



John Wright
Town Clerk

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Tourism, Community and Publicity Committee

Core Membership: Cllr Mrs C. Reynolds (chairman), Cllr R. Doney (vice-chairman), Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr 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 17 April 2019 commencing at 7pm, when the following business is proposed to be transacted:


John Wright
Town Clerk
12.04.19

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 23 January 2019

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 23 January 2019

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. Grant Agreement Review, LymeArts Community Trust

To inform members of the grant agreement review meeting with LymeArts Community Trust on 18 March 2019

9. Grant Agreement Review, B Sharp

To inform members about a grant review meeting with B Sharp's chief executive 4 April 2019

10. Grant Agreement Review, The Hub

To inform members of a grant review meeting with The Hub

11. LymeForward Grant Review Meeting

To inform members of a LymeForward grant review meeting on 2 April 2019

12. Event Management Deposit Scheme

To allow members to consider an event management deposit scheme

13. 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 23 JANUARY 2019

Present

Chairman: Cllr J. Scowen

Members: Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr S. Larcombe, Cllr G. Turner

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

Other members: Cllr B. Larcombe, Cllr S. Miller

Absent: Cllr P. Ridley

In the absence of the committee chairman and vice-chairman, the mayor, Cllr Mrs M. Ellis opened the meeting and called for nominations for a chairman for this meeting.

Cllr J. Broom nominated Cllr Mrs M. Ellis, seconded by Cllr S. Larcombe.

Cllr D. Hallett nominated Cllr J. Scowen, seconded by Cllr P. Hicks.

Following a vote, Cllr J. Scowen was nominated as chairman for this meeting and took the chair.

18/57/TCP

Public Forum

Mr G. Davies

Mr Davies spoke in relation to agenda item 8, Footgolf Proposal for Strawberry Field, as he was the applicant. He said footgolf was a combination of football and golf, aimed at anyone from the age they could walk through to grandparents. He said the sport was developed in America and in recent years it had had great success in the United Kingdom, with one of the first facilities being introduced in Cornwall. Mr Davies said he understood there was a covenant on Strawberry Field restricting its use for recreational purposes, and as such, he believed footgolf could be the perfect offering in the space. He said the area would be used in a similar way to the former pitch and putt, using the same type of footprint and format. Mr Davies said it would have minimal impact on the land and environment as there were no significant groundworks required and the landscape could easily be reverted to its original state. He said footgolf was an activity that promoted outdoor activities and encouraged children away from games consoles. He said it was accessible to all ages, it could be played by children, families and grandparents, it would appeal to holidaymakers, it could be used by local clubs and social groups, and even corporate days and

team-building. Mr Davies said the proposed costs made it accessible at under £25 for a family of four. He said it would be a unique leisure activity for the area, as there was nothing like it on offer currently, and it would help put Lyme Regis on the map.

18/58/TCP Apologies

Cllr R. Doney
Cllr Mrs C. Reynolds – holiday
Cllr S. Williams – holiday

18/59/TCP Minutes

Proposed by Cllr J. Broom and seconded by Cllr P. Hicks, the minutes of the meeting held on 21 November 2018 were **ADOPTED**.

18/60/TCP Disclosable Pecuniary Interests

There were none.

18/61/TCP Dispensations

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

18/62/TCP Matters arising from the minutes of the previous meeting held on 21 November 2018

Members noted the report.

18/63/TCP Update Report

Members noted the report.

18/64/TCP Footgolf Proposal for Strawberry Field

Members agreed footgolf would be a good use of the area, fitting the requirements of the lease for recreational use.

However, members also agreed approval of this use should not deflect from the council's plans for a large-scale recreational project for Strawberry Field. As such, members agreed its use for footgolf should be for a limited period.

Cllr J. Scowen suggested it should not be for more than one year at a time.

Cllr Mrs M. Ellis asked what the applicant would be charged for use of the land.

The deputy town clerk suggested the operations manager was authorised to negotiate with the applicant, taking into account timescales and charges, and for this information to be reported to the Full Council on 13 February 2019 to allow members to make a quick decision.

Proposed by Cllr D. Hallett and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve, in principle, a proposal to use Strawberry Field for footgolf, subject to further details being reported to the Full Council on 13 February 2019.

18/65/TCP Dorset Street Food Festival

The deputy town clerk drew members' attention to a request from the organiser of Jazz Jurassica that the food festival was not held on 31 May to 2 June, the week after Jazz Jurassica, as it might affect her ability to attract food traders to the event.

There was some concern about the event being held on the roof of the shelters and the potential for damage to be done to the surface.

However, Cllr J. Broom said the patch repairs had been done, there were no leaks, and he was satisfied events could be held on the roof without any problems being caused.

Members acknowledged the 2018 festival had been well managed and generally agreed 12 to 14 July 2019 was the preferred date.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree a second Dorset Street Food Festival is held in Lyme Regis in 2019 on 12 to 14 July, inclusive, and to give authority to the town clerk to negotiate a charge for use of the roof of the Marine Parade Shelters.

18/66/TCP Coastal Communities Fund Round 5 Bid

Members noted the report.

18/67/TCP Diary of Major Events

The deputy town clerk said the dates for Lyme Splash Water Polo Championship (3-4 August) and Lyme Splash (8 September) had been omitted from the diary as shown in the agenda. However, these dates had been included in the calendar of events in the 2019 Lyme Regis guide.

Cllr J. Scowen asked for a copy of the calendar of events to be sent to members.

18/68/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 8pm.

Committee: Tourism, Community and Publicity

Date: 17 April 2019

Title: Matters arising from the minutes of the previous meeting held on 23 January 2019

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

18/64/TCP – Footgolf Proposal for Strawberry Field

It was resolved by the Full Council on 13 February 'to agree a negotiated sum of £1,250 per year and the three-year term of licence for the footgolf business at Strawberry Field, and to seek the permission of the freeholder of Strawberry Field to site a shipping container on the land'.

18/65/TCP – Dorset Street Food Festival

The organisers, Street Food Warehouse, will be launching their social media campaign to promote the event from Monday 15 April 2019.

Street Food Warehouse has offered local traders the opportunity to have a stall at the festival and have reported there has been a lot of interest so far.

18/67/TCP – Diary of Major Events

The calendar of major events in 2019 was sent to members on 28 January 2019 as requested.

Mark Green
Deputy town clerk
April 2019

Adrianne Mullins
Administrative officer

Committee: Tourism, Community and Publicity

Date: 17 April 2019

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

Report

Town council website

The design has been agreed with the website developers Blue Level and copy for the new website is in the process of being written. This is a lengthy process and also includes uploading many documents which will be available to download, uploading images to a shared drive, and writing completely new pages.

Due to the time taken to construct the content, the timetable for the launch has been put back by one week, now Tuesday 7 May.

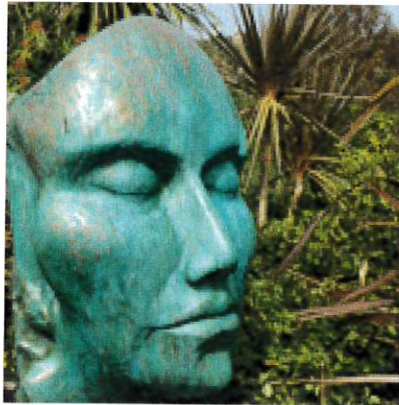
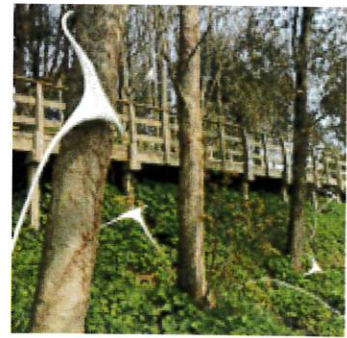
This date will also coincide better with the election. Launching before the election would mean uploading information relevant to this council administration and then having to change it within a matter of weeks following the election.

