



John Wright
Town Clerk

Lyme Regis Town Council

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Tourism, Community and Publicity Committee

Core Membership: Cllr J. Scowen (chairman), Cllr Miss K. Ellis (vice-chairman), Cllr Ms B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr L. Howe, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr Ms G. Stammers, 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 11 December 2019 commencing at 7pm, when the following business is proposed to be transacted:

John Wright
Town Clerk
06.12.19

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

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 18 September 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 18 September 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. Map-Based Marketing Proposals

To allow members to consider proposals for a map-based marketing concept

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

9. Tourism Website Contract

To allow members to consider a one-year extension to the contract with Simpleview (formerly NVG) for the tourism website, lymeregis.org

10. LymeForward Grant Review Meeting

To inform members of a LymeForward grant review meeting on 27 December 2019

11. The Hub Grant Review Meeting

To inform members of a grant review meeting with The Hub

12. B Sharp Grant Review Meeting

To inform members about a grant review meeting with B Sharp's chief executive on 27 November 2019

13. Managing Consultation Exercises

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

14. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

a) Agenda item 8 – Map-Based Marketing Proposals

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 SEPTEMBER 2019

Present

Chairman: Cllr J. Scowen

Members: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

Officers: Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

Absent: Cllr L. Howe

Guests: Mr W. Dowell (Coastline Creative), Mrs G. Rabbitts (LymeArts Community Trust)

19/13/TCP Public Forum

Mr D. Lawrence

Mr D. Lawrence said he owned Lewesdon B&B and was speaking on behalf of the hospitality industry. He said he used a town map with his guests and at the moment they were referring to the old map the business group produced several years ago. He asked the council to bear hospitality businesses in mind when they were choosing the design of a new map as guests wanted something they could fold away and put in a pocket or bag, not a brochure. He said the previous brochure had never been used by any of his guests.

19/14/TCP Apologies

There were none.

19/15/TCP Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the meeting held on 3 July 2019 were **ADOPTED**.

19/16/TCP Disclosable Pecuniary Interests

Cllr Ms B. Bawden declared a pecuniary interest in agenda item 11, Grant Agreement Review, LymeArts Community Trust, as she worked in the bar at the Marine Theatre.

19/17/TCP Dispensations

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

19/18/TCP Matters arising from the minutes of the previous meeting held on 3 July 2019

Sculpture trail in Langmoor and Lister Gardens

Cllr B. Larcombe asked when the council would see how The Arts Development Company were match funding and how it was carrying out community engagement.

The town clerk said it would be reported back to this committee through the update report.

19/19/TCP Update Report

Seafront wi-fi

Cllr J. Scowen said he believed the wi-fi should be advertised more. He said the system also didn't remember a user's login details, which was off-putting. Members agreed this should be looked into further.

19/20/TCP Lyme Regis Marketing Proposal

The administrative officer said this was the first of a suite of documents, along with the next two reports on the agenda, as each had a budgetary impact on the other.

The chairman invited Mr W. Dowell, of Coastline Creative, to present ideas for a map-based marketing idea.

Mr W. Dowell said he felt the existing printed town map and the map at Bell Cliff needed an overhaul, which could be accompanied by a digital offering. He said the new map would use an updated version of Keith Robinson's illustration, as used on the Bell Cliff map. Mr W. Dowell said it would be a fold-out A2 map, creating a 'time trail', telling visitors a story of what Lyme Regis had to offer. He said nodes around the town would have QR codes, which could be scanned, taking people to an app or a website with an online version of the map, more information and links. He said the map would split the town into 10 areas and would include a list of events and advertising for businesses, as well as advertising opportunities on the website and app.

Without providing specifics, Mr W. Dowell said this concept would cost less than the town guide.

The town clerk reiterated that no costs should be discussed as three quotes would need to be sought if members supported the concept.

Cllr B. Larcombe said he welcomed the idea as a map could be updated easily and it allowed the council to move on from the guide, which he didn't believe was producing value for money for the town.

