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Town Clerk

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Tourism, Community and Publicity Committee

Core Membership: Cllr C. Reynolds (chairman), Cllr B. Bawden, Cllr J. Broom, Cllr M. Ellis, Cllr B. Larcombe MBE, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr T. Webb, Cllr S. Williams

Notice is given of a meeting of the Tourism, Community and Publicity Committee to be held at the Guildhall, Bridge Street, Lyme Regis on Wednesday 17 November 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
12.11.21

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.

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. Election of Vice-Chairman

To allow the committee to receive nominations and elect its vice-chairman for the remainder of the 2021-22 council year

2. 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

3. Apologies

To receive and record apologies and reasons for absence

4. Minutes

To confirm the accuracy of the minutes of the Tourism, Community and Publicity Committee meeting held on 29 September 2021

5. 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.

6. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

7. Matters arising from minutes of the previous meeting held on 29 September 2021

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.

8. Update Report

There are no updates.

9. Community Engagement Strategy

To allow members to consider a community engagement strategy

10. Seafront and Beach Concessions

To allow members to consider introducing a new fitness and exercise concession

To allow members to consider a request from a local resident for a children's games and activities concession

To allow members to consider introducing a policy on how many operators each concession will be granted to and how often they will be advertised

11. Green Dog Walkers Scheme

To allow members to consider the extent of the council's involvement in the Green Dog Walkers scheme

12. Gateway Card

To allow members to consider a possible re-launch of the Gateway Card

13. Eat Festival

To allow members to consider a request to hold the Eat Festival on 7 May 2022

14. Dorset Council Libraries' Consultation

To inform members about the libraries' consultation exercise being undertaken by Dorset Council and to seek members' views

15. Managing Consultation Exercises

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

16. Video for Tourism Website

To allow members to consider a quote for creating a video for the homepage of the new tourism website

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

17. 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 16 – Video for Tourism Website

Committee: Tourism, Community and Publicity

Date: 17 November 2021

Title: Election of Vice-Chairman

Purpose of Report

To allow the committee to receive nominations and elect its vice-chairman for the 2021-22 council year

Recommendation

The committee receives nominations and elects its vice-chairman for the 2021-22 council year

Background

1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership. The vice-chairman of this committee has stood down from the council and a replacement is sought.

2. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.

3. Standing order 3.t states:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.'

4. Standing order 8.a states:

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.'

5. Standing order 8.b. states:

'As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the same way, the town clerk or other officer cannot open or chair a committee or sub-committee meeting.'

Adrienne Mullins
Support services manager
November 2021

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 SEPTEMBER 2021

Present

Chairman: Cllr C. Reynolds

Members: Cllr B. Bawden, Cllr R. Smith, Cllr J. Broom, Cllr B. Larcombe, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr M. Ellis, Cllr K. Ellis, Cllr T Webb

Officers: J. Wright (town clerk), A. Mullins (support services manager), K. Weekley (administration assistant)

21/15/TCP Public Forum

S. Davies

S. Davies, chairman of LymeForward, spoke in detail about how the organisation had worked through the pandemic by setting up services to help the public, including the food bank and support to local schools. She said there had been issues with HR and difficulty with finances whilst other lockdown issues had emerged and they needed to step up services for clients. She said there had been intimidation and harassment which had been previously raised and informed members that all financial data had been compiled in accordance with the Community Interest Company (CIC) Regulator. S. Davies said Dorset Council had terminated funding to LymeForward and she had made the town council aware of this.

G. Baker (read out by an officer)

G. Baker asked if it was appropriate that town council members closely linked with LymeForward should vote on any proposal for grant funding for that organisation and asked if this was not a conflict of interest.

J. Breeze (read out by an officer)

J. Breeze asked what the town council's policy was on funding a CIC while in knowledge of concerns over governance and asked for reassurance that public funds were allocated appropriately.

C. Aldridge (read out by an officer)

C. Aldridge asked for consideration on the purpose of the LymeForward grant and a report back on the spend. As a previous volunteer of the foodbank, she recalled numbers ranging from 19 to six families per week. She said many donations of food and money were given, and it was run largely by volunteers so additional funding was minimal. C. Aldridge expressed concerns that money was spent on salaries and development not in keeping with a food bank of this size. She said she would like the council to share information if the grant was given on proposed plans for LymeForward.

21/16/TCP Apologies

Cllr D. Ruffle – illness
Cllr S. Williams – illness

21/17/TCP Minutes

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, the minutes of the meeting held on 30 June 2021, were **ADOPTED**.