The launch will be phased. Blue Level is also developing a bespoke booking system for beach huts and weddings. The plan is to launch the main website on 7 May, to be followed several weeks later by the booking system, date TBC.

Sculpture trail

Four new (replacement) pieces have been installed in the Gardens as part of the ongoing development of the trail. The full complement of sculptures now comprises those shown below:





The council continues to insure the sculptures, but this is at no additional overall premium.

Working with Visit Dorset

Officers and Cllr Reynolds met with the Visit Dorset team on 14 March 2019, along with representatives from RH Advertising, who will be running our social media campaign in conjunction with Visit Dorset.

At that meeting, it was agreed the social media campaign would run from mid-April for three months, based on the campaign proposal previously agreed by this committee, focusing on short breaks, days out and staycations with young families as the primary target audience.

The campaign will use the Visit Dorset social media platforms, which have a much bigger following than the Lyme Regis ones, pointing to the Lyme Regis pages on the Visit Dorset website. These will be in the form of image carousels on Facebook and Instagram.

Three 15-second videos are being created by Sound View, the company which creates the promotional videos for Visit Dorset. These will be used for YouTube pre-roll, the short video adverts you see before viewing something on YouTube.

It was agreed the existing pages on the Visit Dorset website would be reviewed to check the information is current and the page has the maximum impact. The content/focus/calls to action will be amended to compliment the social media campaigns.

AGENDA ITEM 7

It was agreed a Lyme Regis image would be used on the Visit Dorset homepage during May or June to maximise focus on Lyme Regis during the social media campaign.

A blog post outlining the 'Top 10 things to do in Lyme Regis' will go live on Visit Dorset in July and will be promoted through the Visit Dorset and our own social media channels and on the Visit Dorset homepage.

Homepage adverts have been booked on Visit Dorset; one from April for four weeks targeted towards days out in Lyme Regis, and another from mid-August targeted at short breaks in Lyme Regis. Both adverts would link to the Lyme Regis page on Visit Dorset.

Two e-newsletters will be sent to the Visit Dorset consumer database (20,000 contacts), specifically based on short breaks and staycations in Lyme Regis. One will be sent in June focused on families, and one in September focused on families and couples.

Seafront wi-fi

A transmitter was recently damaged when a lock at the bottom of one of the mounting poles failed. The item has been replaced and the system is restored to full functionality.

In addition, the secure link to the amenities hut will be installed on 16 April 2019, allowing both the use of the card reader for mini-golf payments for the first time and the secure operation of the CCTV camera operating in that area.

Cllr R. Doney has made progress in gaining access to better 'back office' and user data. This will incur a nominal additional charge to the council but is considered to represent a worthwhile return on the investment.

Lyme Regis guide

By the end of March 2019, just over 10,000 guides had been sent to individuals who had either made direct requests or were already on an existing database.

Mark Green
Deputy town clerk
April 2019

Adrianne Mullins
Administrative officer

Committee: Tourism, Community and Publicity

Date: 17 April 2019

Title: Grant Agreement Review, LymeArts Community Trust

Purpose of Report

To inform members of the grant agreement review meeting with LymeArts Community Trust on 18 March 2019

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 25 April 2018. At that meeting, members were informed 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. Members were reminded about the level of subsidy in LACT's accounts, i.e. the early payment £15,000 grant from 2019-20, which reduced the actual surplus of £11,475 to a deficit of £793.

Report

- 9 On 18 March 2019, a meeting took place between LACT¹, the council's participating member, Cllr J. Scowen, and the town clerk.
10. At that meeting LACT explained that it had significantly increased its revenue but there had been a corresponding increase in expenditure. To address the increase in expenditure, the theatre had introduced tighter financial controls, raised bar margins, reviewed and adjusted overheads and reduced the hours of casual staff.
11. LACT said ticket sales had been adversely affected by the good weather in the spring and summer of 2018 and it had to make a redundancy payment. Both events have adversely affected LACT's financial position.
12. LACT's year-end forecast is a surplus of £1,500.
13. The town clerk reminded LACT its last grant payment from the town council would be on 1 July 2019. Although LACT acknowledged the importance of the council's advance grant payment in early-2018, LACT stated the lack of council funding for the last two quarters of 2019-20 would cause them some difficulty.
14. The town clerk referred to the provision of major grants from 1 April 2020, onwards, and said the new council administration would be undertaking a comprehensive review of grants as part of its 2020-21 budget-setting exercise.
15. The town clerk said he was also aware Dorset Council could remove or reduce its funding to LACT from 1 April 2020.
16. The town clerk said the town council's new administration would no doubt be mindful of any additional expenditure that could result from actual or anticipated

¹ LACT were represented by: Nigel Clegg, chairman; Paul Edmunds, trustee; Gabby Rabbitts, director; Simon Rolfe, consultant

changes to local service provision. He said the likelihood was these changes would be driven by Dorset Council policy decisions

17. The town clerk also advised LACT that the new town council administration may have policy objectives of its own.
18. LACT referred to successful grant applications:
 - £31,620 from the Coastal Revival Fund for the renovation of the auditorium, backstage areas and dressing rooms
 - £20,000 Section 106 funding for the replacement of technical equipment
 - £5,000 West Dorset District Council leisure development fund grant for PA equipment
 - £43,200 Dorset LEADER funding for a new lighting rig.²
19. LACT ran through its audience profile data which revealed 42% of those attending the theatre had a Lyme Regis postcode. LACT believe this is a result of tailoring its programme to local people's requirements.
20. LACT's chairman confirmed there had been no breaches of governance and there were no other risks facing the organisation, other than those detailed above, that the council needed to be made aware of.
21. Any recommendations from this committee will be considered by the Full Council on 1 May 2019.

John Wright
Town clerk
April 2019

² The draft contract which supports the council's £40,000 bridging loan for the lighting rig is currently being reviewed by LACT.

Committee: Tourism, Community and Publicity

Date: 17 April 2019

Title: Grant Agreement Review, B Sharp

Purpose of Report

To inform members about a grant review meeting with B Sharp's chief executive 4 April 2019

Recommendation

Members note the report

Background

1. Following consideration by this committee on 29 June 2016, on 13 July 2016 the Full Council approved the grant agreement for B Sharp.
2. Under the terms of the grant agreement, the town council provides funding of £5,000 per annum to B Sharp for 2016-17, 2017-18, 2018-19 and 2019-20.
3. The grant agreement states the town clerk and the councillor representative on B Sharp will meet with one or more representatives of B Sharp in March and September each year to review and evaluate the work of B Sharp against this agreement.