Cllr Mrs M. Ellis liked the idea but said it was aimed at people already in the town, whereas the guide was aimed at attracting people to the town and advertising places to stay. She believed the map could be supplementary to the guide.

Mr W. Dowell said there was also a good listing of businesses on the existing tourism website, and he would also suggest a section on the website where people could order a map to be sent at the cost of the postage. He said online listings could be included in a pamphlet, which was cheap to print and could be updated easily.

Cllr Ms G. Stammers asked how people currently requested a guide, as not everyone would be able to go online to order a map.

The administrative officer said adverts were placed in printed publications and people requested them from a fulfilment company or in some cases, the Lyme Regis tourist information centre (TIC).

It was acknowledged that anyone who could not go online could contact the TIC to request a copy of the map.

Mr W. Dowell said he would propose the map was printed annually but there could be a short print run after six months, and the online map could be changed at any time.

Proposed by Cllr B. Larcombe and seconded by Cllr Ms G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to support the concept of a new map-based marketing proposal and agree to officers obtaining three quotes for its production with a view to it being introduced prior to the 2020 season.

Cllr J. Broom asked what specification companies would be asked to quote against.

The town clerk said the council needed to finalise its specification to provide some guidance, but it probably didn't need to be too specific to allow for some creativity.

19/21/TCP Social Media Marketing

Cllr B. Larcombe said the success of the 2019 social media campaign demonstrated that online marketing was the way to go.

The administrative officer said a revised proposal had been received from RH Advertising, which extended the social media campaign to run from October to June. She said this would cost £12,500, which was above the £10,000 guide provided to RH Advertising.

The administrative officer said RH Advertising felt running a campaign from October to June would stretch the budget thinly, and had suggested the campaign could go from an 'always on' approach to instead focus on certain months or events, such as December for Christmas and New Year, or in January for people starting to think about summer holidays.

Cllr Ms B. Bawden said she didn't believe the campaign should focus only on couples and there were lots of single people who also came to Lyme Regis. She said the green and plastic-free initiatives also needed to be reflected in publicity.

The administrative officer said it was within the council's gift to decide which groups it targeted and which events, messages or themes it publicised, so these ideas could be incorporated into the marketing.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a social media campaign with RH Advertising up to a budget of £10,000, and the final details of the campaign are approved by officers, in consultation with the chairman of the Tourism, Community and Publicity Committee.

19/22/TCP Lyme Regis Guide 2020

Cllr J. Scowen said he felt the guide was a waste of money and although there was the budget available, he would rather spend the marketing budget on other projects.

Cllr B. Larcombe said there was no way of knowing how effective the guide was, and the only way to do this was to pursue a map and social media marketing, scrap the guide for 2020 and see if this affected visitor numbers. He said if it was a bad year in the absence of the guide, the council could always decide to produce one the following year.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to no longer produce a printed tourism guide.

19/23/TCP Grant Agreement Review, LymeArts Community Trust

Mrs G. Rabbitts, director of the Marine Theatre, gave a presentation on the performance of the theatre. She said it regularly attracted full houses, entertainment was wide-ranging and inclusive, and there were regular free events. She gave statistics demonstrating a large proportion of people came from Lyme Regis or within five miles.

Mrs G. Rabbitts said the theatre had taken part in several festivals in 2019 and would be hosting a literary festival in 2020. She gave statistics on frequency of visits, age of audience, the reasons people went to the theatre, and how they rated performances.

Mrs G. Rabbitts outlined the external funding the theatre received, much of which was ring-fenced for capital projects, comparing the Marine Theatre other venues in the South West. She said all theatres in the country were subsidised and they were working hard to increase income, which meant they were close to breaking even this year.

Mrs G. Rabbitts said the consequence of bringing forward £15k of the council's grant meant the theatre had been left with only 50% of its grant funding this year and although it had been a challenge, the trust was resolute to honour that agreement. She said they were now trying to build up reserves and in future, the town council's grant needed to continue at a minimum of £30k, especially due to concerns the Dorset Council funding might disappear.

Cllr D. Sarson asked why the theatre didn't receive Arts Council funding.

