



John Wright  
Town Clerk

## Lyme Regis Town Council

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

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

Tel: 01297 445175  
Fax: 01297 443773

### **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 7 March 2018 commencing **on the rise of the extraordinary Full Council**, when the following business is proposed to be transacted:

John Wright  
Town Clerk  
02.03.18

### **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 24 January 2018

#### **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 24 January 2018**

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 17 January 2018**

**9. WW1 Commemoration Trench and Union Flags**

To allow members to consider a proposal by the WW1 commemorations working group to allow a trench in the gardens and to fly Union flags along Broad Street

**10. Making Lyme Regis a 'Plastic-Free Town'**

To commit the town council to supporting and playing its part in the Plastic Free Lyme initiative

**11. Gateway Card Review**

To allow members to review the Gateway Card scheme after the first year of operation and to consider any changes to the scheme

**12. Chamber Of Commerce**

To update members on the progress of setting up a chamber of commerce in Lyme Regis

**13. iCoast Website**

To report on a visit to the iCoast website workshop at Weymouth and Portland Sailing Academy on 7 February 2018

**14. Managing Consultation Exercises**

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

**15. Exempt Business**

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 24 JANUARY 2018

**Present**

**Chairman:** Cllr Mrs C. Reynolds

**Members:** Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr P. Hicks,  
Cllr S. Larcombe, Cllr J. Scowen, Cllr G. Turner

**Officers:** Mr M. Green (deputy town clerk), Mrs A. Mullins (admin officer)

**Absent:** Cllr P. Ridley

**17/56/TCP Public Forum**

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

**17/57/TCP Apologies**

Cllr D. Hallett  
Cllr B. Larcombe – another meeting  
Cllr S. Williams – holiday

**17/58/TCP Minutes**

Cllr G. Turner asked for a copy of the Marine Theatre lease to be sent to members.

Cllr J. Scowen asked for the list of LymeArts Community Trust trustees to be re-sent to him.

Proposed by Cllr Mrs. M. Ellis and seconded by Cllr G. Turner, the minutes of the meeting held on 22 November 2017 were **ADOPTED**.

**17/59/TCP Disclosable Pecuniary Interests**

There were none.

**17/60/TCP Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

**17/61/TCP      Matters arising from the minutes of the previous meeting held on 22 November 2017**

Cllr Mrs C. Reynolds said the council had been approached by Turn Lyme Green to run an exhibition in the Jubilee Pavilion over Easter. Members agreed this was a good use of the space.

**17/62/TCP      Update Report**

**Chamber of Commerce**

Cllr Mrs C. Reynolds said there was very little interest in forming a chamber of commerce in Lyme Regis but she would be making contact with the two interested businesspeople in February to make one last attempt. She said she also intended on discussing it with the Lyme Bay Ladies group, which included many businesspeople.

Members discussed whether there was anything more the council could do to encourage the formation of a chamber of commerce.

Cllr S. Larcombe suggested offering some start-up funding, such as paying any membership fees for the first year.

Cllr Mrs C. Reynolds said she would find out what fees would be payable, and it was agreed a report would be brought to the next meeting to allow members to consider this further.

**17/63/TCP      Minutes of the WWI Commemorations and Memorial Refurbishment Working Group meetings held on 22 September and 27 October 2017**

Proposed by Cllr G. Turner and seconded by Cllr J. Scowen, the minutes of the WWI Commemorations and Memorial Refurbishment Working Group meetings held on 22 September and 27 October 2017 were **RECEIVED**.

**17/64/TCP      Jurassic Coast Magazine and Lyme Magazine**

Members felt there was no need for the council to advertise in these publications unless it had something specific to promote, especially as it would only be circulated in the local area.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** not to advertise in the 2018 edition of the Jurassic Magazine and Lyme Magazine.

**17/65/TCP      Request for Funding to Complete a Film about the Life of Mary Anning**

Cllr Mrs C. Reynolds said Dorset County Council (DCC) would not be providing any funding, and West Dorset District Council (WDDC) had not yet made a decision. She said the director/producer believed she had raised funds from the local community, but she would check the amount.



### **AGENDA ITEM 3**

As the previously made resolution would require a rescission motion if members wished to make an alternative resolution, it was agreed no action should be taken at this time, and the offer of £5,000 still stood, based on the previous conditions.

The deputy town clerk said if a rescission motion was to be considered, it was important to be clear about WDDC's position before an alternative decision is made.