Report

4. On 4 April 2019, the town clerk met with B Sharp's chief executive officer (CEO), Ruth Cohen, to undertake a review of its grant agreement with the town council. The Mayor, Cllr M. Ellis, who is the council's liaison representative for B Sharp, could not attend the meeting and gave her apologies.
5. B Sharp's CEO confirmed Youth Music was its major funding body and was in a three-year agreement that ended in 2021. B Sharp's CEO said the funding environment was getting tighter and moving forward, B Sharp would prioritise Lyme Regis and education services.
6. B Sharp's CEO said the 'Big Mix' wouldn't take place in 2019 and the busking festival would be aligned to Jazz Jurassica.
7. The town clerk referred to the provision of major grants from 1 April 2020, onwards, and said the new council administration would be undertaking a comprehensive review of grants as part of its 2020-21 budget-setting exercise.
8. The town clerk said the town council's new administration would no doubt be mindful of any additional expenditure that could result from actual or anticipated changes to local service provision by Dorset Council.

AGENDA ITEM 9

9. The town clerk also advised B Sharp's CEO the new town council administration may have policy objectives of its own which could impinge on the amount of money available for grants.
10. B Sharp's CEO confirmed there were five trustees who had a good skills base. B Sharp's CEO confirmed there were no governance, financial, health and safety or safeguarding issues which needed to be brought to the town council's attention.
11. Any recommendations from this committee will be considered by the Full Council on 1 May 2019.

John Wright
Town clerk
April 2019

Committee: Tourism, Community and Publicity

Date: 17 April 2019

Title: Grant Agreement Review, The Hub

Purpose

To inform members of a grant review meeting with The Hub

Recommendation

Members note the report

Background

1. Following consideration by this committee on 29 June 2016, on 13 July 2016 the Full Council approved the grant agreement for The Hub. The grant agreement runs until 2019/20 and is for £10,000 per annum.
2. The grant agreement states the town clerk and the councillor representative on The Hub Strategic Group will meet with one or more representatives of Lyme Regis Development Trust (LRDT) and The Hub in March and September each year to review and evaluate the work of The Hub against this agreement.

Report

3. On 7 March 2019, the town clerk met with Diane Earle from Lyme Regis Development Trust (LRDT); LRDT manages The Hub. Cllr C. Reynolds, the town council's participating member for The Hub, could not attend the meeting and offered her apologies.
4. Diane Earle said Dorset Council funding had been confirmed for 2019-20¹.
5. The town clerk referred to the provision of major grants from 1 April 2020, onwards, and said the new council administration would be undertaking a comprehensive review of grants as part of its 2020-21 budget-setting exercise.
6. The town clerk said the town council's new administration would no doubt be mindful of any additional expenditure that could result from actual or anticipated changes to local service provision by Dorset Council.
7. The town clerk also advised Diane the new town council administration may have policy objectives of its own which could impinge on the amount of money available for grants.

¹ The Hub's operating budget is c£25,000. Dorset Council's funding is £4,500.

AGENDA ITEM 10

8. Diane confirmed there were no governance, health and safety or safeguarding issues which needed to be brought to the town council's attention.
9. Any recommendations from this committee will be considered by the Full Council on 1 May 2019.

John Wright
Town clerk
April 2018

Committee: Tourism, Community and Publicity

Date: 17 April 2019

Title: LymeForward Grant Review Meeting

Purpose

To inform members of a LymeForward grant review meeting on 2 April 2019

Recommendation

Members note the report

Background

1. On 3 February 2016, the Full Council resolved to award a grant of £15,000 per annum to LymeForward for 2016/17, 2017/18, 2018/19 and 2019/20. The grant was awarded to allow LymeForward to undertake community engagement work.
2. The grant agreement between LymeForward and the town council was considered by this committee on 7 September 2016 and approved by resolution of the Full Council on 21 September 2016.
3. The grant agreement between LymeForward and the town council was signed on 13 October 2016.
4. The grant agreement stipulates meetings will take place in March and September each year to review and evaluate the work of LymeForward Community Interest Company (CIC) against this agreement and any material issues arising out of these meetings will be reported to this committee.

Report

5. On 2 April 2019, a meeting took place between representatives of LymeForward and the town clerk¹.
6. LymeForward confirmed funding for 2018/19 had been approved by Dorset Council.
7. The town clerk referred to the provision of major grants from 1 April 2020, onwards, and said the new council administration would be undertaking a comprehensive review of grants as part of its 2020-21 budget-setting exercise.
8. A copy of LymeForward's annual report and core spending for 2018-19 are attached, **appendices 11A and 11B**.

¹ LymeForward were represented by Chris Boothroyd, director; Sue Davies, director; and Sally Holman, director

AGENDA ITEM 11

9. The town clerk said he was also aware Dorset Council could remove or reduce its funding to LymeForward from 1 April 2020.
10. The town clerk said the town council's new administration would no doubt be mindful of any additional expenditure that could result from actual or anticipated changes to local service provision undertaken by Dorset Council.
11. The town clerk also advised LymeForward the new town council administration may have policy objectives of its own which could impinge on the amount of money available for grants.
12. LymeForward confirmed it had four directors, that there were no governance, financial (other than those referred to above) or health and safety issues which needed to be brought to the town council's attention.
13. Any recommendations from this committee will be considered by the Full Council on 1 May 2019.

John Wright
Town clerk
April 2019



**Annual Report 1st October 2017 to 9 November 2018 and Forward Plans
For LRTC Tourism, Community and Publicity Committee on 21st November 2018
as per terms of the Grant Agreement**

PART 1: ANNUAL REPORT

1. Fundamentals

For a reminder, if necessary, of LymeForward's legal status as a Community Interest Company serving as the Local Area Partnership, including details of its Directors, membership, Steering Group and public meetings, please refer to Items 1 to 4 in last year's report to the committee.

2. Staff

The Coordinator, Adrian Ragbourne, resigned his post on 31 March 2018. Directors reviewed the role and job description before recruiting a Manager. Following interviews, Chris Tipping was appointed and began work on 3rd September. Like Adrian, he is employed for 3 days a week.

Heather Prior's post as Partnership Assistant at 2 days per week, working with local health and wellbeing support groups and their volunteer leaders, was extended from 1st April, partly to help cover the administrative gap between the Coordinator's departure and the Manager's arrival.

3. Funder requirements

For Lyme Regis Town Council, *monthly meetings are held with the Town Clerk* to harmonise actions as necessary on public consultations, fund-raising opportunities and other issues pertaining to the Grant Agreement. Following the Coordinator's departure, LymeForward was represented at these meetings by the Chairman of the Steering Group; the Manager has now resumed that function.

The Council had requested that its proposals for enhancements in the Langmoor and Lister Gardens be included in *Round 5 of the Coastal Communities Fund bid*. This request was in the event withdrawn, but several other items were agreed with the Town Council and incorporated in the bid (see Item 5 below).

LymeForward supported the Business Group meeting to encourage formation of a *Chamber of Commerce*, addressed by a guest speaker from Dorchester Chamber of Commerce and by the Town Clerk. Two volunteers offered to pursue the idea but failed to find sufficient enthusiasm; the Tourism, Community and Publicity Committee meeting on 7th March decided not to pursue the idea.

Liaising with the police and emergency services / promoting a safer neighbourhood falls to LymeForward's Health and Wellbeing Group. It has shared information with PCSO Amanda King, helped publicise the renewed though limited police presence and Crime Prevention event, and offered help with extending Neighbourhood Watch. The letter which the Council recently agreed to send to the Chief Executive of SWAST came from research and drafting by LymeForward. Other aspects of this priority are recorded in Item 6 below.



