

Lyme Regis Town Council

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

Tel: 01297 445175 Fax: 01297 443773

email: enquiries@lymeregistowncouncil.gov.uk

Tourism, Community and Publicity Committee

Core Membership: Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr S. Larcombe, Cllr Mrs C. Reynolds, 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 1 August 2018 commencing at 7pm, when the following business is proposed to be transacted:

John Wright Town Clerk 26.07.18

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 20 June 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 20 June 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 22 June 2018

9. Policy and Procedure for Events on Council-Owned Land

To allow members to consider a policy and procedure for events held on council-owned land

10. Promoting Lyme Regis

To inform members of potential promotional opportunities with Visit Dorset

To allow members to start considering plans for the 2019 Lyme Regis guide

11. I Love Lyme Day

To inform members about an 'I Love Lyme Day' on 16 August 2018, to identify councillors who can donate time to support the day's events, and to approve expenditure of up to £4,000, incl. VAT to provide a firework display and to cover other sundry expenses on 16 August 2018

12. Youth Council at Woodroffe School

To allow members to consider allocating a budget to a youth council at Woodroffe School

13. Mary Anning Statue

To allow members to consider a proposal to site a statue of Mary Anning in Lyme Regis

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 20 JUNE 2018

Present

Chairman:

Cllr Mrs C. Reynolds

Members:

Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D.

Hallett, Cllr P. Hicks, Cllr S. Larcombe, Cllr J. Scowen, Cllr

G. Turner, Cllr S. Williams

Other members:

Cllr O. Lovell

Officers:

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

officer)

18/01/TCP Election of Chairman and Vice-Chairman

The mayor, Cllr Mrs M. Ellis opened the meeting.

Cllr S. Williams nominated Cllr J. Scowen as chairman of the Tourism, Community and Publicity Committee, seconded by Cllr D. Hallett.

Cllr Mrs M. Ellis nominated Cllr Mrs C. Reynolds as chairman of the Tourism, Community and Publicity Committee, seconded by Cllr S. Larcombe.

Cllr Mrs C. Reynolds was duly **ELECTED** as chairman of the Tourism, Community and Publicity Committee.

Cllr Mrs C. Reynolds nominated Cllr R. Doney as vice-chairman of the Tourism, Community and Publicity Committee, seconded by Cllr Mrs M. Ellis.

There being no other nominations, Cllr R. Doney was duly **ELECTED** as vice-chairman of the Tourism, Community and Publicity Committee.

18/02/TCP Terms of Reference

Proposed by Cllr J. Broom and seconded by Cllr R. Doney, the terms of reference were **RECEIVED**.

18/03/TCP Public Forum

Ms S. Sheehan

Ms Sheehan spoke in relation to agenda item 15, Request for Funding to Complete a Film about the Life of Mary Anning. She thanked the council for previously agreeing to provide funding, provided it was match funded, which she said hadn't been forthcoming. She said local businesses had rallied together to provide funding and she was now asking if the town council would

match fund the business contribution with a £5,000 grant. Ms Sheehan said the film was almost complete, and all that was left to do was editing and shots on the beach. She said BBC, ITV and the Natural History Museum had all got behind the film to promote it. She said she intended to hold a charity gala screening in Lyme Regis and the Marine Theatre had approached her to host the event. Ms Sheehan said she hoped to complete the film for a screening in the autumn.

18/04/TCP Apologies

There were none.

18/05/TCP Minutes

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, the minutes of the meeting held on 25 April 2018 were **ADOPTED**.

18/06/TCP Disclosable Pecuniary Interests

Cllr Mrs M. Ellis said the open-air cinema had made a donation to the mayor's charity and although this was not a pecuniary interest, she wanted to raise it in the interests of transparency.

18/07/TCP Dispensations

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

18/08/TCP Matters arising from the minutes of the previous meeting held on 25 April 2018

Gateway Card

Cllr S. Larcombe said he was aware some accommodation providers were giving their cards to guests to use and were advertising this on their website.

Cllr Mrs C. Reynolds asked if Cllr S. Larcombe could find out which accommodation providers were doing this and let officers know.

Skatepark

In response to a member question, the deputy town clerk said a discount was negotiated in the original contract price with Wheelscape as the fencing was installed by the council's own external works' team.

Seafront wi-fi

Cllr J. Scowen said he believed the wi-fi should be better promoted.

Cllr J. Broom said he was aware users had to log in every time they accessed the wi-fi, which seemed onerous.

The deputy town clerk said this was standard procedure on publicly-accessible wi-fi.

18/09/TCP Update Report

Lyme Voice

Cllr J. Scowen asked if there was any timescale for issuing the first Lyme Voice survey.

The deputy town clerk said to fit in with Hydrock's schedule, the survey would need to go out within the next three weeks.

Beach wheelchairs

Cllr S. Williams asked if the use of the wheelchairs could be tied in with the disabled beach hut.

Cllr R. Doney said it was intended to get an arrangement in place with the Dorset Parent Carer Council, which owned the beach hut, and contact would be made with them when the wheelchair service was running properly.

Plastic-Free Lyme

Cllr R. Doney said the town now had accredited status from Surfers Against Sewage and a new website, plasticfreelyme.co.uk. He said he intended to produce another report for this committee about the plans for sustaining the status.

18/10/TCP Minutes of the WWI Commemorations and Memorial Refurbishment Working Group meeting held on 27 April 2018

Cllr Mrs C. Reynolds congratulated the committee for their hard work.

Cllr Mrs M. Ellis thanked the council staff for moving the silent soldiers around the gardens.

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

18/11/TCP Major Events

Members discussed the timing of events and whether they should be allowed to take place on council-owned land in the peak season and on bank holidays.

