



John Wright  
Town Clerk

## Lyme Regis Town Council

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

Tel: 01297 445175  
Fax: 01297 443773

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

### Tourism, Community and Publicity Committee

**Core Membership:** Cllr K. Ellis (vice-chairman), Cllr C. Reynolds (vice-chairman), Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr M. Ellis, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr 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 on the Zoom video conferencing facility <https://us02web.zoom.us/j/83882576318> on Wednesday 10 February 2021 commencing at 7pm, when the following business is proposed to be transacted:

John Wright  
Town Clerk  
04.02.21

*This is a formal council meeting, where the same standards of behaviour as normal are expected and all members are bound by the code of conduct.*

*This meeting will be 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 you wish to speak, please raise your hand and you will be invited to speak by the chairman, at which point your microphone will be unmuted.*

*Voting will also take place by show of hands and the chairman will indicate the votes have been noted.*

*If members have a pecuniary interest, they will be placed in the 'waiting room' where they cannot hear or participate in discussion and voting.*

*Members of the public can make representations at the beginning of the meeting in the usual way. **To ensure the smooth running of the meeting, members of the public are asked to provide advance notice and details of the issue they intend to raise.***

*If technical issues occur, the meeting may be paused to re-establish a connection. If a technological failure prevents the public from accessing the meeting or the meeting is no longer quorate, the chairman may adjourn the meeting.*

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

## **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 11 December 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 11 December 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**

There are no updates.

### **8. Queen's Platinum Jubilee and Jazz Jurassica**

To inform about a proposal to combine the Queen's Platinum Jubilee celebrations in June 2022 with Jazz Jurassica

**9. Tourism Microsite**

To nominate members to work with officers on the development of the new tourism microsite

**10. Town Mill Stakeholder Questionnaire**

To inform members about a request for the council to complete a stakeholder questionnaire as part of a review of the Town Mill sites, its operations and its role in the arts

**11. Diary of Major Events 2021**

To inform members of the 2021 calendar of major events

**12. Lyme Regis Community Support**

To inform members about the work done by Lyme Regis Community Support and future expectations

**13. Managing Consultation Exercises**

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

**14. Exempt Business**

**AGENDA ITEM 3  
LYME REGIS TOWN COUNCIL**

**TOURISM, COMMUNITY AND PUBLICITY COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 11 MARCH 2020**

**Present**

**Chairman:** Cllr K. Ellis

**Members:** Cllr B. Bawden, Cllr J. Broom, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

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

**Absent:** Cllr L. Howe

**19/41/TCP**

**Election of Chairman**

The vice-chairman, Cllr K. Ellis opened the meeting.

Cllr C. Reynolds nominated Cllr K. Ellis as chairman of the Tourism, Community and Publicity Committee, seconded by Cllr G. Turner.

There being no other nominations, Cllr K. Ellis was duly **ELECTED** chairman of the Tourism, Community and Publicity Committee.

As the position of vice-chairman was vacant, Cllr K. Ellis invited nominations for the position.

Cllr K. Ellis nominated Cllr C. Reynolds as vice-chairman of the Tourism, Community and Publicity Committee, seconded by Cllr D. Ruffle.

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

**19/42/TCP**

**Public Forum**

**K. Durham-Diggins**

K. Durham-Diggins said she had spoken about the town signs at the last Full Council meeting. She said the award of a plastic-free community was incredibly prestigious and Lyme Regis was the 24<sup>th</sup> community qualified to receive it, for which everyone in the town, including the town council, worked so hard to get. She said the town was the first in Dorset to gain the award and in the two years since, another 88 towns had achieved it and 673 were still striving. K. Durham-Diggins said many councils who had the award were announcing it had the status; for example Falmouth, which had signs announcing you are entering a plastic-free community. She said in the current climate emergency, it was a marketable status to have. She said Visit Dorset promoted the status, as had national newspapers and radio and it seemed the town council, who helped achieve the status, hadn't yet promoted it. K. Durham-Diggins said she was

asking the town council, for tourism and for the community, to announce the status on signs and on the bottom of council emails to show how proud it was.

**19/43/TCP Apologies**

Cllr R. Doney  
Cllr M. Ellis – unwell

**19/44/TCP Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, the minutes of the meeting held on 11 December 2019 were **ADOPTED**.

