



John Wright  
Town Clerk

## Lyme Regis Town Council

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

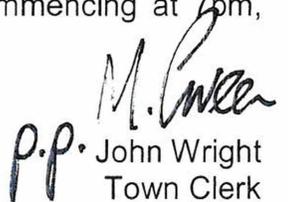
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### Tourism, Community and Publicity Committee

**Core Membership:** Cllr Mrs C. Reynolds (chairman), Cllr R. Doney (vice-chairman), Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr P. Ridley, Cllr J. Scowen, Cllr G. Turner, 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 24 January 2018 commencing at 7pm, when the following business is proposed to be transacted:

  
P.P. John Wright  
Town Clerk  
18.01.18

### AGENDA

#### 1. **Public Forum**

Twenty minutes will be made available for public comment and response in relation to items on this agenda

*Individuals will be permitted a maximum of three minutes each to address the committee*

#### 2. **Apologies**

To receive and record apologies and reasons for absence

#### 3. **Minutes**

To confirm the accuracy of the minutes of the Tourism, Community and Publicity Committee meeting held on 22 November 2017

#### 4. **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.

**5. Dispensations**

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

**6. Matters arising from minutes of the previous meeting held on 22 November 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.

**7. Update Report**

To update members on issues considered at previous meetings

**8. Minutes of the WW1 Commemorations and Memorial Refurbishment Working Group meetings held on 22 September and 27 October 2018**

**9. Jurassic Coast Magazine and Lyme Magazine**

To allow members to consider advertising opportunities in the Jurassic Coast Magazine and Lyme Magazine

**10. Request for Funding to Complete a Film about the Life of Mary Anning**

To inform members about the latest position on funding to complete a film about the life of Mary Anning, starring Jenny Agutter and featuring Lyme Regis and to consider whether the town council's commitment to funding of £5,000 should be maintained in the event that locally-generated funding substitutes the funding from Dorset County Council (DCC)

**11. Skate Park Contractors in Voluntary Liquidation**

To inform members about the voluntary liquidation of the skate park contractors, Wheelscape Ltd and any possible implications for the council

**12. Community Week 2018**

To inform members of the arrangements for Community Week 2018

**13. Litter Free Takeaways and Kiosks Project**

To inform members about a Litter Free Coast and Sea and Litter Free Dorset project to reduce litter from food takeaways and kiosks and how the project will work in Lyme Regis

**14. Council Publicity**

To inform members about how officers intend to continue to publicise the council's activities following the closure of the View From newspapers

**15. Managing Consultation Exercises**

To inform members of recent, upcoming and ongoing public consultations and the decisions made following consultation

**16. Exempt Business**

**Committee:** Tourism, Community and Publicity

**Date:** 24 January 2018

**Title:** Matters arising from the minutes of the previous meeting held on 22 November 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**

**17/47/TCP – Public Forum**

An invitation has been sent to all members to indicate if they would like Chris Boothroyd to present information about proposed changes to local healthcare at an informal meeting.

**17/52/TCP – Matters arising from the minutes of the previous meeting held on 11 October 2017**

A list of the trustees of LymeArts Community Trust was emailed to members on 9 December 2017.

**17/53/TCP – Update Report**

A link to the PDF and interactive 2018 town guide, a link to the Visit West Dorset guide and the winning photography competition entries was emailed to members on 16 January 2018.

**17/54/TCP – Jubilee Pavilion Future Management and Use**

Discussions about the town council potentially taking over the management of the tourist information centre are being progressed through the West Dorset District Council Service Review working group, which reports to the Strategy and Finance Committee.

Adrienne Mullins  
Administrative officer  
January 2018

**Committee:** Tourism, Community and Publicity

**Date:** 24 January 2018

**Title:** Update Report

**Purpose of the Report**

To update members on issues considered at previous meetings

**Recommendation**

Members note the report

**Report**

**Lyme Regis guide 2018**

The guides were delivered to the fulfilment company on 19 December 2017. Anyone who requested a brochure during December was sent a copy of the 2018 guide, and tourist information centres were able to order stock almost immediately.

It is not yet known how many copies have been requested so far, as the first report will be produced at the end of January, and the end of every month going forward.

A link to a PDF of the guide and a link to the interactive guide is available on the .org website and has been promoted through social media.

**Seafront wi-fi**

The quote from Club WiFi has been accepted and the specification agreed.

The system will be installed on 21/22 February 2018, which will leave adequate time for 'soft' testing and snagging prior to a 'go live' date prior to Easter.

Some preliminary electrical works are required and these are in hand.

**Newspaper column**

Due to the closure of the View From newspapers, the town council's column will not go ahead. A separate report elsewhere on the agenda deals with publicity matters following the closure.

**Gateway Card**

There are 22 local businesses participating in the Gateway Card scheme and two other businesses have expressed an interest in signing up. The scheme will be re-promoted to local businesses within the next few months.

**Chamber of Commerce**

The idea of setting up a chamber of commerce in Lyme Regis has not progressed. The small group of businesspeople who had expressed an interest are no longer pursuing the idea.