LymeForward CIC is a Community Interest Company No 16351712
Registered Address: The Green, The Old Rectory, Lyme Regis, Dorset DT7 1PU
Phone: 01303 411111 LymeForward CIC: 01303 411111 - www.lymeforward.co.uk
Partially supported by Lyme Regis Town Council and West Dorset District Council



LymeForward has long had a systematic basis for identifying *potential funding sources* that could help organisations in the town, as well as its own and Town Council activities, and has always shared these where relevant. It has agreed with the Town Clerk that such sharing could be further developed so that even more organisations benefit from the combined knowledge of LymeForward and the Town Council, as well as that which they themselves acquire.

LymeForward tries to digest some of the larger *public consultation documents* and then by email, on its website and in the local press to publicise and highlight the local implications. This has been done in respect of the Boundary Commission proposals for Ward boundaries in Dorset Council, the proposed (now abandoned) merger of Dorset Police with the Devon and Cornwall forces, and the Local Plan Preferred Options 'Roadshow'.

A meeting in early June of LymeForward and Town Council staff agreed that the Town Council would contact those previously recruited to *Lyme Voice* to check whether the email information remains current, and would talk to Hydrock to find questions around the Traffic Survey. The Town Clerk has asked LymeForward's Manager to identify other questions that might be asked, which he is doing.

Representatives of the Directors meet six-monthly with the Town Clerk and the appointed Councillors to review the *Grant Agreement, governance and finances*.

For West Dorset District Council, LymeForward has continued coverage of local priorities and targets as defined in the Service Level Agreement, and has completed its reporting obligations.

4. The Steering Group

The Steering Group has met three times (February, June and September), overseeing priorities which, for reasons explained in last year's report, remain as meeting LymeForward's obligations to its two Local Authority funders, Health and Wellbeing, and the CCT/Economy.

5. Coastal Community Team / Economy (Chairman: Tony Colston)

(i) *The River Lim Path (Round 4 of Dorset Coastal Forum bid to the Coastal Communities Fund)*

Following public consultations in Lyme and Uplyme during October 2017, and many months of preparation (negotiations with local authorities and landowners, detailed specification etc) the project to upgrade the path between Lyme and Uplyme along the River Lim, the major 'win' for the area in Round 4 bidding, has progressed throughout the year under the guidance of Simon Williams. Most of the physical work is complete; two self-guided walks leaflets with map, one for each direction, have been published; and research, including historical material, is well in hand for (minimal) information boards along the route. Simon made a full presentation, with before-and-after photographs, to the Partnership meeting on 11th October.

(ii) *Other CCT matters*

Public WiFi

Charmouth Parish Council accepted LymeForward's recommendation for a WiFi provider and will pay £2,049.12 revenue costs.

Lyme Regis Sculpture Trail

The Dorset Art Development Company has taken over management of this project.

(iii) *Coastal Communities Fund (CCF) Round 5 Stage 1 funding bid in 2018*

Following the delayed government announcement on 26th February of the terms and timescales of the £40million available for projects in England, the CCT worked to ensure that as many of the potential projects identified at the public workshop following the LymeForward AGM in July 2017 were included in the final collaborative bid fronted by Dorset Coast Forum under the heading '*Gateways to Business Growth in Dorset*'. After carefully considering all the suggestions, taking into account timescales, ownership issues, possible planning permission requirements etc, the CCT put forward the following elements:

a. Interpretation (£80,000)

Providing directional, seafront and historical town information that encourages visitors to explore Lyme, Charmouth & Uplyme along and adjacent to the seafront and river valley, thus increasing footfall in the Museum and other venues and enhancing the visitor experience. By integrating the coastal and inland pathways with the town and village centres, the project aims to encourage a broader experience, enjoying local food & drink and increasing dwell time and consequent expenditure with local businesses.

b. Development & promotion of walking routes (£10,000)

To improve 'legibility' of the town, integrated with signage / interpretation as in (a) above and linking to the recently improved River Lim Path.

c. Disabled access around Lyme Regis town & gardens (£20,000)

d. New Lyme Regis seafront railings (£60,000)

High quality 'architectural' style.

e. Lyme Regis Theatre Square demountable marquee (£25,000)

f. New Beach Access at Charmouth (£295,000)

g. Riverside footpath to link east and west Charmouth beaches (£15,000)

h. Visit Lyme Promotional Material (£55,000)

Walk Lyme / Fit Lyme / Shop Lyme / Cultural Lyme / Historical Lyme / Dine Lyme, linked to the identification of different 'quarters' of the town; cultural; harbour; beach; food; retail etc.

The Dorset team was notified on 8th November that their bid, including those items, has been accepted to proceed to Stage 2 of the process. The deadline for submissions at Stage 2 is Monday 21st January 2019.

(iii) *Coastal Revival Fund bids*

Outcomes for the four bids under the single-stage Coastal Revival Fund (St Michael's Church, The Marine Theatre, The Town Mill and The Hub) were promised for 'the autumn'. News is still awaited. As separate bids, it is possible that some will succeed while others may not.

(iv) *Business engagement*

The Manager has so far met with 20 businesses and organisations to discuss matters of shared interest, to see whether there is still any desire to form a new collaborative / representative group, and to investigate any potential structure and working model that could enable this. These meetings have also been used to identify issues that could potentially be addressed using Lyme Voice and thus assist in the creation of question sets to be used by LRTC. As requested by the Town Clerk, he has also asked about the effectiveness of the Gateway Card: anecdotal evidence collected is that usage is low, so he is canvassing opinion as to why this may be so. The value and practicability of sharing funding information between organisations is also being explored. Outcomes of all these discussions form part of the agenda for the Manager's regular meetings with the Town Clerk.

6. Health and Wellbeing Group (Chairman: Chris Boothroyd)

(i) *The future of health and care provision in the LymeForward area*

Dorset Clinical Commissioning Group's internal processes for re-commissioning the Virgin contract have been repeatedly delayed. Originally due to finish at the end of January, a semi-public meeting was then promised for 21st May, postponed to 4th June, and postponed again until early July. That meeting did not materialise either. Representatives of the Health & Wellbeing group did what was possible to maintain contact with the CCG during this period, culminating in a meeting in Lyme on 25th October with the two senior Directors for Primary Care, Community Services and 'integrated services'.

Very recently the CCG has announced that the contract held by Virgin Care for GP/medical services at Lyme Regis Medical Centre will end on 31st May 2019, with GP services continuing at LRMHC under 'new local arrangements' not involving Virgin Care – arrangements the details of which are, as yet, no clearer to the public than they were on 26th June 2017 when this option was first presented to a semi-public meeting at the Woodroffe School. LRMHC patients have received an explanatory letter, and a 'drop-in' event with CCG staff is arranged for the afternoon of Thursday 15th November. at Woodmead Halls. Once details of the 'new local arrangements' are clearer the CCG will hold a public open meeting, probably in early February, to explain these more fully.

The other part of the Virgin Care contract, providing community health services to all residents whether registered at LRMHC, Kent House or Charmouth, will also continue until 31st May next year. In this case, the contract has to go out to tender, a process beginning this month. The Health and Wellbeing Group has long argued the advantages of community health services being part of Dorset HealthCare, as in the rest of the county, with a strong presence in Lyme: that argument will continue to be pressed energetically.

The Clinical Commissioning Group promises lots of 'engagement' with local people as it develops its plans for both aspects of the contract. The group hopes that 'engagement' will be more open and consultative than hitherto, when until very recently it has tended to be one-way.