**19/45/TCP Disclosable Pecuniary Interests**

There were none.

**19/46/TCP Dispensations**

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

**19/47/TCP Matters arising from the minutes of the previous meeting held on 11 December 2019**

**Sculpture trail in Langmoor and Lister Gardens**

The deputy town clerk said he had received written information from Dorset Arts, which he would circulate to members in the briefing. He said two or three new sculptures would be arriving and the plan was to engage with students at Woodroffe School to display a piece of their art, as there was one plinth available.

The deputy town clerk said the council had allocated its funding as it was match funded as per the members' request.

**Map-based marketing proposal**

Cllr C. Reynolds said she was concerned the map had not yet been produced as the holiday season was about to start and asked why it was taking so long.

The administrative officer said there had been various hold-ups but it was now on target to be ready for Easter.

As the project was being delivered by an external contractor, it was agreed any further discussion would take place in exempt business.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom members **RESOLVED** 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 as it included confidential matters relating to 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.

**19/48/TCP**

### **Update Report**

#### **Social media marketing**

The administrative officer gave an update on the campaign so far, which had been very successful. She said the campaign adverts had been seen over 2.3 million times across the various media channels.

#### **Visit Dorset**

Cllr B. Larcombe said new images were needed for the Visit Dorset campaign.

Cllr C. Reynolds said the council had a bank of images it could use.

The administrative officer said it was intended to add new images to the bank of images the council already had.

**19/49/TCP**

### **Green Dog Walker Scheme**

Cllr B. Larcombe said the scheme was a good idea as it underpinned what it was to be a responsible dog owner, but it shouldn't detract from the other dog control measures the council wanted to see implemented.

Cllr C. Reynolds said more bins were needed in the Middle Mill area as people were leaving bags of dog waste and the operations manager had already said he would look into this.

Cllr S. Williams said more bins were also needed at Monmouth Beach.

Cllr K. Ellis suggested the scheme could be publicised on the council's website and social media but not with signs in the town.

Proposed by Cllr K. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support the Green Dog Walker Scheme by promoting it on the council's website and social media.

Members also agreed officers should look into putting more bins – and the associated emptying arrangements – at Middle Mill, Monmouth Beach and Church Cliff Walkway.

**19/50/TCP**

### **Town Signage and Branding**

Cllr C. Reynolds was concerned with the amount of wording it was proposed to have on the signs as people driving into Lyme Regis wouldn't be able to read it, and other organisations might also ask for their logos to be included. She said 'ancient royal borough' should come before 'plastic-free'.

Cllr G. Stammers agreed it was too much wording but felt it was important to have the plastic-free logo as it was recognised and it was the modern thing to do without losing sight of the town's heritage.

Members agreed 'ancient royal borough' should go above 'plastic-free' and also agreed only one plastic-free logo was necessary, preferably the Surfers Against Sewage logo.

Members also discussed the fossil on the existing signs and some members felt it should be removed and replaced with the town shield.

Cllr B. Bawden said the fossil should be retained as the shield would look old-fashioned.

It was also pointed out there was a twinning tripling with St George's and Jamestown, so this should be added to the signs.

The administrative officer said some towns had the names of their twin towns on a separate, smaller sign underneath the main welcome signs, so these could easily be changed if the twin towns changed. Members liked this idea and it was agreed this could be looked into.

Members discussed the proposal for signs to be displayed on the seafront celebrating the town's green credentials and there was some concern there were already too many signs.

Cllr B. Larcombe said the council needed to do an audit of signs on the seafront and requested this was considered by the Town Management and Highways Committee.

The deputy town clerk said it was intended to replace the big map at Bell Cliff so the green credentials could be incorporated into that.

The administrative officer said she would further discuss with Plastic Free Lyme Regis where they would ideally like to have signs on the seafront.

Members agreed the plastic-free logo should be added to the council's digital communications, at the bottom of emails and on the council's website.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to replace the 'welcome to Lyme Regis' signs, with the town shield replacing the fossil, the addition of one plastic-free logo, and the addition of twin town Jamestown, and mock-ups should be taken back to the Tourism, Community and Publicity Committee.