Mrs G. Rabbitts said it was quite a restrictive relationship to enter into, which the theatre would resist if possible.

Given the council was reviewing the level of grants it made, Cllr Mrs M. Ellis asked if the theatre was looking for other funding.

Mrs G. Rabbitts said they would look to the town council to be the main funder, as every arts venue was funded by a town or county council. She said it wasn't easy to obtain grants for core funding but they were constantly looking.

Cllr R. Doney asked if the trustees had considered the business risk if the cinema was re-opened, given the success of the National Theatre screenings and the agreement between the two venues regarding cinema screenings.

Mrs G. Rabbitts said there was a discussion to be had as the theatre was screening live theatre, and the agreement with Scott Cinemas was more to do with moving images and cinema.

Several members felt the theatre was an asset to the town, providing an essential service and contributing to the life of the town and its wider economy.

19/24/TCP Publicity Meetings

Proposed by Cllr B. Larcombe and seconded by Cllr Ms G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to re-establish publicity meetings between members and officers on a monthly basis, and appoint Cllrs J. Scowen, B. Larcombe, B. Bawden and D. Ruffle to that group.

It was agreed the group would meet at 3pm on one Wednesday each month.

19/25/TCP Guitars on the Beach – Change of Date

Proposed by Cllr G. Turner and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to approve Guitars on the Beach taking place on 27 June 2020.

19/26/TCP Committee Objectives

Members were unsure what a signed walking trail would involve. The town clerk said members needed to identify exactly what it wanted from a walking trail and the other objectives for this committee, and officers would attempt to put some ideas together.

19/27/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 9.02pm.

DRAFT

Committee: Tourism, Community and Publicity

Date: 11 December 2019

Title: Matters arising from the minutes of the previous meeting held on 18 September 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

19/21/TCP – Social Media Marketing

The details of the social media campaign were agreed with RH Advertising and is underway. To stay within the agreed budget of £10,000, the campaign started in November, instead of October, and will run until June as originally intended.

The first stage of the campaign is focusing on attracting people to Lyme Regis out-of-season, with images of winter, storms, Bonfire Night, Christmas, and fossil-hunting.

19/24/TCP – Publicity Meetings

The first of these meetings took place on 13 November 2019 and will be held every four weeks from that date.

Adrianne Mullins
Administrative officer
December 2019

Committee: Tourism, Community and Publicity

Date: 11 December 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 bespoke booking system for beach huts was launched on 17 October 2019 to coincide with bookings for 2020. Aside from a few technical issues on the first day, the system is working very well and most bookings are now being made online by customers, taking a large workload away from the office.

Staff have started using the system for Guildhall wedding bookings but this function is yet to go live to the public.

Lyme Voice

Lyme Voice, the residents' survey group, was used for the first time to consult with the public on the council's proposed objectives. Using Survey Monkey, a link was sent to the 270 participants and 137 responses were received.

LymeForward compiled the survey, emailed the participants, monitored responses and carried out the analysis of the responses on the council's behalf.

A detailed report on the survey results will be considered by the Strategy and Finance Committee at its December meeting as part of the objective-setting process.

Visit Dorset

Due to Dorset Council's (DC) timescales for producing printed promotional material, officers approved two adverts for Lyme Regis in the Visit Dorset guide and the Exploring West Dorset leaflet. This would normally be brought to this committee for approval, but due to the timescales involved, the adverts were agreed in consultation with the chairman of this committee.

This also supports the principle of working with Visit Dorset through the social media campaign, which was approved at the last meeting of this committee.

AGENDA ITEM 7

We also worked with Visit Dorset this year on a digital campaign to jointly promote Lyme Regis, including adverts on the Visit Dorset website and e-newsletters. A meeting will take place in the near future with the DC team to discuss the 2020 campaign, the details for which will be reported back to this committee.

