



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

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 25 April 2018 commencing at 7pm, when the following business is proposed to be transacted:

John Wright
Town Clerk
19.04.18

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 7 March 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 7 March 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 meeting held on 16 March 2018

9. Grant Agreement Review, LymeArts Community Trust

To inform members of the grant agreement review meeting with LymeArts Community Trust on 7 March 2018

10. Community Week

To inform members of proposals which are being worked up for an event on 16 August 2018 and to seek members views on these proposals and the associated cost

11. Event Organisers' Meeting, 29 March 2018

To allow members to consider the notes and of the meeting which took place on 29 March 2018

12. Purchase of Two-Way Radios

To allow members to consider a request from event organisers to purchase 15 two-way radios

13. Properties at Garmans Field, Provision of Waste and Recycling Bins

To seek the view of members on how best to take up the issue of the refusal of Dorset Waste Partnership to provide, free-of-charge, waste and recycling bins for the residents of the newly-constructed and occupied affordable houses at Garmans Field, Lyme Regis

14. Story Boat

To allow members to consider a proposal by Gail McGarva to site the Story Boat on the seafront on a more permanent basis

14. Managing Consultation Exercises

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

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 7 MARCH 2018

Present

Chairman: Cllr Mrs C. Reynolds

Members: Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr S. Larcombe, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

Absent: Cllr D. Hallett, Cllr P. Ridley

17/71/TCP Public Forum

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

17/72/TCP Apologies

Cllr P. Hicks

17/73/TCP Minutes

Proposed by Cllr G. Turner and seconded by Cllr Mrs M. Ellis, the minutes of the meeting held on 24 January 2018 were **ADOPTED**.

17/74/TCP Disclosable Pecuniary Interests

There were none.

17/75/TCP Dispensations

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

17/76/TCP Matters arising from the minutes of the previous meeting held on 24 January 2018

Managing consultation exercises

Cllr Mrs M. Ellis said she would be meeting with the Dorset police and crime commissioner, Martyn Underhill, on 19 April 2018.

LymeArts Community Trust

The deputy town clerk said the lease had not yet been sent to members but this would be done.

Skatepark

Cllr S. Larcombe asked if there was a snagging list which Wheelscape would be dealing with.

Cllr Mrs C. Reynolds said any outstanding issues would be listed and agreed.

17/77/TCP Update Report

Seafront wi-fi

Cllr J. Scowen asked when the system would officially go live.

The deputy town clerk said it would be beneficial to have one more week of fine tuning before it was officially launched.

Coastal Communities Fund

Wendy Davies from LymeForward was invited to speak to members about the round five bids.

Mrs Davies said the Coastal Communities Team (CCT) had put together a list of projects it felt fitted the funding criteria and were achievable in the timescale.

She said Dorset Coast Forum (DCF) had arranged a meeting on 13 March 2018 to discuss whether a portfolio bid should be submitted, as this was successful in the previous round of bids. If it was a portfolio bid, the chosen theme would affect the type of bid submitted. She said the Lyme and Charmouth bids couldn't be decided until after the meeting.

Mrs Davies said they had been informed there was an economic emphasis this year; projects had to either provide new jobs or preserve existing ones.

Mrs Davies said the list of ideas which would be submitted to DCF was as follows:

- Signage
- Seafront railings
- Walking routes around the town
- Marine Theatre front-of-house
- Theatre Square
- Improve Jane Austen gardens
- Town app
- Charmouth seafront enhancement scheme

It was agreed the full list would be sent to members.

17/78/TCP Minutes of the WWI Commemorations and Memorial Refurbishment Working Group meeting held on 17 January 2018

Cllr B. Larcombe said the council should try to ensure events such as these did not use single-use plastic items.

The minutes of the meeting were **RECEIVED**.

17/79/TCP WWI Commemoration Trench and Union Flags

Cllr Mrs C. Reynolds said she was concerned the trench would be unsafe and not well enough protected, especially at night. She said she had spoken to the council's geotechnical engineer about the proposal, who was concerned about the impact it would have on the stabilisation works and drainage.

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** not to approve the building of a trench in the gardens, but to purchase Union flags and fly them along Broad Street to commemorate the centenary of the end of the First World War.

17/80/TCP Making Lyme Regis a Plastic-Free Town

Cllr R. Doney asked members to support the initiative and publicly show its support for Turn Lyme Green in leading the initiative.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to support the plastic-free initiative led by Turn Lyme Green by promoting the initiative and by supporting events, to appoint Cllr R. Doney to the Plastic Free Lyme steering group, and the council leads by example by removing single-use plastic items from its premises and operations.

