

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 22 JULY 2026

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr P. May, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

Officers: M. Green (deputy town clerk), A. Mullins (assistant town clerk)

Guests Cllr B. Bawden (Dorset Council ward member)

The mayor, Cllr Philip Evans read the town's prayer.

26/19/C Dorset Council Matters

In response to member questions, Cllr B. Bawden gave the following updates:

- There was no update on when the 20mph signs would be removed from the roadway in Windsor Terrace as the machine was broken.
- Sidmouth Road was not on Dorset Council's (DC) priority list for double yellow lines but she urged people to continue reporting any issues, which would help move it up the list. She would also insist it is reassessed.
- Following the news Charmouth Fire Station would not close, she believed a community resilience centre between Lyme Regis and Charmouth could be considered as part of a long-term strategy.
- A suggestion from DC traffic planners for a barrier on Cart Road was one of the ideas for the town council to consider as it had previously discussed making the Cart Road more of a pedestrian walkway and converting Cobb Gate car park to disabled parking and taxi ranks.
- She asked a member to write to her about missing bins on Cart Road.

Cllr B. Bawden also gave the following updates:

- There was a new timetable for the Local Plan, as DC had to adhere to the government's new rules, which would delay the timetable. The deputy town clerk had received an email about this and would forward it to members.
- The housing needs survey carried out last year had been on hold due to personnel issues but a replacement was in post and would pick this up again.
- A three-month consultation was taking place about the rights of way network, open to everyone. The deadline for responses was 12 October 2026.
- The night-time closure of the A35 had been pushed back by 15 minutes to accommodate the LB1 summer evening bus service, although this was less than the one hour hoped for to allow two complete circuits of the service.

FC-22/07/2026

pg 1

26/20/C Questions from Councillors

There were none.

26/21/C Apologies for absence

Cllr S. Cockerell – holiday
Cllr M. Denney – personal commitment
Cllr S. Larcombe – personal commitment
Cllr C. Reynolds – illness

26/22/C Disclosable Pecuniary Interests

Cllr M. Ellis declared an interest in agenda item 18 as chairman of the Woodmead Halls Management Committee.

26/23/C Dispensations

There were none.

26/24/C To confirm the accuracy of the minutes of the Annual Meeting held on 20 May 2026, adjourned until 27 May 2026

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, the minutes of the Annual Meeting held on 20 May 2026, adjourned until 27 May 2026 were **ADOPTED**.

26/25/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 17 June 2026

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, the minutes of the extraordinary Full Council meeting held on 17 June 2026 were **ADOPTED**.

26/26/C Matters arising from the minutes of Annual Meeting held on 20 May 2026, adjourned until 27 May 2026, and the extraordinary Full Council meeting held on 17 June 2026

Members noted the report.

26/27/C Update Report

There were no updates.

26/28/C Mayor's Announcements

Members noted the report.

26/29/C Planning Committee

A member questioned the committee's decision to raise no objection to the licensing application for Milly's Ice Cream to allow the sale of alcohol.

The deputy town clerk said the criteria for dealing with licensing applications was primarily one of public safety, so unless the council had concerns this posed a material risk of public safety, the application was likely to be approved by DC.

It was also noted many of the other kiosks along the seafront already sold alcohol and public safety was addressed in the committee's recommendation that the use of glass should not be permitted.

Proposed by Cllr G. Turner and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meetings held on 12 May, 2 June and 23 June 2026, to note the cancellation of the meeting on 14 July 2026 (decisions to be presented to the next Full Council meeting), and to note the comments made on planning applications under the chairman and vice-chairman's delegated authority.

26/30/C Environment Committee

Proposed by Cllr S. Cockerell and seconded by Cllr A. Wood, it was **RESOLVED** to receive the minutes of the meeting held on 1 July 2026, and adopt the recommendations, as follows:

26/09/ENV – Environment Committee – Objectives

ORIGINAL MOTION: that the town council includes in the list of objectives for 2026-27 to support the activities of Turn Lyme Green.

A member was concerned that the council had already agreed its objectives for 2026-27 and it was not normal practice to add to the list in-year. It was also suggested support for local organisations should be through the grants' process, rather than making it one of the council's own objectives.

SUBSTANTIVE MOTION: Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to include in the list of draft objectives for 2027-28 to support the activities of Turn Lyme Green.

26/10/ENV – Co-option

RESOLVED: that the three applicants, G. Barr, V.Elcoate and J. Breeze, be accepted and co-opted to the Environment Committee.

26/11/ENV – Carbon Literacy Accreditation/Training Update

ORIGINAL MOTION: to approve unbudgeted expenditure of an unknown amount for the continuation of the silver level carbon literacy accreditation and the relevant requirements be actioned, and that the town council uses external suppliers where appropriate to reduce significantly the workload on officers.