21/18/TCP Disclosable Pecuniary Interests

Following comments in the public forum, Cllr C. Reynolds said she would not be abstaining from the vote regarding LymeForward.

21/18/TCP Dispensations

There were none.

21/19/TCP Matters arising from the minutes of the previous meeting held on 30 June 2021

Cllr B. Larcombe asked when the tourism microsite would be working.

The support services manager it was hoped it would be ready for November as it was currently being worked on.

21/20/TCP Update Report

Cllr B. Larcombe ask if the sculptures were previously viewed before they went up.

The support services manager said the deputy town clerk saw every sculpture before it was installed, therefore if there was anything that could be offensive to anyone it would be vetted first.

Members agreed art was subjective, and everyone saw art in a different way.

It was agreed by members to change the running order of the next two items on the agenda.

21/21/TCP LymeForward Grant Agreement

Cllr C. Reynolds explained a meeting which was to discuss the LymeForward grant had been held but she had left halfway through meaning that it could not be completed as she had felt some distress. She was concerned that there were no previously set objectives for LymeForward and as Dorset Council had withdrawn funding, the town council should support the organisation.

Cllr M. Ellis felt LymeForward should not be treated differently from other grant recipients as it had previously been resolved to give the grant without conditions.

Cllr B. Larcombe asked if there were objectives for LymeForward in place now and if not, did that mean that there was no grant agreement for LymeForward.

Cllr M. Ellis said as nothing was resolved at the Full Council meeting when the grant was awarded, no objectives had been set.

Several members said the grant was for core running costs and not to carry out council objectives.

Cllr B. Larcombe gave examples of other grant recipients that had had conditions set. He said in a previous grant agreement which contained conditions of the grant, LymeForward had community engagement as an objective.

Cllr C. Reynolds said as LymeForward was no longer part of the local area partnership the community engagement could not be achieved.

Cllr R. Smith asked about the visibility of finances of the organisation and said members of LymeForward had expressed concerns and wanted to know how money was spent within the organisation.

Cllr C. Reynolds said this information only needed to be shown at the AGM.

Cllr C. Reynolds invited S. Davies and N. Sarahs from LymeForward to speak.

N. Sarahs said financial information would be made available and had been presented to Companies House.

The town clerk clarified the grant was originally given to LymeForward because community engagement was an objective within the articles of association.

Cllr M. Ellis said the council should pay someone for community engagement or pay LymeForward additional funding to carry out community engagement.

N. Sarahs said the application was costed and any extra work that was added to the application would need more funding.

The support services manager said LymeForward had told the council it was not doing some of the activities that were set out in the February 2020 application, such as an industrial strategy, and this was why some alternative objectives were included in the draft grant agreement. She also pointed out the articles of association related to the organisation at the time of the application in 2020 but officers were aware there were proposed changes to the articles, to be agreed at the upcoming AGM, which would make the organisation a different one.

S. Davies said all other services were continuing, other than the Death Cafe.

Cllr B. Bawden said as the food bank was funded separately, the grant was for community engagement.

Cllr J. Broom asked if the town council could pay the quarterly payment and review after LymeForward had had its AGM.

The town clerk said it would be easier to pay for the whole year.

The issue of financial transparency was discussed, and it was felt by some members that LymeForward was already meeting this objective.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis members agreed to **RECOMMEND TO FULL COUNCIL** to approve:

- LymeForward's grant agreement includes an objective to work with the town council to deliver its community engagement strategy
- If LymeForward's articles of association are changed, the town council reserves the right to review the grant agreement to check it is working to the same objectives
- The town council continues to pay the grant on this basis.

The meeting was adjourned for a break at 8:55pm.

Cllr T. Webb left the meeting at 8.55pm

The meeting resumed at 9pm.

21/22/TCP Community Engagement Strategy

Cllr C. Reynolds said she felt the council was not good at community engagement and gave examples of its weaknesses.

Cllr B. Larcombe was encouraged by the list of community engagement already undertaken by the council.

Cllr K. Ellis asked for more information about what the council did well and what gets the best community involvement.

The town clerk said members needed to look at what the council did, if it delivered and what members wanted to achieve. He gave examples of how to engage and perhaps create a different image and a dialogue with the community. He suggested the council take views from different sectors of the community, such as the faith community, and as the council tended to hear from the same people. He said it was important to hear from others to get a more rounded view.

Cllr B. Larcombe said council members were open and available, but the council needed to have a sense of direction and help people to understand what the council could deliver.

Cllr M. Ellis talked about bringing organisations together and asking them to go to their members with questions so that it was not too onerous a task on any one organisation. She said the council ask grant recipients to engage with their members on behalf of the council.