On the positive side, the Health and Wellbeing Group has made sure that Lyme, Charmouth and Uplyme cannot be ignored by The Authorities, with extensive contacts between its members and senior officials at the CCG and across the health and care landscape. Earlier instances were documented on pages 3 & 4 of LymeForward's report to your committee last October. Since then six meetings have been held with various senior officials concerned with aspects of mental health services; three with West Family Partnership Zone senior staff; two and a group visit to the Bridport 'Hub'; four with officials of the 'Locality'; two with officers of Public Health Dorset; one with the manager of Adult Social Care and one with the Social Care team; and separate meetings with the Deputy Leader of Dorset County Council, the manager of the CAB, the Chief Executive of Dorset HealthCare, the 'Moonfleet' midwives, the South West Ambulance Trust, Lyme Regis Nursing Home, an officer for the Dorset Care Record, local schools, Patient Participation Groups, Practice Managers, RD&E Hospital Exeter, and CCG and DCC officers responsible for non-emergency transport – supplemented by innumerable emails and phone calls. One member of the Health and Wellbeing Group is an elected Governor of Dorset HealthCare; another is a Board member for Dorset County Hospital. Good relations with the Health and Wellbeing Group of Bridport Local Area Partnership are established so that both LAPs can work together to influence the 'Locality' that covers both areas. Both Healthwatch and Sir Oliver Letwin have given strong support. These contacts and application of pressure will continue with renewed force now that at least some of the secretive uncertainty is out in the open.

The group has tried, within its capacity and to the extent of its knowledge, to keep residents informed through Lyme Online, and by meeting local groups such as the Residents' Association and an open public meeting held under the auspices of the U3A. Some councillors attended an invitation-meeting on 14th March. With the co-operation of Axminster Medical Practice, an on-line survey of patient experiences both sides of 'the border' was carried out in September, separately identifying responses from the two areas. The results are now being analysed and look likely to provide useful 'hard data' to supplement the anecdotal evidence accumulated by the group over the last 18 months.

(ii) Support Groups

- Since re-launching in mid-May, the Foodbank has served 16 separate clients (a client defined as an individual or a family) totalling 20 adults + 21 children, making 49 separate visits; in all, 140 'person/weeks' of food had been provided by the end of October. Sixteen organisations are approved referrers, six places act as donation points for supplies, and 15 volunteers cover the work. Public donations, particularly from the recent Harvest Festival focus of local schools and churches in Lyme, Charmouth and Uplyme, have been generous. A useful side-effect of the Foodbank is that it keeps LymeForward in closer contact with referring agencies, for some of whom their commitment to the town must be consolidated. As with much of the support groups work, Heather Prior has been outstanding and is owed much gratitude.

- The Meet & Remember group has benefited from the generous availability of the Football Club as a location for its meetings. The experiment in September of linking this to the monthly Community Lunch proved worthwhile and is continuing. Seven regular volunteers help with Meet & Remember (the Lyme Regis Medical Centre provides support in that two of their managers are part of the rota) and 11 with Community Lunches.
- The new voluntary Axminster and Lyme Cancer Support group (ALCS) launched in September and is well on the way to obtaining charitable status. Until then, LymeForward is acting as its 'banker' with Chris Boothroyd as Treasurer. LymeForward approached Macmillan early in the year, gaining their full support for this group, including a £1,210 start-up grant. ALCS is holding drop-in sessions on alternate fortnights in Axminster and Lyme, the latter at the Football Club from January. It will fill a significant gap in local provision (the Lyme and Charmouth Practices have between them 371 people on their cancer registers; Axminster Practice has 497). It looks set to be admirably self-driving; no doubt NHS officialdom will note that it operates seamlessly across the Devon/Dorset border!
- The Altogether Group now operates only on Mondays at its Charmouth venue, the volunteer leader having found employment on a Friday, and has little capacity to expand. Early stage investigation of a suitable replacement for the Friday sessions in Lyme is in hand.
- Dorset HealthCare 8 week Mindfulness training course is being run in Lyme Regis, with support of Bethany Chapel who grant use of their chapel as a venue. Other similar courses are being investigated.
- Uplyme Help at Hand, a seriously stretched volunteer group, nonetheless extends its helping hand where possible to Lyme Regis residents.
- Close contact is maintained with REACH to ensure continuation of their work in the Bethany Chapel on Mondays and Wednesdays; the recently-appointed youth outreach worker who has Lyme in his territory has met with LymeForward and the youth work team at The Hub.

(iii) *Care Links Lyme*

With the NHS nationally and locally emphasising 'social prescribing' and 'prevention at scale', LymeForward continues its efforts to make support services, whether professional, charitable, private or voluntary, more accessible and Lyme-based. While the need for such services is evident, the take-up is in some cases thin, to the point that funded services such as REACH, or the Citizens Advice Bureau, might start to question the cost-effectiveness of their investment in Lyme and Charmouth. LymeForward identified as one factor (there are others) insufficient priority given by the GP Practices and Community Services to signposting and referring people to the provision available.

To take the challenge to the heart of the health and care services here, LymeForward organised, in association with Lyme Regis Medical Centre, a day-long 'Care Links Lyme' event on 26th April. The grammatically-ambiguous title was invented one restless night when applying for the Healthwatch grant used in part to support this event. Nearly 25 health professionals – GPs, nurses, care assistants, administrative staff – from the Lyme and Charmouth GP Practices visited to meet and talk with practitioners and volunteers from over 20 organisations that give residents non-clinical support. Many of the visiting organisations are based in Bridport or Dorchester, and showed a growing appreciation of the needs in Lyme and Charmouth. Feedback from those who came was entirely positive, one calling the event 'groundbreaking'. Undoubtedly the day went a long way to raising the profile of Lyme and Charmouth with medical and care providers further east, sometimes unaware of our existence.

The intention is to 'grow' this label (see the leaflet racks in the Library!) as a broad descriptor for developments such as (but not limited to) the support groups, above. All of these matters are part of working towards a 'Safer Neighbourhood'. They include:

- 'Mapping' the statutory, 3rd Sector, voluntary and private services relevant to health and care locally, building on the analysis compiled for Part 1 of the documentation for the CCG in January, and developing categorised directories, at a more detailed level, available to the public as well as clinicians; one GP Practice has shown interest in incorporating this into its computer system.