There was some concern the town was already busy during these periods and events were not needed to draw more people in, as well as a concern events selling food and drink took trade away from local businesses during busy periods.

Cllr J. Scowen said if members were inclined to stop events taking place in the peak season and bank holidays, he suggested this policy was introduced from 2020 as organisations would have already started planning their 2019 events.

Cllr R. Doney was concerned that if the council made a blanket decision not to allow events at peak times, there would be unintended consequences, for the fossil festival for example, which needed to take place on a bank holiday weekend because exhibitors came from further afield. He said the council may wish to consider some exceptions.

Members discussed whether events should be allowed to sell alcohol. Some members were against this as it took trade away from local businesses, while other members recognised the selling of food and drink made events viable.

Members agreed the following principles for inclusion in an events' policy and procedure, to be brought to the next meeting:

- Priority should be given to local organisations
- Do not restrict events to charitable and not-for-profit organisations, but commercial events should pay the council a certain percentage, and the fee for major events is agreed at the discretion of the town clerk
- Do not allow events to take place during school holidays and bank holidays, with the exception of Lifeboat Week, Regatta and Carnival Week and Lyme Regis Fossil Festival
- Do not allow two major events to take place at the same time
- Establish a three-year forward plan of events, which is reviewed and approved each year by this committee
- Strengthen event management arrangements, including introducing an event management proforma
- The operations manager, town clerk or deputy town clerk to be in attendance for major events
- The chairmen of the Tourism, Community and Publicity Committee and the Town Management and Highways Committee to attend event planning and debrief meetings
- To undertake an annual planning and an annual review meeting with event organisers and amend procedures, accordingly
- If organisations do not adhere to the council's rules, they may not be allowed to hold events in future.

Members discussed the request for Lifeboat Week to move to 10 to 17 August 2018, which had been agreed by the Regatta and Carnival Committee.

Cllr Mrs M. Ellis said Lifeboat Week had always been held in the first week of the summer holidays and allowing it to move to the proposed dates would move further into the peak season.

Proposed by Cllr G. Turner and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from the organisers of Lifeboat Week to move the event to 10-17 August 2018.

Cllr O. Lovell left the meeting at 7.45pm.

18/12/TCP Lyme Regis Guide

Cllr Mrs C. Reynolds said she believed the guide may have to be discontinued in several years, but the current demand justified it continuing for the time being.

Cllr Mrs M. Ellis suggested charging people for postage to save on costs.

Other suggestions included replacing the guide with an A2 folded leaflet with a map on the back, and the development of an app.

The deputy town clerk said there was not as much demand for apps now. He added that it was important to reach two different groups of people; day visitors and people staying in the town. He said it might also be worth exploring with a local accommodation provider whether promotional material could be produced collaboratively.

The administrative officer said opportunities to advertise through Visit Dorset were worth exploring and could help meet a shortfall if the council decided to reduce the number of brochures it produced.

Proposed by Cllr R. Doney and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to agree in principle to continue producing the Lyme Regis guide and to explore more opportunities for advertising with Visit Dorset.

18/13/TCP Review of Pop-Up Open-Air Cinema Event in Lister Gardens

Members were concerned people had not been allowed to bring their own food and drink. It was acknowledged the organisers had to sell food and drink to make their event viable, but agreed people should also be allowed to bring their own.

The deputy town clerk said the suggested dates for future showings were not suitable as they clashed with Food Rocks, so alternatives would be identified.

Members agreed the organisers should pay to use the gardens and agreed with the deputy town clerk's suggestion of £500.

Proposed by Cllr R. Doney and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to allow further open-air cinema events to take place in Lister Gardens, on dates to be arranged, at a charge of £500 per session.

18/14/TCP Town Council Website Re-Design

Proposed by Cllr S. Williams and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to nominate Cllrs Mrs C. Reynolds, R. Doney and J. Scowen to work with officers on the re-design of the town council website.

18/15/TCP Request for Funding to Complete a Film about the Life of Mary Anning

AGENDA ITEM 3

As the previous report to this committee quoted a £110k shortfall, members asked how the contribution from businesses and the town council would allow the film to be completed.

Cllr Mrs C. Reynolds invited Ms Sheehan to give a response. She said there were two films; the first about Mary Anning's youth, and the second about her senior years. She said the funding would allow her to complete the first film.

Cllr Mrs M. Ellis asked if the council would be given a credit for supporting the film.

Ms Sheehan said the council would be acknowledged.

Proposed by Cllr S. Williams and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve funding of £5,000 to complete a half-made film about the life of Mary Anning, starring Jenny Agutter and featuring Lyme Regis.

18/16/TCP Story Boat – Possible Locations

Cllr S. Williams said the boat shouldn't go on the parade as it blocked the view, and he suggested the bottom of the eastern ramp and the area next to the hair braiding concession were the only two suitable locations.

Members agreed the boat should not interfere with any events taking place on the parade.

It was proposed by Cllr S. Williams and seconded by Cllr S. Larcombe to allow the Story Boat to the sited at the bottom of the eastern ramp and next to the hair braiding concession.

This motion was not carried.

Proposed by Cllr J. Scowen and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to allow the Story Boat to be sited at the 11 identified locations, to be moved regularly between the locations.

18/17/TCP Grant Agreement Review, The Hub

There was some concern local groups wouldn't be able to use The Hub during the summer when the venue is used for residential stays.

Cllr Mrs C. Reynolds said other bookings didn't interfere with local groups but she would express this concern to Diane Earle.

Cllr Mrs M. Ellis was concerned the rent paid by Lyme Regis Development Trust (LRDT) for office space was too low, especially as the council gave a grant for the building to be used by young people.

