



John Wright  
Town Clerk

**Lyme Regis Town Council**

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

Tel: 01297 445175  
Fax: 01297 443773

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

**Tourism, Community and Publicity Committee**

**Core Membership:** Cllr R. Doney, Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr S. Larcombe, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr S. Williams

Notice is hereby given of a meeting of the Tourism, Community and Publicity Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 21 June 2017 commencing **on the rise of the extraordinary Full Council**, when the following business is proposed to be transacted:

John Wright  
Town Clerk  
16.06.17

**AGENDA**

**1. Election of Chairman and Vice-Chairman**

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2017/18

**2. Terms of Reference**

To allow the committee to receive its terms of reference

**3. 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*

**4. Apologies**

To receive and record apologies and reasons for absence

**5. Minutes**

To confirm the accuracy of the minutes of the Tourism, Community and Publicity Committee meeting held on 19 April 2017

**6. 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 and 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.

**7. Dispensations**

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

**8. Matters arising from minutes of the previous meeting held on 19 April 2017**

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting.

**9. Update Report**

To update members on issues considered at previous meetings

**10. Grant Agreement Review, LymeArts Community Trust**

To inform members of the grant agreement review meeting with LymeArts Community Trust on 13 April 2017

**11. LymeForward Grant Review Meeting**

To inform members of a grant review meeting on 18 May 2017 and project proposals which LymeForward can undertake on the council's behalf

**12. Grant Agreement Review, B Sharp**

To inform members about a grant review meeting with B Sharp's chief executive and managing director

**13. Grant Agreement Review, The Hub**

To inform members of a grant review meeting with The Hub

**14. Use of Seafront Beach Hut for Photography Project**

To allow members to consider a request from a photography student to use a seafront beach hut in connection with a portrait project

**15. Photography Competition for 2018 Lyme Regis Guide**

To allow members to consider running a photography competition to gather images for the 2018 Lyme Regis guide

**16. Request for Twinning with Richmond, Queensland, Australia**

To allow members to consider a request from the Mayor of Richmond Shire Council, Queensland, Australia that Lyme Regis be twinned with the town of Richmond

**17. Managing Consultation Exercises**

**18. Exempt Business**

**Committee:** Tourism, Community and Publicity

**Date:** 21 June 2017

**Title:** Election of Chairman and Vice-Chairman

**Purpose of Report**

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2017/18

**Recommendation**

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2017/18
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2017/18

**Background**

- 1. On 24 May 2017, the council approved the terms of reference for its committee structure. The terms of reference have been amended so that each committee will elect its chairman and vice-chairman from among its membership.
- 2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
- 4. Standing order 1.t states:  
  
‘Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members so request voting may be by signed ballot.’
- 5. Standing order 12.a states:  
  
‘Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman’s casting vote. As the first business of a council is to elect a Chairman (the mayor in the case of Lyme Regis Town Council) who

## AGENDA ITEM 1

is also an ex-officio voting member of all committees, he/she is in a position to open and Chair a subcommittee meeting temporarily, with the benefit of a casting vote, until a committee Chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the same way. The Town Clerk or other officer cannot open or Chair a committee or sub-committee meeting.'

6. The election of the chairman and vice-chairman of the Tourism, Community and Publicity Committee will be reported to the Full Council on 12 July 2017.

John Wright  
Town clerk  
June 2017

**Committee:** Tourism, Community and Publicity

**Date:** 21 June 2017

**Title:** Terms of Reference

**Purpose**

To allow the committee to receive its terms of reference

**Recommendation**

The committee receives its terms of reference

**Background**

1. On 24 May 2017, the Full Council approved the terms of reference for its committees.
2. The terms of reference for the Tourism, Community and Publicity Committee, along with the general terms of reference that apply to all of the council's committees is attached, **appendix 2A**.
3. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

John Wright  
Town clerk  
June 2017

## Terms of Reference

### 2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report will normally include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to West Dorset District Council on planning applications.
- 2.3 Each committee will:
  - 2.3.1 Elect its chairman and vice-chairman from among its membership;
  - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
  - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
  - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
  - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
  - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
  - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
  - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
  - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.

- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

**6. Tourism, Community and Publicity**

- 6.1 The purpose of the Tourism, Community and Publicity Committee is to take active steps to develop the town and people's perception of it. This includes the development and management of:

- 6.1.1 Tourism policies
- 6.1.2 Economic and business initiatives
- 6.1.3 Marketing and publicity
- 6.1.4 Community engagement
- 6.1.5 Responding to consultations by external organisations
- 6.1.6 Managing the process of consulting the community and third sector groups on policy development
- 6.1.7 Twinning
- 6.1.8 Arts and heritage
- 6.1.9 Tourism services
- 6.1.10 Events' management
- 6.1.11 Promotion and publicity of the town

**Committee:** Tourism, Community and Publicity

**Date:** 21 June 2017

**Title:** Matters arising from the minutes of the previous meeting held on 19 April 2017

**Purpose of Report**

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting.

**Recommendation**

Members note the report and raise any other issues on the minutes of the previous meeting that they require further information on.

**Report**

**16/83/TCP – Matters arising from the minutes of the previous meeting held on 25 January 2017**

**Publicly-accessible seafront WiFi**

Further discussions have taken place about the potential to match fund this council's budget with a contribution from the monies recently awarded to the Coastal Communities Team (CCT). It would appear that a combined budget sufficient to extend both the 'reach' of any system and the funding of its ongoing management costs can be put together.

From discussions with Club WiFi, it will now be difficult for any extended system to be installed this summer but every attempt will be made to progress the matter asap.

**A continuing public art presence in Lyme Regis**

A proposal to retain a public arts presence in Lyme beyond 2017 was received on 13 June 2017 and will be the subject of further discussion before being brought for detailed consideration to the next meeting of this committee.

**16/84/TCP – Update Report**

**Lyme Voice**

An account has been set up with Survey Monkey to manage the consultations. The first topic for consultation will be new uses at Langmoor and Lister Gardens and the survey will be issued to the 231 consultees by 21 July 2017.

**16/86/TCP – Re-print of the 2017 Lyme Regis Guide**

Following recommendation from this committee, it was agreed to re-print 5,000 copies of the guide. The actual number printed was 5,520, which was a gesture of goodwill by the printers as several hundred copies from the initial print run were unaccounted for. The additional guides were delivered to the fulfilment company, Carrier Direct, on 25 May and orders were processed immediately.

**16/88/TCP – Accessibility – broadening the range of disabled visitors and their families who see Lyme as a destination of choice**

The first of the two beach wheelchairs has been delivered and the second is expected to be delivered w/c 19 June 2017.

A new accessibility page has been created on the tourism website, but it is not yet live. As well as information about the beach wheelchairs and how to hire them, the page also includes general accessibility information relating to toilets, parking, step-free routes, and travel and transport. More accessibility information will be added to this page as time goes on, but this is intended as a starting point to launch the hiring of the beach wheelchairs.

As reported to this committee previously, bookings will be managed by the tourist information centre and the wheelchairs will be stored at the Jubilee Pavilion. It is hoped they will be ready for use end-June/early-July.