Mark Green  
Deputy town clerk  
January 2018

Adrienne Mullins  
Administrative officer

LYME REGIS TOWN COUNCIL

WW1 COMMEMORATIONS AND MEMORIAL REFURBISHMENT WORKING GROUP

MINUTES OF THE MEETING HELD ON FRIDAY 22 SEPTEMBER 2017

**Present**

**Members:** Cllr J. Broom, Cllr Mrs M. Ellis, Mr P. Evans (RBL), Cllr B. Larcombe, Mr I. Marshall (RBL), Mrs S. Moseley (Marine Theatre), Mr A. Vian (town crier)

**Officers:** Mr M. Adamson-Drage (operations manager), Miss F. Heffernan (admin assistant)

**1. Terms of Reference**

Proposed by Cllr J. Broom and seconded by Mr I. Marshall, Cllr Mrs M. Ellis was elected chairman.

**2. Apologies**

Cllr D. Hallett  
Mrs J. Sheppard (Jazz & Blues Festival)  
Mr D. Tucker (Lyme Regis Museum)

**3. War Memorial Refurbishment**

The operations manager explained the different types of stone cuts available for the memorial refurbishment. He said he had asked five different stonemasons for quotes, two of which had pulled out due to being too busy to complete the work and one of which had declined as he felt the work was beyond his capabilities.

Andy Brooker, a stonemason from Axminster, provided three separate quotes for three different stone cuts. He had recommended option two, relief blasted lettering plaques, as it was the lowest maintenance option.

Cllr Mrs M. Ellis asked if Andy Brooker had the time to complete the job.

The operations manager said he did, however the hand cut option would take a very long time and may be a struggle to complete.

Members agreed the operations manager would ask Andy Brooker for a sample of option two to ensure they were happy with the cut and it would be easy to read. Once this was obtained, the admin assistant would set up the next working group meeting, at which members would determine which mason and quote to pursue.

**4. WW1 Centenary Commemorations**

Members discussed Cllr Mrs M. Ellis's meeting with the secretary of The Rifles. It was agreed The Rifles would be very busy so the working group would accommodate their suggested date.

Cllr B. Larcombe suggested asking the museum to put on a display in the Jubilee Pavilion or the museum itself.

The operations manager suggested approaching the brewery about making a 1918 ale, or creating a time capsule in which children from local schools could be involved.

There was general support for plays of War Horse and Birdsong at the Marine Theatre and a poppy garden, where people are invited to buy a synthetic poppy and add it to the garden with a picture or message.

*Mr P. Evans left the meeting at 2.46pm.*

Members discussed a large public event which could coincide with WW1 commemorations, details of which were confidential and unconfirmed for the time being.

*Mr P. Evans returned to the meeting at 3.01pm.*

Members discussed the fact the two minutes' silence must happen at exactly 11am, the time the war ended. This may mean the time of the church service and parade would have to change. They also considered a road closure at this time for the same reason, as well as the annual road closure on Remembrance Sunday when a procession would march.

Mr A. Vian suggested setting off a single firework at 11am on the day, as well as possibly asking local businesses to fly the Union Flag. He also suggested the possibility of a trench being dug somewhere in the gardens to depict the reality of the conditions on the front line during the war. He said he had run this exercise elsewhere before and it had been a huge success.

The operations manager said he had contacted the captain of RFA Lyme Bay to enquire whether they would consider visiting Lyme Bay and there being a possibility of a ship tour for the Mayor and others.

Cllr J. Broom asked if there was a budget for this committee.

The operations manager said the budget for the memorial refurbishment was £13,000 and it was likely, looking at the quotes, there would be money left over for commemoration events.

Mr I. Marshall asked if the HMS Formidable war grave and the Polish Airforce war memorial in Anning Road could be de-weeded and the gravel replaced.

## AGENDA ITEM 8

The operations manager said he would put this on the to-do list for the external works' team.

*The meeting closed at 3.18pm.*

LYME REGIS TOWN COUNCIL

WW1 COMMEMORATIONS AND MEMORIAL REFURBISHMENT WORKING GROUP

MINUTES OF THE MEETING HELD ON FRIDAY 27 OCTOBER 2017

**Present**

**Members:** Cllr J. Broom, Mr R. Cridge (Rotary Club) Cllr Mrs M. Ellis, Mr P. Evans (RBL), Mr I. Marshall (RBL), Mr A. Vian (town crier)

**Officers:** Mr M. Adamson-Drage (operations manager), Miss F. Heffernan (admin assistant)

**1. Apologies**

Cllr D. Hallett  
Cllr B. Larcombe  
Ms G. Rabbitts (Marine Theatre)  
Mrs J. Sheppard (Jazz & Blues Festival)  
Mr D. Tucker (Lyme Regis Museum)

**2. Minutes**

Proposed by Mr A. Vian and seconded by Mr I. Marshall, the minutes of the meeting of the working group held on 22 September 2017 were **AGREED**.

**3. War Memorial Refurbishment**

The operations manager showed the working group a sample of relief blasted stonework he had obtained from Andy Brooker. He said Andy Brooker had recommended the relief blasted option as it would be low maintenance and would weather well.

Mr A. Vian asked how long the stone was likely to last and how much it would cost in total.

The operations manager said the specification stated 100 years and this was what the stonemason had worked to. He said the total cost would be £10,308 including VAT and said the War Memorial Trust grant application was still in process, but if this was not successful the general opinion was that the council would cover the cost.

Mr A. Vian clarified the new memorial would list the initials, surname, rank and regiment of the soldiers rather than full names.

The operations manager confirmed the lettering on the new memorial would be the same size as the lettering on the current war memorial.

Proposed by Mr I. Marshall and seconded by Cllr J. Broom members **AGREED** to appoint Andy Brooker to undertake the war memorial stonework.