17/81/TCP Gateway Card Review

There was general agreement that Uplyme and Charmouth should be involved in the Gateway Card scheme. However, Cllr Mrs M. Ellis suggested the businesses which were already involved in the scheme should be consulted on whether they were in favour of this or not.

Cllr B. Larcombe asked if there was any idea of how much the cards had been used since the launch.

The administrative officer said it was suggested the Gateway Card could be re-launched, possibly at a breakfast meeting and with the inclusion of Uplyme and Charmouth, and feedback from businesses could be gathered at that meeting.

Cllr Mrs M. Ellis said she would not be in favour of extending residents' parking concessions to Uplyme and Charmouth, and there was general agreement on this.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support in principle Uplyme

and Charmouth joining the Gateway Card scheme, subject to consultation with businesses already participating and those in Uplyme and Charmouth.

17/82/TCP Chamber of Commerce

Cllr B. Larcombe said as local businesses had not shown much interest in setting up a town chamber, he was not in favour of the council providing start-up funding. He said individual businesses could still join the Dorset Chamber of Commerce and Industry if they chose to.

Most members agreed with this view, and noted that the council had worked hard to facilitate the setting up of a town chamber, but with little interest shown.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue the idea of a chamber of commerce in Lyme Regis.

17/83/TCP iCoast Website

Members discussed whether to support the upgrading of the iCoast website or to concentrate on improving the town council's own tourism website.

The administrative officer said the iCoast website featured events and activities in Lyme Regis, so it would provide more publicity for the town, in addition to the official tourism website.

Proposed by Cllr S. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to agree, in principle, to financially support the upgraded version of the iCoast website, at a suggested price of £52 a year but to be further discussed and agreed, and to agree that further discussions take place with iCoast to determine how the website could be better linked with lymeregis.org.

Cllr R. Doney told the meeting about a project by the National Coastal Tourism Academy called England's Coast, which promoted the coastline to international visitors. This included a website. englandscoast.com, where visitors could construct itineraries for their visit. He said this year there was an international marketing show in Holland, Germany and France, which linked in with the council's objective to promote Lyme to foreign visitors.

17/84/TCP Managing Consultation Exercises

Cllr B. Larcombe asked if there were any updates on the proposed Dorset National Park, which the council was previously consulted on.

The deputy town clerk said the council hadn't received any updates but he was aware it was being discussed again.

The meeting closed at 8.21pm.

Committee: Tourism, Community and Publicity

Date: 25 April 2018

Title: Matters arising from the minutes of the previous meeting held on 7 March 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

17/76/TCP – Matters arising from the minutes of the previous meeting held on 24 January 2018

LymeArts Community Trust

The lease was emailed to members on 28 March 2018.

17/77/TCP – Update Report

Seafront wi-fi

A press release was issued on 26 March 2018 to announce the system had officially gone live.

No particular problems or issues have been notified to the council to date.

Cllr R. Doney has expressed an interest in better understanding the 'back office' and technical/data/customer support functions and this is in the process of being arranged via Club WiFi.

17/79/TCP – WWI Commemoration Trench and Union Flags

The Union flags will go up in Broad Street in August. Updates on other commemoration events are included in the minutes of the recent working group meeting, agenda item 8.

17/80/TCP – Making Lyme Regis a Plastic-Free Town

The Plastic Free Lyme steering group has drawn up an action plan which will enable the campaign to satisfy the five requirements for achieving Surfers Against Sewage accredited status. SAS have been contacted and their supportive

response has assured the steering group that the approach being taken will lead to accreditation. A great deal of work has been carried out in making contact with shops, accommodation providers, etc. Their response has been very positive. There is clearly a general will to pursue the plastic-free route.

17/81/TCP – Gateway Card Review

Officers have written to all participating businesses informing them of the proposed changes to the scheme, i.e. to invite Uplyme and Charmouth to join, and to give them notice the scheme will be re-launched to hopefully attract new businesses to join.

The parish council clerks at Uplyme and Charmouth have also been informed of the proposed changes.

Businesses in Uplyme and Charmouth will be contacted separately, as well as other businesses in Lyme Regis who are not currently part of the scheme.

It is intended to hold a breakfast meeting in the near future, to which all businesses in Lyme Regis, Uplyme and Charmouth will be invited.

17/83/TCP – iCoast Website

A report from the event attended by Cllr Mrs C. Reynolds has not yet been provided by Dorset Coast Forum.

Officers have contacted Dorset Coast Forum to arrange a meeting to discuss how the iCoast website and lymeregis.org could be linked together to provide mutual benefits.