#### **17/66/TCP Skate Park Contractors in Voluntary Liquidation**

Cllr S. Larcombe asked if the fencing at the skate park would be fixed.

The deputy town clerk said although the fencing wasn't identified as a particular snagging issue, as the work was not carried out by Wheelscape, there was enough retention to cover the repairs.

#### **17/67/TCP Community Week 2018**

Cllr Mrs M. Ellis said she was concerned there would be more than one organisation running a stall or activity each day, which would split the potential proceeds for the organisations.

The administrative officer said it was intended to make Community Week a more significant event, which would benefit through having numerous stalls and activities to attract people.

#### **17/68/TCP Litter Free Takeaways and Kiosks**

The administrative officer said the deadline for submissions for the art installation had passed, and the chosen submission would be brought to the next meeting when members could consider whether to allow it to feature on the beach or seafront.

Cllr R. Doney said given the increased concern over plastics, this initiative was a real opportunity for the town to develop a reputation for reducing plastic waste, which in turn would make the town more attractive to visitors. He said he would look into which other towns had started doing this.

The deputy town clerk said as the town council and WDDC were the landlords of the majority of tenants on the seafront, there was an opportunity to have some influence.

#### **17/69/TCP Council Publicity**

Cllr Mrs C. Reynolds said it was intended to defer the proposal for the council to produce a monthly news sheet, as it had now been announced a new online news outlet would be launching, together with a fortnightly newspaper, called Lyme Online.

Cllr Mrs C. Reynolds asked Mr P. Evans to brief members on Lyme Online.

### **AGENDA ITEM 3**

Mr Evans said Lyme Online would cover Lyme Regis, Uplyme and Charmouth, with 4,000 copies of a fortnightly newspaper. He said the offer for the council to have a regular column still stood. He said a quarterly magazine would also be produced.

#### **17/70/TCP Managing Consultation Exercises**

Cllr Mrs C. Reynolds drew members' attention to an additional consultation regarding the Dorset Police precept and encouraged everyone to take part.

Cllr Mrs M. Ellis said she had a meeting the following day with PCSO Amanda King and PC Kirsti Frecknall to discuss policing issues.

Cllr Mrs C. Reynolds said she believed there needed to be a meeting with the Dorset police and crime commissioner Martyn Underhill.

It was agreed Cllr Mrs M. Ellis would have the meeting with the two local officers and if she was not satisfied, a meeting with Mr Underhill would be requested.

*The meeting closed at 7.46pm.*

**Committee:** Tourism, Community and Publicity

**Date:** 7 March 2018

**Title:** Matters arising from the minutes of the previous meeting held on 24 January 2018

**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**

**17/65/TCP – Request for Funding to Complete a Film about the Life of Mary Anning**

The director/producer has raised £10,000 from the local community and businesses to complete the film. The council's decision to give £5,000, on the proviso that West Dorset District Council (WDDC) and Dorset County Council (DCC) donated the same, still stands.

**17/66/TCP – Skate Park Contractors in Voluntary Liquidation**

The former managing director of Wheelscape has confirmed that it is his intention to resolve all outstanding snagging issues and a list is in the process of being agreed, together with a programme of works.

The cost will be met from the project retention fund, i.e., there will be no extra-over cost to the council.

**17/67/TCP – Community Week**

There were applications to participate in Community Week from 10 local organisations, six of which requested stalls in the shelters and the remaining four requested to run beach activities. Due to the number of days available, we will be able to accommodate all the applicants.

The mayor will be asked to draw out the applications w/c 5 March 2018 to allocate the days they will operate.

**17/68/TCP – Litter Free Takeaways and Kiosks**

The chosen submission for the art installation has not yet been provided. As such, this matter will be deferred to the next meeting of this committee.

**17/69/TCP – Council Publicity**

A report regarding possible advertising with Lyme Online was considered by the Full Council on 14 February 2018. At that meeting, it was resolved 'to take a monthly full page column in the digital and print edition of Lyme Online for £65 a month'.

The first column will be in the 9 March edition of the printed Lyme Online.

The topics for the first column were agreed by the publicity group and the final column will be signed off by the group on 5 March 2018.

**17/70/TCP – Managing Consultation Exercises**

A meeting has been requested for the Mayor with the Dorset police and crime commissioner and officers are awaiting some dates.