**4. WW1 Centenary Commemorations**

Members were informed that at the meeting of the Strategy & Finance committee on 18 October 2017 an amended budget of £5k for WW1 commemoration events was recommended to Full Council. Members were also informed that at the same meeting, it was recommended to Full Council to approve a grant of £500 to the RBL towards the cost of sending the branch standard and bearer to Ypres in August 2018.

Cllr Mrs M. Ellis told members she had not yet heard back from the rifles, and would ask the senior admin assistant to chase this next week.

Mr R. Cridge confirmed a sub-committee of the Rotary Club, including some external members, would be arranging Candles on the Cobb once again. He said they felt it would fit in well with the WW1 commemoration events and said they had received a concession from West Dorset District Council and were getting collection permits in place. He also said the club had received had the blessing of the harbour master.

Cllr Mrs M. Ellis suggested they could try to make a big poppy on the sandy beach using red candles or candle holders, there was general support for this idea. She also asked the operations manager to start thinking about planting poppies in the gardens and ordering a plaque to be placed at the mouth of the gardens to commemorate the 100 year anniversary of the end of the war.

Mr R. Cridge said the sub-committee had decided it appropriate to make the Royal British Legion the main beneficiary of the event, and others to include local youth organisations.

Mr I. Marshall, on behalf of the Royal British Legion, formally thanked the Rotary Club for this generosity.

The operations manager said he had spoken to the chief officer of RFA LYME BAY again, who said they would be happy to come to Lyme and would check their availability.

Mr A. Vian said he had visited the mock trench at Hooke Court with Cllr Mrs M. Ellis and she had agreed it was very effective. He said he would need help from some volunteers with the trench in Lyme and said he had access to two officers' uniforms to make the scene even more realistic. He also said he had been unable to locate the flags and flagpoles.

It was decided, as the cost would be fairly low, the council would purchase new flags and flagpoles.

The operations manager informed members the HMS Formidable war grave had been de-weeded and the gravel had been replaced and the Polish Airforce war memorial was next on the list.

Mr P. Evans said he would take a photo of the HMS Formidable war grave to send to Travis Perkins as they had donated the gravel for free.

*The meeting ended at 2.49pm.*

**Committee:** Tourism, Community and Publicity

**Date:** 24 January 2018

**Title:** Jurassic Coast Magazine and Lyme Magazine

**Purpose**

To allow members to consider advertising opportunities in the Jurassic Coast Magazine and Lyme Magazine

**Recommendation**

Members consider whether to advertise in the 2018 edition of the Jurassic Coast Magazine, the Lyme Magazine, or both

**Background**

1. Since 2014, a series of free magazines have been published by Coastline Publishing in six editions: Lyme, Sidmouth, Otter, Exe, Axe and Chesil.
2. For 2018, the editions have been combined into a single edition called the Jurassic Coast Magazine.
3. The Lyme Magazine is the most popular title and will also continue as a separate guide printed annually.

**Report**

4. The council has been approached to advertise in the Jurassic Coast Magazine and/or the Lyme Magazine.
5. Services or facilities that could be advertised include beach hut hire, mini golf, putting area, table tennis, car parks, skatepark and play park.
6. More information about the publications and the advertising rates are at **appendix 9A**.
7. Members are asked to consider whether to advertise in the publication(s), and if so, whether to place an advert in the Jurassic Coast edition, the Lyme edition, or both. Individual prices and package prices are detailed in the appendix. The rates include a design service.
8. Any recommendations from this committee will be considered by the Full Council on 14 February 2018.

Adrienne Mullins  
Administrative officer  
January 2018

# Jurassic MAGAZINE Coast

THE INDEPENDENT GUIDE TO  
THE JURASSIC COAST

advertising rates

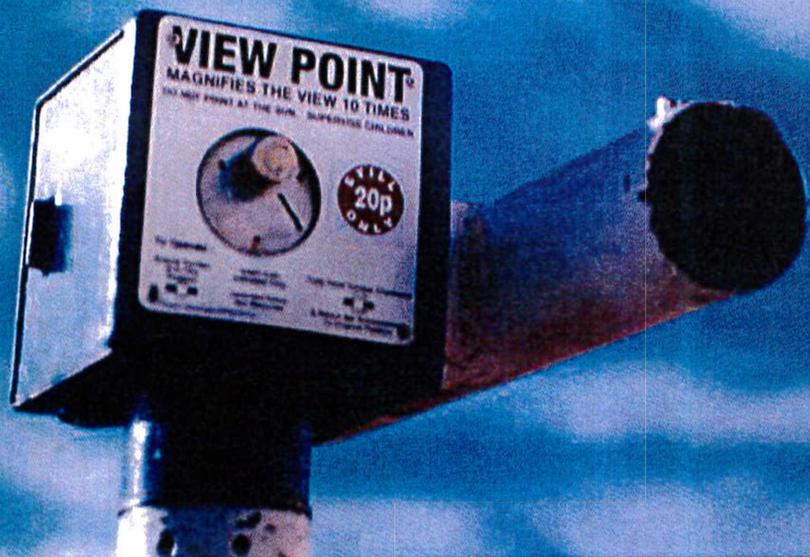




WELCOME TO

# Jurassic MAGAZINE Coast

*jurassiccoastmagazine.co.uk*



# ORIGINS

We set sail in 2014 as a pilot magazine, created to help promote businesses in and around Lyme Regis, and to tell the story of the wonderful folk who call The Jurassic Coast "Home".