- Public information. The April event was for clinical professionals. The larger event on 28th November (DRoP! – fruit of another restless night), mentioned to the recent Full Council meeting, will be for the public.
- Public clarification. Knowledge of health and care services can be difficult to find and, once found, frequently hard to understand. Under the 'Care Links Lyme' label, LymeForward has begun investigating key bits of service, presenting the results in such a way that residents can understand how that service works and, importantly, what they are entitled to expect of it. The recent summary of 999 Ambulance response was the first of these, appearing in Lyme Online as a 'blog' and in the print edition, and leading to the recent council letter to SWAST. Similar investigation of how discharge from hospital is meant to work is proceeding very slowly through correspondence and meetings with senior staff at RD&E, DCH and Bridport Hospital / Hub.
- Citizen's Advice Bureau. Stronger relations with the CAB have resulted in an extended CAB service in Lyme, supplementing the Wednesday sessions at St Michael's Business Centre with Monday mornings at Lyme Regis Medical Centre.
- Home-Start. With the weakening of services provided by the Children's Centre, West Family Partnership Zone and the Health Visiting team, families and children are losing support. Cllr Cheryl Reynolds took the initiative in contacting Dorset Home-Start, a charity whose volunteers offer regular support, friendship and practical help to families under stress, in their own homes, helping to prevent family crisis or breakdown. Around a dozen volunteers are undertaking the required 40 hours of training over 10 weeks. This is care linking Lyme in action.
- Transport. Poor transport facilities are well-identified as an obstacle in accessing health and care services. Following attendance at a CCG / DCC event in Wimborne on 'Integrated Non-Emergency Medical & Care Transport', a meeting was arranged in September with Erica Pretty, the DCC officer for voluntary driving schemes and community transport. Work has begun on the practical arrangements required and possible funding sources. Worth noting is the experience elsewhere that voluntary driving, starting with a focus on medical appointments, often develops into a more broad-based and socially-powerful service.
- Patient Participation. The PPG for Lyme Regis Medical Centre has been redefining its role (the aim being genuine 'patient participation' rather than a discrete 'group') and has recently captured this in new Terms of Reference, agreed with the Practice on 26th September.
- Frome. Five members of the Health and Wellbeing Group went to Bridport in September for a talk about 'the Frome Model of Care' by Dr Helen Kingston, Senior GP Partner at the Frome Medical Practice. This project has attracted national attention, and this was a chance to hear first-hand about it. The approach demonstrates an 'Integrated Care System' in action: critically, a bottom-up design led by and based around the GPs and community action. It is 'Care Links Frome', and makes Care Links Lyme feel very small and embryonic. The Frome model could not be directly replicated in Lyme, or even perhaps in Lyme and Bridport together, given the differences in some critical factors. But important elements of it could be incorporated if the 'culture' is right. Sadly, while the talk by Dr Kingston was inspiring and uplifting, the follow-up presentation from the CCG officer responsible for designing and commissioning the *'Dorset Self-Management Framework: Non-Clinical Health Coaching and Social Prescription (Voluntary Sector Navigation & Active Signposting) Personalised Care and Support Planning for People and Carers with a Long-Term Conditions'* [sic] demoralised the audience. It's clear that the CCG, Public Health Dorset and local authorities, while proclaiming commitment to joint working, are not yet effectively sharing their ideas, plans, or even knowledge.

7. Liaison with Lyme Regis Development Trust

LymeForward Directors and LRDT Trustees have met on three occasions during the year to coordinate where appropriate existing areas of joint work, and to identify others. Representatives of both organisations met with the Mayor and Town Clerk at the end of September to consolidate three-way working.

8. Administration

- (i) Since the week beginning 13th August LymeForward has consolidated its messages to members and those on the mailing list into a once-weekly bulletin, with most items accessible via a link from the front page, making things easier and more predictable for recipients. Reciprocal arrangements with Town Council communications, where appropriate, have been agreed. Councillors not on the mailing list who wish to be can ask the Manager to add them.
- (ii) To meet the General Data Protection Regulations, Wendy Davies has done valiant work in codifying Privacy Policy along with Safeguarding and Confidentiality policies for volunteers and staff, so that compliance is ensured. Everything is now contained within the Staff Handbook, with links to the key sections direct from the home page of LymeForward's website.
- (iii) Dealing with GDPR has also stimulated a fresh look at LymeForward's membership and mailing register. Work has begun on refreshing these to ensure that as many people as possible can benefit from association with LymeForward, and vice-versa.

9. Funds raised

An updated summary of funds raised over the last three years is an appendix on the final page.

PART 2: FORWARD PLANS

1. Town Council requirements

(a) Developing engagement with the business community

Following the Council decision not to pursue the establishment of a Chamber of Commerce, LymeForward is seeking other ways to engage the business community (see 5 (iv) on page 3). The Manager has an ever-expanding list of businesses to meet, beyond those already contacted. Businesses are a vital part of the community, so this work is one element of 'community engagement': see (f) below.

(b) Promoting a safer neighbourhood

- With relative clarity emerging about the CCG's intentions for primary care, community services and 'social prescribing', the Health and Wellbeing Group will work alongside appointed providers to maximise locally-based provision of services.
- 'Care Links Lyme' will be developed as a framework for public understanding, collaboration, volunteer recruitment and training, and encouragement of support groups.
- Support groups currently managed directly by LymeForward must become as self-sustaining as practicable.
- As required by the proposal of the Human Resources Committee at its meeting on 18th July (18/24/HR – presumably resolved by Full Council on 19th September) LymeForward will work with the council, police and any other emergency service to develop the council's 'safer neighbourhood strategy ... to be considered by the Tourism, Community and Publicity Committee on 23 January 2019'.

(c) Developing Lyme Voice as a consultation vehicle

Lyme Voice was set up as a means for the council to consult residents; the contact details and technical infrastructure are, properly, confidential to the council. LymeForward's role is thus to assist the council in whatever ways are specifically requested, drawing on the Manager's conversations with local organisations.

(d) Coordination of Town Council's response to consultations

These are Town Council responses, so LymeForward's role is to assist the council in whatever ways are specifically requested.

(e) Funding sources

Although not directly specified within the Grant Agreement, the Manager and Town Clerk have agreed to share grant-funding possibilities relevant to the town with each other and with potentially-benefiting organisations. The Manager will keep abreast of developments as regards Community funding from the new Dorset Council.

(f) Public engagement

All five items above are aspects of working with the community. LymeForward notes another proposal under 18/24/HR of the Human Resources Committee meeting on 18th July: 'a community engagement strategy is developed and considered by the Tourism, Community and Publicity Committee on 23 January 2019'. Unlike the 'Safer Neighbourhood' strategy above, this proposal does not specifically require LymeForward involvement. Given the emphasis on 'consultation' in the council's Grant Agreement, it would seem sensible for LymeForward to share in developing this strategy also, which it is happy to do.

The aspect of 'public engagement' increasingly critical for the town is the quantity and quality of volunteer commitment, and the creation of a truly 'volunteer culture' within the community. LymeForward and other organisations work very hard to recruit, train and keep volunteers. Creating the environment in which volunteering thrives is a shared responsibility, highly dependent on the tone set by those with official responsibility and leadership roles in the town.

2. Coastal Community Team (in addition to relevant LRTC requirements, above)

(a) CCT objectives, structure and management

- The Tourism, Community and Publicity Committee on 11th October 2017 recommended (17/40/TCP – Coastal Communities Team Objectives and Outcomes) that 'Members agree to work in full co-operation with the Lyme Regis, Charmouth and Uplyme CCT, LymeForward, businesses, local people and volunteers in taking projects forward by working together to achieve a successful bid that offers opportunities for local people and the local economy to round five of the Coastal Communities Fund' – a recommendation accepted by Full Council on 1st November 2017. That co-operation was reflected in the successful joint bid under Stage 1 of Round 5.
- The main benefit of the CCT is to act as the host for the Economic Plan which forms the basis of longer term strategy for development in the area and the injection of funding to support this. Critical to most funding bids under a CCT is evidence of partnership and cross-authority working, which is why LymeForward, rather than an individual local authority, acts as the 'lead body' within the spirit and practice of the above council resolution.
- LymeForward advises that continuation of an economic regeneration group able to define appropriate projects and explore funding possibilities, within that spirit, will be valuable to the town and its neighbours. The Manager's discussions with business people and community groups will contribute to updating the original Economic Plan as a basis for future bidding.
- The membership of such a group, the regularity of its meetings, and the recording of its discussions all need review and greater definition: creating that clarity is a priority for LymeForward but can be achieved only with full collaborative engagement of all partners.
- Sustaining relationships with key stakeholders, identifying grant opportunities within the community, and supporting members with their project plans was given last year as a CCT priority, and remains so for whatever structure develops to continue economic regeneration work.