Mark Green  
Deputy town clerk  
June 2017

Adrienne Mullins  
Administrative officer

**Committee:** Tourism, Community and Publicity

**Date:** 21 June 2017

**Title:** Update Report

**Purpose of the Report**

To update members on issues considered at previous meetings

**Recommendation**

Members note the report

**Report**

**Parking for Jubilee Pavilion volunteers**

In previous years, the council agreed to issue up to 40 single-use permits to allow volunteers at the Jubilee Pavilion to park free-of-charge at Monmouth Beach/Cabanya car parks during their rota'd period.

The council has now received a request for permits to be issued for the current year.

Because the council has previously considered and agreed to issue such permits, the intention is to do the same again on the basis that they are for use only on a single occasion by voluntary staff working at the pavilion and the number is limited to 40 during the period to the end of October.

**Showers on the beach**

Replacement on/off valves have been provided free-of-charge by the supplier and will be installed by a qualified plumber prior to the date of this meeting. The showers will be checked for correct operation prior to being turned back on for public use.

Their use and operation will then be carefully monitored to ensure any further issues are identified and resolved promptly.

**Gateway Card**

The card has now been in use for over two months and several more businesses have joined the scheme since its launch. There are now participating 23 business, who are contacted at the end of each month to confirm their offers for the following month.

**PA system on the seafront**

Alan Vian is in the process of sending a letter to properties in the area who would be affected by the extension of the PA system. The Lyme Regis and

## **AGENDA ITEM 9**

Charmouth RNLI Guild is in favour of the extension, but the Lyme Regis Regatta and Carnival Committee is not as it is not prepared to pay the additional cost. Local businesses approached so far are in favour, especially for the purposes of the Red Arrows commentary, which has previously not been heard at the eastern end of the seafront.

Alan has made contact with the contractors to establish the additional cost and feasibility of extending the system.

Mark Green  
Deputy town clerk  
June 2017

Adrienne Mullins  
Administrative officer

**Committee:** Tourism, Community and Publicity

**Date:** 21 June 2017

**Title:** Grant Agreement Review, LymeArts Community Trust

**Purpose of Report**

To inform members of the grant agreement review meeting with LymeArts Community Trust on 13 April 2017

**Recommendation**

Members note the report

**Background and report**

1. The town council grant funds LymeArts Community Trust: (LACT): on 3 February 2016, the Full Council agreed grant funding of £30,000pa for 2016-17, 2017-18, 2018-19 and 2019-2020. As part of this agreement, LACT has to allocate 20% (£6,000) from the town council's allocation to major works.
2. The grant agreement which supports this funding was approved by the Full Council on 13 July 2016 and the agreement was signed by both parties on 8 September 2016.
3. A condition of the grant agreement is meetings will take place in March and September each year to review and evaluate the work of LACT against this agreement.
4. Any material issues arising out of these meetings will be reported to this committee, which is LACT's principal link with the town council.
5. Following consideration by this committee on 12 October 2016, on 2 November 2016 the Full Council resolved, 'to agree a sum of up to £2,500 is paid to LymeArts Community Trust to pay for drainage costs, and to deduct this amount from the next three grant payments.' This resolution amended LACT's payment schedule for quarter four in 2016/17 and quarters one and two in 2017/18.
6. Following consideration by the Strategy and Finance Committee on 1 February 2017, later that evening an extraordinary meeting of the Full Council resolved:  
  
'to approve a proposal to bring forward £15,000 of grant payments to Lyme Arts Community Trust from the third and fourth quarters of its 2019/20 grant allocation on condition Lyme Arts Community Trust raises £15,000 itself by 1 October 2017, puts £1,500 from future town council grant payments in to a capital reserve from 1 October 2017 onwards, provides the council with two seats on its board, and provides council officers with monthly copies of its management accounts, subject to Lyme Arts Community Trust providing its current creditors and debtors' list to the town clerk and finance manager before any monies are released, and if officers identify anything that puts the council at risk, they do not authorise the payment.'

## AGENDA ITEM 10

7. On 3 February 2017, the finance manager and town clerk met with LACT's chairman to review its year-end forecast, debtors and creditors. The town clerk's assessment was LACT offered up enough information and assurances at this meeting to bring forward the release £15,000 of grant payment which had been scheduled for payment in the third and fourth quarters of 2019/20.
8. On 9 March 2017, Cllr O. Lovell and the town clerk attended LACT's board meeting as co-opted members.
9. The town clerk had also authorised early payment of LACT's grant payments for quarters two, three and four.
10. On 13 April 2017, a grant review meeting was held between LACT's chairman, Nigel Clegg, the then deputy mayor, Cllr M. Ellis and the town clerk.
11. LACT's chairman stated the trust would break even for the financial year ending 31 March 2017 and its 2017/18 budget would produce a small surplus.
12. He said a consultant<sup>1</sup> had been employed for two days a week for eight weeks to implement a finance administration system for the trust and monthly accounts would be available from June 2017.
13. LACT's chairman said the trust was pursuing Arts Council funding, as well as seeking out other grant funding opportunities.
14. LACT's chairman said he now had a board with the diverse skills required to govern the theatre.
15. LACT's chairman confirmed there had been no breaches of governance or health and safety. He said employee reviews had commenced and attention would be paid to fundraising, programming, ticketing, the website, toilets and the office over the next year.
16. Cllr Scowen and the town clerk attended LACT's board meeting on 25 May 2017. LACT's management account for April 2017 were considered at that meeting. The accounts posted a small deficit for the month but this was, in part, down to the high number of adjustments in April, circa 40.
17. Additional review meetings will be scheduled during 2017/18 to review LACT's management accounts and overall financial position. The first meeting will take place in early-July 2017 and will review the LACT's 2016-17 budget performance and their budgets for 2017-18 and 2018-19.
18. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

John Wright  
Town clerk  
June 2017

---

<sup>1</sup> The funding for the consultant came from Mitsubishi UK

**Committee:** Tourism, Community and Publicity

**Date:** 21 June 2017

**Title:** LymeForward Grant Review Meeting

**Purpose**

To inform members of a grant review meeting on 18 May 2017 and project proposals which LymeForward can undertake on the council's behalf

**Recommendation**

Members approve LymeForward developing engagement with the business community, supporting the development of the business group, promoting a safer neighbourhood, developing Lyme Voice as a consultation vehicle and including improve facilities in Langmoor and Lister Gardens as part of a grant application to the Coastal Communities Fund as town council projects for LymeForward in 2017/18

**Background**

1. On 3 February 2016, the Full Council resolved to award a grant of £15,000 per annum to LymeForward for 2016/17, 2017/18, 2018/19 and 2019/20. The grant was awarded to allow LymeForward to undertake community engagement work.
2. The grant agreement between LymeForward and the town council was considered by this committee on 7 September 2016 and approved by resolution of the Full Council on 21 September 2016.
3. The grant agreement between LymeForward and the town council was signed on 13 October 2016.
4. The grant agreement stipulates meetings will take place in March and September each year to review and evaluate the work of LymeForward Community Interest Company (CIC) against this agreement and any material issues arising out of these meetings will be reported to this committee.
5. On 18 May 2017, a meeting took place between: Chris Boothroyd, LymeForward director; Wendy Davies, LymeForward director; Adrian Ragbourne, LymeForward co-ordinator; Cllr C. Reynolds; Cllr Stan Williams; and the town clerk.
6. LymeForward said it had co-opted a further director and its next board meeting would concentrate on long-term financial planning.
7. LymeForward presented accounts for 2016/17 and a budget estimate for 2017/18, **appendix 11A**; both years show a small deficit, which is covered from a small reserve; projects' budgets are in balance. LymeForward also presented a summary of its areas of activity, **appendix 11B**.