Cllr R. Doney was concerned the council was asking organisations in receipt of funding whether there were any governance, health and safety or safeguarding

issues and taking the word of the organisations' representatives, as this could put the council in a difficult position if something went wrong.

Cllr Mrs C. Reynolds said the grant agreements would be checked.

18/18/TCP Grant Agreement Review, B Sharp

Cllr Mrs M. Ellis said since the report had been drafted, she and the town clerk had met again with B Sharp's CEO regarding busking, and a report would be taken straight to Full Council on 11 July 2018.

Cllr D. Hallett said he was concerned about the high turnover of staff and the high expenditure on salaries.

Cllr Mrs C. Reynolds said the grant agreement would be checked so members were clear what the council's grant was being spent on.

18/19/TCP LymeForward Grant Review Meeting

Cllr D. Hallett asked if the co-ordinator had been replaced.

Cllr Mrs C. Reynolds asked Wendy Davies, one of LymeForward's directors, to respond.

Mrs Davies said they were waiting until after the annual general meeting on 2 July 2017 to advertise the post, when the direction of LymeForward was agreed, so it could be incorporated into the job description.

18/20/TCP Managing Consultation Exercises

Cllr Mrs C. Reynolds drew members' attention to two consultations: Dorset Councils' Re-shaping Your Councils, and NHS Dorset Clinical Commissioning Group's Clinical Services Review.

The meeting closed at 9.21pm.

Committee: Tourism, Community and Publicity

Date: 1 August 2018

Title: Matters arising from the minutes of the previous meeting held on 20 June

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

18/09/TCP - Update Report

Lyme Voice

We are still waiting on Hydrock to provide us with the preferred wording for Lyme Voice questions about the transport, access and signage study.

A verbal update will be given at the meeting.

18/13/TCP - Review of Pop-Up Open-Air Cinema Event in Lister Gardens

The deputy town clerk is meeting with the event organiser on 31 July 2018 and a verbal update will be given at the meeting.

18/14/TCP - Town Council Website Design

The nominated members have met with officers to start discussing the requirements of the new website, to review the usage statistics from the current website, and to identify other council websites which were thought to work well.

Meetings are now being set up with identified councils to discuss their websites further and their experiences with their website designers.

18/16/TCP - Story Boat - Possible Locations

The Story Boat is due back in Lyme Regis in October following a tour of schools. It will be sited in one of the 11 agreed locations and members will be informed of the first location.

18/18/TCP - Grant Agreement Review, B Sharp

B Sharp's grant from the council helps to fund the Young Music Leader training programme, Hub Jams and Boombox, the provision of a part-time programme coordinator, and strategic business development, which includes support for the chief executive and board of trustees.

18/19/TCP - LymeForward Grant Review Meeting

The co-ordinator vacancy was advertised on 3 July 2018, the day after LymeForward's annual general meeting, which agreed the main job focus. Interviews were due to take place on 26 July 2018. Any updates will be reported verbally at the meeting.

Mark Green Deputy town clerk Adrianne Mullins Administrative officer

July 2018

Committee: Tourism, Community and Publicity

Date: 1 August 2018

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

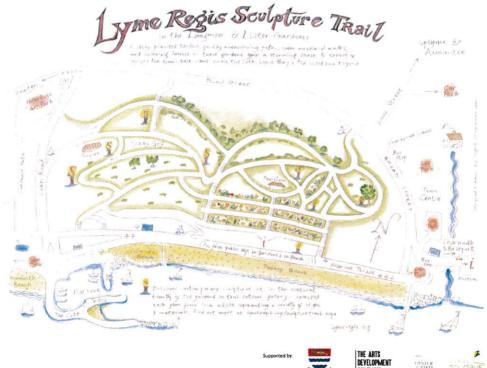
Report

Cash machines

Western Power and BT Openreach were both contacted in March to install utilities for the proposed ATM under Bell Cliff. Following a site visit power was installed on 7/8 June. We are still waiting for and chasing BT Openreach to programme in their works to progress the project.

Sculpture trail

Information boards showing the location of the various sculptures, together with other local information, will shortly be erected at the main entrances to the gardens; see below:













Other discussions are ongoing about the replacement of one recently removed sculpture, together with how any project to replace the existing flat roof may contribute to the 'offer' through design elements.

Seafront wi-fi

The user information originally promised as part of the installation of the WiFi is not currently available. Cllr R. Doney is taking this matter up with the installers.

Two-way radios

The radios are kept in the Jubilee Pavilion and are issued by Alan Vian for events and road closures. The operations manager has produced a user guide, and users are required to complete a sign-off sheet when they are issued with a radio.

Beach wheelchairs

Following the launch of the two beach wheelchairs last year, the council was approached by a member of the public who wished to donate money to purchase a floating wheelchair. A supplier has been identified and we are about to order a Mobi-Chair, a tricycle style wheelchair with the armchairs and wheels made of flotation materials.

It will be available to hire for free in the same way as the existing two beach wheelchairs.

Mark Green Deputy town clerk July 2018 Adrianne Mullins Administrative officer

LYME REGIS TOWN COUNCIL

WW1 COMMEMORATIONS AND MEMORIAL REFURBISHMENT WORKING GROUP MINUTES OF THE MEETING HELD ON FRIDAY 22 JUNE 2018

Present

Members: Cllr J. Broom, Cllr Mrs M. Ellis, Mr I. Marshall (RBL)

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

assistant)

1. Apologies

Mr A. Vian

2. Minutes

Cllr J. Broom said 11 November 2018 should be marked on the list of events at the end of the minutes.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, with the above amendments made by the WW1 Commemorations and Memorial Refurbishment Working Group, the minutes of the meeting held on 27 April 2018 were **AGREED**.