**19/51/TCP**

### **Fossil Festival Event**

Cllr J. Broom confirmed the town clerk had consulted him about this event before he agreed it could take place on the beach.

**19/52/TCP**

### **Community Engagement**

Cllr C. Reynolds said she believed the best way to engage was to go out to the community, such as attending coffee mornings and knocking on doors, and ask what they wanted the council to do for them.

Cllr B. Larcombe said he believed the council already listened to the residents and for a town the size of Lyme Regis, the council was already well-engaged and members could be easily contacted by the public.

Cllr J. Broom felt better use should be made of Lyme Voice as a form of engagement.

The administrative officer said as well as consulting the community on council matters, the council could also facilitate public meetings and debates on bigger issues that affect the town, such as the national park proposal.

Proposed by Cllr K. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs D. Sarson, C. Reynolds and B. Bawden work with the administrative officer to develop proposals on community engagement for consideration by this committee on 29 April 2020.

**19/53/TCP Events 2020**

Cllr C. Reynolds said she hoped a team of councillors could be put together to light the candles for Candles on the Cobb 2021.

**19/54/TCP Managing Consultation Exercises**

Cllr C. Reynolds said there was also a consultation on housing allocation policy and she encouraged members to respond.

It was agreed this would be publicised by the council.

Cllr B. Bawden said this was a good time for town and parish councils to influence Dorset Council policy because it was a new council.

Cllr C. Reynolds agreed and said town councillors should attend Dorset Council meetings when there was an item relevant to the town.

**19/55/TCP Exempt Business**

The administrative officer gave a more detailed update on the delays which had been experienced in delivering the map-based marketing proposal.

*The meeting closed at 8.35pm.*

**Committee:** Tourism, Community and Publicity

**Date:** 10 February 2021

**Title:** Queen's Platinum Jubilee and Jazz Jurassica

### **Purpose**

To inform about a proposal to combine the Queen's Platinum Jubilee celebrations in June 2022 with Jazz Jurassica

### **Recommendation**

- a) Members agree the council should work with the organisers of Jazz Jurassica to develop a joint programme of events for the Queen's Platinum Jubilee in June 2022
- b) Nominate up to three members to sit on a working group to develop plans
- c) Members agree the residents' weekend objective is re-prioritised and the proposed £8,000 budget is made available for the Platinum Jubilee events

### **Report**

1. The Queen's 70-year reign will be marked in June 2022 with Platinum Jubilee events across the country over a four-day Bank Holiday weekend.
2. The late May Bank Holiday weekend will be moved to Thursday 2 June, with an additional Bank Holiday on Friday 3 June.
3. Jazz Jurassica has historically taken place in Lyme Regis on the May Bank Holiday Weekend so there could potentially be a clash of events. But rather than seeing this as a potential problem, officers believe this presents an opportunity to host a joint event.
4. Officers have had initial discussions with the organiser of Jazz Jurassica, who is also keen to work with the council to combine the events, see **appendix 8A**.
5. The Government has confirmed the celebrations will feature an extensive programme of events that mix British ceremonial traditions and pageantry with artistic and technological displays, alongside traditional celebrations in communities.
6. It is likely there will be a schedule of events which need to take place at specific times. Similar events in the past have included the lighting of beacons, ringing of church bells and town cries, all of which could be incorporated into the wider programme.
7. The Platinum Jubilee is an historic event and celebrations should be fitting for the occasion. If the council and Jazz Jurassica works together, events can take place on a much larger scale than similar events in the past.
8. Planning needs to start as early as possible, so it is proposed a working group is formed to start working on the plans. It is suggested up to three members are part of that working group, along

with a council officer, the organiser of Jazz Jurassica, and representatives from other local organisations, such as the Marine Theatre and museum.

9. It is therefore suggested up to three members are nominated from this committee.
10. In terms of funding for the events, clearly Jazz Jurassica will have a budget available but the council will also need to commit funding.
11. At the Full Council meeting on 25 November 2020, members considered objectives for 2021-22 and beyond. It was reported the council could be in a position to release money for objectives during 2021-22 if the year-end forecast was achieved. Members then agreed a list of objectives in three priority groups, which could be implemented in order as funds were released.
12. One objective in the priority three list was a residents' weekend, with a proposed cost of £8,000. Officers would suggest this objective is re-prioritised and the proposed budget made available for the Platinum Jubilee events.
13. Any recommendations from this committee will be considered by the Full Council on 3 March 2021.