Adrianne Mullins
Administrative officer
December 2019

Committee: Tourism, Community and Publicity

Date: 11 December 2019

Title: Map-Based Marketing Proposals

Purpose of Report

To allow members to consider proposals for a map-based marketing concept

Recommendation

Members approve one of the two proposals for a map-based marketing concept

Background

1. Several reports were considered at the last meeting of this committee regarding the council's tourism marketing strategy. It was subsequently resolved by the Full Council on 9 October 2019 to no longer produce a printed tourism guide. It was also resolved to support the concept of a new map-based marketing proposal and agree officers obtain three quotes for its production with a view to it being produced prior to the 2020 season.

Report

2. A specification was written by officers in consultation with the chairman of this committee, **appendix 8A**, and sent to three companies; two confirmed they would be submitting a proposal and the third felt the project wasn't suited to the company. A fourth company was approached and confirmed it would submit a proposal, although nothing has been received.
3. Proposals were submitted by; Coastline Creative <https://www.coastlinecreative.co.uk/> and Clevera <https://clevera.co.uk/>. Their proposals are attached at **appendices 8B and 8C** and are confidential due to the commercial details contained within.
4. Both companies have been invited to attend the meeting to present their proposals and answer members' questions. It may be necessary to go into exempt business if members wish to discuss costings.
5. Any recommendations from this committee will be considered by the Full Council on 8 January 2020.

Adrianne Mullins
Administrative officer
December 2019

Lyme Regis, Dorset

High-Level Specification for new Tourism/Promotion/Marketing/Visitor Information Concept

- Complimentary to existing Lymeregis.org website and Visit Dorset marketing material
- Useful to staying and day visitors plus residents
- To include a free town map at A2 size, folded to DL and printed on good-quality and weather-resistant paper or synthetic
- Map to be based on one produced locally by Keith Robinson; attractive, easily legible with key town information clearly marked (image attached)
- Map to provide for paid for local advertising to defray costs
- Map to include a list of all key local events for the year ahead
- Ability to view/order map online via dedicated or linked website with further opportunities for linked local advertising on related pages.
- Map to be utilised on a series of 'town signs' located in key positions around the town and in car parks.
- Interactive information at key locations around the town with link back to website where additional information will be available. Sites to be linked as part of a 'town trail' to encourage visitors to explore and learn more. Locations and topics to be proposed but to highlight key historic sites/events such as Cobb, harbour, Monmouth, Mary Anning/fossils, land stability, museum, church, etc, etc.

Committee: Tourism, Community and Publicity

Date: 11 December 2019

Title: Tourism Website Contract

Purpose of Report

To allow members to consider a one-year extension to the contract with Simpleview (formerly NVG) for the tourism website, lymeregis.org

Recommendation

Members approve a one-year extension to the contract with Simpleview (formerly NVG) for the tourism website, lymeregis.org, at a cost of £6,550 plus VAT

Background

1. It was resolved by the Full Council on 8 October 2014 that a new tourism website would be developed by NVG. The council entered into a five-year contract with NVG, costing £20,350 in the first year, and £8,805.30 for each of the four subsequent years.
2. The five-year contract with NVG comes to an end on 29 February 2020.
3. Since taking out the contract with NVG, the company merged with a rival website developer New Mind, followed by a merger with Simpleview. The name of the company is now Simpleview. Technically, there is various software being used as some clients, including this council, remain tied in to existing contracts. Although there is no immediate rush to move clients off the NVG platform, other major tourism clients such as the Peak District and York have started to migrate of their own accord.
4. Due to the merger and the retirement of the council's NVG account manager, a new account manager, Matt Bassett, has been appointed. The deputy town clerk and administrative officer met with Matt on 22 October 2019 to talk through the council's position and any future plans for the website.