17/84/TCP – Managing Consultation Exercises

Shortly after the last meeting, a newsletter on the proposed Dorset and East Devon National Park was received by the office and hard copies were provided to members.

Mark Green
Deputy town clerk
April 2018

Adrianne Mullins
Administrative officer

Committee: Tourism, Community and Publicity

Date: 25 April 2018

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

Report

Sculpture Trail

The new sculptures have been added to the council's insurance policy as previously agreed. Liaison is continuing about new information boards which may also provide additional information about the gardens and other nearby facilities. Discussions are also ongoing about the future development of the project, including additional sources of funding.

Coastal Communities Fund round 5 bids

Further to the report to the last meeting of Full Council on 28 March 2018, a bid to round 5 of the Coastal Communities Fund (CCF) has been submitted on behalf of the local Coastal Communities Team covering the various topics referred to at the meeting of Full Council.

The bid is based on a 'portfolio' approach for the whole of the Dorset area.

The total value of the 'local' bid is £700k, of which £590k would come from CCF. In the case of Lyme Regis, none of the 'local' match funding involves 'new' or unbudgeted expenditure.

Litter Free Takeaways and Kiosks

Dorset Coast Forum (DCF) shortlisted four artists to create an artistic piece to engage with the public on single-use plastic. DCF has not yet informed officers which artist and project was chosen, but this has been chased up.

Skatepark

The snagging works are due to be completed w/c 16 April 2018. A verbal update will be provided at the meeting.

Weather station

The weather station is currently not working and updating correctly.

AGENDA ITEM 7

If the issues cannot be resolved very quickly then it will be taken offline until a permanent 'fix' can be identified.

Lyme Regis Guide 2018

As of 1 April 2018, 14,901 brochures had been requested and mailed out. This is compared to 13,786 at the same point in 2017.

Mark Green
Deputy town clerk
April 2018

Adrianne Mullins
Administrative officer

LYME REGIS TOWN COUNCIL

WW1 COMMEMORATIONS AND MEMORIAL REFURBISHMENT WORKING GROUP

MINUTES OF THE MEETING HELD ON FRIDAY 16 MARCH 2018

Present

Members: Cllr Mrs M. Ellis, Mr P Evans (RBL), Mr I. Marshall (RBL), Ms G. Rabbitts (Marine Theatre), Mr A. Vian (town crier)

Officers: Mr M. Adamson-Drage (operations manager), Miss F. Heffernan (admin assistant), Mrs A. Mullins (admin officer)

1. Apologies

Mr D. Tucker

2. Minutes

Proposed by Mr I. Marshall and seconded by Mr P. Evans, the minutes of the meeting of the working group held 17 January 2018 were **AGREED**.

3. Update on the Rifles

The admin assistant updated members on recent communications with Lieutenant Colonel Andrew Trelawny. He said the band and bugles should be available on the 21 or 22 September 2018, but would confirm this with the admin assistant the following week.

The admin assistant said she would update the committee at the next meeting.

The operations manager told the committee the silent soldiers have arrived and asked when members would like to start putting them in different locations around the town.

Members discussed the most preferable locations for the silent soldiers and decided to have one at each entrance to the town, one at Bell Cliff, one at the Marine Theatre and one at the entrance to Langmoor Gardens.

The admin officer said the soldiers could be moved regularly and could do a story on them, encouraging children to find the silent soldiers.

Mr I. Marshall updated members on the competition for the wreath message.

Mr A. Vian arrived at 2.17pm.

4. Update on Proposed Trench in the Gardens

The operations manager told members the council had voted against the idea of having a trench in the gardens, therefore the plans would not be going ahead.

The operations manager asked what date members wanted the flags up through the town and how long for, so he knew when they would need to be ordered by.

Members agreed flags should be put up at the end of August so they are still in good condition for when the Rifles come to the town.

Mr I. Marshall said the RBL were keen for the dedication service to take place around the war memorial regardless of weather conditions. He said he had already spoken to Rev. Jane Skinner who was happy with the idea.

Members agreed the service would take place around the war memorial and Mr A. Vian said he would look into the road closure.

Ms G. Rabbitts confirmed the theatre had booked War Horse for 9 September 2018 and asked members whether they would like a speaker or someone to introduce the film. She suggested Michael Morpurgo or a local resident with knowledge of World War 1.

Mr I. Marshall confirmed the Festival of Remembrance would be on 28 October 2018.

5. Alternative Commemoration Ideas

The admin officer put forward some alternative commemoration ideas to members.