3. Matters arising from the minutes of the meeting on 27 March 2018

Cllr J. Broom said the silent soldiers looked very good, but needed to be moved again.

Mr I. Marshall asked if the RBL could borrow one of the soldiers for their cake sale.

Members agreed this was no problem.

The admin assistant said there had been no interest from local businesses in stocking the wooden stakes for the poppy garden. She said perhaps members should decide on some alternatives.

Cllr Mrs M. Ellis said the stakes could be made available in the town council offices and at the amenities hut. She suggested the admin assistant ask the Tourist Information Centre and the museum if they would stock the stakes too.

The admin assistant said she would do this. She also said she would check with Mrs N. Taylor that the Town Mill could still stock the stakes.

The admin assistant said she had spoken with Mr C. Copson from The Keep in Dorchester about presenting a talk later in the year. She asked members where they thought the talk should be held and who should be invited.

Cllr Mrs M. Ellis suggested the admin assistant speak to the Lyme Regis Society, the U3A and inform all other members. She suggested the admin assistant ask what facilities Mr C. Copson would need before deciding upon a location.

The admin assistant said she would speak to the Town Mill Brewery again about the possibility of a commemorative beer being brewed.

Cllr Mrs M. Ellis said she would approach the schools about painting pebbles for the poppy display in the church.

Mr I. Marshall said there had been a few entries for the wreath competition, however he thought it best to make the deadline the end of July.

The admin assistant said she would add a talk from Chris Copson at the keep on to the list of events.

Mr I. Marshall said it may be a good idea to postpone the launch of purchasing poppies on wooden stakes to 1 August instead of the 1 July.

There was general agreement with this.

4. Update on the Rifles

Cllr Mrs M. Ellis informed members of the outcome of her meeting with Mr A. Trelawny, the operations manager and the admin assistant. She said Mr A. Vian had put together a timetable for 22 September 2018, which had been largely agreed by Mr A. Trelawny.

The operations manager informed members the refurbished war memorial would be unveiled by Mrs Sandra Jones, daughter of flying officer Hayes, who was one of the names who was missed off the previous war memorial and included on the refurbishment.

Cllr Mrs. M Ellis said the council were to invite 40 guests and the Rifles would do the same.

The operations manager said he had been in contact with the commanding officer of HMS Lyme Bay and thought a visit and affiliation may be possible during their sea trials which were coming up.

Mr I. Marshall said he still had not heard anything back from the RAF commanding officer.

The operations manager said he had spoken to Mr A. Brooker, who would be blasting the memorial in the next two to three weeks. He asked members when they would like to erect the memorial once finished.

Members agreed the end of August, to allow for any issues before 22 September.

The meeting ended at 2.40pm.

Committee: Tourism, Community and Publicity

Date: 1 August 2018

Title: Policy and Procedure for Events on Council-Owned Land

Purpose of Report

To allow members to consider a policy and procedure for events held on councilowned land

Recommendation

Members approve the policy, appendix 9A, and procedure, appendix 9B, for events held on council-owned land

Background

- 1. On 20 June 2018, this committee considered a report on major events held on council-owned land.
- 2. The purpose of the report was to seek guidance from members on several issues, e.g. should events be restricted to local organisations, should events be restricted to charitable and non-profit making organisations, should events be allowed to take place during school holidays and bank holiday weekends.
- 3. On 20 June 2018, members agreed the following principles for inclusion in an events' policy and procedure, to be brought to this meeting:
 - priority should be given to local organisations
 - do not restrict events to charitable and not-for-profit organisations, but commercial events should pay the council a certain percentage, and the fee for major events is agreed at the discretion of the town clerk
 - do not allow events to take place during school holidays and bank holidays, with the exception of Lifeboat Week, Regatta and Carnival Week and Lyme Regis Fossil Festival
 - do not allow two major events to take place at the same time
 - establish a three-year forward plan of events, which is reviewed and approved each year by this committee
 - strengthen event management arrangements, including introducing an event management pro forma
 - the operations manager, town clerk or deputy town clerk to be in attendance for major events
 - the chairmen of the Tourism, Community and Publicity Committee and the Town Management and Highways Committee to attend event planning and debrief meetings
 - to undertake an annual planning and an annual review meeting with event organisers and amend procedures, accordingly

- If organisations do not adhere to the council's rules, they may not be allowed to hold events in future.
- 4. The committee also agreed to recommend to Full Council to refuse the request from the organisers of Lifeboat Week to move the event to 10-17 August 2018.
- 5. At the Full Council on 11 July 2018, the chairman of Tourism, Community and Publicity said since the committee meeting, she had found out the Jazz and Blues Festival had been held on the May Bank Holiday weekend for seven years, and the Folk Weekend had been held on the same weekend for six years, with the exception of one year. She said she considered them to be established events and she believed they should be exceptions to the proposed rule not to allow events to take place during school holidays or bank holidays.
- 6. The town clerk told the Full Council members could discuss this again, as a draft policy and procedure would be taken to the next Tourism, Community and Publicity Committee.
- 7. At the meeting of the Full Council on 11 July 2018, members resolved to refuse the request from the organisers of Lifeboat Week to move the event to 10-17 August 2018.
- 8. The policy is attached, **appendix 9A**.
- 9. The procedure and a pro forma which event organisers must complete is attached, **appendix 9B**.
- 10. Any recommendations from this committee will be considered by the Full Council on 19 September 2018.