Adrianne Mullins  
Administrative officer  
January 2018

**Committee:** Tourism, Community and Publicity

**Date:** 7 March 2018

**Title:** Update Report

**Purpose of the Report**

To update members on issues considered at previous meetings

**Recommendation**

Members note the report

**Report**

**Seafront wi-fi**

The seafront wi-fi has now been installed and is fully operational. Restrictions have been imposed on download speeds to limit the potential for HD video streaming etc, and to ensure that access is available to the maximum number of users.

Take up and usage will be monitored and further changes can be made if required.

In addition to the publicly-accessible wi-fi, a separate and secure link has been provided to the amenities' hut.

This will allow potential payment by card, including contactless, for the first time. This will generate operational benefits to the council and greater convenience for users.

**Sculpture Trail**

Four new sculptures have now been installed in the gardens and the previous sculptures retained; for the time being at least.

This council had previously agreed to underwrite costs of retaining the trail for a further 12 months up to a maximum sum of £5,000.

The cost of the new sculptures is understood to be less than half this amount and further fundraising events are planned for later in the year. Based on the outcome of a similar event last year, this should raise sufficient funds to both pay for the new sculptures and build a reserve for future developments.

The council has insured the new sculptures on its general policy and retained cover for the existing. There has been a slight increase in the overall premium of less than £70.



## AGENDA ITEM 7

With a new co-ordinator in post managed via Dorset Arts, liaison is ongoing and it is hoped that the initiative can expand more widely throughout the town and become financially more self-sustaining.

### **Coastal Communities Fund round 5 bids invited**

The government has now announced that an additional £40 million will be available to spend from April 2019 to the end of March 2021.

Funding goes to projects over £50,000 that will ultimately lead to regeneration and economic growth while directly or indirectly safeguarding and creating sustainable jobs.

A 'project' can include a number of individual elements that form an overall 'package'.

Within this round 5 there are two separate funding rounds, each with their own timetable set out in part 7 of the guidance notes:

- A 'fast track' early round for revenue projects, only, for which some funding will be available in 2018 to 2019. The stage 1 closing date for these projects is 2 April 2018.
- The main funding round (capital and revenue), for which funding will be available from 1 April 2019. The stage 1 closing date for these projects is 30 April 2018.

There is a form for expression of interest, following which, projects need to be identified that strongly fit the programme aims, outcomes and priorities.

Applicants invited to stage 2 will complete a further and much more detailed application form, and a business plan.

Full information is available at:

<https://www.gov.uk/government/publications/coastal-communities-fund-round-5>

Given the imminent departure of the LymeForward co-ordinator, further discussion is required about how any bid for Lyme and the rest of the local Coastal and Communities Team area is formulated, agreed and submitted.

A verbal update will be given at the meeting.

Mark Green  
Deputy town clerk  
February 2018

Adrianne Mullins  
Administrative officer

LYME REGIS TOWN COUNCIL

WW1 COMMEMORATIONS AND MEMORIAL REFURBISHMENT WORKING GROUP

MINUTES OF THE MEETING HELD ON WEDNESDAY 17 JANUARY 2018

**Present**

**Members:** Cllr Mrs M. Ellis, Mr I. Marshall (RBL), Ms G. Rabbitts (Marine Theatre), Mr D. Tucker (Lyme Regis Museum) Mr A. Vian (town crier)

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

**1. Apologies**

Cllr J. Broom  
Cllr D. Hallett  
Cllr B. Larcombe  
Mrs J. Sheppard (Jazz & Blues Festival)

**2. Minutes**

Proposed by Mr I. Marshall and seconded by Mr A. Vian, the minutes of the meeting of the working group held on 27 October 2017 were **AGREED**.

**3. WW1 Centenary Commemorations**

Cllr Mrs M. Ellis confirmed with the operations manager the refurbishment of the war memorial was in hand.

Mr I. Marshall said he had attended a Royal British Legion (RBL) conference and it had been suggested some of the RBL standards could take part in the unveiling of the refurbished war memorial.

There was general support for this idea.

Cllr Mrs M. Ellis said she was still arranging a date for the Rifles to come to Lyme and march but she hoped to have a date by the next meeting of this committee.

Mr A. Vian said Candles on the Cobb preparations were all in hand and the date was set for 26 August 2018. He said it had been decided 50% of proceeds would go to the RBL and 50% would go to local youth organisations.

Mr I. Marshall thanked the Candles on the Cobb committee for this action on behalf of the RBL.

Members discussed the idea of recreating a WW1 trench in the gardens, materials needed and the logistics around it. Mr A. Vian said he had spoken to the head

## AGENDA ITEM 8

gardener about location and suggested the flat area below Hix restaurant may work well.