A member was concerned the council was being asked to approve an unknown amount of unbudgeted expenditure for the accreditation and suggested this needed to be reviewed by the Strategy and Finance Committee, where detailed costings could be considered.

Another member suggested the accreditation fee should have been included in the budget and this was an oversight by officers. It was also suggested the amount be capped at £5k so members could be satisfied with the amount they were approving.

The deputy town clerk said when the council obtained silver accreditation, it wasn't known it would need to be renewed every three years.

It was proposed by Cllr M. Ellis to defer consideration of unbudgeted expenditure for the continuation of the silver level carbon literacy accreditation to the Strategy and Finance Committee, with costings.

This motion was not seconded.

It was noted the Environment Committee felt it was urgent to approve a budget to avoid the council losing its accreditation, although it was then clarified that the accreditation had expired in April. However, it was understood it was not too late for the council to renew its accreditation.

SUBSTANTIVE MOTION: Proposed by Cllr P May and seconded by Cllr C. Aldridge, members **RESOLVED** to approve unbudgeted expenditure of up to £4k for the continuation of the silver level carbon literacy accreditation and the relevant requirements be actioned, that the town council uses external suppliers where appropriate to reduce significantly the workload on officers, and if the cost is more than £4k, it will be brought back to members for further consideration.

It was noted three quotes would be required as per the council's financial regulations.

26/31/C Human Resources Committee

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, it was **RESOLVED** to receive the minutes of the meeting held on 10 June 2026, and adopt the recommendations, as follows:

26/08/HR – Vacancy Management

RESOLVED: to approve a change to the council's Recruitment and Selection Procedure to advertise vacancies to existing employees first, excluding managerial vacancies, and to incorporate the changes into the next review of the employee handbook.

26/09/HR – Town Clerk Recruitment

It was noted the recommendations under this agenda item had been previously approved at the Extraordinary Full Council meeting on 17 June 2026.

26/10/HR – Homeworking Request

RESOLVED: to approve the request from postholder 101 to homework for one day a week, with the exception of school holidays.

26/32/C Strategy and Finance Committee

Proposed by Cllr P. May and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the meeting held on 10 June 2026, and adopt the recommendations, as follows:

26/08/SF – The Annual Review of the Communications/PR Policy and Procedure

RESOLVED: to approve the amended Communications/PR Policy and Procedure, with additional amendments to the policy to add a reference to the magazine under 'printed materials' and to section 4.2 to clarify press releases will be issued by email.

26/09/SF – The Annual Review of the Complaints' Policy and Procedure

RESOLVED: to approve the complaints' policy and procedure and to note the volume and nature of complaints received since August 2025.

26/10/SF – Biodiversity Policy – Draft for Consideration

RESOLVED: to approve the proposed draft Biodiversity Policy and incorporate it into the council's existing Environment Policy.

26/11/SF – Preferred Contractor for Architectural and Building Services Work

RESOLVED: to extend the appointment of Crickmay Stark Ltd of Dorchester as the council's preferred contractor for architectural and building services support work for a further period of 12 months from 1 August 2026 on the basis of no retaining fee and to the payment at agreed rates solely for work undertaken; subject to satisfactory performance and to a sufficient pipeline of relevant work, agree to delegate authority to approve up to two further extensions of 12 months each, on the same payment basis as above, to the town clerk in consultation with the chairmen of both this committee and the Town Management and Highways Committee; and at the end of the no more than three years from 1 August 2026 and subject to there being a sufficient ongoing need, the contract for architectural and building services support work be re-advertised on a competitive basis.

26/14/SF – List of Payments

RESOLVED: to approve the schedule of payments in April and May 2026 for the sums of £210,766.07 and £247,456.90, respectively.

26/15/SF – Debtors’ Report

RESOLVED: to write-off debt of c.£2.2k relating to historic garage rent due to the person having passed away and it being very difficult to trace the money.

26/33/C Tourism, Community and Publicity Committee

It was noted the meeting scheduled to take place on 24 June 2026 was cancelled.

26/34/C Town Management and Highways Committee

Proposed by Cllr P. May and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the meeting held on 10 June 2026, and adopt the recommendations, as follows:

26/08/TMH – Dorset Council Dog-Related Public Space Protection Order – Consultation

RESOLVED: to delegate authority to officers to respond to the Dorset Council consultation on the Dog-Related Public Spaces Protection Order (PSPO), in consultation with Cllrs S. Larcombe, M. Ellis and D. Holland.

26/09/TMH – Travel and Transport Working Group

ORIGINAL MOTION: to discontinue the Travel and Transport Working Group, with any future transport-related matters to continue to be managed through the Town Management and Highways Committee, as currently.

The town clerk said the deputy town clerk had recently received some traffic proposals from DC and due to the timescales involved to respond, he had asked him to arrange a special meeting to consider them.

