P Public Forum

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

25/17/P Apologies for Absence

Cllr P. May

25/18/P Minutes

Proposed by Cllr S. Cockerell and seconded by Cllr C. Aldridge the minutes from the meeting on 23 September 2025 were **ADOPTED**.

25/19/P Disclosable Pecuniary Interests

There were none.

25/20/P Dispensations

There were none.

25/21/P Member planning recommendations

There were none.

25/22/P Matters arising from the minutes of the Planning Committee held on 23 September 2025.

There were none.

25/23/P Update Report

There were none.

Planning and Licensing Applications

1. P/HOU/2025/05168 – Received 23.09.25

HOUSEHOLDER PLANNING PERMISSION

Remove cement render and re-render in lime
20-21 Coombe Street Lyme Regis DT7 3PR

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.*

2. P/LBC/2024/03852 – Received 25.09.25

LISTED BUILDING CONSENT

Proposed mixed-use redevelopment of derelict Regent Cinema, to create: - 2 no. 4 bedroom apartments with workshop/stores at ground floor and formation of studio flat at third floor to be used ancillary to the second-floor apartment. - conversion and reconfiguration of upper floors of remaining cinema building to form single dwelling - creation of 2 no. retail units and further retail and loading bay space to the ground floor of existing cinema building/new extension - demolition of single-storey building to east of the site - miscellaneous alterations to existing auditorium walls and boundary treatments
Site Of Regent Cinema Broad Street Lyme Regis DT7 3JB

The town council recommends approval of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the conservation area or heritage assets. Furthermore, the council notes that the amended plans have taken into consideration the earlier recommendations of the planning committee, the council also considers this application to represent the preferred design option.

3. P/FUL/2024/03845 – Received 25.09.25

FULL PLANNING APPLICATION

Proposed mixed-use redevelopment of derelict Regent Cinema, to create: - 2 no. 4 bedroom apartments with workshop/stores at ground floor and formation of studio flat at third floor to be used ancillary to the second-floor apartment. - conversion and reconfiguration of upper floors of remaining cinema building to form single dwelling - creation of 2 no. retail units and further retail and loading bay space to the ground floor of existing cinema building/new extension - demolition of single-storey building to east of the site - miscellaneous alterations to existing auditorium walls and boundary treatments
Site Of Regent Cinema Broad Street Lyme Regis DT7 3JB

The town council recommends approval of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the conservation area or heritage assets. Furthermore, the council notes that the amended plans have taken into consideration the earlier recommendations of the planning committee, the council also considers this application to represent the preferred design option.

4. P/ADV/2025/04945 – Received 01.10.25

ADVERTISEMENT CONSENT

1 Fascia Non illuminated sign, 1 Projecting non illuminated sign and 3x Wall signs - existing signs retained and redecorated – 2x 760mmW x 600mmH ; 1x 2185mmW x1535
25 Broad Street Lyme Regis DT7 3QH

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.*

25/25/P Amended/Additional Plans

There were none.

25/26/P Withdrawn Applications

Noted.

25/27/P Planning Decisions

Noted.

25/28/P Planning Correspondence

A member requested that the Deputy Town Clerk, Mark Green, write to Dorset Council to reiterate the town council's previous comments and position regarding this application.
(P/VOC/2023/02551)

The meeting closed at 7:50pm

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 8 OCTOBER 2025

Present:

Chairman: Cllr S. Cockerell

Members: Cllr C. Aldridge, Cllr P. May, Cllr M. Denney, Cllr G. Stammers, Cllr A. Wood, Cllr S. Larcombe, Cllr G. Stammers

Officers: A. Shepherd (administrative and community engagement assistant), S. O'Connell (operations manager), J. Wright (town clerk)

Guests: G. Barr

25/22/ENV Public Forum

N. Newman

N. Newman raised concerns about the Environment Agency (EA) letters indicating withdrawal from routine river maintenance after six months. They questioned reliance on individual riparian owners and asked the town council to consider a coordinated response.

25/23/ENV Apologies

J. Breeze (non-member)
V. Elcoate (non-member)

25/24/ENV Minutes

Proposed by Cllr P. May and seconded by Cllr A. Wood, the minutes of the meeting held on 16 July 2025 were **ADOPTED**.

25/25/ENV Disclosable Pecuniary Interests

There were none.

25/26/ENV Dispensations

There were none.

25/27/ENV Matters Arising

River Lim Action Group Report

A member asked if there were any updates regarding the council's assistance to the River Lim Action Group in establishing the ownership of the riparian land below Gosling Bridge.

The operations manager said there was no update at present and that the council was still awaiting a response.

Food Security

It was noted that no comments had been received on the food security paper put forward at the previous meeting, which contained a substantial amount of useful information. In the absence of any feedback, it was reported Cllr P. May and Cllr S. Cockerell had recently met to review possible actions in relation to the paper. Members were urged to read the document and come to the next meeting prepared to discuss it, whether to endorse some of the proposed actions, suggest alternatives, or indicate that the current proposals are not suitable.

25/28/ENV Update Report

Riparian Owners

A member asked for clarification on who holds responsibility for informing the riparian owners and providing them with the necessary information, and whether this was the responsibility of the EA.

The operations manager said the riparian owners should be notified by the EA directly by letter, but the town council had not been informed as riparian owners.

It was suggested the council could put pressure on the EA to ensure the information was sent out to all relevant people.

The town clerk said council could share general guidance from the EA via the website, social media and the Lyme Living magazine.

It was agreed the council would write to the EA requesting that they convene and lead a handover/briefing meeting for all relevant stakeholders (riparian owners, Dorset Council, the town council, Woodland Trust, Town Mill, Upper Mill, River Lim Action Group, etc.) to explain responsibilities, permitting and support available.

Battery Powered Landscaping Tools

A member asked if there was any update or feedback from the battery powered landscaping tools trial.

The operations manager said the general feedback was positive as they were quieter, no hearing protection was needed, they had adequate battery life, and produced no fumes.

25/29/ENV Environment Committee Objectives

EPC recommendations

Caution was advised on cavity wall insulation in marine environments and to consider internal/external insulation options instead.

Undertake further investigation into rainwater harvesting

It was agreed the council would continue seeking opportunities on suitable council assets and where reuse was practical.

25/30/ENV Budget Proposals 2026-2027

It was suggested food security issues was put forward as an objective.

The town clerk said a cost would need to go against it before being considered by the Strategy and Finance Committee.

Members discussed officers' suggestion for additional staffing resources to fulfil this committee's requirements.

The town clerk said as far as he was aware, only Bridport Town Council had dedicated environmental staff. He said the council had been reviewing the monitoring systems proposed by Low Carbon Dorset and intended to seek their advice on what would be reasonable and proportionate for an organisation of the town council's size. A meeting with them was expected within the next two or three weeks, after which a more formal recommendation could be made.

Members agreed that a further discussion would take place following the meeting with Low Carbon Dorset.

25/33/ENV Co-option of Non-Members

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members co-opted Grenville Barr, Janet Breeze, and Vicki Elcoate onto the Environment Committee.

25/34/ENV To receive the minutes of the Bathing Water Quality Meeting on 9 September 2025

It was suggested some motorhome users were dumping sewage directly into the overflow drains in Holmbush car park that led directly to the sea, which was believed to cause E. Coli spikes during the summer months.

It was suggested the council put signs up to discourage this behaviour but it was noted it was a Dorset Council car park.

It was suggested officers worked with South West Water to ensure the Turning the Tide plan was implemented in a timely manner, noting the impact it might have on the town and the roads.

Members discussed the issues around displaying the water quality signs and the suggestion about funding an electronic sign for Church Cliff Beach. It was suggested match funding could be sought from Dorset Council.

It was suggested Dorset Council should either instruct the harbourmaster to continue updating the existing signs or agree to installation of a new electronic sign that could be operated remotely.

The operations manager was asked to contact the Dorset Council ward member to obtain an update on discussions with Dorset Council and the EA.

A member suggested a letter was written to the EA encouraging continued work with farmers to prevent run-off, especially to notify them to avoid feeding cattle beside a watercourse.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, the minutes from the bathing water quality meeting held on 9 September 2025 were **RECEIVED**.

25/35/ENV Town and Parish Climate and Nature Workshop

The town clerk reported back from the town and parish climate and nature workshop, adding that it was noted that Lyme Regis Town Council had already undertaken a considerable amount of work in comparison to other councils.

One of the key outcomes and opportunities identified for the town council included exploring potential collaborations between Solar Together and Solar Communities.

Members were informed that individuals, including members of the committee, could apply to become Climate Ambassadors. It was suggested that the council might consider establishing an employee volunteering scheme, whereby a council employee or member could act as an ambassador to local schools or institutions to discuss climate matters.

25/36/ENV Climate Response of the Year

The town clerk said the application had been submitted so retrospective approval would be required from Full Council.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to retrospectively **RECOMMEND TO FULL COUNCIL** the approval of the application to the National Association of Local Councils for its Climate Response of the Year award 2025.

25/37/ENV EcoVend Reverse Vending Recycling Machines

Members raised concerns regarding the high cost, ongoing management requirements, maintenance in a coastal environment, and limited storage for collected materials. Members also noted that similar schemes were more successful in urban or retail settings and that there was no trial period available.

It was agreed that while the initiative had merit, further consideration was required to assess its long-term viability and relevance to the area.

Proposed by Cllr P. May and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to defer any decision on the EcoVend machine for 12 months.