Ms G. Rabbitts asked when the trench would be open and whether someone had to be there to supervise.

Mr A. Vian said it would be open during July and August and that there would be no need for the trench to be supervised as it would not be very deep.

The operations manager said he would make sure the trench would go on the next Town Management and Highways agenda for councillors to approve.

The operations manager said he would look in to buying some flagpoles so the union flag could be flown through Broad Street.

Cllr Mrs M. Ellis said she had approached the vicar about doing a display of poppies in the church and giving the school children the opportunity to paint a poppy on a stone and add it the display, the vicar was very supportive of this idea.

Mr A. Vian said he had approached the owner of 'Whoopsadaisy' about running a workshop to make poppies out of clay and would request a price from her.

Mr A. Vian said he would include a candles down the river event in carnival week to commemorate WW1 and said the proceeds would be given to the RBL.

Mr I. Marshall thanked the carnival committee on behalf of the RBL.

Mr I. Marshall said there needed to be a message sent with the wreath bearer to Ypres. He suggested a competition for the schools in Lyme Regis and Uplyme, in which children write a short 'what WW1 means to me' and the winning text would be sent with the wreath. There was general support for this.

Members discussed procedures for 11 November 2018. It was agreed the church service should begin slightly earlier than usual, to allow attendees to parade from the church at 10.45am, past the war memorial and into the square for the two minutes' silence at 11am exactly.

Mr D. Tucker said the museum would put on a display and he would begin to put this together. He said he would contact Chris Copson from the Keep, in Dorchester, and ask if he had any alternative ideas or any material which could be utilised.

Ms G. Rabbitts suggested this could be displayed in the Town Mill gallery and said the committee could ask the Town Mill if they would put on any workshops during the first two weeks in November.

Ms G. Rabbitts said the Marine Theatre had been approached by a band who were performing some WW1 specific music. There was general support for progressing this idea, providing the music was very time specific.

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The operations manager suggested the Marine Theatre do a showing of 'War Horse' and it was suggested this could be shown at the end of October-start of November in order to begin to focus events leading up to 11 November.

Mr I. Marshall said he would speak to the RBL about putting on a Festival of Remembrance as had been done in previous years.

Members agreed to purchase five 'silent soldiers' from the RBL and display them in different locations in the town.

Members agreed the next meeting would take place on 16 March 2018 at 2pm.

*The meeting finished at 10.57am.*

**Committee:** Tourism, Community and Publicity

**Date:** 7 March 2018

**Title:** WW1 Commemoration Trench and Union Flags

**Purpose of Report**

To allow members to consider a proposal by the WW1 commemorations working group to allow a trench in the gardens and to fly Union flags along Broad Street

**Report**

1. A working group was formed by the council to arrange commemoration events for the centenary of the end of the First World War in 2018. Minutes from the recent meeting are at item 8 on the agenda.
2. The working group has come up with suggestions for the commemorations, some of which will require council permission.

**WW1 Trench**

3. Alan Vian operates a similar trench at Hooke Court for children to understand the conditions our soldiers endured during WW1 and would similarly operate this one, from time-to-time, during the school holidays.
4. The operations manager, head groundsman and Alan Vian met recently to consider a suitable location. It was concluded that the ideal location would be just in front of the 'flying rabbit' sculpture by the table tennis in the amenities' area.
5. The trench would be approximately 15m in length, 1.5m in depth and 1.5m in width, with a spoil heap to one side to add to the effect. The trench would be lined with staked-in pallets, acting as shuttering, but also for the children to climb over the top, and circles of wire also added. Signage would also be installed to explain the trench to visitors. The trench would be dug in June and, after Armistice Day, the trench would be filled in, made good and grass returned.
6. The head groundsman noted that during the stabilisation works there was some layering of mesh at periodic depths in the soil and it may not be possible to dig that deep. Limited exploration digs will be commenced shortly to ensure this is a suitable location for the full dig. Alternatives would be next to the amenities' hut or elsewhere on a grassed area at the back/top of the gardens.

**Union Flags**

7. The working group would like to fly Union flags along Broad Street above the business premises over the summer season and again during Armistice week.