John Wright Town clerk July 2018

Policy

Events on Council-Owned Land

1. Purpose

1.1 To establish guidelines for events held on council-owned land.

2. Policy

- 2.1 For events held on council-owned land:
 - priority will be given to local organisations
 - charitable and not-for-profit organisations can receive subsidised charges for use of council-owned facilities
 - the charge for commercial organisations who use council-owned facilities for events is at the discretion of the town clerk
 - no events will take place during school holidays and bank holidays, exceptions are Lifeboat Week, Regatta and Carnival Week, and Lyme Regis Fossil Festival
 - only one major event can take place at any one time
 - a rolling three-year forward plan of events will be held. The forward plan will be reviewed and approved in the Autumn each year by the Tourism, Community and Publicity Committee
 - if an organisation does not adhere to the approved event management plan, it may be disqualified from holding future events.

Supporting Procedure

This policy is supported by an Events on Council-Owned Land procedure

Implementation date: 20 September 2018

Review Date: September 2021

John Wright Town clerk July 2018

Procedure

Events on Council-Owned Land

Background

This procedure is based on recommendations from the Tourism, Community and Publicity Committee to the Full Council which were approved by resolutions on 11 July and 19 September 2018.

The procedure should be read in conjunction with the Events on Council-Owned Land Policy.

Procedure

- 1.1 All major events taking place on council-owned land are part of a three-year rolling programme.
- 1.2 A three-year rolling programme will be compiled by the town clerk: in September each year, the town clerk will write to organisations who have expressed an interest in holding an event on council-owned land. Organisations who respond must provide an event summary.
- 1.3 The three-year rolling programme will be reviewed and approved by the Tourism, Community and Publicity Committee in the Autumn before each season. The town clerk will notify event organisers of the committee's decision.
- 1.4 In approving events, the Tourism, Community and Publicity Committee will take the following in to consideration:
 - priority will be given to local organisations
 - charitable and not-for-profit organisations can receive subsidised charges for the use of council-owned facilities
 - the charge for commercial organisations who use council-owned facilities for events is at the discretion of the town clerk
 - no events will take place during school holidays and bank holidays, exceptions are Lifeboat Week, Regatta and Carnival Week, and Lyme Regis Fossil Festival
 - only one major event can take place at any one time
 - if an organisation does not adhere to the approved event management plan, it may be disqualified from holding events in future.
- 1.5 Following the Autumn decision of the Tourism, Community and Publicity, organisations will be notified if consent has been approved; there is no right of appeal against the decision of the Tourism, Community and Publicity Committee.
- 1.6 At this point in time, any council facilities required for the event will be booked and payment must be made for the following year.

- 1.7 In late November/early December each year, event organisers will be invited to a meeting to review the previous season's events and to identify improvements for the following year.
- 1.8 Two months before each event, the event organiser must complete an event plan, appendix 1, and submit it to the town clerk.
- 1.9 One month before the event, the event plan will be reviewed by a panel, which consists of the chairman of Town Management & Highways, the chairman of Tourism, Community & Publicity, the town clerk and the event organiser. The Police and Fire & Rescue will be invited to this meeting. Final approval of the event plan is delegated to the town clerk.
- 1.10 Ahead of the event, the members' briefing will include an event summary.
- 1.11 On the day of the event, the operations manager, the deputy town clerk or the town clerk will be in attendance.
- 1.12 On the first working day after an event, a debrief will take place and the event organiser will be notified of any areas of non-compliance with the approved event management plan.
- 1.13 Any material non-compliance will be reported to the Tourism, Community and Publicity Committee who can ultimately disqualify an organisation from holding future events.

Implementation: 20 September 2018

Review: September 2021

John Wright Town clerk July 2018

Event Safety Management Plan [EVENT NAME] [EVENT DATE(S)] [EVENT LOCATION(S)]

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- 3.5 Site Safety Rules
- 3.6 Audience Profile
- 3.7 Sanitary Facilities
- 3.8 Waste Management
- 3.9 Electrical Installations and Lighting
- 3.10 Heras and Barriers
- 3.11 Facilities for people with disabilities
- 3.12 Structures

Section 4: Food and Drink

- 4.1 Food
- 4.2 Water
- 4.3 Alcohol

Section 5: Programme

5.1 Production Schedule

Section 6: Communication

- 6.1 Event staff communication
- 6.2 Suppliers/Contractors List
- 6.3 Incident Codes
- 6.4 Communication with the Public

Section 7: Crowd Management

- 7.1 Security and stewarding
- 7.2 Policing
- 7.3 Vulnerable Adults and Protection of Children
- 7.4 Social Responsibility
- 7.5 Lost Property

Section 8: Traffic Management

Section 9: Health and Safety

- 9.1 Risk Assessment
- 9.2 First aid
- 9.3 Noise and vibration

Section 10: Major incident planning 10.1 Emergency procedures

Section 11 Fire Prevention

Section 12 Wet Weather Plan



Section 1: Overview of event

[Give a description of the event]

Section 2: Planning and Management

2.1 Event Management Structure

[Detail the organisation's responsibilities in holding the event]

2.1.1 Event Organisation Chart

[Insert event organisation chart with job roles and names]

2.2 Event Organisation

[Insert details of each person's primary duties]

Section 3: Venue and Site Design

3.1. Site plan

[Confirm site plan is attached]

3.2 Access and Egress

[Insert details of access and egress arrangements, including emergency evacuation]

3.3 Venue(s) Capacity Assessment

[Insert venue(s) capacity assessment]

3.4 Licences

[Insert details of any licences held or required]

3.5 Site Safety Rules

[Insert details of any prohibited items, controls, and security arrangements]

3.6 Attendee Profile

[Insert details of expected attendees and any age limits]

