LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 9 SEPTEMBER 2026

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Denney, Cllr M. Ellis, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

The mayor, Cllr P. Evans read the town prayer.

26/50/C Dorset Council Matters

It was noted the ward member Cllr B. Bawden had sent her apologies for the meeting.

26/51/C Questions from Councillors

There were none.

26/52/C Apologies for absence

Cllr S. Cockerell - holiday
Cllr D. Holland – personal commitment
Cllr C. Reynolds – illness

26/53/C Disclosable Pecuniary Interests

There were none.

26/54/C Dispensations

There were none.

26/55/C To confirm the accuracy of the minutes of the Full Council meeting held on 22 July 2026

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, the minutes of the Full Council meeting held on 22 July 2026 were **ADOPTED**.

26/56/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 5 August 2026

Proposed by Cllr M. Denney and seconded by Cllr G. Caddy, the minutes of the extraordinary Full Council meeting on 5 August 2026 were **ADOPTED.**

26/56/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 12 August 2026

Proposed by Cllr M. Ellis and seconded by Cllr P. May, the minutes of the extraordinary Full Council meeting on 12 August 2026 were **ADOPTED.**

26/57/C Matters arising from the minutes of Full Council held on 22 July 2026 and the extraordinary Full Council meetings held on 5 and 12 August 2026

Sale of Former Offices

The town clerk said he was still waiting to hear from the person who made the original offer for the offices, relating to issues with the planning application for widening the access to the Guildhall. He said the application had been withdrawn and pre-application consultation had been carried out, particularly with the conservation officer. The issues raised by the conservation officer needed to be discussed with the person who made the offer.

Woodmead Halls Term Grant

Cllr M. Ellis left the meeting at 7.05pm in line with her interests.

The assistant town clerk confirmed there had still been no response from the trustees regarding the term grant funding and outstanding issues.

Cllr M. Ellis returned to the meeting.

It was noted the trustees were still trying to recruit other trustees but they hadn't met over the summer, although the main hall floor had been replaced.

Members asked officers to follow up with the trustees to at least acknowledge the situation and provide an update.

26/58/C Update Report

Outside Seating

The town clerk confirmed the meeting with Dorset Council (DC) to discuss the ongoing management of the Marine Parade would take place in early-October.

Pop-up Shop in Langmoor Room

The town clerk confirmed the tenants had been invoiced for the entire period of intended occupation, despite leaving earlier than intended, although it had not been paid yet.

Member Away Day

There was disappointment the away day was cancelled due to lack of attendance, but members noted there would be another attempt to arrange one when the new committee structure was in place.

26/59/C Mayor's Announcements

Members noted the report.

26/60/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr S. Larcombe, it was **RESOLVED** to receive the minutes of the meeting held on 4 August 2026, to note decisions made following the cancellation of the meeting on 14 July 2026, and to note the comments made on planning applications under the chairman and vice-chairman's delegated authority

26/61/C Terms of Reference and Scheme of Delegation

It was noted there may be further revisions required to the document once officers' roles and responsibilities had been reviewed following the appointment of the deputy town clerk to town clerk and the recruitment of a new deputy. It was also yet to be decided who the committees' lead officers would be.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to approve amendments to the final draft of the council's Terms of Reference and Scheme of Delegation but to carry out a further review once officers' roles and responsibilities had been agreed.

26/62/C Appointments to Committees

Members were asked to indicate their preference for serving on the Resources and Operations Committees in writing at the meeting.

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, members **RESOLVED** to appoint members to committees for the remainder of the 2026-27 council year as follows:

Resources – Cllr M. Ellis, Cllr S. Larcombe, Cllr C. Aldridge, Cllr P. Evans, Cllr P. May, Cllr G. Stammers, Cllr A. Wood, Cllr S. Cockerell, Cllr G. Caddy
Operations – Cllr M. Denney, Cllr G. Caddy, Cllr G. Turner, Cllr C. Reynolds, Cllr S. Cockerell, Cllr D. Holland, Cllr A. Wood, Cllr P. May, Cllr M. Ellis
Environment – Cllr G. Turner, Cllr P. May, Cllr C. Aldridge, Cllr S. Cockerell, Cllr G. Stammers, Cllr A. Wood
Planning – Cllr S. Larcombe, Cllr M. Denney, Cllr C. Aldridge, Cllr P. May, Cllr G. Turner

It was noted members could be added or removed from committees if required.

26/63/C Calendar of Meetings

A member requested a change to the dates of the Environment Committee meetings from 6 to 27 January 2027, and from 7 to 21 April 2027.

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members **RESOLVED** to approve the calendar of meetings for the remainder of the 2026-27 council year, with an amendment to the dates of the Environment Committee meetings from 6 to 27 January 2027, and from 7 to 21 April 2027.