## **AGENDA ITEM 9**

8. The operations manager is in the process of obtaining quotes for appropriate flags and poles. The costs would be met by the council.
9. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

Matt Adamson-Drage  
Operations manager  
March 2018

**Committee:** Tourism, Community and Publicity

**Date:** 7 March 2018

**Title:** Making Lyme Regis a 'Plastic-Free Town'

**Purpose of Report**

To commit the town council to supporting and playing its part in the Plastic Free Lyme initiative

**Recommendation**

- a) Members support the Plastic Free Lyme initiative led by Turn Lyme Green by promoting the initiative and by supporting events
- b) Appoint a councillor to the Plastic Free Lyme steering group
- c) The council leads by example by removing single-use plastic items from its premises and operations

**Report**

**What do you mean by 'plastic-free town'?**

1. No town will ever be literally 'plastic free'. Plastic is embedded in our everyday lives to an extent that it cannot be eliminated in the foreseeable future. However, steps can be taken to reduce the amount of plastic materials we use, particularly 'single use' plastic objects, such as bottled water, cutlery, cups, bags and straws. Simple changes in habits can improve our environment with both individuals and businesses practising the four Rs – refuse, refill, reuse and recycle.

**So what about the towns that say they are 'plastic free'?**

2. Towns such as Penzance have been awarded this status by the Cornwall-based charity Surfers Against Sewage (SAS). SAS is the leading organisation nationally in the drive to reduce plastic waste ending up in our seas. It is striving to establish 125 plastic-free coastal communities by 2020.

**What does a town have to do to achieve this status?**

3. SAS has produced a 'toolkit' setting out five objectives to be achieved. In summary, these objectives are:
  - 3.1 Engaging the local council, to the extent of the three recommendations above.
  - 3.2 Working with local businesses to remove single-use plastic items and replacing them with sustainable alternatives.

- 3.3 Gaining community support through, for example voluntary organisations and schools.
- 3.4 Organising community events to promote the initiative.
- 3.5 Setting up a steering group to formulate a plan and drive the initiative.

**How will the town benefit?**

- 4. Lyme is in competition with other 'destination towns'. Apart from any moral satisfaction in achieving plastic-free status, this initiative will prove an attraction to an increasingly informed and demanding public.
- 5. We shall be able to use the SAS branding in our promotional material.

**Is it achievable?**

- 6. As a result of national, regional and local publicity over the past few months, local residents and businesses have come forward wanting to join the campaign. Already Lyme Regis is on the road to achieving the objectives set by SAS:
  - 6.1 regular beach cleans and the two-minute beach clean
  - 6.2 businesses sourcing alternatives to single-use plastics, especially along the seafront
  - 6.3 businesses joining the ReFill scheme providing free tap water to refill water bottles
  - 6.4 the Baptist Church achieving a silver eco award
  - 6.5 Turn Lyme Green Business Forum planned for March
  - 6.6 two art projects planned for the holiday season to raise awareness and inspire visitors and residents to support a campaign.

**It sounds like a lot of work; who will drive this initiative?**

- 7. Turn Lyme Green has indicated it will take the lead and organise the steering group.

**Who will be involved in the steering group?**

- 8. Representatives from a cross section of interests in the community would be invited to join the group – residents, businesses, the fishing community, voluntary organisations, schools, churches. A town councillor would also be a member.

**What is the project plan?**

9. The steering group will concentrate on the following areas of action to fulfil the five objectives to reach the 'plastic free' status.
  - 9.1 Reduction and replacement of single-use plastics – businesses and prominent organisations, such as the Marine Theatre, museum, and Town Mill
  - 9.2 Schools and youth groups. Liaison with existing Eco Clubs and environment clubs in primary and secondary schools, encouraging activities to spread the word and involve young people and their families. Also, liaison with youth groups, such as The Hub and Lyme Regis Football Club
  - 9.3 ReFill Scheme – encourage further participation by businesses and publicise the scheme to residents and visitors
  - 9.4 Domestic and commercial waste education – improving domestic plastic separation. Liaise with Dorset Waste Partnership and publicise their schemes
  - 9.5 Events – beach cleans, films, public presentations and talks, art installations are all planned. In addition, liaison with annual event weeks, e.g. Regatta and Carnival, Lifeboat Week, volunteers, will provide opportunities to weave the theme of 'plastic free Lyme' into scheduled activities
  - 9.6 Publicity – through websites and social media (Facebook, Twitter) and regular articles in the local press providing 'how to help' resource information to reach residents, the business and voluntary communities and the town's visitors, especially during the summer months. Publicity channels will also be used through local organisations with wide networks, e.g. the town council, the development trust, LymeForward, Lyme Bay Ladies, and the many active voluntary groups, e.g. U3A, Rotary Club. Talks and presentations can also be provided.
  - 9.7 Regional Environment Groups – partnerships would be consolidated and developed to tap the resources and support from key groups, including Dorset Waste Partnership, Litter Free Coast and Sea, and Sustainable Dorset
10. This initiative is not just about Lyme's coastline. It is about the whole town and its environs.