Adrienne Mullins  
Support services manager  
February 2021

**From:** Jazz Jurassica  
**Sent:** 07 January 2021 16:14  
**To:** John Wright <townclerk@lymeregistowncouncil.gov.uk>; Adrienne Mullins <admin@lymeregistowncouncil.gov.uk>  
**Subject:** Queen's Platinum Jubilee, June 2nd to 5th June, 2022

Hi John,

Just to follow up on our discussion about co-ordinating efforts over the Platinum Jubilee weekend.

As you know, the jazz festival will run over the new Bank Holiday period, from Thursday June 2nd to Sunday 5th June 2022. We will stage a programme of events over that period to include ticketed events at Marine Theatre and others in and around town.

We welcome the opportunity to plan and co-ordinate our programme with any Town Council events to ensure there's no unnecessary overlap, duplication or disruption. More than that, we'd like to work with you on joint events to provide a vibrant musical celebration of the Jubilee. So, please include us in any future planning meetings or working group.

We look forward to working with you to make this a truly memorable Bank Holiday.

Best wishes,

Julie  
Director - Jazz Jurassica

--

Website: <http://www.jazzjurassica.co.uk/>

Facebook: <https://www.facebook.com/lymeregisjazzfestival>

Instagram: <https://www.instagram.com/jazzjurassica/>

Twitter: <https://twitter.com/lymejazzfest>

**Committee:** Tourism, Community and Publicity

**Date:** 10 February 2021

**Title:** Tourism Microsite

**Purpose**

To nominate members to work with officers on the development of the new tourism microsite

**Recommendation**

Nominate up to three members to work with officers on the development of the new tourism microsite

**Background**

1. At the Full Council meeting on 20 January 2021, it was resolved 'to approve the building of a microsite of Visit Dorset to replace the current tourism website, lymeregis.org, incorporating the discovery trail'.

**Report**

2. Simpleview and Visit Dorset have already started working on the redesign of the Visit Dorset website, which is due to be launched in May. The website must be progressed to a certain point before the building of the microsite can start, as it will be a replica of the parent site in design terms. The build of the microsite is expected to start in April.
3. While the development of the microsite will not require nearly as much work as building a website from scratch and the overall design will be led by the Visit Dorset site, we have control over elements such as the content, navigation and branding.
4. The most fundamental element is the content as it is felt the content on the existing website is out-of-date and needs extensive review.
5. Officers would like up to three members to work with them on the development of the microsite and would suggest nominations are made from this committee. Those members would need to have a reasonable amount of time to spare, with possibly weekly virtual meetings and email discussions in between in order to meet the April deadline.
6. Any recommendations from this committee will be considered by the Full Council on 3 March 2021.

Adrienne Mullins  
Support services manager  
February 2021

**Committee:** Tourism, Community and Publicity

**Date:** 10 February 2021

**Title:** Town Mill Stakeholder Questionnaire

**Purpose**

To inform members about a request for the council to complete a stakeholder questionnaire as part of a review of the Town Mill sites, its operations and its role in the arts

**Recommendation**

Nominate two members to work with the deputy town clerk on a response to the stakeholder questionnaire as part of the review of the Town Mill sites and its operations

**Report**

1. The Town Mill has commissioned Simon Williams, of Footprint Futures – Planning and Regeneration, to carry out a review of the mill sites and its operations, under the heading ‘Developing our Space Further’. Cleo Evans, of the Arts Development Company, has also been commissioned to carry out a review of the arts role of the mill, under the heading ‘Developing the Arts at the Town Mill’.
2. As part of his review, Simon Williams will be talking to the trustees, staff and tenants at the mill but is also asking local stakeholders to have an input into the process, including this council.
3. He has prepared a strengths, weaknesses, opportunities and threats (SWOT) analysis of the site, **appendix 10A**, and a questionnaire for stakeholders, **appendix 10B**.
4. It is suggested two members are nominated from this committee to work with the deputy town clerk on a council response. The proviso is the two members must be available to complete and submit the questionnaire by Friday 19 February 2021.
5. The completed questionnaire can then be circulated to members.
6. Given the timescales, any recommendations on this item will be retrospectively considered by the Full Council on 3 March 2021.