(b) Follow up to bid outcome

Stage 1 of the Round 5 bid having been successful, the CCT will now need to do what is required for Stage 2, to a very tight timetable. If Stage 2 is successfully passed, managing or helping to manage implementation of the various components will become the main focus of CCT work.

3. Health and Wellbeing Group (in addition to relevant LRTC requirements, above)

(a) Outcomes of CCG decisions

- Act to ensure that clarity from the CCG and the Locality about provision of GP/Medical and Community Services 'post-Virgin' is obtained as soon as possible
- Hold CCG and providers to assurances given about levels of service provision and strive to ensure that these come as close as possible to meeting the needs of local people.
- Offer residents opportunities to discuss the plans and to make their views known to the CCG and potential service providers.
- Develop closer involvement in the the work of the West Dorset Locality, particularly the sub-group intending to become a local 'Health and Wellbeing Board'.
- Increase collective and individual representations by the Health and Wellbeing Group to senior managers of service providers.
- Maintain close links with the three PPGs, joining their combined strength with that of the Health and Wellbeing Group to challenge any continuing reluctance of the CCG to engage in a meaningful way with local people.

(b) Care Links Lyme

- Complete the initial 'mapping' of non-clinical health and care provision locally for the use of clinical staff and the public.
- Continue research into aspects of care that are poorly understood, providing comprehensible summaries that enable people to know their entitlements and the limits on those.
- Monitor, assist with and challenge where necessary developments in 'social prescribing'.

(c) Support Groups

Continue to develop, encourage, and consolidate local health and wellbeing support groups, liaising with volunteer group leaders, publicising activities, and maximising their self-reliance.

9th November 2018

... / Appendix: funds raised

RECORD OF FUNDING FOR LOCAL FACILITIES AND ACTIVITIES BROUGHT IN THROUGH LYMEFORWARD		
<p>Since June 2015, LymeForward has enabled funds to be applied to facilities and activities within the Local Area Partnership, either through direct bids, or as a partner in larger bids, or by assisting other local organisations with their funding bids. This list does not include core funding from LRTC or WDDC, nor many donations of time and 'in kind'.</p>		
	Financial Year	Amount
1. CCT / Economy funding		
<u>DCLG</u> for set-up and preparation of the economic plan (see Note)	2015-2016	£10,000
<u>DCLG Coastal Revival Fund</u>		
for Town Mill Trust (Feasibility Study)	2015-2016	£8,000
for Marine Theatre (roof repairs)	2015-2016	£40,000
for The Hub (window replacements)	2015-2016	£10,000
for Charmouth Coastwatch (Charmouth Lookout)	2015-2016	£2,000
<u>DCLG Coastal Communities Fund (DCF Collaborative bid) Round 4</u>		
for Devon Way upgrade (Lyme Regis Trail)	2016-2017	£246,000
Seafront litter-reduction	2016-2017	£500
<u>Dorset Connections</u>		
for Charmouth Seafront Wi-Fi contribution	2016-2017	£10,000
<u>Private donations</u>		
for supper for 60 people at Round 5 launch workshop 3.7.17		£1,250
<u>Gardens Sculpture Project (fundraising led by John Calder)</u>		
Aviva fund	2017-2018	£500
Hix Charity events and related donations	2017-2018	£4,647
CCT/Economy running total		£332,897
2. Health & Wellbeing funding		
<u>Dorset Partnership for Older People Programme</u>		
Support for Moving On	2016-2017	£1,922
Support for Cookery classes	2016-2017	£945
Support for Community lunches and Cookery classes	2017-2018	£1,461
<u>WDDC Social Inclusion Fund</u>		
Support for Altogether Group (TAG)	2017-2018	£600
Cost of Foodbank storage cupboards	2017-2018	£551
<u>Private donations</u>		
Foodbank contributions to 22.10.18	Various	£3,703
<u>Luton and Leighton branch of the Quakers</u>		
Foodbank contribution	2017-2018	£520
<u>Bridport Lions</u>		
Foodbank contribution	2018-2019	£200
<u>Healthwatch Dorset</u>		
Grant for 'Care Links Lyme' activities	2017-2018	£1,000
<u>Lyme Regis Regatta & Carnival Committee</u>		
Donation to Meet & Remember	2017-2018	£500
Donation to Community Lunches	2017-2018	£275
<u>Macmillan Cancer Support</u>		
Start-up grant for Axminster and Lyme Cancer Support	2018-2019	£1,210
Health & Wellbeing running total		£12,887
3. Core funding		
<u>Lyme Regis Regatta & Carnival Committee</u>		
Contribution to laptop		£175
<u>Private donations</u>		
Contribution to laptop		£100
Core running total		£275
TOTAL TO DATE		£346,059
BIDS UNDER CONSIDERATION / IN PREPARATION		
DCLG Coastal Communities Fund (DCF Collaborative bid) Round 5:		
Lyme Regis and Charmouth Seafront Enhancements	Bid submitted, outcome awaited	
DCLG Coastal Revival Fund		
Bids from St Michael's Church, Marine Theatre, The Hub & The Town Mill	Bids submitted, outcomes awaited	
NOTE: Additional start-up funding for the CCT was received in 2015-2016:		
from Uplyme Parish Council		£1,000
from Charmouth Parish Council		£500
from Charmouth Traders		£250



**Annual Report 1st October 2017 to 9 November 2018 and Forward Plans
For LRTC Tourism, Community and Publicity Committee
as per terms of the Grant Agreement**

Annexe for Committee Meeting on 6th March 2019

to be read in conjunction with, and as an update to, the report submitted in November 2018

PART 1: ANNUAL REPORT

Personnel

Heather Prior retired as Partnership Assistant on 31 December 2018.
Wendy Davies retired as a Director of LymeForward at the same date.
Both have served the community work of LymeForward unstintingly, in Wendy's case since its inception.

Funder requirements

For Lyme Regis Town Council

Chris Tipping has met with the Town Clerk four times since taking up his post. The main actions arising from their meetings have been as follows:

- arranged a funding talk with Kirsty Main of the National Lottery for 22nd May;
- sharing knowledge of potential grant funding available for our area;
- developing a funding bulletin to share with any potential beneficiaries in the area;
- sought and provided feedback on the effectiveness of the Gateway Card;
- canvassed opinion on issues that the Town Council might put to the Lyme Voice participants;
- investigating the possibility of a new Business Forum in the town;
- mutual publicising community events through the LymeForward mailchimp mailings and LRTC social media outlets.

Coastal Community Team / Economy (Chairman: Tony Colston)

(i) *The River Lim Path (Round 4 of Dorset Coastal Forum bid to the Coastal Communities Fund)*

The work is almost complete, with some snagging and minor final works remaining. The project is within budget.

(ii) *Coastal Communities Fund (CCF) Round 5 Stage 2 funding bid in 2018*

Final paperwork for the Lyme Regis and Charmouth elements of the Dorset Coast Forum portfolio bid '*Gateways to Business Growth in Dorset*' was submitted at the end of January. The decision on this stage should be announced in April; timings slipped considerably last year so we will continue to monitor progress.

(iii) *Coastal Revival Fund bids*

The Marine Theatre and The Hub were successful under the single-stage Coastal Revival Fund. Chris Tipping is helping Audrey Vivian with another bid for St Michael's Church tower.