24/38/ENV Round Britain eRIB – Commemorative Noticeboard

Proposed by Cllr G. Stammers and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to proceed with exploratory discussions with the Round Britain eRIB team and to install a commemorative noticeboard or plaque in Lyme Regis recognising the electric world record achieved by the Round Britain eRIB project.

25/39/ENV Action Plan for Achieving Net Carbon Zero Emissions by 2030

Proposed by Cllr P. May and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to adopt the amended net carbon zero emissions action plan.

25/40/ENV Low Carbon Dorset Impact Survey

Members noted the report.

25/41/ENV Progress on Energy Performance Certificates

Members noted the report.

25/42/ENV River Lim Action Group 2024-25 Budget Spend

Members noted the report.

The meeting ended at 8.30pm.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 17 SEPTEMBER 2025

Present

Chairman: Cllr M. Ellis

Members: Cllr G. Caddy, Cllr S. Cockerell, Cllr G. Stammers

Officers: A. Mullins (assistant town clerk), S. O'Connell (operations manager), J. Wright (town clerk)

25/17/HR Public Forum

There were no members of the public present.

25/18/HR Apologies

Cllr C. Reynolds – self-isolating

25/19/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 25 June 2025

Proposed by Cllr G. Stammers and seconded by Cllr G. Caddy, the minutes of the meeting held on 25 June 2025, were **ADOPTED**.

25/20/HR Disclosable Pecuniary Interests

There were none.

25/21/HR Dispensations

There were none.

25/22/HR Matters arising from the minutes of the Human Resources Committee meeting held on 25 June 2025

Members noted the report.

25/23/HR Update Report

Civility and Respect Agenda and External Support

The town clerk said the chairmen's meeting had discussed the previously agreed governance review and agreed this work would take place in December as there were several additional meetings that needed to be scheduled in October.

25/24/HR Human Resources Committee – Objectives

Members noted the report.

25/25/HR 2026-27 Budget Proposals

A member asked if there were any objectives suggested by staff.

The town clerk said briefings had been held with staff, when they were given the opportunity to make suggestions, and these would be brought forward to members at the Strategy and Finance Committee.

The assistant town clerk said employee benefits had been on the draft list of objectives for several years but not taken forward and this was something staff would like to see progressed.

25/26/HR Christmas and New Year Working Arrangements

Proposed by Cllr G. Stammers and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to apply two-and-a-half days' discretionary leave over the Christmas and New Year period, so the council's services cease at 12noon on Wednesday 24 December 2025 and re-commence at 9am on Monday 5 January 2026; discretionary leave is applied from 12noon to 5pm Wednesday 24 December, Monday 29 December and Tuesday 30 December 2025; statutory days would be applied on Wednesday 30 December 2025 and Friday 2 January 2026; that members of the external works' team who work over the Christmas and New Year period are paid overtime and receive time-off-in-lieu for the day worked; and that the three discretionary days are not applied to the enforcement officers, cleansing operative and seafront attendant.

25/27/HR Future of the temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, 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.

25/28/HR Confidential Staffing Update

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, 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.

The assistant town clerk left the meeting at 7.08pm.

a) **Future of the temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work**

Members considered the report, including the medium-term workload of the deputy town clerk and the proposed amendments to the job requirements.

A member asked if the job would go out to external competition; the town clerk said this was the council's default policy position.

Proposed by Cllr G. Caddy and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to make permanent the post of property and projects assistant with revised job requirements. The detailed person specification and job description for the revised job would be considered by the Human Resources Committee on 7 January 2026.

The assistant town clerk returned to the meeting at 7.25pm.

b) **Confidential Staffing Update**

Officers provided members with an update on an ongoing staffing issue. Members were supportive of the officers' approach to managing the situation.

The meeting closed at 7.46pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 OCTOBER 2025

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr S. Larcombe, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner

Officers: N. Cleal (finance manager), S. King (finance assistant), A. Mullins (assistant town clerk), J. Wright (town clerk)

25/19/SF Public Forum

S. Fifield

S. Fifield spoke in support of the large capital grant application from East Devon All Stars, a newly-formed majorette troupe which aimed to provide a welcoming space for everyone. She said the group was fully inclusive and focused on supporting mental health. Although based in Devon, many of their members went to school in Lyme Regis. She said a lot of their members suffered with mental health issues so they focused on mental health building, with adults who knew how they felt about the challenges they faced. They saw their members grow in ability to become happy, enthusiastic children who were growing in confidence. She said many parents commented on how their children's self-esteem had built up.

J. Shackleford

J. Shackleford also spoke in support of East Devon All Stars, of which she was a co-founder and trainer. She said she set up the troupe with four other women who met at Woodroffe School. They had all come from different majorette troupes and decided to set up their own. She said she strived for all members to be happy, to feel safe and have fun. All five co-founders struggled with their mental health and found the group helped with anxiety and confidence. She wanted other people to feel part of the team, find friends and create social benefits. She was proud to be a role model and loved dancing alongside them. She said there was a sense of achievement when they completed a carnival and she wanted others to experience this and have something which helped them to believe in themselves. They continually fundraised to provide equipment for the troupe and used batons for carnivals, which were sometimes dropped, causing more anxiety. They were therefore asking for funding to buy light-up batons so they could be seen in the carnivals and give the members more confidence.

F. Cam

F. Cam, a member of East Devon All Stars, said majorettes was her happy place and she felt free when she was doing it. She said it was where she had fun and she had made lots of new friends.

J. Cam

J. Cam, whose daughter was in East Devon All Stars, said his daughter had been to many different clubs, she had suffered with anxiety, and majorettes was the single biggest thing in her life. He said she performed in front of thousands of people and East Devon All Stars had given her the confidence to do that, which had helped her self-esteem and confidence.

S. Norfolk

S. Norfolk spoke in support of the large capital grant application from Lyme Regis Sea Angling Club on behalf of the juniors' secretary. She said the club consisted of both adults and children with the aim of introducing and developing the fishing skills of children up to 16. This year the committee had increased the number of opportunities to fish and as a result the membership had gone from four to 30 in six months. It was a fully inclusive group with children of all abilities, facing many challenges, aged between four and 16. The members came from different backgrounds, some were disadvantaged, some were struggling socially and some were struggling to make friends. All the adults were DBS checked. She said the kit they were looking to provide would ensure all the members were participating and were on a level playing field, with t-shirts for the summer and hoodies for the winter. She said it would be nice to have them in a uniform so it would give them a sense of belonging and confidence. It would also support safeguarding as it would be easy to lose people in the summer when it is busy. She said the club had done some fundraising itself and would look to purchase the items from local businesses.

25/20/SF Apologies for Absence

Cllr G. Caddy – holiday
Cllr P. Evans – illness
Cllr D. Holland – illness
Cllr A. Wood - illness

25/21/SF Minutes

Proposed by Cllr M. Ellis and seconded by Cllr CG. Stammers, the minutes of the meeting held on 23 July 2025 were **ADOPTED**.

25/22/SF Disclosable Pecuniary Interests

There were none.

25/23/SF Dispensations

There were none.

25/24/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 23 July 2025

Beach replenishment

The town clerk said he had attended the recent Harbour Consultative Group meeting, when it was confirmed Dorset Council (DC) would be going ahead with a pilot of water injection to undertake harbour dredging in the second week of November. If it didn't work, DC would refer back to the traditional means of dredging. He clarified that this was for harbour dredging, only, not replenishment of the beach.

25/25/SF Update Report

Members noted the report.

The chairman brought the next item forward on the agenda.

25/26/SF Large Capital Grant Awards

A member queried whether a grant could be awarded to Sea Change Atlantic as it was fundraising for other organisations.

The assistant town clerk said the large capital grants policy said 'applications will not normally be considered from grant-gifting organisations', which meant applications could be considered if members wished. She said the precedent had been set with the award of a term grant to the Regatta and Carnival Committee, which provided funding to other organisations in the town.

Members had the opportunity to ask questions of the representatives from East Devon All Stars and Lyme Regis Sea Angling Club.

It was proposed by Cllr N. Hampton-Rumbold and seconded by Cllr G. Turner to award a large capital grant of £2,000 to Sea Change Atlantic Limited.

This motion was not carried.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** not to award a large capital grant to Sea Change Atlantic Limited.

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to award a large capital grant of £2,000 to Lyme Folk Weekend.

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to award a large capital grant of £2,000 to Uplyme and Lyme Regis Cricket Club.

It was proposed by Cllr H. Hampton-Rumbold and seconded by Cllr M. Denney to award a large capital grant of £3,000 to East Devon All Stars.

This motion was not carried.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to award a large capital grant of £2,000 to East Devon All Stars.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to award a large capital grant of £1,500 to Lyme Regis Sea Angling Club.

25/27/SF Strategy and Finance Objectives

Members noted the report.

25/28/SF The Process for Approving the 2026-27 Budget¹ and Five-Year Financial Plan 2026-31

Members noted the report.

25/29/SF Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Members discussed the town clerk's assessment that members were still making decisions without thinking through the implications of those decisions. It was suggested that better assessment of projects might help members make better decisions.

The town clerk gave some examples of decisions that had been made in the past. He said updates and reviews of all projects were taken to each committee meeting but officers would also be happy to go through them in more detail outside of committees.

Members were concerned that meetings were not taking place between the mayor, town clerk and the DC ward member. The issues preventing these meetings from taking place and possible solutions were discussed. It was agreed the meetings were important and re-establishing them should be a priority.