8. LymeForward confirmed West Dorset District Council had allocated a grant of £6,000 for 2017/18.
9. The town council projects allocated to LymeForward in 2016/17 were:
  - supporting the town council in the pursuit of its objectives for the benefit of Lyme Regis residents
  - the establishment of a community survey, 'Lyme Voice'
  - extending community engagement through social media
  - the residents' 'Gateway Card'
  - the co-ordination of the town council's responses to public consultations on matters affecting Lyme Regis
  - pursuing and completing grant applications on behalf of the town council
  - neighbourhood planning.
10. LymeForward's input into Lyme Voice, the Gateway Card, public consultation and grant applications was acknowledged. The town clerk said the council would consider whether it wanted to promote and adopt a neighbourhood plan during this council year.
11. The meeting considered projects LymeForward could undertake on the council's behalf in 2017/18. The town clerk suggested developing engagement with the business community, supporting the development of the business group, promoting a safer neighbourhood, developing Lyme Voice as a consultation vehicle and including improve facilities in Langmoor and Lister Gardens as part of a grant application to the Coastal Communities Fund as town council projects for LymeForward in 2017/18
12. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

John Wright  
Town clerk  
June 2017

<b>LymeForward CIC</b>		
	2016/17	2017/18
<b>Income</b>	<b>Actual</b>	<b>Estimated</b>
WDDC grants	£6,000	£6,000
LRTC grants	£15,000	£15,000
Total income	£21,000	£21,000
<b>Expenditure</b>	<b>Actual Costs incurred</b>	<b>Estimated</b>
Co-ordinator Salary Costs	£18,950	£19,200
Rent & Service Charges	£1,890	£440
Printing/phone/insurance	£434	£848
IT & Web	£253	£230
Travel	£894	£900
Meeting costs	£156	£125
Misc (incl training)	£200	£750
Total expenditure	£22,777	£22,493
<b>Loss on year</b>	<b>-£1,777</b>	<b>-£1,493</b>

**LymeForward Review with Lyme Regis Town Council: 18th May 2017**

Current LymeForward areas of activity	Activity since November 2016 review	Result / Outcome
<b>1: Public Engagement / consultations</b>		
Partnership meetings.	<ul style="list-style-type: none"> <li>• Partnership meeting held on 23rd March, attended by 19 people, some representing more than one organisation.</li> <li>• Planning in hand for AGM on 3rd July, to incorporate workshop on CCT developments with Mark Holder from Department of Communities &amp; Local Government.</li> </ul>	<ul style="list-style-type: none"> <li>• Information shared re CCT fundraising / projects.</li> <li>• Focus on Health &amp; Wellbeing, with 'witness' input indicating the importance of local support groups and volunteer contributions, and clarifying issues for Health &amp; Wellbeing group.</li> <li>• Information shared about Town Bus situation.</li> </ul>
Public Consultations promoted to enable residents to respond.	<ul style="list-style-type: none"> <li>• Arranged CCG 'pop-up' consultation on Clinical Services Review in Co-op on 26th January.</li> <li>• Assisted with materials for, and attended, public meeting on Clinical Services Review on 14th January at Woodmead Halls; approx 60 attendees and speakers from a variety of health workers.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved public understanding.</li> <li>• Public responses to CCG consultation.</li> </ul>
Coordination of Town Council's response to consultations at request of LRTC.	<ul style="list-style-type: none"> <li>• None required in this period</li> </ul>	
CCT engagement activities.	<ul style="list-style-type: none"> <li>• Assisted with organisation and made presentation at public meeting on Charmouth Seafront Enhancement Project and Neighbourhood Plan on 24th February; approx 60 attendees.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved public understanding.</li> <li>• Progress towards DCF bid for Round 5 of Coastal Communities Fund.</li> </ul>
Networking/cross promotion.	<ul style="list-style-type: none"> <li>• Dorset Community Action AGM</li> <li>• DCA funding event – Building Better Opportunities launch and presented LF model</li> <li>• CCG Clinical Services Review launch event</li> <li>• Ansbury Face Forward launch event</li> <li>• Charmouth Traders meetings</li> <li>• Foodbank Workshop, West Dorset Area Partnership</li> <li>• HUG (mental health) meeting</li> <li>• Portland CCT</li> <li>• FLAG launch event</li> <li>• DCLG Coastal Conference</li> <li>• Working Links review</li> <li>• Dorset Coast Forum Coastal Connections Steering Group</li> <li>• LRDT AGM</li> <li>• First Group launch event</li> <li>• Bridport Locality meetings to review health and social care provision and advance specific cases</li> <li>+ regular circulars and bulletins forwarded to LF membership list.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring Lyme knows about opportunities and has the necessary contacts in place to benefit;</li> <li>• Ensuring efficient and effective use is made of existing services</li> </ul>
<b>2: Projects</b>		
<b>(a) Community Engagement</b>		
Lyme Voice: consultation method for LRTC	<ul style="list-style-type: none"> <li>• Final list of participants being compiled by LRTC.</li> <li>• Adrian Ragbourne to set this up in Survey Monkey when complete and initial question(s) defined by LRTC.</li> </ul>	<ul style="list-style-type: none"> <li>• Ready to go</li> </ul>
Public Relations: ongoing, to promote the work of LymeForward; to encourage take-up and voluntary help.	<ul style="list-style-type: none"> <li>• Website with information about LymeForward, its work, plus blog and news.</li> <li>• Regular items in local press about particular aspects.</li> </ul>	<ul style="list-style-type: none"> <li>• Public information about LymeForward's activities, fundraising and community groups.</li> </ul>
Community Engagement through social media	<ul style="list-style-type: none"> <li>• Clarification awaited from LRTC, particularly in relation to LRTC Facebook presence now being monitored by Officers</li> </ul>	