Cllr. K Ellis said rather than wait for the community to come to the council, the council should go to them, such as attending events and discussing future plans gauge public opinion.

The town clerk said it would be good to achieve a wider perspective and it must be driven by the council to get a holistic view from the public.

The support services manager said the council needed to go out in the community rather than expecting them to come to the council. She spoke about Lyme Voice being

successful and good cross section of the community and explained to the members how it worked.

Cllr K. Ellis said the council could agree to a specific amount of engagement every year. She said Lyme Voice should be better used.

Cllr R. Smith asked the cost of Lyme Voice and asked if committees could use it to help inform their decisions.

The support services manager said it was cost effective and was paid by annual subscription to Survey Monkey. She suggested going through the electoral register again to update the list and get more people involved.

The town clerk said it would be good to stick with what the council already had and to better use Lyme Voice. The town clerk said that if members were in broad agreement, he could turn this proposal into a strategy to take to the next committee.

Proposed by Cllr R. Smith and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to bring a draft community engagement strategy to the next Tourism, Community and Publicity Committee.

21/22/TCP Newspaper column

Cllr D. Sarson said he felt the newspaper column should continue on a monthly basis as he felt an item of news may get outdated if it was every two months.

The support services manager said all the guidance suggested a council should do a newsletter no more than four times per year but the council was currently producing a column 12 times a year. She said it was time-consuming, it was often hard to fill the space, and by the time the column went to print, most of what had happened in the council chamber had already been reported on. She added that by having it every other month there could be press releases in the intervening period.

Cllr M. Ellis suggested half a page instead of a full page and one section could be about what the councillors had been up to this month.

Cllr K. Ellis said she would support a column every two months but an extra column could be done if required.

Members discussed the commitment to the paper and the idea of half a page. They also agreed they should help provide material for the column.

The support services manager said it would be a good idea to have a councillor profile each month and encouraged members to submit pictures for the column as it was difficult to find pictures for the column.

21/23/TCP Publicity Group

Cllrs B. Larcombe and B. Bawden volunteered for the publicity group

The support services manager said there only needed to be a short meeting to discuss publicity and suggested a week before publication of the newspaper column.

Proposed by Cllr K. Ellis and seconded by Cllr R. Smith members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs. B. Bawden and B. Larcombe to the Publicity Group.

21/24/TCP Seasonal Concessions

Cllr M. Ellis supported the suggestion for a new fitness concession as it would provide more income for the council.

Cllr B. Larcombe said the council was not charging enough for the current concessions and should be setting the prices instead of giving it to the highest tender.

Cllr M. Ellis said the concessionaires bid for the tender based on the running costs and may not be able to afford the rates the council may set.

Members agreed to look in more detail at any potential new concessions at the next meeting.

Proposed by Cllr K. Ellis and seconded by Cllr G. Stammers members agreed to **RECOMMEND TO FULL COUNCIL** to agree the existing concessions continue and defer discussions concerning new concessions until the next meeting.

21/25/TCP Visitor information

Cllr D. Sarson said this was a good idea but needed careful consideration as the reception area could become overcrowded. He suggested a separate area for the information should be considered.

Cllr B. Larcombe said council staff should do council work and should not be confused with a tourist information centre. He added that the cost of an iPad was unbudgeted.

The support services manager said the volume of people asking for tourist information was not great and gave examples of the kind of information they were looking for. She said rather than add work to the office, an iPad and some information leaflets would make life easier as staff would not be involved in protracted conversations. Also, it would not be advertised as a tourist information centre but the council staff wanted to be able to provide helpful information to people who went into the office.

Cllr M. Ellis said leaflets should be provided but not an iPad, and that the way forward would be to have volunteers on the seafront.

Cllr D. Sarson said it may be difficult for some people to use the iPad.

The administrative assistant said it would be set up in a way that was very easy and both she and other staff members would be able to talk through the process with those that needed more help.

Cllr K. Ellis said it would be much cheaper and more environmentally friendly to buy an iPad than to have leaflets. She pointed out that staffing time costs money too and this suggestion would save staff time.

The town clerk said there was no drive in the community to run a volunteer service and the cost of the iPad was minimum and would make life easier for the staff.

The administration assistant said although the work load was roughly the same; as a result of the pandemic the vast majority of town council work came via email rather than face-to-face and therefore most of the people who came through the door were looking for information about the town. She said this meant the reception area was not busy.

Several members felt that as it was not much money, it would make life easier for the staff and provide a good service, then it should be agreed.