Five years on and we have distributed over 270,000 FREE visitors magazines, spanning 6 editions.

# EVOLUTION

2018 is the year of change. After successfully creating our 6 "mini-guides" for 4 years, we have listened to feedback from our readers across the UK (and beyond) and are making a radical change.

We're combining our 6 editions into a single, beautiful, perfect-bound book, which will provide visitors to The Jurassic Coast with a handbag-sized comprehensive companion, helping them get the best from their visit. We have arranged the content in our trademark areas, in handy colour-coded sections, giving each community it's own chance to show off it's unique identity and charm.

Our objective is simple...

Provide visitors with a trip to remember and stories to share, while helping our advertisers spread the word about their unique offerings.

All this comes dressed-up in a FREE guide book no-one wants to throw away.

And for the traditionalists out there, our annual edition of Lyme Magazine will still be available as a separate guide in 2018. It's just proving too popular!



WES DOWELL  
*designer*

# *The* **FACTS**

## **JURASSIC COAST MAGAZINE**

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Print run: **45K**  
Estimated readership: **90K**  
Distribution outlets: **> 100**  
Issues per year: **1**

### **SPECIFICATION:**

Pages: 80  
Dimensions: 240mm x 168mm  
Paper Weight: 80gsm Uncoated  
Cover Weight: 150gsm Uncoated  
Print Run: 45,000

## **LYME MAGAZINE**

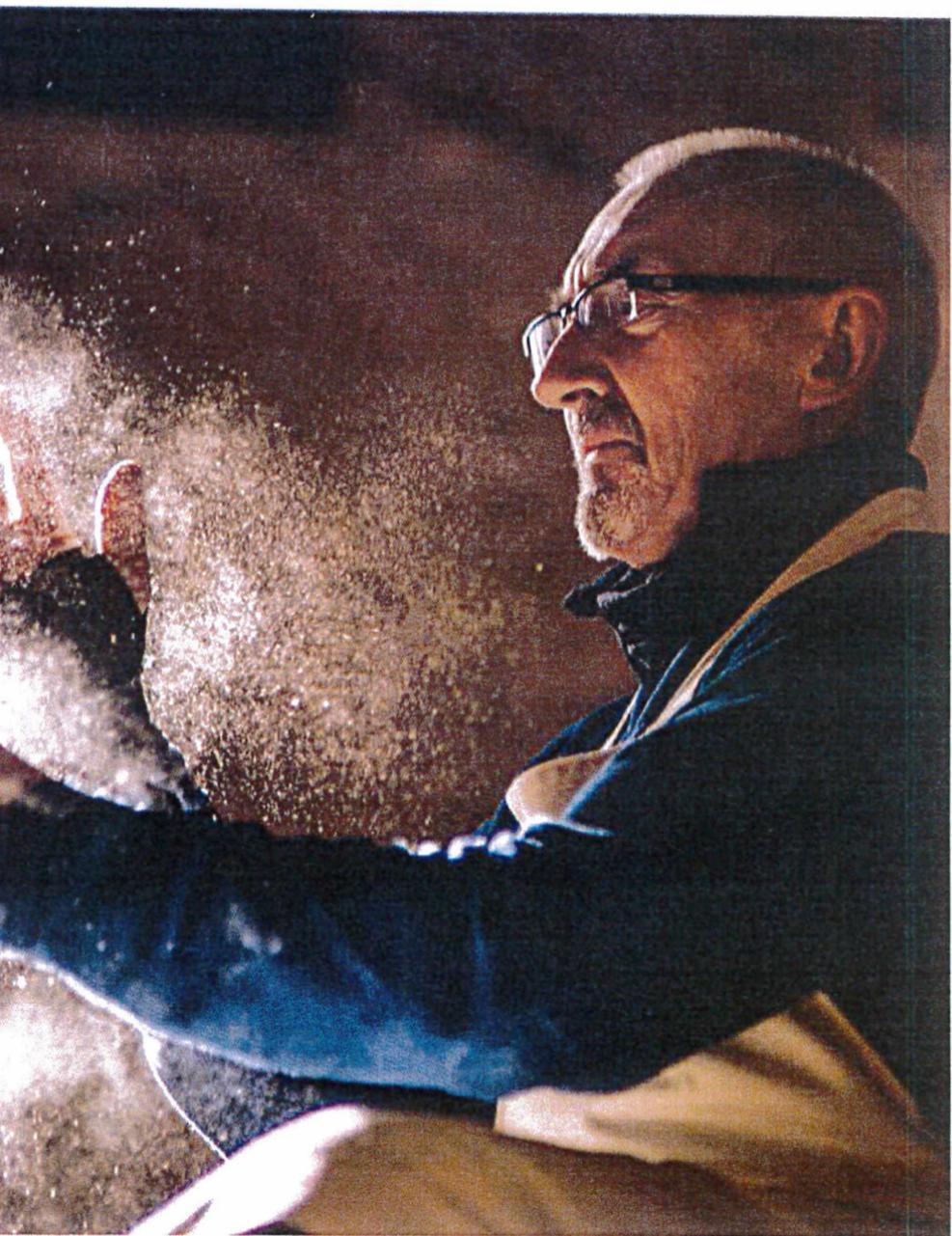
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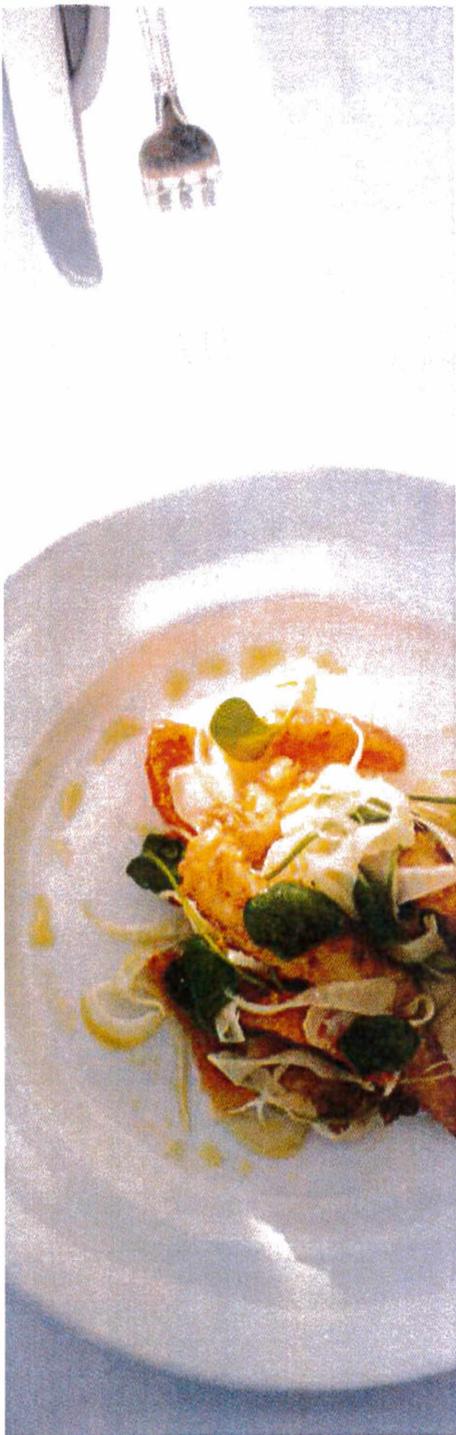
Print run: **15K**  
Estimated readership: **30K**  
Distribution outlets: **> 40**  
Issues per year: **1**