**(b) Health, Well-Being and Safer Communities**

<p><u>Health &amp; Well-Being group (HWG):</u> Represents the interests of those in the community who require professional and/or voluntary services related to their physical health, mental health, care and social support needs. It aims to improve the understanding by service providers of local issues and priorities. It monitors, coordinates and draws on the work of the different LymeForward health and care groups.</p>	<ul style="list-style-type: none"> <li>• Response to the CCG's Clinical Services Review compiled by the Coordinator and submitted on 20th February.</li> <li>• LymeForward submitted a bid to Dorset CC Community Innovation Fund for £15,000 to research key health and social care needs of residents and gaps / failings in provision to meet them. This bid was not successful, but its purpose is being carried forward (more slowly) by volunteers on the Health &amp; Wellbeing Group.</li> <li>• The Health &amp; Wellbeing Group has been formally constituted with 10 volunteer members; it met on 11th May to:             <ul style="list-style-type: none"> <li>- agree core membership, purpose and Terms of Reference;</li> <li>- determine priorities;</li> <li>- allocate a work programme for each member.</li> </ul> </li> <li>• LymeForward is making local arrangements and preparing attendance list for CCG 'forum' on Primary Care Strategy, delayed by 'election purdah' but being rescheduled (provisionally for 6.30pm on Monday 26th June).</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinator invited to county-wide CCG 'feedback' session on 14th June.</li> <li>• Each HWG member has a single area of local service provision across health and care to investigate in terms of:             <ul style="list-style-type: none"> <li>- what services does it provide?</li> <li>- how is it organised?</li> <li>- who are the key people / policy-makers / budget holders to be influenced?</li> </ul> </li> <li>• The findings will be brought together at the next meeting in w/b 3rd July and used to guide individual discussions with the key people.</li> <li>• Case studies of individual patient needs are being compiled, to be matched into the above exercise.</li> <li>• Primary Care Strategy forum will be a key opportunity to influence CCG thinking.</li> </ul>
<p><u>Individual Patient Participation Groups &amp; Joint Patient Participation Group.</u></p>	<ul style="list-style-type: none"> <li>• Meetings of the PPGs for the three local GP practices have been attended by LymeForward members.</li> <li>• Four meetings of the Joint PPG have been held (average attendance 12 members). Note: the LymeForward area contains approx 8,500 registered patients).</li> </ul>	<ul style="list-style-type: none"> <li>• Information from PPGs being used in work of the Health &amp; Wellbeing Group.</li> <li>• Speakers (eg CCG Director of Operations) invited to Joint PPG to respond to issues (eg cross-border situation) common to all three practices.</li> </ul>
<p><u>People living with mental health conditions.</u></p>	<ul style="list-style-type: none"> <li>• The Altogether Group (TAG) has been established for Lyme Regis, Charmouth &amp; Uplyme (incorporating the former Bridport-based 'Moving On' group).</li> <li>• Between 12 - 14 members meet weekly in Lyme Regis (Fridays) and Charmouth (Wednesdays), led by a volunteer, with referrals from professional services.</li> </ul>	<ul style="list-style-type: none"> <li>• Mutual support replacing / extending official help where gaps or weaknesses occur in the Mental Health agencies.</li> <li>• "A reason to get out of bed in the morning."</li> </ul>
<p><u>Dementia:</u> a Lyme Regis group for those living with dementia, or their carers, for support or respite.</p>	<ul style="list-style-type: none"> <li>• Initial coffee morning held in the Bethany Chapel with The Living Tree team from Bridport.</li> <li>• A volunteer (Ali McLoughlin) is preparing to run regular group meetings at the Marine Theatre. This will take time to set up, so in the interim we are investigating the library as a venue for a local 'memory cafe'.</li> <li>• Jane Thomas continues to organise a group for carers that Adrian attends.</li> </ul>	<ul style="list-style-type: none"> <li>• Support for dementia carers.</li> <li>• A forum for those living with dementia and their family.</li> </ul>
<p><u>Living Tree Cancer Support:</u> local support for those living with cancer who have to travel for treatments, so are reluctant to do so for support.</p>	<ul style="list-style-type: none"> <li>• Volunteers have stepped forward to organise monthly meetings in Lyme, starting in July.</li> </ul>	
<p><u>Foodbank.</u></p>	<ul style="list-style-type: none"> <li>• AR has personally arranged service provision.</li> <li>• Current scheme relies on financial donations enabling purchase of food specifically for each family, with discount and donations from a local store.</li> <li>• Because that system currently works well, the possibility of a 'voucher' scheme is on hold, to minimise complexity.</li> </ul>	<ul style="list-style-type: none"> <li>• Service at the rate of 1000 meals for 10 families over five months.</li> </ul>
<p><u>Cookery Classes:</u> for men who have become isolated, particularly through bereavement, to develop skills and social connections.</p>	<ul style="list-style-type: none"> <li>• Weekly classes continue for 8 men, led by a volunteer and running self-reliantly.</li> <li>• Three special events at The Old Dairy Kitchen at Trill Farm, cooking community lunch for around 20 people under supervision of chef Chris Onions.</li> <li>• Discussions under way with Woodroffe School Sixth Form for leavers to join cookery classes and/or establish new class at the Theatre kitchen.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved confidence, well-being and self-sufficiency for members.</li> <li>• A good lunch for those who attend at The Old Bakery Kitchen!</li> </ul>
<p><u>Art Class.</u></p>	<ul style="list-style-type: none"> <li>• On hold due to illness.</li> </ul>	