There was general support for buying each child at the three schools, St Michael's, Mrs Ethelstons and Charmouth Primary, a packet of poppy seeds for them to plant at home, as well as a selection of children's books relating to WW1 for each class.

The admin officer suggested a trench cake baking competition and a local public figure could judge it.

Mr A. Vian said members could provide each child at the three schools with a recipe and the competition date.

Cllr Mrs M. Ellis said it would be good to tie the cake baking competition into an event, perhaps the Poppy Run, and give a prize for the best trench cake, such as a set of WW1 books for a child to have at home or a voucher. She said it may be a good idea to have an adults' and a children's prize.

There was general support for this idea.

Members discussed the idea of a poppy garden in Langmoor Gardens.

The admin officer suggested people could purchase a poppy on a wooden stake for £1, write a message on it and place it in the area designated for the poppy garden. She said local places could stock them, such as the library and the museum and proceeds could perhaps go to the RBL.

AGENDA ITEM 8

Mr P. Evans suggested the RBL could approach a local speaker to present a talk around the war memorial.

Mr I. Marshall said he would look into this and report back to members at the next meeting of this committee.

Mr A. Vian said he would be happy to go into the local schools and do a talk with artefacts and replicas he had. He said he would approach the headmaster of St Michael's to begin to arrange this.

Mr A. Vian told members the Candles on the Cobb committee were planning to make a large poppy on the sandy beach, staining the glasses red to create a large red poppy.

Mr P. Evans left the meeting at 2.51pm.

The admin assistant said she would put together a list of events in the town for the next meeting of the committee, so members could decide on dates for the WW1 events to take place.

The meeting finished at 2.54pm.

Committee: Tourism, Community and Publicity

Date: 25 April 2018

Title: Grant Agreement Review, LymeArts Community Trust

Purpose of Report

To inform members of the grant agreement review meeting with LymeArts Community Trust on 7 March 2018

Recommendation

Members note the report

Background

1. The town council grant funds LymeArts Community Trust: (LACT): on 3 February 2016, the Full Council agreed grant funding of £30,000pa for 2016-17, 2017-18, 2018-19 and 2019-2020. As part of this agreement, LACT has to allocate 20% (£6,000) from the town council's allocation to major works.
2. The grant agreement which supports this funding was approved by the Full Council on 13 July 2016 and the agreement was signed by both parties on 8 September 2016.
3. A condition of the grant agreement is meetings will take place in March and September each year to review and evaluate the work of LACT against this agreement.
4. Any material issues arising out of these meetings will be reported to this committee, which is LACT's principal link with the town council.
5. Following consideration by this committee on 12 October 2016, on 2 November 2016 the Full Council resolved, 'to agree a sum of up to £2,500 is paid to LymeArts Community Trust to pay for drainage costs, and to deduct this amount from the next three grant payments.' This resolution amended LACT's payment schedule for quarter four in 2016/17 and quarters one and two in 2017/18.
6. Following consideration by the Strategy and Finance Committee on 1 February 2017, later that evening an extraordinary meeting of the Full Council resolved:

'to approve a proposal to bring forward £15,000 of grant payments to Lyme Arts Community Trust from the third and fourth quarters of its 2019/20 grant allocation on condition Lyme Arts Community Trust raises £15,000 itself by 1 October 2017, puts £1,500 from future town council grant payments in to a capital reserve from 1 October 2017 onwards, provides the council with two seats on its board, and provides council officers with monthly copies of its management accounts, subject to Lyme Arts Community Trust providing its current creditors and debtors' list to the town clerk and finance manager before any monies are released, and if officers identify anything that puts the council at risk, they do not authorise the payment.'

7. On 3 February 2017, the finance manager and town clerk met with LACT's chairman to review its year-end forecast, debtors and creditors. The town clerk's assessment was LACT offered up enough information and assurances at this meeting to bring forward the release £15,000 of grant payment which had been scheduled for payment in the third and fourth quarters of 2019/20.
8. This committee last reviewed LACT's grant agreement on 11 October 2017. At that meeting members were informed LACT had in place a comprehensive set of accounts which provide a good understanding of its business, and its year-to-date surplus at 31 July 2017 was £3,960.
9. At that meeting, members' attention was drawn to the accounting application of the £15,000 brought forward from LACT's 2019/20 grant allocation, i.e. from May 2017 onwards, LACT's profit and loss account is supported by this allocation by £1,364 per month and that the removal of this subsidy from LACT's profit and loss account would result in a deficit.