3.7 Sanitary Facilities

[Detail where sanitary facilities will be available]

3.8 Waste Management

[Detail waste management arrangements]

3.9 Electrical Installations and Lighting

[Detail any electrical installations and lighting and the means of power]

3.10 Heras and Barriers

[Detail any fencing and barriers to be used]

3.11 Facilities for people with disabilities

[Detail access arrangements and facilities for people with disabilities]

3.12 Structures

[Detail number, type and size of structures to be used]

Section 4: Food and Drink

4.1 Food

[Detail any food and drink vendors involved with the event]

4.2 Water

[Detail how and where water will be available from]

4.3 Alcohol

[Detail any arrangements for the sale of alcohol]

Section 5: Programme

5.1 Production Schedule

[Insert a timescale of the event, including details of setting-up and packing away]

Section 6: Communication

6.1 Event Staff communication

[Detail how staff will communicate with each other during the event]

6.2 Suppliers / Contractors List

[Insert details of information to be supplied by suppliers/contractors to the event organisers, and arrangements for communicating information between the event organisers and any contractors/suppliers]

6.3 Incident Codes

[Insert any incident codes to be used]

6.4 Communication with the Public

[Insert details of how the event will communicate with the public]

Section 7: Crowd Management

7.1 Security and Stewarding

[Detail security and stewarding arrangements]

7.2 Policing

[Detail policing arrangements]

7.3 Vulnerable Adults and Child Protection

[Detail any policy for supporting vulnerable adults attending the event, and arrangements to safeguard the welfare of children]

7.4 Social Responsibility

[Detail social responsibilities for ensuring the welfare of people attending the event]

7.5 Lost Property

[Detail how lost property will be dealt with]

Section 8: Traffic Management

[Detail any traffic management arrangements, including any road closures and vehicle

Section 9: Health and Safety

9.1 Risk Assessment

[Detail risk assessment arrangements]

9.2 First Aid

[Detail first aid arrangements]

9.3 Noise and vibration

[Detail the type and levels of noise and vibration]

Section 11: Major Incident Planning

[Give details of the rendezvous site and who will attend]

11.1 Emergency procedures

[Detail emergency procedures in place, including for fire, medical emergencies, suspect packages and bomb threats]

Section 12: Fire Prevention

[Detail fire prevention arrangements]

Section 13: Wet Weather Plan

[Detail any wet weather arrangements]

Committee: Tourism, Community and Publicity

Date: 1 August 2018

Title: Promoting Lyme Regis

Purpose of Report

To inform members of potential promotional opportunities with Visit Dorset

To allow members to start considering plans for the 2019 Lyme Regis guide

Recommendation

Members instruct officers to obtain costs to produce the 2019 Lyme Regis guide based on 15,000, 17,500 and 20,000 copies and to bring this information back to the Tourism, Community and Publicity Committee on 10 October 2018 for members to consider

Background

- 1. The council has produced a town guide for many years and has a marketing budget, which includes a budget of £34,421 in 2018/19 for costs associated with the town guide: design, advertising sales, printing, promotion, and distribution.
- 2. At the last meeting of this committee on 20 June 2018, members considered the costs associated with producing the guide and considered whether other promotional activity should be considered.
- 3. Following a recommendation from that meeting, it was resolved by Full Council on 11 July 2018 'to agree in principle to continue producing the Lyme Regis guide and to explore more opportunities for advertising with Visit Dorset'.

Report

- 4. Cllr Mrs C. Reynolds, the deputy town clerk and the administrative officer met with the Visit Dorset team on 26 July 2018 to discuss advertising opportunities.
- 5. At the last meeting, members agreed there was still a place for a brochure, but it life was likely to be limited. Visit Dorset is also committed to producing a guide for 2019, but beyond that, the situation is uncertain.
- 6. Due to the costs involved in producing a guide and a shift in how people access information, there will inevitably be a move to more web-based promotion. Visit Dorset confirmed they are increasingly concentrating on this approach and that their site visits appear to be up 20% year-on-year.
- 7. The most obvious way to reduce costs associated with the guide, for 2019 at least while things remain uncertain, would be to reduce the print run of the guide and re-invest that saving in other areas.

- 8. The meeting with Visit Dorset was very productive and they are very keen to work with us to combine resources in a more cost-effective and complementary way. We discussed alternative promotional opportunities to complement the guide and counteract any potential impact of reducing the print run.
- 9. These opportunities could include Visit Dorset providing support with social media, competitions and blogging.
- 10. Visit Dorset are working up a proposal, which will effectively be a menu of options to choose from. This information will be brought to the committee on 10 October 2018.
- 11. In the meantime, we need to make a start on the 2019 guide.
- 10. The net cost of the 2018 guide was £28,101. This was for design, advertising sales, printing, lead generation and fulfilment
- 11. We printed 25,000 copies of the 2018 guide. It is therefore suggested officers obtain costs based on 15,000, 17,500 and 20,000 copies and to bring this information back to the next meeting on 10 October 2018 for members to consider.
- 12. As further information will be available from Visit Dorset at that meeting, members will be able to consider the potential costs of other promotional opportunities and the savings that would need to be made to fund those other options.
- 13. Any recommendations from this committee will be considered by the Full Council on 19 September 2018.