Proposed by Cllr K. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to purchase an iPad and secure stand and sign up to the TIC pop up service to provide information leaflets on the local area for visitors.

Cllr B. Larcombe left the meeting at 10.24pm.

Cllr B. Larcombe returned to the meeting at 10.25pm.

21/26/TCP Seagull Control

Cllr K. Ellis talked about the big issues that were going on in the town regarding seagulls and the possibility of using falconry or a “bleep box” to deter seagulls by sound.

Several members agreed the bleep box was a good idea and more cost effective than a falconer.

Cllr K. Ellis said the falconer was just one option and wanted officers to investigate other options.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to use a falconer to deter seagulls, but to instruct officers to investigate all options of seagull deterrent including bleep boxes and to make sure children are not affected by any possible deterrent.

21/27/TCP Jubilee Pavilion Christmas Event

Cllr C. Reynolds said she had involved many people, including other members, to help on a Christmas event which she hoped would take place at the Jubilee Pavilion, to include a Santa’s grotto, Christmas lights, and a gift for the children. To put this in place, she would asked if the council would consider contributing some money.

Cllr C. Reynolds said it would be a two-day event, to take place on Saturday 4 and Sunday 5 December 2021.

Cllr K. Ellis asked if this was just for local children or if visitors were included.

Cllr C. Reynolds said if there was enough money, she would like to include visitors too.

Cllr R. Smith asked how many people were expected and how much money it would cost per child.

Cllr C. Reynolds said it would be 95 children from St Michael's Primary School and if there was enough money, she would like to include children from Uplyme. She said that a selection box priced at about £1 each would be an estimate.

Cllr M. Ellis suggested other rooms at the Marine Parade Shelters could be used in case they needed extra room and suggested a donation of £500 from the council for presents. She also suggested a donation pot could be put out at the event in case anyone wanted to contribute.

Cllr C. Reynolds said they wanted it to be free for the children, but a donation pot would be there for anyone that wanted to donate.

The town clerk suggested £1,000 would cover the costs, which members agreed.

Proposed by Cllr J. Broom and seconded by Cllr K. Ellis members agreed to **RECOMMEND TO FULL COUNCIL** to approve the use of the Jubilee Pavilion for a Christmas event at no cost, to award a donation of £1,000 for the event, and to allow use of other areas of the shelters if required.

21/28/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 10.52pm.

Committee: Tourism, Community and Publicity

Date: 17 November 2021

Title: Matters arising from the minutes of the previous meeting held on 29 September 2021

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

21/21/TCP – LymeForward Grant Agreement

The recommendation, as approved by Full Council on 27 October 2021, has been communicated to LymeForward and officers are preparing the grant agreement on that basis.

21/25/TCP – Visitor information

An iPad and stand have been ordered for the reception area. We have also signed up to the TIC Top-Up service and ordered various information leaflets for attractions in the local area.

Leaflet holders have been left behind from the tourist information centre and the racking system is still in place in the reception area, so these will be reinstated to display the leaflets.

21/27/TCP – Jubilee Pavilion Christmas Event

It is with much regret that the Santa's grotto event at the Jubilee Pavilion has had to be cancelled to keep everyone safe. Everything is set up hopefully for next year and the Christmas Lights Committee will still be decorating the Jubilee Pavilion with lights.

Adrienne Mullins
Support services manager
November 2021

Committee: Tourism, Community and Publicity

Date: 17 November 2021

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

Report

Improvements to the beach hut booking system

The updated system was launched for the beach hut booking days on 12 and 13 October 2021 and worked as expected. Customers are now able to add several bookings to their 'basket' and pay for them at the end, and residents can obtain their Gateway Card discount online.

It also means staff can amend bookings a lot easier than previously.

Lyme Regis tourism website

The colour theme and logo has been agreed. The Visit Dorset team is currently re-writing the copy for our approval and will require input for new sections of the website.

Adrienne Mullins
Support services manager
November 2021

Committee: Tourism Community and Publicity

Date: 17 November 2021

Title: Community Engagement Strategy

Purpose of Report

To allow members to consider a community engagement strategy

Recommendation

Members approve the community engagement strategy, appendix 9A

Background

1. At the last meeting of this committee members considered a report on community engagement and made the following recommendation to Full Council:

to instruct officers to bring a draft community engagement strategy to the next Tourism, Community and Publicity Committee.'
2. This recommendation was approved by resolution of the Full Council on 27 October 2021.