Report

10. On 7 March 2018, a meeting took place with LACT to review its performance against its grant agreement. The meeting was attended by Nigel Clegg, Paul Edmonds and Gabby Rabbits from LACT, the council's lead member for LACT, Cllr J. Scowen, and the town clerk.
11. At the meeting, LACT reported mixed performance between August 2017 and January 2018: August, September, October and January were ahead of budget; November and December were below budget.
12. Overall, at end-January 2018 LACT had an actual surplus of £11,475 against a budget surplus of £5,987, i.e. LACT was £5,488 ahead of its budget.
13. Although LACT has a budget surplus of £11,475 at end-January 2018, members need to be mindful of the level of subsidy in the management accounts, see paragraph 9. If this subsidy is removed from LACT's management accounts, the surplus at end-January becomes a deficit of £793.
14. LACT stated that based on its programme, bookings and takings to date, it was optimistic February and March's financial performance would be ahead of budget.
15. LACT's chairman confirmed there had been no breaches of governance and there are no other risks facing the organisation that the council needed to be made aware of.
17. Any recommendations from this committee will be considered by the Full Council on 9 May 2018.

John Wright
Town clerk
April 2018

Committee: Tourism, Community and Publicity

Date: 25 April 2018

Title: Community Week

Purpose of Report

To inform members of proposals which are being worked up for an event on 16 August 2018 and to seek members views on these proposals and the associated cost

Recommendation

Members consider the proposals and a budget of up to £3,000 for a Lyme Regis air show on 16 August 2018 and instruct the town clerk

Background

1. Last year, the Red Arrows were the main event during Lyme Regis Community Week.
2. Although an application was submitted to request the return of the Red Arrows in 2018, the request was declined due to engineering works on the specified day. However, as an alternative, the council has been offered the RAF Falcons' display team on Thursday 16 August 2018.
3. To support the RAF Falcons' display team, the co-ordinator of the last two Red Arrows' visits has been in contact with a private company who fly a bi-plane with a wing-walker.
4. In addition, the council has been put in touch with a company that provides a Spitfire for events, and separate enquiries have been made about a Swordfish plane from the Royal Naval Historic Flight based at RNAS Yeovilton.
5. Together these events constitute an air show which would be a major feature of Lyme Regis Community Week which runs from 13 to 19 August 2018.
6. Discussions with these organisations are at an early stage and no firm commitments have been entered in to.
7. In considering whether to proceed with drawing these organisations together to create an air show on 16 August 2018, there are considerations: the appointment of a flying display director, cost and insurance cover, and the administrative and logistical requirements of bringing the event together. In addition, the council may wish to seek an event sponsor to provide hospitality, particularly for the RAF Falcons' display team.

The flying display director

8. The flying display director who has overseen the recent Red Arrows' visits to Lyme Regis isn't available on 16 August 2018 and enquiries are being made to secure a replacement director. This appointment is essential and without it none of these events can take place.

Cost

9. The estimated costs are:

	Cost £	Insurance £
RAF Falcons' display team	2,500, plus VAT	314
Bi-plane and wing-walker	3,500, plus VAT	
Spitfire ¹	2,000, plus VAT	
Swordfish	1,000, plus VAT	300
Flying display director	1,000, plus VAT	

10. The co-ordinator of the last two Red Arrows' visits believes he can raise £10,000 towards this event. The total cost of this event is estimated at £12-13,000, plus VAT². This leaves a deficit of around £2-3,000 which the council would have to meet.

Insurance

11. In some instances, the prices detailed above include insurance. Further discussions with each of these organisations and the council's insurer, Zurich, are required to understand the level of cover provided and the level of cover required by the council.

Administration and logistics

12. An event of this size is categorised as a medium-sized air show and as such requires the event organiser to meet a range of requirements.
13. Following the appointment of the flying display director, the most pressing requirement is to secure the attendance of the participating organisations and to negotiate timeslots.

Hospitality

14. Hospitality is usually offered to the RAF teams who have participated in Lyme Regis events. If members want to extend this hospitality in 2018 an event sponsor could be sought. Alternatively, the council could arrange and pay for hospitality.
15. Finally, this proposal is at a very early stage and, even if the council wants to put on an air show on 16 August 2018, there is a real possibility that either the

¹ The cost of the Spitfire is £1,000 for seven minutes. A 14-minute displayed is allowed for.

² The council can reclaim the VAT

AGENDA ITEM 10

council can't secure the services of a flying display director, can't meet civil and military aviation requirement or can't secure participants.