Community Lunches.	<ul style="list-style-type: none"> <li>Remodelled service operating monthly since February under Dottie Kitchen at the Marine Theatre.</li> <li>Advertised by word-of-mouth, local press, Facebook and Penny Black Café, which also takes bookings.</li> </ul>	<ul style="list-style-type: none"> <li>Average attendance around 30 people.</li> <li>Social benefits.</li> <li>Links with relevant service / support providers.</li> </ul>
Safety at Home especially for the elderly: the SAIL programme led by Dorset Fire & Rescue.	<ul style="list-style-type: none"> <li>SAIL coordinator attended Community Lunches to advise members.</li> <li>Medical Centre approached to help identify isolated patients and those in need; response disappointing.</li> <li>Service promoted via press article.</li> </ul>	<ul style="list-style-type: none"> <li>Improved safety advice, particularly for the frail elderly.</li> </ul>
Help to individuals in particular need: as referred by Medical Centres, Magna, Foodbank, Children's Centre etc.	A further five individuals/families with multiple issues have been addressed by AR and LF volunteer groups.	Positive outcomes for all families, some still requiring support from LF in conjunction with agencies.
<b>(c) Economy / CCT</b>		
Residents' Gateway Card: discount scheme for LRTC	<ul style="list-style-type: none"> <li>Scope of work (running design competition with local schools and managing card production) completed</li> </ul>	<ul style="list-style-type: none"> <li>LRTC launch.</li> </ul>
Lyme Trail: Lyme Regis Town Mill to Uplyme river trail (taking in the Devon Way) [CCT]: part of the DCF collaborative bid to DCLG Coastal Communities Fund, Round 4. Walking route from Uplyme to Lyme Regis Town Mill to be more accessible: encouraging Lyme residents to enjoy the river and valley, and Uplyme residents and visitors to walk to Lyme and its businesses.	<ul style="list-style-type: none"> <li>Project as part of Dorset Coast Forum succeeded.</li> <li>Detailed 'scope of work' prepared by Simon Williams and endorsed by LymeForward Directors.</li> </ul>	<ul style="list-style-type: none"> <li>£274,000 available for CCT to draw down as project proceeds.</li> <li>Ultimately, tourism and economic benefits.</li> </ul>
Other Dorset Coast Forum projects open to the CCT: all result from partnership in the DCF collaborative bid to DCLG Coastal Communities Fund, Round 4.	<ul style="list-style-type: none"> <li>Seafront Wi-Fi: a CCT-led approach to DCF from LRTC for extra funding to support and enhance the Council's existing plans would be met favourably.</li> <li>Seafront litter-reduction: the CCT can expect favourable financial and other help from the Dorset litter-free team for a proposal to promote litter reduction.</li> <li>iCoast website: funding should be available to the CCT from DCF for improved promotion of the LymeForward area on this website.</li> <li>Promotional Art along the SW Coast Path: the DCF team and DCC Countryside Development Officer responsible for this will approach the CCT for joint working.</li> </ul>	<ul style="list-style-type: none"> <li>Additional funding to support LRTC project.</li> <li>Improvement to attractiveness of town seafront.</li> <li>Promotion of Lyme Regis as visitor destination enhanced</li> <li>Encouragement to walkers to divert into town and spend money with its businesses.</li> </ul>
Seafront Enhancement Project: a CCT scheme for inclusion in DCF's Round 5 (2017-18) bid to Coastal Communities Fund.	<ul style="list-style-type: none"> <li>A feasibility plan has been approved by Charmouth Parish Council and a process agreed to develop a project with community input to form part of the summer 2017 CCT contribution to the DCF collaborative bid in Round 5 of the DCLG Coastal Communities Fund opportunity.</li> <li>The collaboration could be with a wider Lyme Regis seafront improvement project being considered by LRTC (eg Lister Garden, café and toilets, accessible routes, Marine Parade, East Cliff Walk, Theatre Square?)</li> <li>Demonstrating 'community partnerships' at work, will improve the chances of success for each.</li> <li>This will be the subject of a workshop attended by Mark Holder from DCLG, DCF, Environment Agency, WDDC and LRTC to scope out a potential compelling bid.</li> </ul>	<ul style="list-style-type: none"> <li>Potential funding for economic and environmental benefits.</li> </ul>
Fisheries Local Action Group [CCT]: capital benefits for the harbour and fishing businesses. £800,000 has been won by Dorset County Council and the Dorset Coast Forum from the European Maritime and Fisheries Fund. This sum is managed by the Dorset Fisheries Local Action Group (FLAG).	<ul style="list-style-type: none"> <li>Sally Holman, the Fishermen's Association, the Fishermen's College and the Harbour Users Group are leading the local efforts to obtain a share of the £800,000 for Lyme Regis.</li> <li>They have submitted Expressions of Interest to the Dorset FLAG Coordinator by the deadline of 1st May.</li> </ul>	<ul style="list-style-type: none"> <li>Bid results imminent.</li> </ul>
Lyme Regis Gardens Sculpture Project [CCT]: a development from the Sculpture Trail of 2016 & 2017.	<ul style="list-style-type: none"> <li>A 'consolation' award from Aviva of £500.</li> <li>Contributions from local businesses expected to exceed £5,000 (£2,900 banked, a further £2000 pledged).</li> <li>Match funding of £2,000 from LRTC.</li> </ul>	<ul style="list-style-type: none"> <li>The Sculpture Project is secure in the short / medium term.</li> </ul>

<p><u>Face Forward programme with Ansbury</u>: programme designed to offer personal development/careers help for 15-24 year old NEETS in Dorset.</p>	<ul style="list-style-type: none"> <li>• LF is an official partner in Ansbury's successful bid for £2.5m Building Better Opportunities (European) Fund, managed by The Big Lottery.</li> <li>• Local activities to move participants towards employment opportunities could be health related (eg mindfulness, fitness, counselling) or practical (eg carpentry, plumbing, sailing) or learning orientated eg (literacy, Maths, IT).</li> <li>• LF is a referring and delivery body for West Dorset.</li> </ul>	<ul style="list-style-type: none"> <li>• Significant employability help for local young people.</li> <li>• Co-ordinators are now appointed and assessments/referrals will soon commence and run for 30 months.</li> </ul>
<p><b>(d) Environment</b></p>		
<p><u>Eco Schools</u>: Charmouth Primary School + Woodroffe are involved in Eco school projects with Fernhill Hotel and TLG. St Michaels have also been invited to participate.</p>	<ul style="list-style-type: none"> <li>• The Fernhill Hotel has sponsored the schools and offered expertise to help them achieve Eco-School status.</li> <li>• Turn Lyme Green is interested in involvement with these schemes.</li> </ul>	<ul style="list-style-type: none"> <li>• Young people developing an understanding of ecological issues, applied locally.</li> </ul>
<p><b>(e) Young People</b></p>		
<p><u>Youth Council</u>: developing a youth council for Lyme Regis.</p>	<ul style="list-style-type: none"> <li>• Three meetings have been held with representatives of the sixth for, and the Head of Sixth Form.</li> <li>• The Year 12 students, after exam period, are ready to work with LRTC TCP to establish a Youth Council.</li> </ul>	<ul style="list-style-type: none"> <li>• This long-wished-for vehicle for young people to express their views may finally come into being.</li> </ul>
<p><b>(f) Traffic &amp; Transport</b></p>		
	<ul style="list-style-type: none"> <li>• AR attended First Group launch event, and with Simon Newport (MD) discussed possibilities for more flexible and cost effective use of buses for local community and schools, including transport to medical services.</li> </ul>	
<p><b>3: Fundraising</b></p>		
<p><u>Seeking opportunities and sources of funds</u>: learning of possible funding and creating relationships with key funding staff.</p>	<p>Research into possible funding sources, creating relationships with key funding staff, eg:</p> <ul style="list-style-type: none"> <li>• attended and presented at DCF funding workshop;</li> <li>• attended DCF meetings to review existing and future CCF opportunities;</li> <li>• attended and presented at the National Coastal Conference hosted by DCLG;</li> <li>• reviewed a number of funding opportunities, eg for boat building.</li> </ul>	<ul style="list-style-type: none"> <li>• See separate list of funds raised.</li> </ul>
<p><b>4: Strategic Planning</b></p>		
<p><u>Neighbourhood Planning</u></p>	<ul style="list-style-type: none"> <li>• Awaiting Town Council's position on a Lyme Regis NP, and keeping in touch with the Charmouth Plan as it develops</li> </ul>	<p>Charmouth/Lyme collaboration</p>
<p><b>5: Governance / Management</b></p>		
<p><u>Directors</u></p>	<ul style="list-style-type: none"> <li>• Six Directors meetings held.</li> </ul>	<ul style="list-style-type: none"> <li>• CIC finances separated from LRDT; banking and auditing arrangements completed; regular financial reporting analysis, forecasting and review established.</li> <li>• Additional Director (Ken Lavery) co-opted subject to AGM.</li> <li>• Website renewal (<a href="http://www.lymeforward.com">www.lymeforward.com</a>) launched, with auto-referral from <a href="http://www.lymeforward.co.uk">www.lymeforward.co.uk</a>; work continues on refinements.</li> <li>• Membership register reviewed and updated as per legal CIC requirement.</li> <li>• Revised Policies &amp; Procedures handbook nearing completion.</li> <li>• Reporting to LRTC &amp; WDDC as required.</li> <li>• Management and contractual arrangements for Lyme Trail / Devon Way project drafted and agreed.</li> <li>• Future core funding arrangements as sole topic of next Directors' meeting (23rd May).</li> </ul>