SUBSTANTIVE MOTION: Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to retain the Travel and Transport Working Group and for the group to consider new proposals recently submitted by Dorset Council.

Cllr M. Ellis left the meeting at 7.40pm.

26/10/TMH – Candles on the Cobb Pavilion Toilets – Operations and Anti-Social Behaviour

RESOLVED: to look into costings for additional CCTV at Anning Road Playing Field.

26/11/TMH – Community Mural Proposal – Marine Parade Shelters

RESOLVED: to support, in principle, discussions regarding a community mural project within the Marine Parade Shelters.

26/12/TMH – Boundary Issues at 50 King’s Way

RESOLVED: to delegate authority to the chairman and vice-chairman of the Town Management and Highways Committee and the operations manager to find a suitable way forward regarding the ongoing boundary issue at 50 King’s Way, specifically the issue of the fir tree.

26/13/TMH – Community Emergency Response Plans (CERPs) – Survey

RESOLVED: that Cllrs A. Wood, M. Ellis, P. May and S.Cockerell work with the operations manager to prepare a response to the Dorset Council and DAPTC survey regarding Community Emergency Response Plans (CERPs).

Cllr M. Ellis returned to the meeting at 7.41pm.

26/35/C Governance Review

A member pointed out several errors in the first draft of the revised terms of reference and scheme of delegation, but it was clarified this was just a draft and it would be further amended and corrected before being brought back to members for final approval on 9 September 2026.

However, paragraph 11.8 referred to the operations manager as the member of staff who must be deferred to in the absence of the town clerk and deputy, but it was suggested this be changed to the assistant town clerk.

Proposed by Cllr P. May and seconded by Cllr D. Holland, members **RESOLVED:**

- to reduce the workload of committees by delegating low level decisions to officers in consultation with the mayor and relevant committee chairman, and establishing a weekly information digest for circulation to members
- to strengthen member input, decisions on the ‘destination’ of reports are undertaken in consultation with the mayor, deputy mayor and committee chairmen at a weekly meeting
- the Full Council takes responsibility for governance, finance, compliance, and internal and external audit
- to create a Resources Committee by merging the Strategy and Finance and the Human Resources Committees and transferring publicity from the Tourism, Community and Publicity Committee to this committee
- to create an operations committee by merging the Town Management and Highways, and the Tourism, Community and Publicity Committees
- to retain the Environment Committee on a 12-week cycle
- to retain the Planning Committee on its existing three-week cycle
- to restrict the number of members on Resources and Operations Committees to 10 and electing members to these committees by first and second choice preferences and if the number of applications is greater than 10, electing members to these committees through a ballot.
- to restrict the number of members on the Environment and Planning Committees to seven and, if the number of applications is greater than seven, electing members to these committees through a ballot

- to create a Partnership Board to strengthen community input into the council's governance process; membership of the board is determined by the mayor in consultation with members
- to approve the terms of reference for the Partnership Board
- to amend section 11.8 of the terms of reference and scheme of delegation to replace the operations manager with the assistant town clerk
- to reconvene the Governance Review working group in late-September 2026 to consider outstanding governance projects including the development of strategic thinking to link purpose, values, strategy and governance with structures, cultural change, behavioural norms and their enforcement, live streaming, with a review in May 2027
- the changes take effect after the Full Council on 9 September 2026.

26/36/C Woodmead Halls Term Grant

It was noted the floor at the Woodmead Halls would be replaced on 10 August 2026, and there were currently four trustees.

Cllr M. Ellis left the meeting at 7.47pm in line with her declaration of interests.

The assistant town clerk said members had three options: to continue with the current situation of not paying the grant, to end the grant, or to give the Woodmead Halls a deadline by which to resolve the issues before making a decision.

Members acknowledged the issues holding up progress at the Woodmead Halls but agreed it was an essential facility in the town.

It was agreed the member rep Cllr P. May and the mayor would offer to meet with the trustees to try and establish if any other support could be made available.

Proposed by Cllr P. May and seconded by Cllr D. Holland, members **RESOLVED** to make no further term grant payments to the Woodmead Halls until members have assurances and evidence that progress can and will be made; to implement a time limit of six months to resolve the issues and if this deadline is not met, the grant will be withdrawn and any unspent funds must be repaid to the council.

Cllr M. Ellis returned to the meeting at 8.03pm.

26/37/C Reimbursement of Outside Seating Charges

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, 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.

26/38/C Exempt Business

a) Reimbursement of Outside Seating Charges

The deputy town clerk confirmed that once this payment was agreed, there was one other business which the council was yet to refund, although officers had been trying to contact them for some time.

The deputy town clerk gave a more general update on the extent of the highway on Marine Parade and the impact on other businesses located there.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to approve unbudgeted expenditure of £220 to refund a business proprietor for outside seating charges.

The meeting closed at 8.15pm.