A member asked where member relationships and the governance review sat within the council's objectives and how it would be taken forward.

The town clerk said the governance review would start in December but it would look at structural elements, only, and would not pick up behavioural issues.

¹ The 2026-27 budget includes the precept.

Proposed by Cllr M. Denney and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to note the statement of internal control and the associated observations; to approve the risk management policy and the standard annual risk assessment; and to approve the risk register.

25/30/SF Budget Performance, 1 April – 31 August 2025

A member asked if the council would be contributing to the Cobb repairs this financial year.

The town clerk said although DC had intimated it would welcome a financial contribution towards the Phase 5 Cobb repairs, there had been no formal request.

A member asked why the overspend on the newsletter enhancement was so significant.

The assistant town clerk said the main reason for the overspend was the problems with distribution of the magazine. However, as it was a new objective, the initial budget was set too low.

25/31/SF Budget and Precept 2026-27 and Five-Year Financial Plan 2026-31

Members were concerned that the five-year financial plan produced a deficit from 2026-27 onwards and asked how this could be turned around.

The finance manager said the council's ability to increase income was restricted primarily to car parking and the precept. She said officers were proposing to bring a report to a future meeting with some ideas to generate income.

Members discussed the potential new budget headings and there was some concern that a fuller debate was needed on some of the more significant items. It was noted the costs associated with the three staffing posts would increase year-on-year due to increases in salaries.

Members discussed the continuation of the magazine and there was some concern about the costs associated with this, including the retention of a communications officer. It was noted that although the communications officer's previous role had been backfilled, this was already budgeted and would therefore not be an additional expense.

The town clerk said the communications officer worked on other communications so it wasn't just limited to the magazine. He said the council was working hard to change perceptions and the magazine was an important vehicle to do this.

There was a suggestion the potential new budget headings were included for a set period, of five years for example, and could then be further reviewed.

The finance manager said members had previously set objectives for a number of years, whereas if they were included in the budget, especially staffing, they would be more difficult to take out further down the line.

A member was concerned about adding more staffing posts to the organisation and felt it should be fully debated.

The town clerk said there were frequent references to staffing costs and felt it would be beneficial to take a report to the Human Resources Committee on staffing levels and costs and the ratio of income to those costs, compared to other councils.

It was proposed by Cllr P. May that bursaries are funded through the grants' budget.

This motion was not seconded.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2026-27 base budget and assumptions; to agree new budget headings for the magazine, communications officer, seafront attendant and permanent project assistant role; to agree the mini golf event, Lyme in Bloom competition, Sporting Lyme, event sponsorship and hospitality are considered as objectives; and to agree bursaries are funded from the grants' budget.

Having added four new budget headings, the finance manager said this would add £111k of expenditure to the budget, increasing the forecast deficit as follows: 2026-27, £127k; 2027-28, £188k; 2028-29, £206k; 2029-30, £216k; 2030-31, £226k.

Proposed by Cllr M. Ellis and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the base five-year financial plan.

25/32/SF

Review of Charges

Precept

Proposed by Cllr M. Denney and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the level of precept for 2026-27.

Car parking permits and car parking

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the Woodmead car park three-day ticket to £50 and increase the weekly ticket to £100 for 2026-27.

It was proposed by Cllr C. Aldridge and seconded by Cllr S. Larcombe to increase car parking charges at Cabanya/Monmouth Beach and Woodmead car parks by 20p per hour for 2026-27.

This motion was not carried.

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to increase car parking charges at Cabanya/Monmouth Beach and Woodmead car parks by 10p per hour for 2026-27.

It was proposed by Cllr M. Ellis to increase the holiday accommodation permit to £1,500 for 2026-27.

This motion was not seconded.

Proposed by Cllr M. Denney and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the holiday accommodation permit to £850 for 2026-27.

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the residents' permit to £250 and the non-residents' permit to £500 for 2026-27.

Members discussed the suggestion to standardise the car park charging hours across the year and felt the charging hours could be extended at Cabanya/Monmouth Beach but not Woodmead.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to extend the charging hours at Cabanya/Monmouth Beach car park from 6pm to 9pm.

Cart Road beach hut hire

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to set Cart Road beach hut hire charges for 2027 as follows:

	Daily Rates 2027	Weekly Rates 2027
January– Easter	£8	
Easter Holiday		£80
April – Spring Holiday	£15	
Spring Holiday		£85
June		£85
2 July – 16 July		£125
23 July- August		£200
September	£18	
October	£11	
November- December	£9	
Christmas and New Year		£110

Winter Season Mid Oct- Mid Feb		£220
Summer Season June-Aug		Remove
Annual		£2,200

Alfresco licences

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to hold alfresco licences for 2026-27 at £150 per cover and £20 per single chair.

Website advertising

It was noted the website advertising costs had been kept at the same level for the final year of the contract.

Bell Cliff advertising

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the Bell Cliff advertising charge for 2026-27 at £175.

Members considered officers' suggestion to introduce advertising boards at Monmouth Beach car park to help reduce the waiting list and generate additional income.

Proposed by Cllr P. May and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce advertising boards at Monmouth Beach car park at £175.

Marine Parade Shelters

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to hold Marine Parade Shelters' charges for 2027-28 as follows:

Charites, Schools and Not-for-Profit Organisations – per area, per day

Categories	2027-28
DT7 postcodes	£20
Within a 10-mile radius of the offices	£25
Outside a 10-mile radius of the offices	£30

National charities (per hour)	£25
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Commercial or private hire

Area		2027-28
Langmoor Room	Per room, per hour	£15
Market area	Per day	£150
Performance area/ top of shelters (Commercial)	Per day	£200
Hire of Performance Area for Performance	Per Half	£70
Hire of any section on top of the shelters	Per Day	At the discretion of the town clerk

Amenities

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to set amenities charges for 2026-27 as follows: adult mini golf, £5, child mini golf, £3, table tennis, £3; 50p charge for lost balls.

Weddings and civil marriages

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to set wedding and civil marriage charges for 2027-28 at £500, Monday to Friday, and £600, weekends and bank holidays.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to remove the £50 wedding deposit.

Penalty charge

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the penalty charge for 2026-27 at £70, with a reduced charge of £40 if paid within seven working days.

Cemetery charges

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to hold cemetery charges for 2026-27 as follows:

	Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/ footstone/ tablet
2026/27	No Charge	No Charge	£250	£75	£500	£300	£100

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£60/£75	£30	£20	£20	£25	Not Offered	No Extra Charge

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to set the charge for use of the cemetery chapel for 2026-27 at £50.

Memorial benches

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that the price of a memorial bench continues to be governed by the procurement cost.

Monmouth Beach Garages

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the charge of Monmouth Beach garages for 2026-27 by RPI.

It was noted some of the garages were vacant and these should be advertised to Lyme Regis residents.

25/33/SF Objectives and Projects 2026-27

The finance manager said an additional objective had come from the Town Management and Highways Committee for a memorial tree with a budget of £25k. This has been added to the priority two list as it also offered potential to generate income.

It was proposed by Cllr P. May that any projects in the priority one list that are related to assets are removed from the list and funded from the sale of the former council offices.

This motion was not seconded.

The town clerk advised against making any decisions that relied on the sale of the former council offices at this point; the council needed to have a more strategic overview about how that capital receipt is spent.

Members felt there was too much to consider at this point in the meeting and suggested the discussion be deferred to the Full Council meeting.

The town clerk agreed and said officers could further scrutinise and prioritise the list, taking into account which projects were essential, which would have the biggest impact and which could generate an income.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to defer discussion on the 2026-27 objectives and projects to the Full Council meeting on 29 October 2025.

25/34/SF Investments and Cash Holdings

Members noted the report.

25/35/SF List of Payments

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in July and August 2025 for the sums of £243,784.84 and £377,882.95, respectively.

25/36/SF Debtors' Report

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

25/37/SF Exempt Business

a) Debtors' Report

The finance manager said there had been no progress on the debt related to the accreted land. The council's solicitor was taking a delicate approach at the moment but would take a firmer approach if there were no results within the next few weeks.

The meeting closed at 9.49pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 1 OCTOBER 2025

Present

Chairman: Cllr P. Evans

Members: Cllr G. Caddy, Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr S. Larcombe, Cllr C. Reynolds, Cllr G. Turner, Cllr A. Wood

Officers: C. Austin (communications officer), A. Mullins (assistant town clerk)

25/21/TCP Public Forum

There were no members of the public present.

25/22/TCP Apologies

Cllr M. Denney – illness
Cllr N. Hampton-Rumbold – holiday
Cllr G. Turner

25/23/TCP Minutes

Proposed by Cllr C. Reynolds and seconded by Cllr A. Wood, the minutes of the meeting held on 9 July 2025 were **ADOPTED**.

25/24/TCP Disclosable Pecuniary Interests

There were none.

25/25/TCP Dispensations

There were none.

25/26/TCP Matters arising from minutes of the previous meeting held on 9 July 2025

Fire Co-responder Service

Cllr M. Ellis declared an interest as her husband is a retained firefighter.

A member said they had received an email from Edward Morello MP which explained he had received no response from the South Western Ambulance Service.

South West Ambulance Service held an event at Woodmead Halls which was well attended and members of the public raised concerns regarding large gaps in the cover of the Lyme Regis area.

There had been a meeting held between the fire co-responders and the South Western Ambulance Service's community first responder, which discussed where the two services could cover the gaps. The fire service had offered the fire station as a training facility.