<p><i>Steering Group</i></p>	<ul style="list-style-type: none"> <li>• Meetings held on 22nd November and 2nd March.</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed purpose and protocols for working of group.</li> <li>• Agreed LymeForward priorities: <ul style="list-style-type: none"> <li>- Meeting requirements of funders (LRTC / WDDC);</li> <li>- Economy / Coastal Community Team projects and fundraising;</li> <li>- Health &amp; Wellbeing.</li> </ul> </li> <li>• Agreed Draft Terms of Reference for groups leading CCT work and Health &amp; Wellbeing team.</li> <li>• Approval of Coordinator's reports.</li> </ul>
<p><i>Liaison with LRTC</i></p>	<ul style="list-style-type: none"> <li>• Meetings between Town Clerk and LymeForward Coordinator held on held on December 22nd, January 9th, February 7th and March 6th.</li> </ul>	<ul style="list-style-type: none"> <li>• Shared information about: <ul style="list-style-type: none"> <li>- progress on Town Council tasks;</li> <li>- issues requiring public consultation;</li> <li>- updates on funding bids and possibilities.</li> </ul> </li> </ul>
<p><i>Liaison with WDDC</i></p>	<ul style="list-style-type: none"> <li>• Represented by Wendy Davies at West Dorset Partnership meeting on 20th February.</li> <li>• Coordinator contributed to WDP special meeting on Food Banks on 10th February.</li> <li>• Wendy Davies attended meeting of LAP representatives on 18th March to formulate programme for WDP AGM.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintaining positive links with WDDC.</li> </ul>

**RECORD OF FUNDING BROUGHT IN THROUGH LYMEFORWARD (as at 18th May 2017)**

Since June 2015, LymeForward has brought funds into the town, either through direct bids, or as a partner in larger bids, or by assisting other local organisations with their funding bids.

	<b>Financial Year</b>	<b>Amount</b>	<b>Comment</b>
<b>1. CCT funding</b>			
DCLG for set-up and preparation of the economic plan (see No 2015-2016)		£10,000	
DCLG Coastal Revival Fund:			
Town Mill Trust (Feasibility Study) 2015-2016		£8,000	
Marine Theatre (roof repairs) 2015-2016		£40,000	
The Hub (window replacements) 2015-2016		£10,000	
Charmouth Coastwatch (Charmouth Lookout) 2015-2016		£2,000	
DCLG Coastal Communities Fund (DCF Collaborative bid) Round 4:			
Devon Way upgrade (Lyme Regis Trail) 2016-2017		£274,000	
Seafront Wi-Fi contribution 2016-2017			Sums to be determined between CCT, LRTC & DCF: est total £40k - £50k?
Seafront litter-reduction 2016-2017			
iCoast website contribution 2016-2017			
Promotional Art along the SW Coast Path 2016-2017			
Gardens Sculpture Project (fundraising led by John Calder)			
Aviva fund 2017-2018		£500	£2,000 match funding from LRTC
Hix Charity events 2017-2018		£5,000	
<b>2. WDDC Social Inclusion Fund &amp; POPPS</b>			
Support for MovingOn 2016-2017		£1,922	
Support for Cookery classes 2016-2017		£945	
Support for Altogether Group (TAG) 2017-2018	2017-2018	£600	
Support for Community lunches and Cookery classes 2017-2018		£1,461	
		<b>£354,428</b>	+ est £40k - £50k?
<b>PARTNERSHIP BIDDING</b>			
Partner in Ansbury-led bid for NEETS: won £2.5 million over 2 years 2017-2020			Access to opportunities, not cash
<b>SUPPORT FOR OTHER GROUPS' FUNDRAISING</b>			
Bids by harbour-related organisations to Dorset & East Devon FLAG			Access to part of £800,000
<b>BIDS UNDER CONSIDERATION / IN PREPARATION</b>			
DCLG Coastal Communities Fund (DCF Collaborative bid) Round 5: Lyme Regis and Charmouth Seafront Enhancements			
<b>NOTE: Additional start-up funding for the CCT was received:</b>			
from Uplyme Parish Council		£1,000	
from Charmouth Parish Council		£500	
from The Town Mill Trust		£250	
from Charmouth Traders		£250	

**Committee:** Tourism, Community and Publicity

**Date:** 21 June 2017

**Title:** Grant Agreement Review, B Sharp

**Purpose of Report**

To inform members about a grant review meeting with B Sharp's chief executive and managing director

**Recommendation**

Members note the report

**Background**

1. Following consideration by this committee on 29 June 2016, on 13 July 2016 the Full Council approved the grant agreement for B Sharp.
2. Under the terms of the grant agreement, the town council provides funding of £5,000 per annum to B Sharp for 2016-17, 2017-18, 2018-19 and 2019-20.
3. The grant agreement states the town clerk and the councillor representative on B Sharp will meet with one or more representatives of B Sharp in March and September each year to review and evaluate the work of B Sharp against this agreement.
4. On 17 December 2016, Cllr M. Ellis and the town clerk met with B Sharp's chief executive officer (CEO), Fran Williams, to undertake a review of the grant agreement with the town council.
5. A further review meeting took place on 13 April 2017 between B Sharp's CEO, Fran Williams, B Sharp's managing director, Marcus Dixon, and the town clerk.
6. At that meeting, B Sharp confirmed its annual income for 2016/17 was £171,223 and stated the organisation would break even for the financial year ending 31 March 2017: B Sharp's audited accounts will be made available to the town council.
7. B Sharp said recruitment of new staff would help strengthen its organisation and decrease risk. A one-year grant application for £30,000 had been submitted to Youth Music and the application would be determined on 7 June 2017: B Sharp's current three-year funding agreement with Youth Music is coming to an end. B Sharp said it would also be submitting various funding applications and developing new income generation strategies, to sustain and develop its delivery programme and organisation. B Sharp believe its prospects of further funding from Youth Music are good.

## AGENDA ITEM 12

8. B Sharp said the organisation was in the process of expanding its board membership with the objective of creating a balance between business and creative skills.
9. B Sharp's managing director confirmed there were no other changes in its operating environment or business which posed any material risk to the organisation.
10. B Sharp provided information on the percentage of young people from Lyme Regis involved in its various activities, **appendix 12A**.
11. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

John Wright  
Town clerk  
June 2017

## B Sharp Participant Analysis

This document outlines how many children and young people who take part in a B Sharp projects came from Lyme Regis and its surrounding areas.

Formed in 2007, and celebrating its tenth anniversary, B Sharp is a registered charity based in Lyme Regis that offers music making opportunities for children and young people.

We provide a safe and enjoyable environment where children and young people can explore and develop their music knowledge and know-how, increase their confidence, help build their life skills and be valued for their contribution both as individuals and to wider society.

We bring out the strengths in people irrespective of their musical ability by supporting and inspiring them, increasing self-esteem and promoting a sense of being part of something that is dynamic, positive. We work with young people each year to stage a performance event in Lyme Regis, the Big Mix, which acts as a fabulous showcase for these local young people's varied and incredible creative musical talent.