Report

5. Officers have been aware of the contract end-date for some time and began thinking about what might happen when the contract ended. It is fair to say the website hasn't been given as much attention as it needs recently, partly due to other priorities in the office and partly because officers have found the content management system difficult and over-complicated to use. Several possibilities have been considered:
 - Extend the scope of the new town council website, making it dual function for council matters and tourism information – this would mean using only one content management system

- Renew the contract with Simpleview and continue using the site as is, with an eventual migration to the new platform
 - Develop a new website, to be built on the new platform
 - Work with Visit Dorset to create a microsite – this would sit as an extension of visit-dorset.com and use the same content management system
6. Of these four options, officers would recommend exploring the idea of a microsite of Visit Dorset. This option has several benefits, including sharing a content management system so the job of updating the website would be shared with Visit Dorset, a more joined-up marketing strategy, and a significant cost saving. Officers have had initial discussions with the Visit Dorset team, who are very keen to progress this idea.
 7. The Visit Dorset contract ends in May 2020; however, the contract has recently been extended until 2 May 2021, which means any partnership couldn't be implemented until this date.
 8. With this in mind and considering officers' current workloads, it will not be possible to make any significant changes before this council's contract end-date.
 9. As such, officers have discussed with Simpleview the possibility of extending the contract for one year in the first instance, during which time, further discussions could take place with the Visit Dorset team, or indeed any of the other three options could be explored further.
 10. Simpleview has confirmed it will extend the contract for one year, on the same terms as the existing, at a cost of £6,550 plus VAT. Members are asked to approve the extension at the given cost.
 11. Any recommendations from this committee will be considered by the Full Council on 8 January 2020.

Adrianne Mullins
Administrative officer
December 2019

Committee: Tourism, Community and Publicity

Date: 11 December 2019

Title: LymeForward Grant Review Meeting

Purpose

To inform members of a LymeForward grant review meeting on 27 November 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 27 November 2019, a meeting took place between Chris Tipping, LymeForward's manager, the council's participating members, Cllr B. Bawden and Cllr S. Williams, and the town clerk.
6. Chris Tipping said there had been two director resignations and one director appointment over the last year. He also said LymeForward had tightened up its code of conduct for directors.
7. Chris Tipping said he was leaving LymeForward on 31 December 2019 to take up an appointment as the chief executive of Lyme Regis Development Trust.

AGENDA ITEM 10

8. Chris Tipping confirmed the organisation was largely dependent on grant funding from the town council and Dorset Council; £10,000 and £6,000, respectively. He said confirmation of grant funding from Dorset Council for 2020-21 hadn't been received.
9. Chris Tipping said LymeForward forecast a year-end surplus at 31 March 2020 of approximately £1,000.
10. Chris Tipping said LymeForward's new initiatives for 2019-20 centred around the community café which incorporated the memory, death and carers' cafes.
11. The town clerk informed Chris Tipping the council had sets its total grants' budget at £80,000 from 1 April 2020 onwards, a public notice would be issued shortly inviting local organisations to submit applications for revenue funding and the council would determine its allocation of revenue grant funding by end-January 2020.
12. Chris Tipping confirmed there were no other governance, financial or health and safety issues which needed to be brought to the town council's attention.
13. On 4 December 2019, the town clerk received an email from Chris Tipping which stated, 'Lymeforward are discussing future options including funding requirements going forward'.
14. Any recommendations from this committee will be considered by the Full Council on 8 January 2020.

John Wright
Town clerk
December 2019

Committee: Tourism, Community and Publicity

Date: 11 December 2019

Title: The Hub Grant Review Meeting

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 28 November 2019, the town clerk met with Diane Earle from Lyme Regis Development Trust (LRDT); LRDT manage The Hub. Cllr Kelsey Ellis, the town council's liaison member for The Hub, could not attend the meeting because of work commitments and offered her apologies.
4. Diane Earle said three trustees had stood down from The Hub's governing body, LRDT, and two new trustees had been appointed. The Hub has also reviewed all its policies and procedures to comply with Charity Commission guidance.
5. Diane Earle said The Hub had improved its access arrangements following a successful Coastal Revival Fund grant application for £24,500.
5. Diane Earle said The Hub is forecast to break even at 31 March 2020.
6. Diane Earle said from April 2020 and beyond, any reduction in grant funding would put The Hub at risk; The Hub receives £10,000pa from the town council and £4,438pa from Dorset Council. In anticipation of reduced grant funding in the future, The Hub was looking at ways of increasing use of its building.
7. Diane Earle added that the outside of The Hub needed repointing; the estimated cost of this project is £10,000-15,000 and it is currently unfunded. In addition, the inside of the building needed repainting.