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

John wright
Town clerk
April 2018

Committee: Tourism, Community and Publicity

Date: 25 April 2018

Title: Event Organisers' Meeting, 29 March 2018

Purpose of Report

To allow members to consider the notes and of the meeting which took place on 29 March 2018

Recommendation

1. On 29 March 2018, the chairmen of Town Management and Highways and Tourism, Community and Publicity, and the town clerk met with event organisers. The notes of this meeting are attached, **appendix 11A**.
2. The town clerk ran through the council's event requirements and informed the meeting about the actions the council was taking to support events in the town.
3. The town clerk also informed the meeting the council would be reviewing its event management arrangements and would make available a model application form for events which took place on council-owned land. A report on event management, along with a procedure, will be submitted to this committee on 20 June 2018.
4. Requests were made by those attending the meeting, see **appendix 11A**. Most of these requests are operational and don't incur any cost; these are being actioned by the staff team.
5. There is a specific request for the council to purchase 15 two-way radios which will cost approximately £2,000; this request is dealt with elsewhere on this agenda.
6. Any recommendations from this committee will be considered by the Full Council on 9 May 2018.

John Wright
Town clerk
April 2018

Events Organisers' Meeting - The Guildhall - 29th March 2018 7.00pm

Present: Town Clerk John Wright, Councillors John Broom & Cheryl Reynolds, PCSO Amanda King, Alan Vian (Carnival) & Lynne Vian (Road Closures), Julie Sheppard + David (Jazz Festival), Gabrielle Rabbitts (Marine Theatre), Geoff Baker, Jo Street (Guitars on the Beach), Paul Oakley (Carnival), Irene Roper (RNLI), Nicky Taylor (Town Mill), Tricia Scott (Town Mill Arts) Richard Brann, Henry Pinney (Westland Classic Motorcycle Club), Tudor Barber (Dorset Street Food Fair), Richard Cridge (Rotary Club, Candles on the Cobb), Chris Boothroyd.

Apologies: Cllr Michaela Ellis - Mayor

John Wright, Town Clerk, welcomed everyone and said that these meetings would give us all an opportunity to think of better ways of doing things. He gave a really big thank you to all the event holders in making the town an 'event place to be'. He asked that the event holders produce plans and risk assessments and ran through some of the recurring issues:

- Parking vehicles for unloading was fine but a need to move vehicles after unloading was important.
- Rubbish to be sorted by the organiser.
- When using the roof above Swim and the amusement arcade to keep a perimeter space to avoid any items falling from the roof area and damaging people or property below.
- The town clerk added the council would be reviewing arrangements around events and would be agreeing a policy and procedure shortly. This would include a model event plan.
- LRTC has better resources and now has a cleansing operative, a seafront attendant, and two full-time enforcement officers. There will also be a seasonal parking attendant coming soon.
- Planning permission for Charmouth Road park and ride has been granted from March - October but unfortunately due to the wetness of the ground we were unable to use it. A few dry days are needed before we can put the permission into effect.
- The Sidmouth Road park and ride planning application is in and we are commissioning a £25,000 traffic survey support a planning application for permanent consent from 2019 onwards.

- The council is considering proposals for the gardens. A) Lighting in the gardens, B) Roof replacement over Swim and the arcade to be replaced with a higher grade product to make it an amenity area, C) concert type facilities, to include a pop-up cinema in the park.
- LRTC is working with Turn Lyme Green to make this a 'Plastic-Free Town' and the council wants organisations to avoid plastic products.
- The council always used to arrange meetings with police, fire officers and organisers to get the best sense of what happens at events and we want to move back to this sort of relationship especially as we now have PCSO Amanda King.
- Event security – check perimeters, put someone in charge that is competent and can issue instructions to the public. Lyme is not high risk but we shouldn't be complacent. There is an event Safety Advisory Group (SAG) for events with over 3,000 people. Grant Armfield is the contact at West Dorset District Council. WDDC can upload to a site to gather information (resilience Direct).

Chris Boothroyd reminded everyone there was a 'private' Google Drive for event organisers with an event calendar and resources available. There was lots of publicity info. It was not up-to-date as organisers were not using it. Chris used to monitor the site but was forever chasing people up to keep it up to date. He had let it run for the last nine months and no one had used it! If it was not to be used it would be closed.

Requests made at the meeting:

1. New calendar to be accessed via LRTC website for events. Diary of events at LRTC needed careful monitoring.
2. Three-phase electrical cabling under new roof surfacing on roof area above Swim to enable supply for events while doing new surfacing.
3. Deal with recycling bins dumped in normal waste rubbish and not kept separate.
4. Bins to be emptied later in the evening especially during events.
5. Two bins on seafront still accessible to seagulls – replace
6. When events are staged at the performance area could DWP collectors empty bins from either end and not move the venue to get through and then return, especially when children are around?