	% from Lyme Regis
<b>How many young people have taken part since 2007?</b> 4,500 plus	60%
<b>How many young people took part during 2016-2017?</b>	
<b>1 - Schools Singing Project</b> 400 young people took part in in-school creative workshops,	70%
<b>2 – Hub Jams, weekly after school sessions at The Hub</b> 60 young people aged between 11 and 19 attend regularly	50%
<b>3 – Boombox, weekly after school sessions at The Hub</b> 40 young people aged between 11 and 19 attend regularly	60%
<b>4 – Busking Festival</b> 200 + young people and adults take part annually	50%
<b>5 – Big Mix Festival</b> 400 young people take part annually	70%
<b>6 – Candles on the Cobb</b> 30 took part in a one-off singing project	50%
<b>7 – Early Years, where we take music into pre-schools</b> 90 children have attended in-school sessions	70%

<b>8 – Skate Park targeted youth work</b>	
40 participants	80%
<b>9 – Youth Club targeted youth work</b>	
30 participants	90%
<b>10 – In-school Programme, where we attend school assemblies</b>	
2,000 participants	70%

**How many of our participants see themselves as facing challenging circumstances?**

90% of our participants, when asked say they feel they are experiencing rural isolation, rural deprivation due to lack of training and employment opportunities, low wage economy, transport and housing issues. 70%

**How many people do we pay?**

2 salaried, part time  
 14 freelance, part time  
 6 young adults, 16-25 years

***Note:** The new Managing Director post is funded by a grant from RIO (Real Ideas Organization - [www.realideas.org](http://www.realideas.org)) who recognize the importance of our work for young people and the community in and around Lyme Regis. RIO's support is an integral part of our plan to develop long term sustainability.*

**How much voluntary time do we give?**

70% of our events are run on voluntary time

**Committee:** Tourism, Community and Publicity

**Date:** 21 June 2017

**Title:** Grant Agreement Review, The Hub

**Purpose**

To inform members of a grant review meeting with The Hub

**Recommendation**

Members note the report

**Background**

1. Following consideration by this committee on 29 June 2016, on 13 July 2016 the Full Council approved the grant agreement for The Hub. The grant agreement runs until 2019/20 and is for £10,000 per annum.
2. The grant agreement states the town clerk and the councillor representative on The Hub Strategic Group will meet with one or more representatives of Lyme Regis Development Trust (LRDT) and The Hub in March and September each year to review and evaluate the work of The Hub against this agreement.
3. On 18 May 2017, Cllr C. Reynolds and the town clerk met with Diane Earle from Lyme Regis Development Trust, which manages The Hub.
4. Diane Earle said West Dorset District Council (WDDC) had confirmed a grant allocation of £4,400 for The Hub for 2017/18 but future funding from WDDC was not guaranteed.
5. Diane provided details on the organisations who used The Hub along with the age and gender profiles of those who attended the youth club, see **appendix 13A**.
6. Diane confirmed there were no governance, health and safety or safeguarding issues which needed to be brought to the town council's attention.
7. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

John Wright  
Town clerk  
June 2017



# The Hub

## Use of The Hub 18/5/2017

The Hub remains to be busy with young people attending a variety of different activities:

- South West Kick Boxing, Lyme Regis – 53 members 27 young people / 26 adults
- Lyme Kids Club – 15 toddlers under 5 years
- B Sharp – 63 members
- The Hub youth club – 112 members
- Lyme Regis Majorettes – 56 members
- Funkee Munkees Toddlers music group – 10 members (new group)
- Helen O'Grady Drama Group for children – 23 members

The Hub is used for yoga sessions, play readings and hired for parties and private functions. The building is used for residential stays by visiting school groups. The next booking is a 4 night stay by a visiting group of Geography students.

The Hub is a key venue for the annual Lyme Regis Fossil Festival. This year The Hub was used exclusively by the Natural History Museum, London, who were very impressed by the facilities and space, they have pre-booked for 2018 festival. During the festival, a pop up café was open which raised £734 for funding towards youth club sessions.

## Youth Club

There has been a continued good level of attendance to both sessions, with new members joining. The new kitchen area has been a success, staff, and young people like it, and young people volunteer their time and help cook (with supervision).

## Youth Club attendance

- 75 male
- 35 female
- 5 – 8 year olds
- 18 – 9 year olds
- 10 – 10 year olds
- 21 – 11 year olds
- 21 – 12 year olds
- 23 – 13 year olds
- 7 – 14 year olds
- 7 – 15 year olds

The Hub Youth Club will develop volunteer access to youth work. DCC will provide free training pathways. The Hub Youth Club is affiliated with Dorset Youth Association and LRDT will continue to support Youth Club via them.

The Positive support from the team (paid staff, volunteers and senior helpers) continues. Areas of support that youth club offers to their members continue to be general emotional well-being, physical health and relationships.

#### LRDT AGM

Councilor's Stan Williams and Jeff Scowen attended the LRDT AGM at The Hub and were impressed by the recent building work that has happened in the building and our plans for the future.

**Committee:** Tourism, Community and Publicity

**Date:** 21 June 2017

**Title:** Use of Seafront Beach Hut for Photography Project

### **Purpose of Report**

To allow members to consider a request from a photography student to use a seafront beach hut in connection with a portrait project

### **Recommendation**

Members approve the use of a Cart Road beach hut by a photography student in connection with a portrait project, subject to availability and adherence to the terms and conditions of hire, with the the full cost of hire payable

### **Background**

1. A photography student studying for a BA in photography has approached the council to seek approval to carry out a portrait project in Lyme Regis.

### **Report**

2. Andy Webster, from Seaton, wants to carry out his project from a 'pop-up' studio in one of the beach huts on the Cart Road. Further details of the project are attached, **appendix 14A**.
3. Mr Webster would pay full price for a beach hut, subject to availability.
4. The terms and conditions of hire state: 'the hut shall not be used for trade or business of any kind. You may not collect money for any charity from your hut.'
5. Mr Webster has confirmed he will not be selling his photographs or promoting a business; this project is solely in relation to his degree course.
6. The terms and conditions also state: 'the hirer of the hut shall not cause or permit any public or private nuisance in or upon the premises or anything which shall cause annoyance, inconvenience or disturbance to the occupier of the neighbouring huts or to the public.'
6. Mr Webster has confirmed he will not approach anyone to take part; the sitters would be self-selected, as outlined in his proposal.
7. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

Adrienne Mullins  
Administrative officer  
June 2017

**I'm a 61 y/o mature student** studying for a BA Hons in Photography with the OCA. I used to be a children's advocate with Action for Children but now I'm retired and returning to studies. The course is quite flexible and allows for a good deal of self-directed study.

**This is a portrait project** which will feature residents, visitors and holidaymakers in Lyme Regis, photographed in a beach hut 'pop-up' studio. The beach hut element is central to the theme – it provides a consistent setting and background for a range of people and allows for a degree of interaction with sitters.

**The pop-up studio** idea has been used by a number of photographers to make portraits of passers-by, usually employing tents or other temporary structures. I like the idea of the Lyme beach hut because it is so evocative of the area and is an intriguing setting for potential sitters.

**The finished work** will be a series of portraits of individuals, couples and families from a cross section of Lyme Regis visitors and residents. The primary use will be to fulfil an assignment for my course but I would be delighted with the possibility of a small local exhibition.

**The sitters would be self-selected** by expressing an interest in the 'studio' itself as they walk past; they would be invited to take part in the project by spending five minutes or so being photographed.