### **SPECIFICATION:**

Pages: 80  
Dimensions: 240mm x 168mm  
Paper Weight: 80gsm Uncoated  
Cover Weight: 150gsm Uncoated  
Print Run: 15,000







*reasons to*

# ADVERTISE

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## **IN SHORT:**

We have various advertising options available. Starting from just £95 for an accommodation listing.

Options include: Quarter page, half page, full page, advertorial, accommodation, covers and spreads. We can also offer a premium brand partnership for anyone who wishes to be a title supporter of our enterprise.

Our premium advertorial options include a short photography shoot and copywriting service.

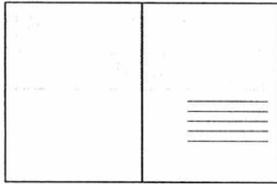
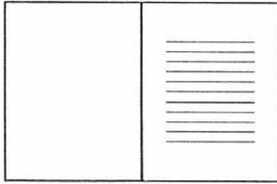
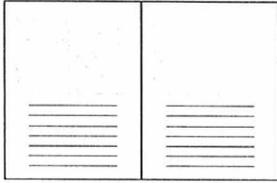
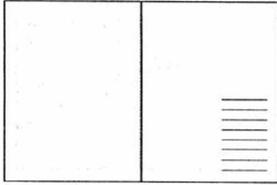
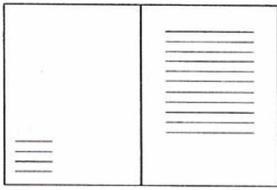
We also include

## **FREE DESIGN**

**PRICES FROM**

**£95**

*per edition*



**80 PRINT  
PAGES**

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**BEAUTIFUL  
PHOTOGRAPHY**



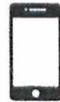
**EDITORIAL  
FEATURES**



**ONLINE  
EDITIONS**



**SOCIAL  
MEDIA**



*The*  
**FIGURES**



**JURASSIC  
COAST  
MAGAZINE**

**LYME  
MAGAZINE**

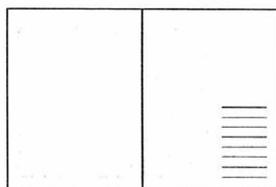
**BOTH  
EDITIONS**



£750

£600

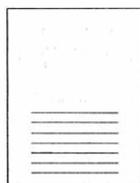
£1250



£550

£500

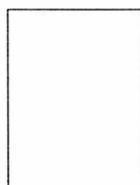
£900



£400

£375

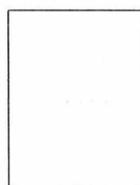
£700



£325

£300

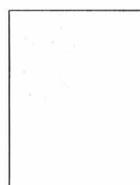
£550



£195

£175

£350



£95

£95

£175



# BRAND PARTNER

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## IN SHORT:

For 2018, we are offering a premium brand partnership package for both Jurassic Coast Magazine and Lyme Magazine.

Each brand partner will have the back page of the publication, as well as the centre double page spread.

The business will also have a link from the website homepage.

Drop us an email if you would like to know more.