Adrienne Mullins  
Support services manager  
February 2021

**Town Mill - Lyme Regis**  
**'Developing Our Spaces Further'**  
**Strengths, Weaknesses, Opportunities & Threats [SWOT]**



THE TOWN MILL  
LYME REGIS

**Strengths**

- Well established Charitable Trust & diverse range of trustees
- Some financial reserves
- Operational Business model includes an income stream from tenants and other sources
- Comprehensive website with good information
- Significant listed building and public heritage asset in Lyme Regis
- Town Mill restored by Trust and open to public with guided tours - tourist attraction
- Very attractive buildings and general setting
- The Working Mill is the key focal point of the site
- Shop area within mill provides opportunity for retail sales including milled flour
- Some baking related classes held
- Sustainable energy generated by water powered generator
- The only 'historic building attraction' and destination in Lyme
- Loyal pool of high quality Volunteers at the Mill & also group of 'Friends'
- Tenants who are 'appropriate' in matching Trust's objectives; some longstanding - See list below
- Miller's Garden is an attractive space
- The River Lim is an attractive feature of the site
- Two art galleries with diverse programme for 2021
- The only public art galleries in Lyme
- Artistic programme supports other events and activities
- Site used for some educational activities and visits for KS1&2
- Current COVID recovery funding available to support review of both site, buildings and uses, as well as arts potential

**Weaknesses**

- Some parts of town mill complex rather tired and in need of refurbishment
- Much of the signing is different, confusing and some is of poor quality
- Limited/poor opportunities for evenings and outdoor activities
- Access to the garden is uninviting
- Limited use Garden with only small area of café seating
- Garden space generally under-utilised and under appreciated
- Access from The Lynch and vista of the mill could be improved
- Access for people with disabilities to courtyard is impaired/could be improved
- Some empty space within mill buildings
- Exposure and marketing within Lyme is limited. Town Mill is a... 'Hidden Asset'
- Many visitors to Lyme not aware of its presence
- Pedestrian access via Car Park rather uninviting

**Opportunities**

- Consultation with Trustees, tenants stakeholders and users/visitors, as well as potentially... 'non-visitors'
- Potential to enhance the overall site visually
- Improved and more coordinated signing policy & logo
- Opportunity to review use of space, in consultation with existing businesses to maximise use with potential relocations as may be appropriate
- Positive promotion of empty space in mill buildings to artists and crafts persons

- Assess potential for subtle LED lighting to enhance evening use
- Change wooden garden gates to artist designed metal gates
- Explore potential for 'glazed element' between and linking two parts of mill complex, to enhance entrance and visitor welcome
- Provide tented canopies over part of the courtyard and garden areas to provide improved all weather use and activities
- Enhance access to garden from The Lynch via steps
- Potential for wood fired oven in garden for range of pop up catering activities
- Assess potential for creating small performance space the courtyard and/or the Miller's garden, with artist design input
- Enhance the profile and/or make greater use of the presence of the River Lim that runs through the site
- Improve visual appearance and attractiveness of side of Mill on River Lim Path
- Explore potential for linking Town Mill and galleries with other cultural elements in this part of Lyme; Museum; Theatre; Dinosaur Museum; Restaurants etc with view to joint marketing and creation/promotion of Lyme's 'Cultural Quarter'
- Work with appointed Arts consultant to ensure joint approach to proposing new initiatives for the site in an integrated manner
- Potential for more and diverse classes to held at Mill complex
- Scope to enhance retail offer in Mill shop
- Potential to develop further educational use and resources for KS3&4

#### Threats

- Insufficient funding to implement projects proposed as part of this review
- Need for external funding to implement projects
- Lottery and many potential sources such as charitable grant funding trusts are currently giving priority to supporting COVID 19 community focussed recovery initiatives.
- Over-promotion has potential for site to become over-crowded at peak times and/or if too many activities and facilities are provided causing detriment to the visitor experience
- Disagreement by Trustees/Volunteers and/or tenants over future directions for the Town Mill and potential improvements/changes
- Planning and listed building consent that may be required for some changes not granted