26/64/C Partnership Board

Members noted the members of the Partnership Board, a maximum of 12 who would sit on the board for three years.

26/65/C Introduction of ICT Policy

Cllr G. Stammers arrived at 7.36pm.

It was noted the policy placed some responsibilities on members or there could be consequences, such as the council being hacked.

The town clerk said the policy applied to both members and employees, incorporating DC's requirements as the council's IT provider. As per the policy, members should not be using personal email addresses for council business, unless it is being used solely for that purpose. He said officers would be following up on this.

It was pointed out that if members' council email addresses were not working, they would normally use their personal email addresses as an alternative.

The town clerk said it would be helpful for officers to remind members about the processes for engaging with DC IT support to resolve these kinds of issues and some of the fundamental rules around the hardware provided.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to approve the proposed ICT policy.

26/66/C By-Election

It was confirmed 10 electors had called for an election so the vacancy would not be filled by co-option.

26/67/C Application for Town Council of the Year 2026-27

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to delegate the final approval of the application for Town Council of the Year 2026027 to the town clerk in consultation with the mayor and deputy mayor.

26/68/C Relationship with Cobb Traders

The town clerk suggested the council re-engaged with Cobb Traders and other business representatives, and he encouraged a constructive and open dialogue. He supported the public forum being reinstated and suggested this be immediate for the Planning Committee and otherwise effective from the Full Council meeting on 14 October 2026, although members may wish to make this sooner.

Members agreed there should be cooperation and open dialogue with local businesses and several members said they would be happy to meet with members of Cobb Traders and other businesses.

There was also support for live streaming of meetings and a suggestion that chairmen needed to address any inappropriate behaviour that occurs at meetings, including stopping interruptions when members are talking.

It was proposed by Cllr G. Caddy that the public forum at council meetings is reinstated from 14 October 2026.

A member suggested this was amended to 'with immediate effect' and this was accepted by the proposer.

Proposed by Cllr G. Caddy and seconded by Cllr P. May, members **RESOLVED** to reinstate the public forum at council meetings with immediate effect.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to reinstate contact with Cobb Traders as soon as is practical.

26/69/C CCTV

Members considered the issues with the Baptist Church CCTV images/signal caused by the skatepark camera potentially running out of battery.

Members noted this meant not only was the Baptist Church camera unreliable but also the skatepark camera, and felt it might be worth considering a permanent power source at Charmouth Road car park to safeguard both.

The town clerk said although a quote had previously been obtained from Western Power Distribution to connect to a power source, the possibility of connecting to power from the football club had not been explored.

A member asked if the skatepark camera worked in the dark; if not, there was no requirement for the cameras to work 24/7 and therefore no requirement for a power source. Members agreed it was important the camera worked at night due to some anti-social behaviour in the car park and thefts at the allotments.

As there were more technical questions to answer, the town clerk suggested this was brought back to a future meeting.

Members also considered the suggestion to link three further cameras to the control centre.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to connect three further CCTV cameras to the control centre at a potential cost of £275 per camera, per annum.

26/70/C Dorset Council – Parking Review

Proposed by Cllr P. May and seconded by Cllr G. Caddy, members **RESOLVED** that the mayor and chairman of the former Town Management and Highways Committee are involved in a meeting with Dorset Council to discuss the parking review and its effect on Lyme Regis and they represent the members.

26/71/C Request for Rear Access – 19a Broad Street, Lyme Regis

The town clerk said he could see no reason not to support the request but suggested members may wish to impose some conditions.

Members were concerned this could set a precedent as other properties backing on to the gardens would want the same access. It was suggested permission be given, on the condition the access is closed off when the specific residents requiring access no longer lived there.

The town clerk said the council had previously given named permission to create an opening in the wall to facilitate building works. In that instance, the wall was removed and reinstated carefully so the owner of 19a Broad Street had a track record of complying with conditions.

A member said any costs associated with the works should be borne by the owner, not the council.

It was proposed by Cllr P. May and seconded by Cllr S. Larcombe to permit access from 19a Broad Street to the gardens and that the permission is to be made personal to the current owners of 19a Broad Street and immediate family and will not be extended if the property is sold or the current owner passes away.

The town clerk pointed out that 19a Broad Street was owned by the son of the current occupiers of the property.

It was therefore suggested the permission be granted to the current occupiers.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to permit access from 19a Broad Street to the gardens and that the permission is to be made personal to named people who live in 19a Broad Street and will not be continued if they move or pass away; the permission being subject to all associated costs, including the costs of any required works and any reinstatement works, being met by the owners of 19a Broad Street.

The meeting closed at 8.10pm.