**How much will it cost businesses?**

11. At the moment, this is not clear. It may well be that items made of sustainable materials are more expensive than the single-use plastic items they replace. But this may well be only for the present; as demand for such items increases, cost will fall and bulk buying can be facilitated. In the end, it will be a

commercial decision for businesses. It may well be that customer demand pushes them down the plastic free route.

**How much will it cost the town council?**

12. The town council's costs will be limited to those incurred in meeting recommendation 3 above. That said, Turn Lyme Green is a voluntary organisation with limited, member generated, funds. So it will be applying for a grant from the 2018/19 scheme.

**Acknowledgement**

13. I gratefully acknowledge the assistance given by Turn Lyme Green in the preparation of this report.
14. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

Cllr Richard Doney  
February 2018



**Committee:** Tourism, Community and Publicity

**Date:** 7 March 2018

**Title:** Gateway Card Review

**Purpose of Report**

To allow members to review the Gateway Card scheme after the first year of operation and to consider any changes to the scheme

**Recommendation**

- a) Members review the Gateway Card scheme after the first year of operation
- b) Members consider whether to include Uplyme and Charmouth in the Gateway Card scheme

**Background**

- 1. The Gateway Card is a scheme for Lyme Regis residents to receive discounts and special offers from participating local businesses.
- 2. The cards were designed through a competition entered into by pupils at St Michael's Primary School and the Woodroffe School, and two designs were chosen.
- 3. It was launched on 3 April 2017. Cards were sent by post to every person on the electoral register. Those who were not on the electoral register (including under 18s) were able to collect cards from the council office with proof of a Lyme Regis address.
- 4. A new page was created on the council's website, providing information about the scheme and a list of participating businesses and their current offers.
- 5. There are currently 22 participating businesses, as well as the council, and several others have expressed an interest. Participating businesses were given window stickers and posters to display in their premises.
- 6. Before launching the card, members considered if the card should be for Lyme Regis residents and businesses, only, or if the scheme should be extended to Uplyme and Charmouth. It was agreed at the time to 'make the residents' discount card available to Lyme Regis residents, only, for the first year as a trial and to review this position after this period.'

**Report**

- 7. The scheme has now been operating for almost a year. Members are therefore asked to review this position and consider whether to issue the card to residents

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in Uplyme and Charmouth, as well as invite businesses in those villages to participate in the scheme.

8. There has inevitably been some local businesses that have closed down in the last year, and some that have opened, as well as new residents to the town. As such, officers feel it would be beneficial to have a 'soft re-launch' of the card. This may encourage more businesses to participate and remind residents of the benefits of the card and who participates.
9. If members also decided to include Uplyme and Charmouth in the scheme, this could be incorporated into the re-launch.
10. Clearly there will be a budgetary implication if members decided to include Uplyme and Charmouth. There are plenty of cards left over, which would go some way, but more would probably need to be produced. Without knowing exactly how many we have left over and how many more we will need, it's difficult to estimate the cost of this. However, the population of Uplyme is around 1,600, and Charmouth is around 1,300.
11. If it was decided to include Uplyme and Charmouth in the scheme, officers would not suggest posting the cards as previously, as this would be a considerable extra expense.
12. There was a one-off amount of £5,000 in 2016/17 budget for the Gateway Card, but no ongoing budget allocated to this project. However, there is a budget for printing which has around £300 unallocated and could be used for this purpose.
13. Members are also asked to consider if they think any other changes need to be made to the scheme to improve it.
14. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

Adrianne Mullins  
Administrative officer  
March 2018

**Committee:** Tourism, Community and Publicity

**Date:** 7 March 2018

**Title:** Chamber Of Commerce

**Purpose**

To update members on the progress of setting up a chamber of commerce in Lyme Regis

**Recommendation**

Members consider whether to provide start-up funding to form a Lyme Regis Chamber of Commerce, with affiliation to the Dorset Chamber of Commerce and Industry

**Background:**

1. A report was considered by this committee on 11 October 2017 regarding the possibility of setting up a chamber of commerce for Lyme Regis. It was subsequently resolved 'to agree to take forward the idea of setting up a chamber of commerce in Lyme Regis, affiliated to the Dorset Chamber of Commerce, and agree to consult with traders and all types of workers, to determine if this would be suitable for Lyme Regis'.
2. It was reported to the last meeting of this committee on 24 January 2018 that there was very little interest in forming a chamber of commerce but one last effort would be made.
3. It was also suggested at that meeting that the council could consider providing start-up funding to encourage businesses to join.