APPENDIX 11A

7. Council to look into the price for renting two extra bins purchased by LRTC as an alternative to events' organisers purchasing these (to compare price).
8. 15 radios needed for stewarding events on the seafront. Range to one mile.
9. Cleaning of the pavilion. Contact operations manager to arrange.
10. Leaflets not up-to-date in the pavilion. Cheryl to update.
11. Sail over the performance area. John Broom to deal with. Look to find someone local who might be able to help ASAP.
12. Bus operation for the park and rides to be available until 10pm on event nights. Organisers to tell LRTC when they want this to happen. Information by next week please.
13. Event organisers need to know one of lifeboat crew trained as a paramedic and might be available for events.
14. PCSO Amanda King is available to contact through Bridport police station.
15. Send events' calendar to Amanda for her to see if possible for police presence at event.
16. A stage for LRTC to purchase and events' organisers to hire. LRTC to look into.
17. A meeting to be arranged for November 2018 to discuss how the events have gone during the year and update and bookings for 2019.
18. Amanda King distributed guidance leaflets on managing crowds at events.

The meeting ended at 9.05pm.

Committee: Tourism, Community and Publicity

Date: 25 April 2018

Title: Purchase of Two-Way Radios

Purpose of Report

To allow members to consider a request from event organisers to purchase 15 two-way radios

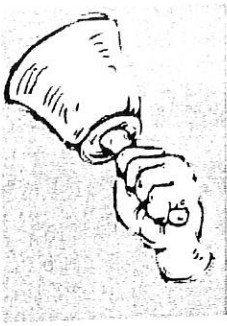
Recommendation

Members approve a budget of up to £2,000 to purchase 15 two-way radios and an operators' licence

Background

1. On 29 March 2018, the chairmen of Town Management and Highways and Tourism, Community and Publicity and the town clerk met with event organisers.
2. Event security and stewarding was discussed along with the cost of hiring two-way radios.
3. The meeting asked if the council could purchase two-way radios to support events.
4. Following the meeting, Alan Vian wrote to the town clerk with costs he had obtained, **appendix 12A**. The cost of six handsets is £703.86: without any negotiated discount, 15 handsets would cost £1,759.65.
5. In addition, a five-year operators' licence is £75.
6. Before any purchase is made, competitive quotes would be obtained.
7. Any recommendations from this committee will be considered by the Full Council on 9 May 2018.

John Wright
Town clerk
April 2018



APPENDIX 12A *Lyme Regis Town Crier*

Alan Vian, 2 Haye Close, Lyme Regis DT7 3NJ

01297 442220 alan@alanvian.co.uk

3rd April 2018

Councillor Cheryl Reynolds

Purchase of radios to be used for Lyme Regis Events

Dear Cheryl,

Thank you for considering the purchase of radios asked for at the recent Events Organisers' Meeting. I hope the following information will assist councillors in coming to a decision to purchase fifteen radios.

During the year there are road closures for several organisations which Lynne and I facilitate for them supported by a team of trained stewards. This year there are six closures (Easter Bonnet Parade, Sir George Somers Day, Carnival Procession, Folk Festival Procession, Remembrance Sunday, and Carols Around the Christmas Tree). Safety requires the stewards to keep in touch with each other and mobile phones only allow two-way rather than group exchanges.

Several events during the year attract very large crowds necessitating the deployment of safety stewards. Whereas I believe the suggestion of one steward to fifty people (recommended by Dorset Police) is somewhat extreme (we would need 400 stewards for Candles on the Cobb!!) our previous experience indicates that fifteen stewards is sufficient for events on Lyme Regis Seafront.

Committee: Tourism, Community and Publicity

Date: 25 April 2018

Title: Properties at Garmans Field, Provision of Waste and Recycling Bins

Purpose of Report

To seek the view of members on how best to take up the issue of the refusal of Dorset Waste Partnership to provide, free-of-charge, waste and recycling bins for the residents of the newly-constructed and occupied affordable houses at Garmans Field, Lyme Regis

Recommendation

- a) Members instruct officers to write to Yarlington Housing Group Ltd asking that they reconsider their decision not to pay for waste and recycling bins for each newly-constructed and occupied affordable home at Garmans Field Lyme Regis.
- b) Members instruct officers to also write to West Dorset District Council (WDDC) and Dorset Waste Partnership (DWP) asking that they reconsider their policy of charging for the initial supply of waste and recycling bins to newly-constructed affordable housing developments.