**Participants with email addresses** will be sent a unique link to an online folder which will contain low-resolution images of their session which they can print themselves. Nobody else will be able to see them and each folder will contain only their photographs.

**I foresee the project running** for up to six separate days over the Summer. This is to allow for including different weather conditions, times of day and visitor profiles. If it isn't possible to secure one-day bookings I would make a one week booking if available. I am very flexible on timing and can make arrangements at very short notice, for example to use a void day between existing week bookings. I would work closely with the Blue Sea café to manage bookings.

**Although this is a very lightweight** project I will furnish a full risk assessment.

**Committee:** Tourism, Community and Publicity

**Date:** 21 June 2017

**Title:** Photography Competition for 2018 Lyme Regis Guide

**Purpose of Report**

To allow members to consider running a photography competition to gather images for the 2018 Lyme Regis guide

**Recommendation**

Members approve running a photography competition to gather images for the 2018 Lyme Regis guide, with the judging to be carried out by a panel

**Background**

1. The official Lyme Regis guide is produced annually by the town council.
2. Prior to 2016, photographs were supplied by a number of contributors. They were paid an annual fee by the council to use the photographs, therefore retaining the copyright for their images.
3. For the 2016 brochure, local photographer Simon Emmett supplied all the photographs and allowed the council to use them as it wished, including on the tourism website.
4. Simon supplied more photographs for the 2017 brochure, which also underwent a major re-design.
5. Simon has never requested payment for his photographs, but it was felt he should be paid a token amount as a goodwill gesture.
6. Some members have expressed concerns the opportunity to provide photographs for the guide had not been made available to other photographers. It was felt this opportunity should be open to anyone for future brochures.

**Report**

7. Many other tourist destinations run photography competitions to find images for their brochure.
8. It is suggested we continue to use Simon Emmett's photographs in the 2018 guide, but to supplement them with photographs from other contributors who enter a photography competition.
9. The entries would be judged by a panel, to include professional photographers. There would be no 'prize' as such, just the opportunity for photographers to see their work in print and a suitable credit printed in the guide.

## AGENDA ITEM 15

10. Not only is a photography competition an ideal way of finding quality images from both professional and amateur photographers, who have the opportunity of seeing their work published, but it's also a great way of generating publicity for the town.
11. Winning contributors would not receive payment for their images, which means they would retain the copyright.
12. If approved, the competition could be launched after the Full Council meeting on 12 July 2017, with a deadline for submissions in mid-September.
13. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

Adrienne Mullins  
Administrative officer  
June 2017

**Committee:** Tourism, Community and Publicity

**Date:** 21 June 2017

**Title:** Request for Twinning with Richmond, Queensland, Australia

**Purpose of Report**

To allow members to consider a request from the Mayor of Richmond Shire Council, Queensland, Australia that Lyme Regis be twinned with the town of Richmond

**Recommendation**

Members support the request from the Mayor of Richmond Shire Council, Queensland, Australia that Lyme Regis be twinned with the town of Richmond and continue discussions with a view to formalising this arrangement

**Background**

1. Richmond is a small town and locality with a population of about 850 in a rural part of western Queensland. It is the administrative centre of the Richmond Shire and the local council is the Richmond Shire Council.
2. The area is renowned for its marine fossils and shares many of the same types of fossils that are found in the Lyme Regis area. The town attracts large numbers of fossil-related visitors from the rest of Australia and further afield and hosts a large, modern museum which celebrates the fossil heritage of the area. The museum is considered to be the premier marine fossil museum in the whole of Australia.
3. Much more information can be found at <http://www.kronosauruskorner.com.au/>

**Report**

4. An ambassador for Richmond attended the most recent fossil festival and the Mayor of Richmond Shire Council has now written in the hope of opening lines of communication between the two councils with a view to the towns of Richmond and Lyme Regis being 'twinned'.
5. Although Lyme is already twinned with both St George's, Bermuda and Barfleur, France, there is no reason why it should not be twinned with a third town.
6. The two towns are renowned centres for marine fossils, fossil hunting and scientific discovery in their respective countries and there appears to be strong synergy between the two places in that respect.
9. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

Mark Green  
Deputy town clerk  
June 2017

**Managing Consultation Exercises**

**AGENDA ITEM 17**

<b>Organisation and topic</b>	<b>Start date</b>	<b>End date</b>	<b>Who is being consulted</b>	<b>Consultation promoted through</b>	<b>The response</b>	<b>Decision made</b>
Dorset Councils – Reshaping Your Councils	30/08/16	25/10/16	The public and relevant organisations through a consultation questionnaire	Public meeting 30/09/16  Council consideration at S&F 19/10/16  LRTC’s social media	LRTC support for 2b  Dorset-wide response – support for 2b. Six out of nine councils voted to support the unitary councils	Proposal submitted to the Secretary of State. Decision awaited.
Natural England – ‘Coastal Margin’		12/12/16	LRTC	Council consideration at TM&H 16/11/16	To oppose the proposed coastal margin at Monmouth Beach and suggested this area should be treated as an exception	Not yet made
Dorset County Council – concessionary pass scheme	01/12/16	13/01/17	The public and relevant organisations	Council consideration at Full Council 14/12/16  Public survey	Resolution to strongly object to DCC’s proposed changes to the concessionary bus schemes which would remove free travel before 9.30am on routes that have no other services until after 10.30am	Considered by DCC Cabinet, 01/02/17 and agreed to end Dorset’s enhancement of free concessionary travel before 9.30am. The changes will be implemented on 24 July 2017.
NHS Dorset Clinical Commissioning	01/12/16	28/02/17	The public through a questionnaire	Public meeting 12/12/16  LRTC’s social media	12,000 questionnaires  1,000 telephone surveys	Report to be published summer 2017.

## Managing Consultation Exercises

## AGENDA ITEM 17

<p>Group – Clinical services review</p> <ul style="list-style-type: none"> <li>• Integrated community services</li> <li>• Use of major hospitals</li> </ul>				LRTC members' briefing	1,800 people attended drop-in events	
<p>West Dorset District Council Public Space Protection Orders</p> <ul style="list-style-type: none"> <li>• Anti-social behaviour</li> <li>• Dog-related issued</li> </ul>	21/01/17	15/03/16	The public through a survey	<p>Delegated to the Byelaws Working Group to respond on council's behalf – meeting held 15/02/17</p> <p>LRTC's social media</p>	<p>LRTC support for continuing existing dog controls, with additional controls in areas such as the cemetery and Church Cliff Walk.</p> <p>LRTC support for introducing a PSPO to make it an offence to intentionally feed seagulls</p>	<p>Considered by WDDC's Overview and Scrutiny Committee on 13 June 2017</p>
<p>West Dorset District Council – Local Plan</p>	06/02/17	03/04/17	Statutory consultees and the public	<p>Extraordinary Planning Committee meeting held, 14 March 2017.</p> <p>LRTC's social media and website</p>	<p>Recommendations approved by Full Council, 29 March 2017 in response to consultation questions. Accompanying letter sent to WDDC providing context to answers.</p>	<p>WDDC will produce a preferred options report for further consideration</p>