**Report**

4. Enquiries have been made with the Dorset Chamber of Commerce and Industry (DCCI) about membership fees and benefits.
5. Traders can become a member of DCCI as an individual business and the cost of membership depends on the size of the business. For example, at the lowest end of the scale, a sole trader would pay £220 + VAT per year, and at the other end of the scale, a business with more than 1,001 employees would pay £2,300 + VAT per year. Regardless of business size, the registration fee is an additional £30.
6. The DCCI also works in partnership with town chambers across Dorset through its affiliation programme. The aim is to develop complementary services, work together, share best practice, and provide a platform for business engagement with stakeholders at a high level. Town chambers which are currently affiliated are: Bournemouth, Broadstone,

## AGENDA ITEM 12

Dorchester, Ferndown, Poole, Shaftesbury, Swanage, and Weymouth and Portland.

7. The annual cost for affiliation is £137, irrespective of the number of members in the town chamber.
8. If members are inclined to provide some financial support to a Lyme Regis chamber, the council could pay for the affiliation, which may encourage businesses to join the town chamber. There are many benefits to being affiliated to DCCI, including having a direct link to the British Chambers of Commerce, two town chamber conferences a year, and the opportunity to attend DCCI events and training. These benefits may provide an incentive to Lyme Regis businesses to join the town chamber.
9. The council could provide a further incentive to join through membership fees of the town chamber. DCCI does not advise offering free membership for the first year, as it is likely there would be an influx of businesses joining, who would leave after the first year when membership fees are payable. However, members may wish to consider reduced fees for the first year. Thought would also need to be given as to whether reduced fees would be applied for the first year the chamber is in operation, or for the first year of a business's membership.
10. As a guide, the Dorchester Chamber for Business charges £50 per year for small businesses, and £125 for large businesses. Small businesses are those with less than 30 employees within the DT postcode and/or within a 20-mile radius of Dorchester, or charities.
11. Members may wish to consider slightly different criteria and charges, but this provides a good guide.
12. Members are also asked to consider the scope for the Lyme Regis chamber – it may be beneficial to consider a chamber for Lyme Regis and district, which could incorporate businesses from within a certain radius of the town. As there hasn't been a huge amount of interest in a town chamber so far, widening the net might attract more businesses.
13. If members wish to take this further, it is also suggested a breakfast meeting is arranged, to which local businesses will be invited to discuss a town chamber. This could also be an opportunity to promote the Gateway Card.
14. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

Adrianne Mullins  
Administrative officer  
March 2018

**Committee:** Tourism, Community and Publicity

**Date:** 7 March 2018

**Title:** iCoast Website

**Purpose of Report**

To report on a visit to the iCoast website workshop at Weymouth and Portland Sailing Academy on 7 February 2018

**Recommendation**

- a) Members consider, in principle, financially supporting the upgraded version of the iCoast website, at a suggested price of £52 per year, but at a level to be further discussed and agreed
- b) Members agree further discussions should take place with iCoast to determine how the website could be better linked with lymeregis.org

**Background**

1. The iCoast website ([www.icoast.co.uk](http://www.icoast.co.uk)) is a site to help people plan activities on the Dorset coast, with information on 26 different watersport and coastal activities, including in Lyme Regis.
2. The website was originally developed as an interactive website which uses map-based tourist information to help visitors to plan their visits and discover a wide range of watersports and coastal activities available on the Dorset coast.
3. A link to the iCoast website is on lymeregis.org, but this may be an opportunity to work more closely with iCoast to link the two sites.

**Report:**

4. I attended a workshop at Weymouth and Portland Sailing Academy on 7 February, which was held to gather feedback and ideas to help develop the website.
5. Five groups were formed and answered various questions, discussed what they wanted to see on the new site, what needed improving, and what needed to be removed.

**What are the problems?**

6. The website needs upgrading. It has an out-of-date server, its system performance is inhibited and its security poor. The continuance depended on the input by everyone who attended the workshop. The



information gathered will be collected, analysed and sent to participants.