COST

**£1,750**

*per edition*

*interested? Then jump*

# ABOARD

**LET'S TALK:**

Please direct all enquiries to Wes Dowell

*email:* [ADVERTISE@JURASSICCOASTMAGAZINE.CO.UK](mailto:ADVERTISE@JURASSICCOASTMAGAZINE.CO.UK)

*studio:* 01297 443382

**WWW.  
JURASSIC  
COAST  
MAGAZINE  
.CO.UK**



“ WE’VE ALREADY HAD  
THREE COMMISSIONS  
AS A DIRECT RESULT  
OF APPEARING IN  
THIS FAB MAGAZINE...”



*jurassiccoastmagazine.co.uk*

   @JURASSICMAGS



**Committee:** Tourism, Community and Publicity

**Date:** 24 January 2018

**Title:** Request for Funding to Complete a Film about the Life of Mary Anning

**Purpose**

To inform members about the latest position on funding to complete a film about the life of Mary Anning, starring Jenny Agutter and featuring Lyme Regis and to consider whether the town council's commitment to funding of £5,000 should be maintained in the event that locally-generated funding substitutes the funding from Dorset County Council (DCC)

**Recommendation**

Members note the latest position on funding to complete a film about the life of Mary Anning, starring Jenny Agutter and featuring Lyme Regis and consider whether the town council's commitment to funding of £5,000 should be maintained in the event that locally-generated funding substitutes the funding from DCC

**Background**

1. At the October meeting of this committee it was reported that a half-made film about the life of Mary Anning, starring Jenny Agutter and featuring Lyme Regis, had run short of funding and was at risk of not being completed.
2. It was further reported the funding shortfall totalled approximately £110k and, without this funding, the remaining shooting would not take place.
4. The director/producer was also understood to be seeking funding via Crowdfunder, West Dorset District Council (WDDC) and DCC.
5. It was noted the film had a run-time of 110 minutes and extensively featured Lyme Regis.
6. Although an unusual request for which no specific budget existed, most members felt the film, if made, would showcase the town and its environs and provide a unique publicity opportunity.
7. For this reason, the committee recommended to Full Council to approve funding of £5,000 to complete the film, on the condition WDDC and DCC offer at least an equal amount. Full Council supported this recommendation on 1 November 2017.

**Report**

## AGENDA ITEM 10

8. It is now understood that DCC will not be in a position to offer funding. It would appear, however, that funding is being raised locally via individuals and businesses to at least an equal amount.
9. Any further information will be reported verbally at the meeting.
10. Members are asked to consider whether the town council's commitment to funding of £5,000 can be maintained in the event that DCC does not offer an equal amount but WDDC and the local community offer/raise £5,000 each.
11. Any recommendations from this committee will be considered by the Full Council on 14 February 2018.

Mark Green  
Deputy town clerk  
January 2018

**Committee:** Tourism, Community and Publicity

**Date:** 24 January 2018

**Title:** Skate Park Contractors in Voluntary Liquidation

**Purpose**

To inform members about the voluntary liquidation of the skate park contractors, Wheelscape Ltd and any possible implications for the council

**Recommendation**

Members note the voluntary liquidation of the skate park contractors, Wheelscape Ltd and the possible implications for the council

**Background**

1. The skate park in Charmouth Road car park was constructed by Wheelscape Ltd of Bristol.
2. The work was completed in March 2016 and the park has been open to the public and in use since that time.
3. The contractor's legal maintenance period expired in March 2017, but a number of minor defects remained unresolved as at that time. These related to three items, none of which were safety critical.
4. The council had been attempting to agree a programme of remediation with Wheelscape and the last site meeting took place in October 2017. At that meeting, the snagging items were agreed but no repairs were subsequently undertaken.

**Report**

5. The council was notified on 17 January 2018 that Wheelscape Ltd went into voluntary liquidation in December 2017 and that liquidators were appointed on the 15th of that month.
6. The liquidator is based in Essex and, to date, has not approached the council directly; the notification having come from the former managing director of Wheelscape.
7. The council continues to hold 5% retention against the contract and this sum is more than enough to rectify the outstanding defects if needs be.
8. There are, therefore, no financial implications for the council arising from the liquidation; either the works will be undertaken on behalf of the liquidator or separately by or on behalf of the council. In either event, the retention monies can be used to pay for the work.

## AGENDA ITEM 11

9. Any recommendations from this committee will be considered by the Full Council on 14 February 2018.

Mark Green  
Deputy town clerk  
January 2018

**Committee:** Tourism, Community and Publicity

**Date:** 24 January 2018

**Title:** Community Week 2018

**Purpose**

To inform members of the arrangements for Community Week 2018

**Recommendation**

Members note the report

**Background**

1. Community Week was first held in 2016 as a way to help fundraise for the Red Arrows display and to allow Lyme Regis organisations to raise funds and promote themselves.
2. The town council allowed free use of outdoor spaces at the Marine Parade Shelters for local groups to run stalls. In return, they provided collectors for the Red Arrows' display.
3. The organisations were allowed to keep all the profits from their stalls and had a share of the bucket collections on Red Arrows day.
4. In 2016, the Red Arrows display took place during Community Week.
5. Community Week was held again in 2017. However, as the organisers of the display are not able to choose the date the display takes place, it fell during Regatta and Carnival Week.

**Report**

6. Community Week 2018 will take place from 13 to 19 August and is being jointly co-ordinated by officers and Alan Vian.
7. An application for the Red Arrows to display during this week has been made and a decision is expected in mid-February.
8. From 1 February 2018, the council will advertise the opportunity for local organisations to participate in Community Week via the town council website and social media. Letters will also be sent to all known organisations in Lyme Regis.
9. The application deadline will be 28 February 2018 and areas will be allocated by drawing lots. This will be done by a member, perhaps the mayor, to ensure complete transparency.