AGENDA ITEM 11

8. Diane Earle confirmed there were no governance, health and safety or safeguarding issues which needed to be brought to the town council's attention.
9. The town clerk informed Diane Earle the council had sets its total grants' budget at £80,000 from 1 April 2020 onwards, a public notice would be issued shortly inviting local organisations to submit applications for revenue funding and the council would determine its allocation of revenue grant funding by end-January 2020.
10. Any recommendations from this committee will be considered by the Full Council on 8 January 2020.

John Wright
Town clerk
November 2019

Committee: Tourism, Community and Publicity

Date: 11 December 2019

Title: B Sharp Grant Review Meeting

Purpose of Report

To inform members about a grant review meeting with B Sharp's chief executive on 27 November 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.
4. On 27 November 2019, the town clerk met with B Sharp's chief executive officer (CEO), Ruth Cohen, to undertake a review of the grant agreement with the town council. The councillor representative, Cllr Jeff Scowen, did not attend.
5. B Sharp's CEO said B Sharp's chair, Hannah Lovegrove, had stood down and interim cover was being provided by other board members until a new chair was appointed. B Sharp's CEO also said two new board members had been appointed.
6. B Sharp's CEO said £100,000 revenue funding had been secured from Youth Music; the funding is for three years and expires in June 2021.
7. B Sharp's CEO said the organisation was close to achieving its crowd funding target of £6,000 and continued to receive funding from its applications to trusts and foundations. B Sharp's CEO said the town council's grant was extremely helpful in attracting external grant funding.
8. B Sharp's CEO said risks included funding post-June 2021, i.e. on the expiry of the Youth Music grant, appointing a suitably qualified chair, and the retention and recruitment of suitably qualified music leaders.

AGENDA ITEM 12

9. 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.
10. The town clerk informed Ruth Cohen the council had sets its total grants' budget at £80,000 from 1 April 2020 onwards, a public notice would be issued shortly inviting local organisations to submit applications for revenue funding and the council would determine its allocation of revenue grant funding by end-January 2020.
11. Any recommendations from this committee will be considered by the Full Council on 8 January 2020.

John Wright
Town clerk
December 2019

Committee: Tourism, Community and Publicity

Date: 11 December 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:
 - Natural England – Coastal Margin
 - West Dorset District Council – Local Plan
 - Dorset Area of Outstanding Natural Beauty - Draft Management Plan for the Dorset Area of Outstanding Natural Beauty
 - Jurassic Coast World Heritage Site – Partnership Plan 2020-2024
 - Dorset Council Plan
 - Dorset Police - Your Dorset. Your Police. Your View
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 8 January 2020.

Adrianne Mullins
Administrative officer
December 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
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. LRTC's social media and website	Recommendations approved by Full Council, 29 March 2017 in response to consultations. Accompanying letter sent to WDDC providing context to answers.	Dorset Council carried out a 'call for sites' to identify sites that may have development potential over the next 15 years and beyond and the deadline for submitting sites to be assessed was 25 October 2019. A Sustainability Appraisal Scoping Report has been prepared and the draft Statement of Community Involvement will be taken to the Cabinet.
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. It was due to be considered by Dorset Council's Cabinet for adoption on 3 September 2019, but it was not included on the agenda for this meeting or the three meetings since.

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APPENDIX 13A

Jurassic Coast World Heritage Site Partnership Plan 2020-2024	07/08/19	04/10/19	Public	Email to councillors LRTC's social media	N/A	The consultation has now closed and the plan will be published in 2020.
Dorset Council Plan	28/10/19	20/12/19	Councillors and public	Presentation to members by Cllr D. Turner and members' briefing	N/A	Ongoing
Dorset Police – Your Dorset. Your Police. Your View	14/10/19	Ongoing	Councillors and public	Members' briefing and social media	N/A	The second phase of the consultation was launched on 21 November 2019 and is ongoing.