Lyme Business Awards

The chairman thanked the council for supporting for this event. He said it had been good publicity to sponsor the event and support the businesses in the town.

Party in the Park

The assistant town clerk said a meeting of the working group had taken place prior to the meeting of this committee. She said a draft plan had been discussed and the event for 2026 would run over two separate weekends. The working group had taken on board the feedback from the outdoor cinema evening in 2025 and decided to move the cinema event forward to a Saturday in May with a date to be confirmed. She said it had been agreed to keep the party event in the seafront gardens with entertainment, food vendors, and music options were to be explored.

The chairman said the football club grounds would be unavailable due to drainage works to be completed.

Bursary Scheme for Local Young People

The assistant town clerk said there had still been no response from St Michael's Primary School.

25/27/TCP Update Report

Tourism Website

The assistant town clerk said the figures for the website had dropped but due to the introduction of the AI overview on Google, this was a common occurrence across the entire tourism sector. She said many businesses and organisations had reported less website visits because web users were reading the AI overviews rather than clicking on the websites.

Barfleur Twinning

The chairman said he would be visiting Barfleur in October and would be meeting with the mayor of Barfleur, which was entirely separate from the twinning association's visit. He said he was hopeful the twinning could be revived.

LymeLiving

The assistant town clerk said to honour the 200th anniversary of the Lyme Regis lifeboat, the council would work with the RNLI and publish a feature every month in the LymeLiving magazine in 2026.

Copies of the latest edition were given to members at the meeting, ahead of the release date on Friday.

Mini Ghoulf

The assistant town clerk encouraged members to attend the event. She said the decorations had been ordered and she hoped the lights in the gardens would be functioning again in time for the event.

Members suggested attending in Halloween costumes.

A member suggested having collection buckets at the event to help raise money towards the assistant town clerk's London Marathon fundraiser.

Youth Council

A member said there had been a lack of communication from Woodroffe since the passing of Mr Loveland, however, she believed the school were working on a solution to continue this initiative.

25/28/TCP Tourism, Community and Publicity Committee – Objectives

Members noted the report.

25/29/TCP Budget Proposals 2026-2027

Members identified this committee's objectives for 2026-27, as listed in the report. There were no new suggestions made.

25/30/TCP Reader and Ripple Sculptures

Proposed by Cllr D. Holland and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that a formal letter of thanks is sent to Michael Fairfax for gifting the Ripple sculpture to the town and to approve the replacement of the Reader sculpture in wire with a wooden book on a steel rebar frame.

25/31/TCP Sporting Lyme

The chairman said he was delighted with the developments for this project. He said there was a lot of work involved, and he praised the administrative staff for their hard work. He encouraged members to be actively involved in supporting the events.

25/32/TCP Grant Review, Lyme Regis Boat Building Academy

Members noted the report.

25/33/TCP Grant Review, Turn Lyme Green

Members noted the report.

25/34/TCP Grant Review, Waffle House

Members noted the report.

25/35/TCP Grant Review, Lyme Regis Foodbank

Members noted the report.

25/36/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 7.45pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 24 SEPTEMBER 2025

Present

Chairman: Cllr M. Ellis

Members: Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr P. Evans, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Stammers, Cllr A. Wood

Officers: A. Mullins (assistant town clerk), S. O'Connell (operations manager), J. Wright (town clerk)

25/23/TMH Public Forum

S. Ashwell

S. Ashwell said she frequently used the 114 steps from Charmouth Road car park to the church and sea wall and felt they needed improving. She was aware they were the responsibility of Dorset Council (DC) but she was conscious that the state of the steps affected how residents and visitors saw the town. She felt it was appropriate to raise the issue with this committee after consulting the deputy town clerk. She had highlighted to DC the issue of overgrown vegetation and the unsafe condition of the steps and one of the rangers had responded to her. The ranger had advised her there were external funds available to improve parts of the South West Coast Path but the fund was oversubscribed. She suggested some joint funding from the town council could make all the difference and be a win-win. She felt by raising this opportunity with the committee, it would be possible to identify funding to support DC in improving what she considered to be a valuable asset for the town and visitors. She believed it would be a positive achievement for the town council if a way could be found to make the steps and handrails safer and more welcoming.

Cllr M. Ellis asked if S. Ashwell had brought the matter to the attention of the DC ward member.

S. Ashwell said she felt this was a local issue, as well as a DC issue, so she wanted to raise it with the town council.

25/24/TMH Apologies

Cllr G. Caddy – illness
Cllr N. Hampton-Rumbold – holiday

25/25/TMH Minutes

Proposed by Cllr C. Reynolds and seconded by Cllr A. Wood, the minutes of the previous meeting held on 2 July 2025 were **ADOPTED**.

Cllr G. Stammers arrived at 7.06pm.

25/26/TMH Disclosable Pecuniary Interests

Cllr P. May declared a non-pecuniary interest in agenda item 13, Request for Additional Parking Restrictions in Mill Lane, as he was a trustee of the Town Mill and would not vote.

25/27/TMH Dispensations

There were none.

25/28/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 2 July 2025

Use of the Former Lister Room (now Terrace Café) – Outside Seating and Licensing Requests

A member asked why there were problems with talking to the tenants about the requests.

The operations manager said some discussions had taken place but further talks were needed.

25/29/TMH Update Report

The Three Cups

A member asked if officers could contact Palmers' agent again to keep the pressure on them. It was noted the last time the council met with the agent, he said they were very close to securing a partner to develop the site with but this was now several months ago.

The town clerk said he would make sure the deputy town clerk kept the pressure on.

X51/53 Winter Timetable

The town clerk said First Bus had confirmed it would reinstate the winter timetable but had not confirmed when this would happen.

Harbour Store

A member asked if biodiesel, which was stored at the Harbour Store, was being used in council vehicles yet.

The operations manager confirmed biodiesel was being used in council vehicles.

25/30/TMH Town Management and Highways Committee – Objectives

Members noted the report.

25/31/TMH Budget Proposals 2026-27

A member suggested a sensory educational garden for the area below the outdoor gym, as discussed by the Gardens Working Group.

A member asked if more money was required in the budget to deal with the lynch and if further funding was needed for the town bus.

The town clerk said there was £7k in the 2025-26 budget for the lynch and a further £5k was suggested for 2026-27, but this had been missed out of the suggestions and would be added in.

The operations manager said no further funding was needed for the town bus.

A member asked why £150k was needed for refurbishment of the Jane Austen Gardens.

The operations manager said as it was an area of historic instability, it was unknown what might happen if works took place, but the figure could reduce depending on what was found.

25/32/TMH Future Use of Adopted Telephone Kiosk at Bell Cliff

Members agreed a book exchange would be a good use for the telephone kiosk.

It was also suggested useful telephone numbers could be displayed in the kiosk. The town clerk said this information could go on noticeboards where it was more visible.

Proposed by Cllr S. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the decommissioned BT telephone kiosk located at Providence Place/Bell Cliff is re-purposed as a book exchange, ensuring all suggestions comply with the contractual obligations and restrictions outlined in the adoption agreement with British Telecommunications plc.

25/33/TMH Memorial Tree Sculpture

Members liked the idea of a memorial tree sculpture as it would help reduce the number of people on the waiting list for a memorial tree or bench and would fit in well with the sculpture trail in the gardens.

It was noted that although it would involve initial expenditure to buy the sculpture, there would be an income from the purchase of memorial leaves.

Members discussed which size would be preferable and agreed to put forward the maximum amount of £25,000 as a potential objective for 2026-27, but any final decision could be made at a later date if the project was taken forward.

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to put forward the idea of a memorial tree as a potential objective for 2026-27 with a budget of £25k.

25/34/TMH Changes to the Lyme Link Bus Service Route

The operations manager said the suggestions from the volunteers for changes to the route were based on comments from passengers and the convenience of stopping at the stops.

A member said when the bus very occasionally didn't run, a message was posted on Facebook but this wasn't seen by most of the passengers, so it was suggested a text message group was set up for regular passengers where these messages could be communicated.

Members discussed whether passengers should be asked for their views on route changes, although there was concern this would undermine the volunteers.

A member was concerned that some people were still unaware of the service and suggested maybe people in Uplyme were not making use of it for this reason.

There was also concern about the perception if the Uplyme stop was withdrawn, although it was pointed out there was still a public bus that ran between Lyme Regis and Uplyme so people still had an option.

It was recognised the service could continually evolve as and where the need arose.

The town clerk encouraged members to trust what the volunteers were telling them and to consider reviewing the service again in another six months and thereafter to commit to an annual review, rather than reacting to individual requests.

The operations manager said more volunteers would be beneficial so it needed to be advertised continually. It was agreed another article would go in the Lyme Living magazine.

Proposed by Cllr A. Wood and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to the proposed route changes for the Lyme Link bus service, specifically the removal of Uplyme from the route, with a further review in six months.

25/35/TMH Request for Additional Parking Restrictions in Mill Lane

A member said they understood one of the residential properties in Mill Lane had paid for a parking space outside the house, therefore double yellow lines couldn't be installed there.

The town clerk suggested the onus should be placed back on the Town Mill to determine the status of that piece of land.

It was agreed the Town Mill would be asked to clarify issues of ownership and historical arrangements before the council would consider supporting the request for additional parking restrictions.

25/36/TMH Beach Signs and Flags – Pollution Risk Notices

It was noted it was DC's responsibility to display the notices but currently it wasn't being done.