## AGENDA ITEM 12

10. At least 11 groups can be accommodated in the shelters during the week, using either the performance or market area. As in previous years, use of these areas will be free of charge and the organisations will keep all the funds raised.
11. This year, the opportunity to run games and activities on the beach will also be available. These events must take place either between 10am and 12pm or after 5pm, when the beach is less busy.
12. Alan Vian will be the seafront facilitator during Community Week, assisting organisations with the setting up and clearing away of their stalls/beach activities.
13. He will also assist with co-ordinating the Red Arrows visit, while Lynne Vian will organise the bucket collections.
14. In exchange for free use of the shelters/beach, each organisation will provide four collectors on Red Arrows day. Half of the total collection will be shared between the organisations taking part in Community Week.
15. Any recommendations from this committee will be considered by the Full Council on 14 February 2018.

Adrienne Mullins  
Administrative officer  
January 2018

**Committee:** Tourism, Community and Publicity

**Date:** 24 January 2018

**Title:** Litter Free Takeaways and Kiosks Project

**Purpose**

To inform members about a Litter Free Coast and Sea and Litter Free Dorset project to reduce litter from food takeaways and kiosks and how the project will work in Lyme Regis

**Recommendation**

Members note the report

**Report**

1. Litter Free Coast and Sea and Litter Free Dorset is running a project at four beach locations, including Lyme Regis, to try and reduce beach litter from food takeaways and kiosks.
2. The project will focus on single-use polystyrene food and drink packaging, such as disposable cups, plastic straws, chip trays and plastic cutlery.
3. It will target takeaways and kiosks along the seafront at Lyme Regis, Bournemouth, Weymouth and West Bay.
4. Litter Free Coast and Sea and Litter Free Dorset will be engaging with takeaway kiosks and food outlets to encourage them to use re-useable materials or compostable packaging.
5. This will include a single-use plastics' event for businesses, when they can find out more information about re-useable or compostable packaging.
6. Litter Free Coast and Sea and Litter Free Dorset is also commissioning an artist to engage with the public on single-use plastic litter. An artist brief has gone out, with a budget of £10,000, and the submissions will be reviewed at the end of January.
7. As it is not yet known what the submissions will be, at this point in time, this report is for information only. When an artist has been chosen, further information will be brought to this committee to allow it to consider if it would be happy to have the chosen art installation on the beach or seafront.
8. Any recommendations from this committee will be considered by the Full Council on 14 February 2018.

Adrienne Mullins  
Administrative officer  
January 2018

**Committee:** Tourism, Community and Publicity

**Date:** 24 January 2018

**Title:** Council Publicity

**Purpose**

To inform members about how officers intend to continue to publicise the council's activities following the closure of the View From newspapers

**Recommendation**

Members note the report

**Background**

1. A report on ways of keeping the electorate informed was considered by this committee on 2 August 2017, and it was subsequently resolved by Full Council on 20 September 2017 that a regular council column would appear in the View From newspapers.
2. It was announced on 4 January 2018 that the View From newspapers had closed down.

**Report**

3. Aside from losing the opportunity to have a regular published column, the council has also lost an outlet for publicising its news and activities to the wider public.
4. There are of course two other newspapers which cover the town, the Bridport and Lyme Regis News, and the Midweek Herald, although to a much lesser extent than the View From did. Officers will continue to engage with these newspapers and issue press releases. Both newspapers have indicated they will be aiming to increase their coverage of Lyme Regis.
5. As there are currently no reporters attending meetings, officers also intend on issuing press releases after committee meetings, rather than waiting for the final decision of Full Council, by which time, the issues are 'old news'.
6. All the council's press releases are published on the website and promoted on social media, which directs people to the website to read the full story. The existing town council website is quite restrictive, with no facility to archive news and space is running out regularly, which means old documents continually have to be deleted to make room for new ones.
7. A new website is already a 2018/19 project. However, this project will now be given greater priority to ensure we have a news section which is fit for purpose.

## AGENDA ITEM 14

8. Weekly publicity meetings between the town clerk, admin officer, Cllr Reynolds, Cllr Doney and Cllr Scowen are continuing and will identify publicity opportunities.
9. The council has in the past produced a regular newsletter, although not in the last year, as the use of social media and increased use of the website has made a newsletter less relevant. By the time the newsletter is printed and distributed, the news has already featured some time previously on the website, social media, and in the local press.
10. There is now the need to fill the gap left by the View From closure, so it is intended to issue a monthly news bulletin. This will be no more than one side of A4 and will primarily include town council news, but there will be updates from other organisations such as road closures and public consultations.
11. The task of delivering this news bulletin to every property in Lyme Regis every month would be a vast undertaking and would quickly become unworkable. As such, it is intended that bundles of the bulletin will be taken to key outlets, such as the library, medical centres, care homes, Hallett Court and churches. It will also be posted on the town council website, with links from social media.
12. Any recommendations from this committee will be considered by the Full Council on 14 February 2018.