LymeForward CIC is a Community Interest Company No 10321732
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Financially supported by Lyme Regis Town Council and West Dorset District Council



Health and Wellbeing Group (Chairman: Chris Boothroyd)

(i) *The future of health and care provision in the LymeForward area*

Developing the 'new local arrangements' for the GP/medical services at Lyme Regis Medical Centre is proceeding slowly, mostly because the Clinical Commissioning Group is (rightly) concerned to respect the interests of existing staff but has to proceed in association with Virgin Care as current employers. From 1st June the Medical Centre and the Lyme Bay Medical Practice will join together as a single Practice, led by Dr Forbes Watson, and merging their patient lists into the one entity. The intention is for GP and nurse services currently provided at LRMC to continue, in the same building. The only significant difference will be that, instead of being employees of Virgin Care, the doctors and nurses will be employed directly by this single local Practice.

Those community services still retained by Virgin Care, provided to patients at both the present Lyme Practices and the Charmouth Practice, have been put out to tender by the CCG, with its Board meeting to confirm the outcome of that procurement on 25th March.

Existing staff of Virgin Care, whether in the GP/medical 'side' or community services, have the right to be TUPE'd to employment by the relevant new provider. Both sites will remain in use for clinical services and for community services. Maximum continuity and minimal disruption is the key. We are promised more specific information from the Clinical Commissioning Group and from Dr Watson as details are worked through.

The third piece of the jigsaw will be 'Social Prescribing', with a contract starting in April recently awarded by the CCG to Help and Care, the organisation that ran the now-discontinued Partnership for Older People Programme and the 'Wayfinders' service. This should bring a 'Linkworker' to work with our GP Practices, also potentially helpful in developing our 'Care Links Lyme' activities.

Members of the Health and Wellbeing Group have regular conversations and meetings with Dr Watson and officers of the CCG to monitor progress, and have planned meetings with senior staff of providers for community service and social prescribing at the earliest practicable moments.

We expect a further public statement on progress from the CCG imminently, with an open public meeting to be held as soon as legally permissible after the Board meeting on 25th March.

The results of the on-line survey of patient experiences both sides of 'the border', conducted in association with Axminster Medical Practice, have been published and are available on the LymeForward website.

On 28th November 33 non-clinical health and care support organisations attending the Care Links Lyme 'DRoP' event in the Baptist Church halls. Bad weather limited public attendance to 65 people, but those who came found it valuable, and feedback from the guest organisations was positive. Healthwatch has approved the report written about this event, its predecessor in April, and other publicity work, as well as agreeing our retention of £350 of the £1,000 grant to help with preparing directories of support groups and facilities.

Following lengthy research into poor ambulance response times locally, and the Ambulance Trust's reluctance to make full use of trained Fire Service First Responders, LymeForward drafted a letter of protest for the Town Council to send to the Trust's Chief Executive on 29th November. The Council received a reply dated 14th December which it rightly regards as insufficient, believing it should be followed up. Chris Boothroyd has offered to help with such a follow-up.

By the 20th February, after 40 weeks of operation, the Foodbank had served 29 separate clients totalling 37 adults and 28 children, making 124 separate visits; in all, by then 308 'person/weeks' of food had been provided. There are now 19 organisations signed up as official referrers, accepting their responsibilities to help clients in dealing with what causes their food-poverty (often related to Universal Credit and /or housing issues).

PART 2: FORWARD PLANS

The forward planning summarised on pages 7 - 9 of the original report is all being worked on. In particular, Chris Tipping, helped by Sue Davies and Tony Colston, can report promising efforts to help the business community to recreate an effective Business Forum or Chamber of Commerce for Lyme and area. The purpose is for such a body to benefit the business community, which must therefore lead the work, with LymeForward providing assistance where appropriate.

3rd March 2019

LymeForward Core Spend for the year (ie omitting project cost centres)

	2016/17 Actuals	2017/18 Budget as at May 2017	2017/18 EOY revised Sept 2017	2017/18 Actuals	2018/19 Budget as at May	6 mths Actuals to Sept 2018	2018/19 Actuals
INCOME	Totals £	Totals £	Totals £	Totals £	Totals £	Totals £	Totals £
WDDC Grant	6,000	6,000	6,000	6,000	6,000	3,000	6,000
LRTC Grant	15,000	15,000	15,000	15,000	15,000	7,500	15,000
TOTAL INCOME	21,000	21,000	21,000	21,000	21,000	10,500	21,000
EXPENDITURE							
Staff Costs	18,950	19,000	18,755	18,775	18,833	3874	12,297
Rent & Service Charges	1,890	440	440	522	1,224	612	1,224
Office costs, eg: printing/phones	434	848	890	369	442	262	369
Equipment				430			0
Insurance & audit				724	748	788	788
IT & Web	253	230	149	268	130	216	216
Travel	894	900	640	259	270	81	81
Meeting Costs	156	125	125	141	125	29	103
Misc (including training)	200	750	750	425	605	15	3,654
Total Expenditure	22,777	22,293	21,749	21,913	22,377	5,877	18,731
Year Balance	-1,777	-1,293	-749	-913	-1,377	4,623	2,269

Committee: Tourism, Community and Publicity

Date: 17 April 2019

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
 - 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 Area of Outstanding Natural Beauty - Draft Management Plan for the Dorset Area of Outstanding Natural Beauty
 - Dorset Police – precept consultation
 - Lyme Regis Development Trust – summer activities programme at The Hub
2. **Appendix 13A** 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 1 May 2019.

Adrianne Mullins
Administrative officer
April 2019

Managing Consultation Exercises

APPENDIX 13A

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	Dorset Council came into effect on 1 April 2019, with elections to be held on 2 May 2019.
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.
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.	Recommendations approved by Full Council, 29 March 2017 in response to consultation questions.	Preferred Options consultation ended on 15 October. This council's comments submitted. Precise timing of next stages not yet clear. Timetable has slipped significantly since review commenced.

Managing Consultation Exercises

APPENDIX 13A

					LRTC's social media and website	Accompanying letter sent to WDDC providing context to answers.	
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 and public hearings took place during September and October 2018. During the examination, land at Horton Heath, Wimborne, which wasn't included in the plan, was discussed. It is now being considered for inclusion in the final plan and a specific consultation on this site is open until 28 January 2019. A consultation on proposed modifications to the whole plan is expected between February and April 2019, for adoption of the plan in spring/summer 2019.
Pre-Submission Draft Bournemouth, Dorset and Poole Waste Plan	01/12/17	31/01/18	The public		LRTC's social media and members' briefing		The 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 was subject

Managing Consultation Exercises

APPENDIX 13A

							to a public examination with a planning inspector in June 2018.
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			The timetable changes were expected to take effect from 9 December 2018. However, SWR will not be implementing any changes to the December 2018 timetable and instead rolling over the May 2018 timetable.
Draft Management Plan for the Dorset Area of Outstanding Natural Beauty	08/08/18	03/10/18	Councillors	Email to councillors	N/A		The Dorset AONB Management Plan 2019-24 was adopted by its five local authorities by the end of March 2019 and it will go through a subsequent adoption by Dorset Council in due course.
Dorset Police – precept	20/12/18	24/01/19	The public	Email to councillors, social media	N/A		The policing element of the council tax was increased by £24 a year (for a band D property).
Lyme Regis Development Trust (The Hub) – Summer activities programme for primary age children	March 2019	26/04/19	The public (parents and carers)	Social media and newspaper column	N/A		Consultation ongoing.