Digital signage was suggested so the notices could be managed remotely.

The operations manager said this could be suggested at the Harbour Consultative Group.

It was noted it was now the end of the bathing season so it wasn't an immediate issue.

25/37/TMH External Works' Budget Performance, 1 April – 31 August 2025

A member queried the cost of biodiesel at £8k and asked why ordinary diesel was not being used.

The town clerk said biodiesel was 20p a litre more expensive than originally thought. He said the expenditure possibly included the cost of installing the tank and he would check this and let members know.

The operations manager said the tank had been filled up once and would probably need to be filled up once more before the end of the financial year so the overspend would increase further.

It was noted the move to biodiesel was agreed to reduce the council's carbon footprint.

25/38/TMH Complaints, Incidents and Compliments

Members noted the high number of dog complaints and felt the signage on the beach wasn't sufficient to inform people of the rules. A simple 'no dogs' sign was suggested.

The town clerk said DC was responsible for this signage but the town council could look into putting up its own.

A member added a compliment for the town bus and the volunteers, who had been very thoughtful following a recent bereavement.

The meeting closed at 8.16pm.

Gardens Working Group Minutes of Meeting - 3 September 2025

Members: Cllr P. Evans MBE, Cllr M. Ellis, Cllr P. May, Cllr C. Aldridge, Cllr C. Reynolds, Cllr N. Hampton-Rumbold

Officers: Sam O'Connell (Operations Manager), Pete Williams (Works Supervisor)

In Attendance: Cllr P. Evans MBE, Cllr P. May, Cllr C. Aldridge, Sam O'Connell (Operations Manager), Pete Williams (Works Supervisor)

Apologies: Cllr M. Ellis, Cllr C. Reynolds, Cllr N. Hampton-Rumbold

Terms of Reference

- Meetings will take place twice yearly (March and Sept)
- Minutes were to be reported to the following TMH committee.
- It was decided that for quoracy, a minimum of two members must be present.
- The officer would take the minutes.

Agenda Items / Minutes

1. Election of chairman - new council year:

- Cllr Aldridge was appointed as the Chair of the Garden Working Group. Proposed by Cllr P. May, seconded by Cllr Aldridge

2. Re-adoption of terms of reference - new council year:

- The terms of reference were agreed by all members in attendance.

3. Jane Austen garden:

- Operational changes to be taken prior by the external team to enhance the area with planters and Jane Austen Rose's.
- Added to TMH agenda for discussions on the longer-term planning for how to design the use of the garden.
- Possible next step would be to write to the Jane Austen society for ideas and collaboration approach.

4. Pete's plans for the garden:

- Bed A re-plant (Bed A - 275-519-C) scheduled for late October 2025. Plants ordered and awaiting delivery.
- QR codes and signage under review. Prices being sought from Creative Solutions. QR codes to be sourced from Joy of Plants (<https://www.joyofplants.com>). Plan to install up to seven large bespoke aluminium signs (A0 landscape) featuring plant images, names, and QR codes linking to the Joy of Plants database for detailed information. Budget allocated in Environmental Objectives 2026/2027: £7,000.00.
- Graffiti boards at the garden entrance raised as a concern. They are unsightly and worn. Officers to contact the landowner regarding improvements or removal. Item added to TMH agenda.

5. Budget proposals for submission to the budget-setting process:

- Jane Austen Garden remodel – TMH consideration.
- Garden budget increase - TMH consideration.
- Lower tier proposals (Below Gym area) – TMH consideration.

6. Next Meeting date:

- March 26 – TBC nearer date

Committee: Full Council

Date: 29 October 2025

Title: The External Auditor's Report and Certificate 2024/25

Purpose of Report

To allow members to receive the external auditor's report and certificate 2024/25

Recommendation

Members note the external auditor's report and certificate 2024/25

Background

1. The Annual Governance and Accountability Return (AGAR) was approved at an extraordinary meeting of the Full Council on 18 June 2025.
2. The deadline for submitting the signed AGAR to the council's external auditor BDO was 1 July 2025; it was submitted on 27 June 2025.

Report

3. The external auditor's report and certificate 2024/25 was received on 24 September 2025, **appendix 19A**. The external auditor's opinion was as follows:

"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

4. The external auditor can raise other matters not affecting their opinion which they wish to draw to the attention of the authority. The following matters were drawn to our attention:

"The council has not formally minuted the following:

- *Considered and agreed the internal audit programme of work including reference to any identified risks*
- *Considered the competence of the internal auditor and agreed a letter of engagement*

The council have provided an adequate explanation and details of the actions necessary to address weaknesses identified."

5. The Notice of Conclusion of Audit and the Certified Annual Governance and Accountability Return 2024/25 must be published on the council's website by 30 September 2025; they were published on 29 September 2025.

Naomi Cleal
Finance manager
October 2025

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Lyme Regis Town council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

18/06/2025

and recorded as minute reference:

25/25/REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

SIGNED

SIGNED

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WWW.LYMEREGISTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2024/25 for

E Lyme Regis Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,540,306	1,930,357	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	132,779	132,779	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,191,159	2,396,056	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	920,526	1,000,304	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,013,361	1,898,889	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,930,357	1,559,999	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,047,243	1,655,046	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	8,068,444	8,291,239	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

Alan A. Light
18/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

18/06/2025

as recorded in minute reference:

25/25/C

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

ELyme Regis Town Council Y

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The council has not formally minuted the following:

- Considered and agreed the internal audit programme of work including reference to any identified risks
- Considered the competence of the internal auditor and agreed a letter of engagement

The council have provided an adequate explanation and details of the actions necessary to address weaknesses identified.

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

DocuSigned by:
BDO LLP
407DFB740A8A428

SIGNATURE REQUIRED

Date

22 September 2025

Committee: Full Council

Date: 29 October 2025

Title: Review of effectiveness of the internal auditor and agree the programme of work for 2025-26

Purpose of Report

To allow members to appraise the effectiveness of the internal auditor and agree the programme of work for 2025-26

Recommendation

- a) Members approve the effectiveness of the internal auditor for 2025-26
- b) Members approve the programme of work for 2025-26

Background

- 1. Under the Governance & Accountability for Smaller Authorities Practitioner's Guide to Proper Practices and The Accounts and Audit Regulations 2015 - Regulations 3 and 6, the council is required to audit the effectiveness of its internal financial, accounting and other controls and of the internal audit process. This review forms part of the evidence for the statements asserted in Section 1 – Annual Governance Statement of the Annual Governance and Accountability Review (AGAR).
- 2. This will be assessed when the council appoints the internal auditor and again when the council considers Section 1 – Annual Governance Statement of the AGAR.

Report

- 3. The review ensures the council and its members fully understand the significance of internal controls and the role of the internal auditor.
- 4. A review of the effectiveness of the internal auditor has been prepared by officers, **appendix 20A**. Also included, **appendix 20B**, is the internal auditor's terms of engagement 2025/26.
- 5. A programme of works for 2025-26 internal audit, as provided by Rosie Darkin-Miller, is attached, **appendix 20C**.

Naomi Cleal
Finance manager
October 2025

Lyme Regis Town council
2025-26 review of internal audit compliance and effectiveness

Meeting the standards		
Expected Standard	Evidence of Compliance	Areas for development/comment
Scope of internal audit	Internal audit is part of a wider internal control process, including risk management. The council's financial regulations paragraphs 4.5-4.9 detail the roles of the responsible financial officer (RFO), councillors and internal auditor. The council's relationship with its internal auditor is detailed in terms of engagement and the annual internal audit programme for local councils. The internal auditor's remit is determined by the internal audit programme for local councils and requires the internal auditor to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets, along with qualification for exemption criteria (if applicable), transparency code compliance, the proper exercise of public rights (the proper opportunity for the exercise of public rights as per the Accounts and Audit Regulations during the previous summer), AGAR publication compliance. The internal auditor gives the town council advance notice of the component parts of the internal audit programme she is testing ahead of each visit. The council carries out a review of the effectiveness of internal audit annually in accordance with the Accounts and Audit Regulations 2011 and any subsequent amendments.	In December 2025, the council will consider extending Darkin-Miller's contract for up to two years or seek quotes for the appointment of an internal auditor for a minimum of three years.