**Indication of usage**

7. At present, with no proper management and no marketing, the site has about 70 hits a day, each spending between two and four minutes on the site. Without any marketing, 45,000 people visited the site last year.

**What Needs To Be Done?**

8. It is felt stakeholders should be able to manage their own content. It needs to be user-friendly and the mobile version must translate in an easy-to-read way. The site needs updated software, maps and information. A cost may need to be charged and participants were asked what they felt about this.
9. It was also suggested stakeholders and councils could help financially towards the cost of upgrading the website. There was a suggestion of £52 (£1 a week), but this was not agreed.
10. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

Cllr Cheryl Reynolds  
February 2018

**Committee:** Tourism, Community and Publicity

**Date:** 7 March 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 – 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
  - Dorset police and crime commissioner – Policing precept
2. **Appendix 14A** 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 28 March 2018.

Adrianne Mullins  
Administrative officer  
February 2018

## Managing Consultation Exercises

## APPENDIX 14A

| 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<br>Council consideration at S&F 19/10/16<br>LRTC's social media | LRTC support for 2b<br><br>Dorset-wide response – support for 2b. Six out of nine councils voted to support the unitary councils | On 26 February 2018, Sajid Javid, the minister for communities and local government, approved plans to create two new unitary authorities in the county, replacing the existing nine councils. Each authority will deliver all local government services in their respective areas. One will cover Bournemouth, Christchurch and Poole, and the other will serve the rest of the county.<br><br>Subject to legislation, the new councils will come into existence in April 2019. Parliamentary Orders will follow later this year and decision-making bodies will be appointed to determine the structure, budget and service delivery models of each new council. |
| 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   |

## Managing Consultation Exercises

## APPENDIX 14A

|  |          |          |                                     |  |  |   |
|--|----------|----------|-------------------------------------|--|--|---|
| NHS Dorset<br>Clinical<br>Commissioning<br>Group – Clinical<br>services review <ul style="list-style-type: none"> <li>• Integrated community services</li> <li>• Use of major hospitals</li> </ul> | 01/12/16 | 28/02/17 | The public through a questionnaire  | Public meeting 12/12/16<br>LRTC's social media<br>LRTC members' briefing | 12,000 questionnaires<br>1,000 telephone surveys<br>1,800 people attended drop-in events | <p>In August 2017, the NHS Dorset Consultation headline response was published.</p> <p>Almost 22,000 responses were received on the specific options for Dorset 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> |
| West Dorset District Council – Local Plan  | 06/02/17 | 03/04/17 | Statutory consultees and the public | Extraordinary Planning Committee meeting held,                           | Recommendations approved by Full Council, 29 March 2017 in                               | <p>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</p>  |

## Managing Consultation Exercises

## APPENDIX 14A

|   |          |          |   |   |   |
|---|----------|----------|---|---|---|
|   |          |          | 14 March 2017.<br>LRTC's social media and website | response to consultation questions.<br>Accompanying letter sent to WDDC providing context to answers. | 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   | The plan will be submitted to the Secretary of State, along with all the responses received and the supporting documents that have been prepared. The mineral sites plan will be subject to a public examination with a planning inspector.   |
| Pre-Submission Draft Bournemouth, Dorset and Poole Waste Plan         | 01/12/17 | 31/01/18 | The public  | LRTC's social media and members' briefing   | The plan will be submitted to the Secretary of State, along with all the responses received and the supporting documents that have been prepared. The waste plan will be subject to a public examination with a planning inspector.   |
| South Western Railway timetable consultation, affecting services      | 29/09/17 | 22/12/17 | Customers 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   |

## Managing Consultation Exercises

## APPENDIX 14A

|   |          |          |                             |                     |  |  |
|---|----------|----------|-----------------------------|---------------------|--|--|
| to and from Axminster, Honiton, Exeter, Dorchester and Weymouth           |          |          |                             |                     |  | expected to be implemented in December 2018.   |
| Dorset County Council - Supporting families with young children in Dorset | 28/11/17 | 14/01/18 | The public and stakeholders | LRTC's social media |  |  |
| Dorset Police and Crime Commissioner – police precept                     | 19/12/17 |          | The public and stakeholders | LRTC's social media |  | The office of the police and crime commissioner engaged with 4,817 people during the consultation. Of those 90% agreed policing in Dorset required more investment, and 79% said they would be prepared to pay an additional £1 a month to support this. The police precept will be increased in 2018/19. The average band D property will pay £206.58 for policing, compared with £194.58 in 2017/18. |