Mark Green Deputy town clerk July 2018 Adrianne Mullins Administrative officer Cllr Cheryl Reynolds Chairman – TCP Committee: Tourism, Community and Publicity

Date: 1 August 2018

Title: I Love Lyme Day

Purpose of Report

To inform members about an 'I Love Lyme Day' on 16 August 2018, to identify councillors who can donate time to support the day's events, and to approve expenditure of up to £4,000, incl. VAT to provide a firework display and to cover other sundry expenses on 16 August 2018

Recommendation

Members support the proposal for an 'I Love Lyme Day', identify councillors who can donate time to support the day's events, and approve expenditure of up to £4,000 to provide a firework display and cover sundry expenses on 16 August 2018 and ask the Full Council at its meeting on 19 September 2018 to retrospectively approve a budget for this expenditure

Background

- 1. The application to bring the Red Arrows to Lyme Regis on 16 August 2018 was declined; the Red Arrows had an engineering day on 16 August 2018.
- 2. To compensate for the loss of the Red Arrows, the event co-ordinator has arranged for two bi-planes with wing walkers (The Flying Circus) and the RAF Falcons' display Team to visit Lyme Regis on 16 August 2018: the bi-plane wing walkers will perform between 12pm and 1pm and the RAF Falcons' display team parachute drop is at 4pm.
- 3. To augment these displays, council staff made approaches to other organisations who provide aircrafts for events to create an air day. This was reported to this committee on 25 April 2018.
- 4. Despite the availability of aircrafts, neither council staff nor the Red Arrows' event co-ordinator could secure the services of a flying display director to run the day's activities on 16 August 2018. As a consequence, this option couldn't be pursued.
- 5. To support the bi-plane wing walkers and the RAF Falcons' display team, an alternative proposal emerged to hold an 'I Love Lyme Day' on 16 August 2018.
- 6. This proposal has been worked on by Cllr Cheryl Reynolds, Philip Evans, Alan Vian, the administrative officer and the town clerk.
- 7. A proposed programme of events is attached, **appendix 11A.**

- 8. The cost of the bi-plane wing walkers and the RAF Falcons' display team will be met by the Red Arrows' event co-ordinator.
- 9. The Red Arrows' event co-ordinator will also meet the cost of a band who will perform in the shelters between 8pm and 10pm.
- 10. The Swim has kindly agreed to hold a reception for the RAF Falcons' display team after its parachute drop.
- 11. The events detailed in the programme will be run by local organisations, councillors and staff.
- 12. The main cost to the council is a firework display at 10pm, circa £3,000 plus VAT. In addition, there will be some sundry expenses which should amount to no more than £200 and staff time.

Participating organisations and collections

- 13. There are six organisations who will be fundraising on the day. The Christmas Lights' Fundraising Committee, Lym Valley Scouts, Lyme Regis Pantomime Society, Lyme Regis Football Club, and the Rotary Club of Lyme Regis will have stalls on Marine Parade; Uplyme and Lyme Regis Cricket Club will be running beach activities.
- 14. Each organisation will have two collection buckets during the RAF Falcons' display; the proceeds of the collections will be split evenly between the organisations.
- 15. A pool of local volunteers will undertake a separate collection during the fireworks' display and the proceeds of this collection will be donated to the Mayor's charity.
- 16. Members are encouraged to support the day's events by donating their time.

Budget implications

- 17. There is no specific budget to provide the fireworks or any other sundry expenditure on 16 August 2018.
- 18. However, on 15 November 2017 this committee made a recommendation to the Full Council, see below, which was approved by resolution on 13 December 2017:
 - 'Members approve underwriting the cost of bringing the RAF Red Arrows to Lyme Regis in 2018 up to a sum of £15,000.'
- 19. In addition, on 25 April 2018 this committee made a recommendation to the Full Council, see below, which was approved by resolution on 9 May 2018:

2

'to agree to the proposals and a budget of up to £3,000 for a Lyme Regis air show on 16 August 2018.'

- 20. Expenditure could be made against one or more of these budgets and approved retrospectively by the Full Council on 19 September 2018.
- 21. Any recommendations from this committee will be considered by the Full Council on 19 September 2018.

John Wright Town clerk July 2018

I Love Lyme Day Draft programme

11am to midday – Sand sports
Midday to 1pm – Pavement art
1pm to 2pm – The Flying Circus, bi-plane wing walkers
4pm – RAF Falcons
5.30pm – Five-a-side football on the beach
7pm – Over 60s walking race
8pm – Live music in the shelters
10pm – Fireworks

All day – Quiz trail

All day - Face painting

All day – Stalls in the shelters by local organisations

Committee: Tourism, Community and Publicity

Date: 1 August 2018

Title: Youth Council at Woodroffe School

Purpose of report

To allow members to consider allocating a budget to a youth council at Woodroffe School

Recommendation

- a) Members agree to allocate a budget to the youth council at Woodroffe School to enable pupils to work on their own projects and understand the financial implications involved
- b) Members agree the Tourism, Community and Publicity Committee is the youth council's principal link with the council and nominate a member of this committee to act as the liaison between the town council and the youth council

Background

- 1. The aim of a youth council is to empower young people aged 18 and under to influence and inform the decisions that affect their lives. It supports young people to get involved in their communities and democracy locally, nationally and internationally, making a difference as volunteers, campaigners, decision-makers and leaders.
- 2. The idea is that young people can make positive contributions to their community, empowering them with skills, knowledge and confidence to advance their rights and views to take part in decision-making.
- 3. While a youth council can be a purely advisory body, experience over the years has shown that those which are given responsibility for both their own budget and for managing a specific budget on behalf of their parent parish or town council are more successful than those which have not been given budgetary responsibility.
- 4. A youth council meets regularly, discusses ideas and utilises any budget allocated to them within a specific area of responsibility. They can identify the needs of young people and can act as a voice for them. They are not a new idea but they do provide an excellent and effective way of reaching young people.

Report

5. I have agreed with the Woodroffe School that the sixth form pupils will set up a youth council by the end of September to give the new intake of

pupils time to settle into sixth form life. I will be working with the head of sixth form, Andrew Brown, and specifically with the sixth form tutor, Edel McKearney.