Independence	Appointment of the internal audit is by the full council following a competitive bidding exercise. The appointment of the council's current internal auditor was agreed at the Full Council 14 December 2022 and is for three years. The internal auditor independent of the council. The internal auditor is not involved in, or responsibility for the financial decision making, management or control of the council. The internal auditor is not involved with the development and implementation of the council's financial controls and procedures. The internal auditor has direct access to those charged with governance, i.e., the clerk/RFO and councillors. The auditor is prepared to amend draft recommendations but only if the clerk/RFO has a compelling case. Reports are made to the town council by the internal auditor via the clerk/RFO. The internal auditor does not live in Lyme Regis, is not associated with any local organisations and is free from and conflicts of interest.	Darkin-Miller was first appointed as the council's internal auditor on 28 May 2013. The council last considered Darkin-Miller's appointment on 14 December 2022 and resolved to appoint Darkin-Miller as the council's internal auditor for 2023-24, 2024-25 and 2025-26, with the option to extend the contract for up to a further two years. When the council reviews this appointment in December 2025, it should consider the merits of employing the same internal auditor since 2014.
Competence	The internal auditor is a fellow of the Institute of Chartered Accountants. The internal auditor has been practicing independently since 2013. The internal auditor is experienced in local government finance and administration; she was previously a finance manager with West Dorset District Council and currently audits several town and parish councils. All discussions between the clerk/RFO confirm the internal auditor's thorough knowledge of local council finance and	

	administration. All evidence suggests internal audit work is carried out ethically, with integrity and objectivity.	
Relationships	The clerk/RFO is consulted on the internal audit plan and the scope of each audit. Officer, member and internal audit responsibilities are detailed in the council's financial regulations. The relationship between internal audit and the internal control framework, is detailed in the council's policy and procedure on internal control. The responsibilities of council members are understood; training on internal control, risk and audit are part of new members' induction.	
Audit Planning and reporting	Internal audit is a feature of a wider plan of internal control and is considered by the council each year. The council has a policy and procedure on internal control is reviewed annual. The annual internal audit is reviewed with the clerk/RFO. The internal auditor reports to the council at least three times each year; the final audit summarises the volume and priority of recommendation mad in the council year.	
Characteristics of effectiveness		
Internal audit work is planned	The annual internal audit plan is presented to the clerk/RFO. The council's relationship with its internal auditor is detailed in terms of engagement and the annual internal audit programme for local councils. The internal auditor's remit is determined by the internal audit programme for local councils and requires the internal auditor to establish there is proper book-keeping, risk management	

	arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets, along with qualification for exemption criteria (if applicable), transparency code compliance, the proper exercise of public rights (the proper opportunity for the exercise of public rights as per the Accounts and Audit Regulations during the previous summer), AGAR publication compliance. The internal auditor gives the town council advance notice of the component parts of the internal audit programme she is testing ahead of each visit.	
Understanding the whole organisation its needs and objectives	Each year, the internal auditor reviews book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets. The internal auditor's understanding of the town council is informed by her experience; she was a formerly a finance manager with West Dorset District Council, she has worked as an independent internal auditor since 2013, and she provides internal audit services to several other town and parish councils. Enquiries made by the internal auditor along with discussions with the clerk/RFO demonstrate the internal auditor has a good understanding of the organisation and its objectives.	
Seen as a catalyst for change	Following each visit the internal audit visit recommendations are discussed and considered by clerk/RFO and managers, approved by the council, and implemented.	

Adding value and assisting the organisation in achieving its objectives	The internal audit visits help the council to review its operating procedures and assist in the achievement of its objectives.	
Being forward looking	Recommendations from internal audit make their way through to changes in governance, finance. policies and procedures. Relevant internal audit recommendations are considered during the annual budget-setting process which determines objectives for the forthcoming year. Because of its potential financial implications, the whole concept of internal control is considered as part of the budget-setting process.	Separately, the clerk/RFO regularly receives updates from advisory services regarding changes to procedural templates or regulations
Being challenging	Internal audit along with internal control focus on risks and encourage the council to develop responses to these challenges. The purpose is to encourage greater understanding and proportionate responses to the councils external and internal operating environments.	
Ensuring the right resources are available	The council's benchmarks internal audit requirements at eight working days; historically, this has proved sufficient. Seeking bids for internal audit its internal audit contract allows the town council to assess the appropriateness of resource allocation.	

DARKIN MILLER ~ CHARTERED ACCOUNTANTS

TERMS OF ENGAGEMENT 2025/26

I am a qualified accountant with a practice specialising in providing independent internal audit to Town and Parish Councils. I have previously worked for the Audit Commission, carrying out external audits of Town and District Council accounts; and for West Dorset District Council, where I was the Head of Internal Audit, Finance Manager and s.151 officer (Chief Financial Officer). I aim to provide an excellent but competitively priced internal audit service to Parish and Town Councils of all sizes in the Dorset and Somerset area. I have considerable experience of both the technical work involved in providing internal audit and the legal and corporate framework in which local government operates.

My standard charge for the 2025/26 financial year will be £46.00 per hour for time spent on audit work, plus travel at 92p per mile between Charlton Down and site, plus VAT. For those authorities that wish to enter into a longer-term contract (3 or more years), I provide a 2.5% discount on the standard charge for audit work.

The service provided is that of carrying out your internal audit in accordance with the CIPFA code of internal audit practice, and the detailed provisions of the SLCC/NALC Practitioner's Guide. It provides for supplying internal audit reports in respect of each area of activity identified within an agreed audit programme (one report issued after each audit visit, which notes the work undertaken and, where recommendations are made, the audit findings, recommendations and priority levels of any identified control weaknesses), the annual internal auditor's report (as contained in the AGAR), and occasional informal advice on financial control issues between audit visits. The objectives of my work are to provide assurance for your Annual Governance and Accountability Return (AGAR) based on an assessment of risk, and to support the Council's work in delivering improved services to the community.

Your responsibilities are to provide accommodation to work in and sufficient access to staff and records for me to finish my work over the course of the agreed annual number of audit man days. This includes direct access to those charged with governance when necessary for reporting both routine and non routine (i.e. fraud and corruption) matters. My working papers are your property but for convenience I may hold your files at my registered office. If files are held by you they must be available for me during my visits.

There is no charge for travelling time or any other expenses. Time is charged on an actual basis and invoices are sent after each visit or at the end of any month in which visits take place. Payment is due within 30 days of the invoice date.

Darkin Miller Limited trading as Darkin Miller ~ Chartered Accountants is a Member Firm of the Institute of Chartered Accountants in England and Wales. The firm number is C003600336. Rosie Darkin-Miller, the principal, holds a Practising Certificate under the ICAEW Practice Assurance Scheme. The firm's procedures are vetted by this professional accountancy body. The firm is required to maintain adequate cover in respect of professional indemnity insurance and to put appropriate procedures in place in case of incapacity.

In the event of my failure to provide service due to continuing physical or mental incapacity or death, you should contact my alternate Mr John Murray, 13 Shelley Close, Winchester SO22 5AS who has agreed to arrange a replacement service. If you have any complaint about my service I ask you to raise it with me at the earliest opportunity, although you also have the right to complain to my professional body.

Rosie Darkin-Miller LLB (Hons) BFP FCA

6th September 2024

DARKIN MILLER ~ CHARTERED ACCOUNTANTS

INTERNAL AUDIT PROGRAMME FOR LOCAL COUNCILS – 2025/26

1. PROPER BOOK KEEPING
 - a. Is the cash book maintained & up to date?
 - b. Is the cash book arithmetically correct?
 - c. Is the cash book regularly balanced?
2. PAYMENT CONTROLS
 - a. Has the Council formally adopted standing orders and financial regulations?
 - b. Has a Responsible Financial Officer been appointed with specified duties?
 - c. Are payments in the cash book supported by invoices, authorised and minuted?
 - d. Are payments correctly coded?
 - e. Has VAT on payments been identified, recorded and reclaimed?
 - f. Have items or services above a de minimis amount been competitively tendered?
 - g. Are large capital contracts correctly administered?
3. RISK MANAGEMENT ARRANGEMENTS
 - a. Does a scan of the minutes identify any unusual financial activity?
 - b. Do the minutes record the council carrying out an annual risk assessment?
 - c. Is insurance cover appropriate and adequate?
 - d. Are arrangements in place to provide continuity in the clerk's absence?
 - e. Are published management reports correct?
4. BUDGETARY CONTROLS
 - a. Has the council prepared an annual budget in support of its precept?
 - b. Is actual expenditure against the budget regularly reported to the council?
 - c. Are there any significant unexplained variances from budget?
5. INCOME CONTROLS
 - a. Is income properly recorded and promptly banked?
 - b. Is all income due to the council collected?
 - c. Do prices charged agree with those set by the Council?
 - d. Is VAT output tax treated correctly?
 - e. Are security controls over cash adequate and effective?
 - f. Does the precept agree with that approved in the previous year's budget?
6. PETTY CASH CONTROLS
 - a. Is all petty cash spent recorded and supported by VAT invoices/receipts?
 - b. Is petty cash expenditure reported to the council?
 - c. Is petty cash reimbursement carried out regularly?
7. PAYROLL CONTROLS
 - a. Do all employees have contracts of employment with clear terms and conditions?
 - b. Do salaries agree with those approved by the Council?
 - c. Are other payments to employees reasonable, properly supported and approved by the council?
 - d. Are all payments and deductions correctly coded and suspense accounts promptly cleared?
 - e. Has PAYE/NIC been properly operated by the council as an employer?
 - f. Have pension contributions been correctly calculated and paid over?
 - g. Has the correct amount of net pay been made to the correct employee?
8. ASSETS CONTROLS
 - a. Does the council keep an asset register of all material assets owned?
 - b. Are the asset/investment registers up to date?
 - c. Is the basis of valuation correct?
9. BANK RECONCILIATION
 - a. Is there a bank reconciliation for each account?
 - b. Is bank reconciliation done regularly and in a timely fashion?
 - c. Are there any unexplained balancing entries in any reconciliation?
 - d. Is the value of investments held summarised on the reconciliation?

DARKIN MILLER ~ CHARTERED ACCOUNTANTS

10. YEAR END PROCEDURES

- a. Are year-end accounts prepared on the correct basis?
- b. Do the accounts agree with the cash book?
- c. Do the comparative figures agree with last year's statements?
- d. Are there any significant unexplained variances from budget?
- e. Is there an audit trail from the underlying records to the accounts?
- f. Where appropriate have debtors and creditors been properly recorded?
- g. Is s137 expenditure separately recorded and within limits?
- h. Are investments verified by statements or passbooks?
- i. Are reserve funds adequate and regularly reviewed?
- j. Are there any obvious errors or inconsistencies in the financial statements?
- k. Do the figures on section 1 of the annual return agree with the financial statements?
- l. Has the Council correctly accounted for and met responsibilities for Trust Funds in its care?
- m. Have agreed audit recommendations been implemented?