Adrienne Mullins  
Administrative officer  
January 2018

**Committee:** Tourism, Community and Publicity

**Date:** 24 January 2018

**Title:** Managing Consultation Exercises

**Purpose**

To inform members of recent, upcoming and ongoing public consultations and the decisions made following consultation

**Recommendation**

Members note the report

**Report**

1. The following public consultations affecting residents and services in Dorset have recently taken place, are coming up, ongoing, or have been completed:
  - Dorset Councils – Re-shaping Your Councils
  - Natural England – Coastal Margin
  - NHS Dorset Clinical Commissioning Group – Clinical Services Review
  - West Dorset District Council – Public Space Protection Orders
  - West Dorset District Council – Local Plan
  - Dorset County Council – Pre-Submission Draft Bournemouth, Dorset and Poole Mineral Sites Plan
  - Dorset County Council – Pre-Submission Draft Bournemouth, Dorset and Poole Waste Plan
  - South Western Railway – Timetable consultation
  - Dorset County Council – Supporting families with young children in Dorset
2. **Appendix 15A** details the start and end dates, who has been consulted, how the town council promoted the consultation, the council's response to the consultation (if any), and the decision made or an update on the consultation if a decision has not yet been made.
3. Any recommendations from this committee will be considered by the Full Council on 14 February 2018.

Adrienne Mullins  
Administrative officer  
January 2018

Managing Consultation Exercises

APPENDIX 15A

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
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	On 7 November 2017, <b>Sajid Javid</b> , Secretary of State for Communities and Local Government announced to Parliament he was ‘minded to’ support the Future Dorset proposal to replace Dorset’s nine councils with two new unitary authorities.  The town clerk wrote to Mr Javid on 22 December 2017, confirming the council’s support for option 2b, i.e. to combine the nine principal authorities into two unitary authorities.
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
NHS Dorset Clinical Commissioning Group – Clinical services review	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	In August 2017, the NHS Dorset Consultation headline response was published.  Almost 22,000 responses were received on the specific options for Dorset

<ul style="list-style-type: none"> <li>• Integrated community services</li> <li>• Use of major hospitals</li> </ul>				<p>LRTC members' briefing</p>	<p>1,800 people attended drop-in events</p>	<p>County, Poole and Royal Bournemouth hospitals, the configuration of maternity and paediatrics, changes to community services and the redistribution of community beds across the county. The findings are not a final decision; they will inform the final business case which will be presented to the NHS Dorset CCG's Governing body in late 2017. The headlines are available on <a href="https://www.csr.dorsetsvision.nhs.uk/headlines">https://www.csr.dorsetsvision.nhs.uk/headlines</a></p> <p>A decision to share maternity and paediatric services in West Dorset between Dorset County Hospital and Yeovil District Hospital was reversed in December 2017, when it was announced it would work to maintain a consultant-led maternity and overnight children's service at DCH.</p>
<p>West Dorset District Council Public Space Protection Orders</p> <ul style="list-style-type: none"> <li>• Anti-social behaviour</li> <li>• Dog-related issues</li> </ul>	<p>21/01/17</p>	<p>15/03/16</p>	<p>The public through a survey</p>	<p>Delegated to the Byelaws Working Group to respond on council's behalf – meeting held 15/02/17</p>	<p>LRTC support for continuing existing dog controls, with additional controls in areas such as the cemetery and Church Cliff Walk.</p>	<p>The new West Dorset Dog Related Public Spaces Protection Order 2017 came into effect on 16 October 2017.</p> <p>WDDC's Strategy Committee agreed to proceed with the Anti-social Behaviour PSPO, without the provision to tackle begging, but including the restrictions on the intentional feeding of seagulls. The order is currently being drafted and will be advertised before formal introduction.</p>

## Managing Consultation Exercises

## APPENDIX 15A

				LRTC's social media	LRTC support for introducing a PSPO to make it an offence to intentionally feed seagulls	The order has been referred back to the Overview and Scrutiny Committee for the consideration of begging, only. If the committee decides to include begging at a later date, it will be done by varying the existing order.
West Dorset District Council – Local Plan	06/02/17	03/04/17	Statutory consultees and the public	Extraordinary Planning Committee meeting held, 14 March 2017.  LRTC's social media and website	Recommendations approved by Full Council, 29 March 2017 in response to consultation questions. Accompanying letter sent to WDDC providing context to answers.	The Issues and Options Summary for the review of the West Dorset and Portland Local Plan has now been published. This is the document which summarises the various consultation responses made in February of this year; including those from the town council. It seems to have picked up all of the comments made by the town council. The council's response to these and other comments will be published in the next stage of the process which will be called 'preferred options'. We will be consulted on this in due course; probably not until early next summer. This means that the process is already running behind the programme set out in the initial consultation. This imagined the Local Plan Review going to examination in September 2018.
Pre-Submission Draft Bournemouth, Dorset and Poole Mineral Sites Plan	01/12/17	31/01/18	The public	LRTC's social media and members' briefing		

## Managing Consultation Exercises

## APPENDIX 15A

Pre-Submission Draft Bournemouth, Dorset and Poole Waste Plan	01/12/17	31/01/18	The public	LRTC's social media and members' briefing		
South Western Railway timetable consultation, affecting services to and from Axminster, Honiton, Exeter, Dorchester and Weymouth	29/09/17	22/12/17	Customers and stakeholders	LRTC's social media		
Dorset County Council - Supporting families with young children in Dorset	28/11/17	14/01/18	The public and stakeholders	LRTC's social media		Revised plans will be presented to the Department for Transport and then Network Rail for approval in March 2018. The planned changes are expected to be implemented in December 2018.