- 6. The council has recently been exploring ways to reach all sectors of the community, such as Lyme Voice, a monthly newspaper column, and social media.
- 7. A youth council is an effective way of engaging with young people and a budget allocated by the council would demonstrate the council's support and willingness to work together.
- 8. I would suggest the Tourism, Community and Publicity Committee is the youth council's principal link with the council.
- 9. It is also suggested a councillor is nominated to work with the school and the youth council, and as I have been working with the Woodroffe School to launch this initiative, I am happy to do this.
- 10. Any recommendations from this committee will be considered by the Full Council on 19 September 2018.

Cllr Cheryl Reynolds Chairman – Tourism, Community and Publicity July 2018 Committee: Tourism, Community and Publicity

Date: 1 August 2018

Title: Mary Anning Statue

Purpose of report

To allow members to consider a proposal to site a statue of Mary Anning in Lyme Regis

Recommendation

Members agree to allow Cllr Mrs C. Reynolds to look into the possibilities of installing a statue of Mary Anning in Lyme Regis and to report back to the Tourism, Community and Publicity Committee with further information

Report

- 1. I have been approached by Anya Pearson from Dorchester, who is interested in pursuing the idea of installing a statue of Mary Anning in Lyme Regis.
- 2. Anya is a Dorset businesswoman and head of fashion at a London fashion house. She has connections with invisiblewomen.org.uk, which campaigns for statues and memorials honouring women.
- 3. Anya knows an eminent sculptress who may be willing to do the sculpture for free. She also has contacts with many organisations that would like to contribute financially to this project.
- 4. Assuming the statue is funded by external sources, the only contribution the council would potentially be asked to make is providing a suitable location for the statue to be sited, possibly in the Langmoor or Lister Gardens.
- 5. I am meeting with Anya on 3 August 2018 to discuss this further. I am not asking the council to give any firm commitment to the project at this point but if members agree, I will obtain further information and bring a report back to this committee on 10 October 2018 to allow members to consider it further.
- 6. The idea of a Mary Anning statue has also been discussed on social media and there seems to be good local support for it.
- 7. Any recommendations from this committee will be considered by the Full Council on 19 September 2018.

Cheryl Reynolds Chairman – Tourism, Community and Publicity Committee July 2018 Committee: Tourism, Community and Publicity

Date: 1 August 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
 - o 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 County Council puffin crossing in Broad Street
 - Local Government Boundary Commission for England Dorset Council electoral arrangements
- 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 19 September 2018.

Adrianne Mullins Administrative officer July 2018

Organication	Start	End date	Who is	Concillation	The	
and tonio	ליבף קיינו	בוות ממני	Point a	Collisatiation	aciindeal aii	opdate/Decision made
alla topic	dale		Deinig Coperified	promoted by		
			consuled	through		
Dorset Councils –	30/08/16	25/10/16	The public	Public	LRTC support	Meetings of the Shadow Council,
Reshaping Your			and relevant	meeting	for 2b	Shadow Executive, Shadow Overview
Councils			organisations	30/09/16		and Scrutiny Committee are now taking
			through a	-	:	place on a regular basis, and meetings
			consultation	Council	Dorset-wide	of the Shadow Senior Officer
			questionnaire	consideration	response –	Appointments Committee and Shadow
				at S&F	support for 2b.	Standards Committee will take place as
				19/10/16	Six out of nine	and when required.
					councils voted	
	20			LRTC's social	to support the	
				media	unitary	
					councils	
Natural England		12/12/16	LRTC	Council	To oppose the	Not yet made.
-'Coastal Margin'				consideration	proposed	
				at TM&H	coastal margin	
				16/11/16	at Monmouth	
					Beach and	
					suggested this	
					area should be	
					treated as an	
NHS Dorset	01/12/16	28/02/17	The public	Public	12,000	
Clinical			through a	meeting	questionnaires	
Commissioning			questionnaire	12/12/16	ń	The decision to reorganise Dorset NHS
Group - Clinical					1,000	nospital services will face a judicial
services review				LRTC's social	telephone	NHS applied for a indicial region, and
Integrated				media	surveys	has been granted a full hearing. A date
Services						for the hearing at London's
						Administrative Court is yet to be set.

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.	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. An outcome report is available on the SWR website southwesternrailway.com, along with a set of more regionally focused reports. Final timetables cannot be produced yet as they still need to be reviewed by Network Rail as part of the approval process.
LRTC's social media and members' briefing	LRTC's social media
The public	Customers and stakeholders
31/01/18	22/12/17
01/12/17	29/09/17
Pre-Submission Draft Bournemouth, Dorset and Poole Waste Plan	South Western Railway timetable consultation, affecting services to and from Axminster, Honiton, Exeter, Dorchester and Weymouth

Dorset County	28/11/17 14/01/18	14/01/18	The public	LRTC's social		No update	
Supporting			and stakeholders	media			
families with							
young children in							
Dorset							
Dorset County	05/07/18	27/07/18	The public	LRTC's social	LRTC support	Not yet made	Т
Council – puffin			and	media and	proposal for		
crossing			stakeholders	monthly	puffin crossing		
				newspaper			
				column			
Local	03/07/18	27/08/18	The public	LRTC's social	LRTC support	Not yet made	Γ-
Government			and	media and	for a single-		
Boundary			stakeholders	monthly	councillor ward		
Commission for				newspaper	for Lyme Regis		-
England - Dorset				column	and		
Council electoral					Charmouth,		
arrangements					with		
					Marshwood		
					Vale as a		
					separate ward		