11. EXEMPTION CRITERIA MET

- a. If the authority certified itself as exempt last year, was the exemption was correct?

12. TRANSPARENCY CODE COMPLIANCE

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

13. PROPER EXERCISE OF PUBLIC RIGHTS

- a. Did the authority correctly provided the proper opportunity for the exercise of public rights as per the Accounts and Audit Regulations during the previous summer?

14. AGAR PUBLICATION COMPLIANCE

- a. Did the authority comply with the publication requirements as laid out on the previous year's AGAR?

Committee: Full Council

Date: 29 October 2025

Title: Budget and Objectives 2026-27

Purpose of Report

Following a recommendation from the Strategy and Finance Committee on 15 October 2025, to allow members to consider a revised list of objectives for delivery in 2026-27

Recommendation

Members approve objectives for delivery in 2026-27

Background

1. On 15 October 2025, the Strategy and Finance Committee recommended to this meeting of the Full Council, 'to approve the 2026-27 base budget and assumptions; to agree new budget headings for the magazine, communications officer, seafront attendant and permanent project assistant role; to agree the mini golf event, Lyme in Bloom competition, Sporting Lyme, event sponsorship and hospitality are considered as objectives; and to agree bursaries are funded from the grants' budget.
2. On 15 October 2025, the Strategy and Finance Committee recommended to this meeting of the Full Council, 'to defer discussion on the 2026-27 objectives and projects to the Full Council meeting on 29 October 2025.'
3. These recommendations are referred to in the minutes of the Strategy and Finance Committee which have been reported earlier on this agenda.
4. The detailed modelling of the 2026-27 budget, including the objectives will be reported to the Strategy and Finance Committee on 3 December 2025; following recommendations from this committee, final budget approval will be sought from the Full Council on 17 December 2025.

Report

5. The latest year-end forecast for 2025-26 is a total reserve of £1,227,879, i.e., £227,879 above the budget reserve of £1,000,000. This has been achieved by prudent budget assumptions, unbudgeted income and strong expenditure control.
6. Retaining the reserve at £1,000,000 for 2026-27 releases £227,879 for spend in 2026-27.
7. Following recommendations from the Strategy and Finance Committee to this meeting of the Full Council, adjustments to the 2026-27 draft budget indicate an in-year deficit of £65,004.
8. The council must set a balanced budget so, the surplus reserve must be used to compensate for this deficit. This leaves £162,875 available to spend on objectives, i.e., £227,879 - £65,004 = £162,875.

9. Officers have revised the priority lists submitted to the Strategy and Finance Committee on 15 October 2025; in doing so, comments are provided, **appendix 21A**. The revisions are informed by objectives and projects that are health and safety requirements, essential repairs, existing policy commitments, generate income and promote the town.
10. The revised list also includes 2026-27 base-budget assumptions which the Strategy and Finance Committee recommended should be treated as objectives for 2026-26, i.e., the mini golf event, Lyme in Bloom competition, Sporting Lyme, event sponsorship and hospitality.
11. The spreadsheet also includes a sum of £5,000 to transfer the bursaries to the grants' budget.
12. The revised list totals £159,000 against a budget availability of £162,875.
13. Officers will bring a report to the Strategy and Finance Committee on 4 February 2025 with suggestions on opportunities to raise capital and improve revenue streams.
14. Officers will bring a 2025-26 budget report to the Strategy and Finance Committee on 18 March 2025. If the report identifies material improvements in this year's budget surplus, members may choose to release further projects.

John Wright
Town clerk
October 2025

APPENDIX 21A

Original priority proposal to S&F 15/10/25		Revised priority proposals to Full Council 29/10/25	
Priority 1	Cost	Comments	Revised cost
Garden handrails	10,000	Health & safety requirement	10,000
Red arrows	10,000	Application submitted. Budget to underwrite cost, only	10,000
Line marking WM & MB	15,000	Reduce to essential linemarking	5,000
Electric tools	15,000	Part of net zero carbon 2030	15,000
Cemetery drive	12,000	Reduce to essential works	5,000
Repairs to Lister room- The Terrace	6,000	Landlord obligation	6,000
Replacement fence Woodmead/ View Road	15,000	To be undertaken by external works team	5,000
Further works to pavilion roof	5,000	Contingency to prevent further deterioration	5,000
Beach replenishment contribution	15,000	Required to secure beach replenishment	15,000
Youth Council	4,000	Remove - 2025-26 budget unspent	
Sculpture trail	3,000	Required for maintenance and development	3,000
Bins store MP- Planters on top	7,500	Remove - unable to secure commitment from DC to fund	
Bin store repairs MP + Broad street	2,000	Remove - unable to secure commitment from DC to transfer	
Works to Lynch	5,000	£7k unspent 2025-26. DC will not commit to project. Accrue	
Priority 1 Total	124,500		79,000
Priority 2			
Car park machines -MB	17,500	Remove - none urgent	
New shelter tables and chairs	10,000	Part of beach wedding project	10,000
Beach weddings	1,500	Revenue generating investment	1,500
Employee benefits	10,000	Deferred since 2023-24	10,000
Children's area -Langmoor Gardens	50,000	Remove - none urgent	
Replacement woodland walkway	25,000	Phase over 3 years	10,000
Opening up the guildhall to public	2,000	Public offering	2,000
New webcam pavilion and cobb	6,000	Popular feature which markets the town	6,000
Replacement electric litter wagon	15,000	Replacement required	15,000
Woodroffe school sports facilities	30,000	Remove - no further engagement with Woodroffe	
Metal memorial tree - 640 leaves	25,000	Remove - longterm return on investment anticipated	
Priority 2 Total	192,000		54,500

Priority 3				
Guildhall works	50,000		Remove - accrue 2025-26 budget underspend of £50k	
New videos for the website	10,000		Remove - not essential	
Further investment in town bus shelters with RTI	30,000		Remove - pending DC funding proposal unclear	
New guildhall chairs	5,000		Remove - not essential	
Biodiversity of the gardens	15,000		Part of council biodiversity commitment	15,000
Metered electric supply in the gardens	10,000		Remove - longterm breakeven. Renegotiate tariff	
Digital gateway card	5,000		Remove - not essential	
LRTC app	10,000		Remove - not essential	
Snack/drink fridge at amenities	5,000		Remove - not essential	
Picnic benches	3,500		Remove - not essential	
Fencing- cemetery	5,000		Remove and consider as future larger investment project	
Priority 3 Total	148,500			15,000
2026-27 Base Budget Omissions				
Minigolf event				1,000
Lyme in Bloom				1,000
Sporting Lyme				2,000
Event sponsorship				1,000
Hospitality				500
Budget amendment				5,500
Bursaries			Transfer to grants' budget	5,000
			New budget total	159,000

Committee: Full Council

Date: 29 October 2025

Title: Framework for Developing Town Plans

Purpose

To allow members to comment on Dorset Council's Framework for Developing Town Plans

Recommendation

Members consider Dorset Council's Framework for developing Town Plans and instruct the town clerk

Background

1. Dorset Council's economic growth and development team has produced a Framework for Developing Town plans and has circulated the document to clerks for comment.
2. The town clerk has provided some initial feedback through his involvement with the Dorset Branch of the Society of Local Council Clerks, see below:

‘Our conclusion was that it would be helpful to have some more time to discuss this with colleagues from a broader range of towns/larger villages at our next branch meeting. That won't be until late November/early December so that will obviously depend on the deadlines that you are working to. Perhaps we could comment on a later draft?’

‘Could Dorset Council provide a core set of data that it holds for each town that opts in to this process?’

‘Could Dorset Council provide some pump priming funding for carrying out this work as it should help deliver on Dorset Council priorities as well as those of the local community?’

3. The town clerk understands Dorset Association of Parish and Town Councils will respond separately to the proposal.

Report

4. The framework for developing town plans has been produced by Dorset Council's economic growth and regeneration team, **appendix 22A**.
5. The plan, which isn't compulsory, outlines a framework approach, guiding principles and a three-stage process: data collection, plan development and implementation.
6. Adoption of the plan isn't compulsory.
7. Dorset Council cannot offer any specific support to take the town plan framework forward, nor is it able to provide any officer support to towns to produce documents.

8. In considering committing the council to developing a town plan, members need to consider the cost and benefit of such an exercise.
9. Undoubtedly, if funding becomes available, the town would be able to complete a bid quickly, but available funding is no guarantee of success and, currently, any external funding opportunities for Lyme Regis should be directed towards repairing The Cobb.
10. The amount of time to produce the document is significant, officers estimate several months. The external grant funding environment is limited and in the current economic climate it is unlikely to improve. The plan will have a limited shelf-life, say five years.