#### Current Tenants

- **TOWN MILL**
- **JEWELLERY BY LUCY CAMPBELL**
- **COASTLINE | THE DESIGN AGENCY BY THE SEA...**
- **TOWN MILL POTTERY**
- **SEW LA DI DA VINTAGE**
- **MOLESWORTH & BIRD**
- **THE COURTYARD CAFÉ**
- **LYME REGIS BREWERY**
- **SEB COPE ARCHITECTURAL DESIGN**
- **ARTILLERY DESIGN - ANIMATION**
- **INSIDE OUT YOUR SPACE**

**Town Mill - Lyme Regis**  
***'Developing Our Spaces Further'***  
***'Developing the Arts at the Town Mill'***

**Proposed Questionnaire for Stakeholders**

This questionnaire is just part of the overall initial survey work being undertaken as part of this project. It will feed into the review, which will be discussed by the Trustees in due course.

The results of this survey will be summarised and aggregated, so that comments will *not* be attributed to individual Stakeholders, unless you specifically wish to. There will be engagement with Trustees, tenants and volunteers, who will be provided with their own questionnaire, with questions relevant to their role/involvement in the Mill.

Organisation.....  
Name.....email address.....  
Phone number.....

The Draft SWOT Analysis has been circulated and which just includes initial issues and ideas, *not* proposals.

Do you have any general comments and/or additions?

Strengths

Weaknesses

Opportunities

Threats

Do you have any particular views about the operations of the Town Mill site overall and the way in which the Trustees manage the site?

**What scale of changes do you consider appropriate for the Town Mill, with reasons for answers to each potential scale of change.**

***Significant* change - to the site and the way operates with potentially, new building work and making it major attraction in Lyme?**

***Moderate* Change - involving quite range of changes and improvements and increase in footfall?**

***Minor* change only - with limited alteration and improvement the operations and maintaining very much 'business as usual'**

**What role do you see that Town Mill plays within Lyme Regis as a whole at present and how would you like this to change, if at all? Do you consider that the Town Mill could form an important part of a 'Cultural Quarter for Lyme Regis?'**

**What do you consider to be a realistic timescale for planning and implementing any improvements/changes at the Town Mill site.**

**1-2 years**

**1-5 years**

**Longer**

**What do you consider to be the best and/or single most important aspect of the Town Mill site and/or its operation overall?**

**What is the worst aspect about the Town Mill site and/or its operation overall?**

**Any other Comments at this stage**

**Simon Williams**  
**Footprint Futures – Planning & Regeneration**  
**For Lyme Regis Town Mill Trust**

07980730004 [simonpwilliams@hotmail.co.uk](mailto:simonpwilliams@hotmail.co.uk)

**December 2020**

**Committee:** Tourism, Community and Publicity

**Date:** 10 February 2021

**Title:** Diary of Major Events 2021

**Purpose of Report**

To inform members of the 2021 calendar of major events

**Recommendation**

Members note the report

**Background**

1. In line with the policy and procedure for events on council-owned land, the calendar of major events is presented to this committee for noting.

**Report**

2. The 2021 diary of major events is attached at **appendix 11A**. Note that some of these events do not take place on council-owned land but provide a comprehensive calendar for the year.
3. All the events are of course subject to any restrictions which may be in place at the time, so this viewed as a diary of planned events, with the possibility of changes as we move through the year.
4. One event is not yet in the calendar; Food Rocks. The organisers are not sure if it will be going ahead but 11 and 12 September has been identified as the preferred date. There are no other major events on that date.
5. Any recommendations from this committee will be considered by the Full Council on 3 March 2021.

Adrienne Mullins  
Support services manager  
February 2021

**Calendar of 2021 Events****April**

4 – Easter Bonnet Parade

5 – Easter Monday Duck Race

24 – eat:Lyme Regis

**May**

1-2 – Lyme Regis Fossil Festival

9 – May Fete

9 – Blessing of the Boats

28-31 – Jazz Jurassica

**June**

12 – Uplyme Fete

19 – Guitars on the Beach

27 – Coast to Coast Motorcycle Run

**July**

3 – B Sharp Busking Festival

3 – Sailing Club Centenary Sail Past

10 – Uplyme and Lyme Regis Horticultural Society Show

17 – Day of Morris

21 – Somers Day Celebrations and Parade

24-31 – Lyme Regis Lifeboat Week

**August**

7-8 – Sailing Club Centenary Regatta

7-14 – Lyme Regis Regatta and Carnival Week

14 – Gig Regatta

27-30 – Lyme Folk Weekend

**September**

2-3 – Landance (TBC)