Background

- 1. At the extraordinary (grants) meeting of Full Council held on 4 April 2018, members considered and rejected an application from Lyme Regis Community Land Trust for a grant towards the cost of paying for waste and recycling bins for the newly-constructed affordable housing development at Garmans Field, Lyme Regis.
- 2. Members noted that since 24 June 2017, DWP had charged the sum of £54 for containers to new properties, whether open-market or affordable. Those bins remained the property of DWP, irrespective of who had paid for them.
- 3. While it was open for the developer to pay for containers, Yarlington Housing Group Ltd had not been willing to do this for the development at Garmans Field; instead leaving payment to individual residents.
- 4. Although members had felt this situation to be unfair and unreasonable, it was not felt to be an appropriate use of the grants budget and it was resolved 'to reject the application from Lyme Regis Community Land Trust but to pursue the issue of bins for residents of Garmans Field through the relevant committee.'

Report

5. In the circumstances, it is considered that the only available course of action is to take up the issue in writing with both the developer and DWP, together with WDDC.
6. It is suggested that members instruct officers to write to Yarlington Housing Group Ltd asking that they reconsider their decision not to pay for waste and recycling bins for each newly-constructed and occupied affordable home at Garmans Field.
7. It is further suggested that members instruct officers to write to Dorset Waste Partnership (DWP) and West Dorset District Council (WDDC) asking that they reconsider their policy of charging for the initial supply of waste and recycling bins to newly-constructed affordable housing developments.
8. Any recommendations from this committee will be considered by Full Council on 9 May 2018.

Mark Green
Deputy town clerk
April 2018

Committee: Tourism, Community and Publicity

Date: 25 April 2018

Title: Story Boat

Purpose of Report

To allow members to consider a proposal by Gail McGarva to site the Story Boat on the seafront on a more permanent basis

Background

1. Boat builder Gail McGarva was given permission to site the Story Boat on Marine Parade for the early part of 2018 until Easter. During this time it was used for story-telling to children and was a point of interest for tourists on the seafront. Later this year she intends to take it on a tour of schools and events. It is currently sitting in Theatre Square.

Report

2. Gail McGarva would like a more permanent home for the Story Boat and would like to situate it somewhere on the seafront as she feels it is an asset to the town. The boat is quite mobile and can be moved from place to place as necessary and so would not require the same permanent spot. From time-to-time she intends to take it away to schools and events.
3. Any recommendations from this committee will be considered by Full Council on 9 May 2018.

Matt Adamson-Drage
Operations manager
April 2018

Committee: Tourism, Community and Publicity

Date: 25 April 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
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 9 May 2018.

Adrianne Mullins
Administrative officer
February 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	Subject to legislation, the new councils will come into existence in April 2019. Parliamentary Orders are anticipated by end-May/early-June and, once approved, an interim executive 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.
NHS Dorset Clinical Commissioning Group – Clinical services review • Integrated community services	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	The decision to reorganise Dorset NHS hospital services will face a judicial review. Pressure group Defend Dorset NHS applied for a judicial review and has been granted a full hearing. A date for the hearing at London's

Managing Consultation Exercises

APPENDIX 15A

<ul style="list-style-type: none"> Use of major hospitals 				LRTC members' briefing	1,800 people attended drop-in events	Administrative Court is yet to be set but it will be no earlier than May.
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		The Mineral Sites Plan was submitted to the Secretary of State for Communities and Local Government on 29 March 2018. Consultation on the Pre-Submission Draft, the final version of the plan, closed on 31 January 2018. The plan has now been submitted, along with all the responses received and the supporting documents that have been prepared. The Mineral Sites Plan will be

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		subject to a public examination with a planning inspector. The Waste Plan was submitted to the Secretary of State for Communities and Local Government on 29 March 2018. Consultation on the Pre-Submission Draft, the final version of the plan, closed on 31 January 2018. The plan has now been submitted, 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 to and from Axminster, Honiton, Exeter, Dorchester and Weymouth	29/09/17	22/12/17	Customers and stakeholders	LRTC's social media		<p>Following public consultation, a number of key issues were raised and SWR has been discussing these with the Department for Transport and amending its proposals for December 2018 accordingly.</p> <p>An outcome report is available on the SWR website southwesternrailway.com, along with a set of more regionally focused reports.</p> <p>Final timetables cannot be produced yet as they still need to be reviewed by Network Rail as part of the approval process.</p>

Managing Consultation Exercises

APPENDIX 15A

Dorset County Council - Supporting families with young children in Dorset	28/11/17	14/01/18	The public and stakeholders	LRTC's social media		No update
---	----------	----------	-----------------------------	---------------------	--	-----------