John Wright
Town clerk
October 2025

Committee: Full Council

Date: 29 October 2025

Title: Council of the Year Application 2026

Purpose of Report

To allow members to consider applying for Town Council of the Year 2026 and, if members are minded in doing so, delegate the preparation and application to the town clerk in consultation with three members, one of whom should be the chairman of the Tourism, Community and Publicity Committee

Recommendation

Members approve applying for Town Council of the Year 2026 and delegate the preparation and application to the town clerk in consultation with three members, one of whom should be the chairman of the Tourism, Community and Publicity Committee and that progress should be reviewed by the Tourism, Community and Publicity Committee

Background

1. On at least two occasions in recent years, the town clerk has been approached by the National Association of Local Councils (NALC)² about the council applying for a national award; on each occasion the town clerk has declined the offer because of issues in-and-around the council chamber.
2. Over the last year, there has been a significant improvement in behaviour.
3. On 5 September 2025, the council applied to NALC for its Climate Response of the Year award. The application was submitted at the suggestion of NALC who became aware of the council's environmental work through the Carbon Literacy Organisation website.
4. On 28 August 2025, the mayor and town clerk hosted a visit by Rob Smith, chief executive officer, Society of Local Council Clerks (SLCC)³. Rob Smith was extremely impressed by the initiatives and breadth of activity undertaken by the council and his unsolicited recommendation was, the council should apply for national awards to recognise its achievements.
5. In short, we are beginning to be recognised for what we do as a council.
6. The mayor and town clerk share the view that now is the time to tell others about our achievements and seek national recognition.

² NALC is the membership organisation for England's 10,000 parish and town councils.

³ The Society of Council Clerks is the professional body of town and parish clerks

Report

7. The national council of the year award is run by NALC; applications are normally submitted in early-September.
8. Applications for 2025 centred around achievements, community engagement and working relationships with external bodies. The working assumption is the criteria for 2026 will be similar.
9. The council scores well against these criteria but would probably need to refresh its approach to each of them ahead of an application in September 2026.
10. If the council is minded to apply for Council of the Year in 2026, it is suggested the town clerk is delegated to prepare and apply in consultation with three members, one of whom should be the chairman of the Tourism, Community and Publicity Committee and that progress should be reviewed by the Tourism, Community and Publicity Committee.

John Wright
Town clerk
October 2025

Committee: Full Council

Date: 29 October 2025

Title: Lyme Regis to Bridport Shuttle

Purpose of Report

To allow members to retrospectively approve the council acting as the lead organisation and accountable body for the submission to Western Gateway Sub-National Transport Body of a grant funding application for £20,000 to provide a weekend bus shuttle between Lyme Regis on Friday and Saturday evenings between 7pm and midnight

Recommendation

Members retrospectively approve the council acting as the lead organisation and accountable body for the submission to Western Gateway Sub-National Transport Body of a grant funding application for £20,000 to provide a weekend bus shuttle between Lyme Regis on Friday and Saturday evenings between 7pm and midnight

Background

1. On 9 October 2025, the town clerk circulated a proposal to members that sought indicative approval to allow the council to act as the lead organisation and accountable body for a grant application to Western Gateway Sub-National Transport Body (Western Gateway STB).
2. The application to Western Gateway STB is to fund the one-year operation of a Friday and Saturday night shuttle bus between Lyme Regis and Bridport.
3. The application had been prepared by Transport Commons, but Transport Commons did not meet Western Gateway STB's eligibility criteria to act as a lead organisation and accountable body. Consequently, on 9 October 2025 Transport Commons approached the town clerk to ask if the council could fulfil these roles.
4. A briefing note on the project and proposal seeking indicative authority was circulated to members on 10 October 2025 with a response date of 13 October 2025; indicative authority was required because the application had to be submitted to Western Gateway STB by 5pm on Tuesday 14 October 2025 and there wasn't time to arrange a Full Council meeting to consider a report on this matter.
5. The briefing note that was circulated to members on 10 October 2025 is attached, **appendix 24A**.

Report

6. 13 members responded to the town clerk's briefing note and proposal seeking indicative authority; the member who didn't respond was on leave.

7. Of the 13 members who responded, 11 members supported the project; based on the extent of this support, on 14 October 2025 the town clerk signed the director's declaration and the grant funding application was formally submitted to Western Gateway STB.
8. On 21 October 2025, Western Gateway STB informed the town clerk the application to provide the shuttle service had been successful and a meeting was arranged on 23 October 2025 to discuss the project. The town clerk will provide a verbal update on the meeting to the Full Council.
9. Members are asked to retrospectively approve the council acting as the lead organisation and accountable body for the submission to Western Gateway Sub-National Transport Body of a grant funding application for £20,000 to provide a weekend bus shuttle between Lyme Regis on Friday and Saturday evenings between 7pm and midnight.

John Wright
Town clerk
October 2025

**A Proposal for Indicative Approval
Lyme Regis to Bridport Weekend Night-Time Shuttle**

Policy context

This briefing note and proposal for indicative approval concerns an application for external grant funding to provide a Friday and Saturday night-time shuttle link between Lyme Regis and Bridport.

The grant application needs to be submitted to Western Gateway Sub-National Transport Body (Western Gateway stb) by 5.00pm Tuesday 14 October 2025 and an extraordinary meeting of the council cannot be arranged before this date; three clear days are required for the public notification of a council meeting.

If members give indicative approval to the proposal, a report will be submitted to the Full Council on 29 October 2025 seeking retrospective approval.

Background

This briefing note and proposal for indicative authority has been drafted following conversations with Josef Davies-Coates, Transport Commons, Tim Christian, Dorset Community Transport (DCT), and Caroline Pearce, project manager Bridport Town Council (BTC). A review of the grant application drafted by Josef Davies-Coates to Western Gateway stb, the directors' declaration form, and the grant agreement between Western Gateway stb and BTC for the WB1 service has also been undertaken by the town clerk.

Josef Davies-Coates is the inspiration behind the newly established Bridport to West Bay Shuttle service, WB1 which has been running since end-July 2025.

Report

An application to Western Gateway stb has been drafted by Josef Davies-Coates who is part of Transport Commons.

Transport Commons do not meet Western Gateway stb's eligibility criteria to be a lead organisation and accountable body for the grant purposes, so an approach has been made to the town council to fulfil this role.

The town clerk is willing to complete and sign the necessary documentation but for this to happen, a clear majority of members must indicate their approval ahead of the Full Council on 29 October where retrospective approval will then be sought.

If a clear majority of members do not support the council becoming the lead organisation and accountable body, the town clerk will not consent to Transport Commons' request.

More detail about the project proposal

- the shuttle bus will operate between Lyme Regis and Bridport on Friday and Saturday nights between 7.00pm and 12midnight; the shuttle bus will stop at Charmouth, Morcombelake and Chideock. The working title for the service is LB1
- The grant application to Western Gateway stb is for £20,000; a further grant of £5,000 will be made to Dorset Council's community transport fund
- The town council's contribution to the project is free labour, i.e., the time taken to publicise the service, agree the timetable, authorise invoices from DCT, attend occasional partnership meetings
- The aim is that the service will operate from December 2025 to December 2026; the funding is for one year, only
- the estimated cost of delivering the service is £16,000-19,500
- depending on the length of journey, fares will be between £3.00 and £10.00; the fares are set in the grant application to Western Gateway stb
- Concessions will be accepted
- There is no expectation that the council will contribute to the project, but some officer support will be required, see below
- DCT will operate the service
- Service data will be collected and analysed
- After December 2026, the Transport Commons aims to engage residents, local venues and business as funding partners to support the future of the shuttle.
- The application for Lyme Regis to Bridport weekend night-time shuttle is based on the same operating model as the Bridport to West Bay weekend service, WB1.

How will it operate?

If the council agrees to acts as the lead organisation and accountable body and grant funding is approved by Western Gateway stb, it will operate as follows:

Western Gateway stb will make grant payments to the town council in advance.

Lyme Regis Town Council will:

- act as lead organisation and accountable body and sign all the paperwork required for the grant application to Western Gateway stb
- receive and hold the grant from Western Gateway stb and pay the operator, DCT
- agree the bus timetable in conjunction with the operator, DCT
- publicises the service
- manage complaints about parts of the service within its remit, e.g., the timetable not being properly publicised
- attend any relevant partnership meetings.

Dorset Community Transport will:

- register the service
- operate the service
- agree the bus timetable in conjunction with the council
- maintain the bus
- insure the bus
- take out public liability insurance
- deal with operational complaints about the service
- invoice the council for payment.

Transport Commons will:

- collect and monitor data
- hold partnership meetings
- develop a Transport Commons approach for the continuation of the service after year one.

What else?

- who retains the fares hasn't been clarified
- there is no requirement for the town council to underwrite any operational losses
- there is no call on the town council's minibus or volunteer drivers and passenger assistants
- BTC estimate the officer time required to operate the WB1 service is approximately one hour per week
- DCT estimates it will take three to four months to get the service operational so it is unlikely the shuttle will meet Transport Commons target for the service to be operational for Christmas 2025. DCT anticipate problems appointing locally based drivers to operate this service
- BTC was approached to become the lead organisation and accountable body for this grant submission but declined because of its ongoing involvement with WB1.

Considerations

- there isn't time to undertake full 'due diligence'
- a contract will be issued when the contract is awarded and, consequently, terms and conditions remain unknown. However, the town clerk has reviewed the grant contract for Bridport Town Council's WB1 service and there are no concerning conditions
- the service is filling a known transport problem; there is no evening bus service between Lyme Regis and Bridport at the weekend, taxi availability is limited, and taxis are expensive
- the service supports the council's environmental aims and would reduce traffic movement between the towns
- acting as the lead organisation and accountable body attracts kudos for the town council
- the town council's role is minimal and can be accommodated within the current staffing structure

- the funding is for one year and exiting the service could create adverse publicity for the council.

John Wright

9 October 2025