12 – Lyme Splash

**November**

6 – Bonfire Night and Fireworks

14 – Remembrance Day Parade and Civic Service

27 – Christmas Lights' Switch-on

**December**

16-19 – Christmas Tree Festival

22 – Carols Round the Christmas Tree

**Committee:** Tourism, Community and Publicity

**Date:** 10 February 2021

**Title:** Lyme Regis Community Support

**Purpose of the Report**

To inform members about the work done by Lyme Regis Community Support and future expectations

**Recommendation:**

Members note the report

**Report**

1. Lyme Regis Community Support was set up as a result of the Covid-19 pandemic and started their work on 18 March 2020, continuing up to the present time.
2. The group started with 90+ volunteers and now has 35 regular volunteers.
3. We have shopped, collected prescriptions, walked people and their dogs, talked in gardens socially distanced with residents, cleaned out fish ponds, bird aviaries, arranged transport for hospital and medical centre appointments, organised a telegram from the Queen and a socially distanced birthday celebration for a 100-year-old resident. We have worked with the medical centres, pharmacies and social prescriber Jo Ellis, problem-solved, sign-posted, done many odd-jobs, fact-checking, concern-raising, reassuring and made 30 to 40 phone calls every week to lonely and vulnerable residents.
4. We are in the process of changing this group into a CIO (Charitable Incorporated Organisation) with five trustees so we can continue to offer this service to residents in Lyme Regis, even when Covid-19 is eventually over.
5. We have been so grateful to LRTC staff for all our admin assistance and especially to Adrienne and Kerry for advising and keeping our spreadsheets up-to-date, and to Mark Russell and Naomi for looking after our grant money. We couldn't have done it without them.
6. We worked with Sue Davies from LymeForward/Foodbank, Chris Tipping of Lyme Regis Development Trust, Jo Ellis from Lyme Regis Medical Practice, and our Mayor Brian Larcombe to produce a Christmas card for every resident with all of the organisations' information on a sheet enclosed and an offer of a Christmas Lunch. It was amazing for our volunteers to work on Christmas Day delivering the meals to grateful residents. Thanks here must go to Dominik Moldenhauer from Dom's table, Ali Finklwort and Tara Webb for producing such a wonderful Christmas Meal.
7. Our 20-foot Christmas tree donated to the Town Mill was for everyone to enjoy and especially the children who were invited to make a Christmas decoration and enter a competition with prizes to try and cheer them up at this time of year. Everything was socially distanced and the competition was kindly judged by Dorothy Wood and my granddaughter Lillie, as it was her tree grown from a 6inch tree 20 years ago.

8. Since Christmas we have been supplying soup kindly made by Ali McLoughlin, Lyn Martin, Harriett Mansell and Tara Webb every two weeks and being delivered by our volunteers to residents.
9. None of this could have been done without everyone working together and I hope this report goes some way to keep you up-to-date with what we do and to thank all our brilliant volunteers and all the people that have helped us to achieve this very worthwhile service that we will be able to continue. Thank you everyone.

Cllr Cheryl Reynolds  
Co-ordinator, Lyme Regis Community Support  
February 2021

**Committee:** Tourism, Community and Publicity

**Date:** 10 February 2021

**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 Council – Local Plan
  - Dorset Council – Climate and Ecological Emergency Strategy
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 3 March 2021.

Adrienne Mullins  
Support services manager  
February 2021

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
Dorset Council – Local Plan	18/01/21	15/03/21	Statutory consultees and the public	To be discussed by Planning Committee, 16 February 2021  Press release  LRTC’s social media and website	Not yet agreed.	
Dorset Council – Climate and Ecological Emergency	29/10/20	20/01/21	Stakeholders, town and parish councils, community groups, and public	Reports to council  LRTC’s social media and website	Agreed at Full Council meetings on 16 December 2020 and 20 January 2021	Awaiting results of public consultation.