Report

3. A proposed community engagement strategy is attached, **appendix 9A**.
4. Any recommendations from this committee will be considered by the Full Council on 15 December 2021

John Wright
Town clerk
November 2021

Community Engagement Strategy

Purpose

To define community engagement, to be clear about what the council wants community engagement to achieve, to identify mechanisms for engaging with the community, and identify community engagement partners.

Definition

A strategic approach to the relationships, communication and interactions between community members and the council to try to influence outcomes for both.

What do we want to achieve?

To demonstrate to our community that we are listening to them

To gain a better understanding of community needs and priorities, including those who do not normally engage with the council

To gain a better understanding of the impact of what we do and don't do

To be able to make better, more informed decisions

To become a more socially responsible and accountable organisation

To develop a greater community understanding of what the council does

To improve the community's perception of the council.

How should we do it?

Through the annual town meeting, public forums at council meetings, member involvement in local organisations, consultation on objectives, the press and the council's newspaper column, website, and social media, single issue consultation, Lyme Voice, grant provision, liaison with collective groups, e.g., the faith community, a youth council, the elderly, and last, but not least, elections.

Community engagement partners

The council will work with recognised groups who are actively engaged in the community, e.g., LymeForward, Lyme Regis Development Trust and the Community Support Group.

John Wright
Town clerk

Implementation date: 16 December 2021
Review date: December 2024

Committee: Tourism, Community and Publicity

Date: 17 November 2021

Title: Seafront and Beach Concessions

Purpose

To allow members to consider introducing a new fitness and exercise concession

To allow members to consider a request from a local resident for a children's games and activities concession

To allow members to consider introducing a policy on how many operators each concession will be granted to and how often they will be advertised

Recommendation

- a) Members approve the introduction of a new fitness and exercise concession
- b) Members consider a request from a local resident for a children's games and activities concession
- c) Members introduce a policy on how many operators each concession will be granted to and how often they will be advertised

Report

- 1. Each year the council advertises concessions for the coming season and beyond. The following concessions are offered: deckchairs; trampolines or similar; hair braiding and henna tattooing; children's games and activities; arts and crafts; and non-motorised watersports.
- 2. The deckchairs, trampolines and children's games and activities concessions are currently on three-year agreements, which run up-to-and-including 2022.
- 3. The three-year hair braiding and henna tattooing concession was due to end in 2020 but on 20 January 2021, Full Council approved a one-year extension to include 2021 due to the uncertain trading conditions as a result of the pandemic.
- 4. Full Council approved on 20 January 2021 not to advertise the arts and crafts concession for 2021, also due to the continuing uncertainty and restrictions, and to advertise its availability from 2022.
- 5. The non-motorised watersports concession, granted to two different operators, has also ended and would need to be re-advertised for 2022 onwards.
- 6. At the previous meeting of this committee on 29 September 2021, members considered a report on existing and potential new concessions. It was recommended, and subsequently resolved by Full Council on 27 October 2021, 'to agree the existing concessions continue and defer discussions concerning new concessions until the next meeting'.

Report

Fitness and exercise

7. Officers would suggest consideration is given to a 'fitness and exercise' concession. The office has regular enquiries from fitness instructors who would like to run outdoor exercise classes on the beach or Anning Road playing field.
10. While there is a covenant on the playing field that restricts its use to children, which means use of the space isn't viable, the beach could be used for this purpose. Members may think other areas in the town are also suitable, such as the flat roof area on the seafront.
11. If members were in favour of this kind of concession, it is suggested the exercise classes would need to be early morning sessions, for example finishing by 9am. Several concessions could run on different days, maximising the income.

A separate request

12. A separate request has also been received by the office from local resident Carl Salter, **appendix 10A**.
13. This type of concession would fall under the category of children's games and activities. The children's games and activities concession has currently been granted to United Beach Missions (UBM) and is a three-year concession which will run up-to-and-including 2022.
14. UBM is an organisation 'sharing the good news of Jesus on beaches around the UK, Ireland and Continental Europe'. In the past, UBM has paid to run the concession but the council decided in 2017 there should be no charge.
15. The council offers its concessions on either a one or three-year basis. All the current concessions are on a three-year agreement and the council only advertises the availability of the concessions at the end of the three-year period.
16. The number of concessions granted under each category varies: the concessions for deckchairs, trampolines or similar, hair braiding and henna tattooing and children's games and activities has traditionally only been granted to one operator. However, concessions for arts and crafts and non-motorised watersports have been granted to more than one operator. If members agree to a fitness and exercise concession, it would seem likely there will be more than one operator.
17. Having said all this, there is no approved policy on the number of operators which can be granted a concession or on whether concessions should be advertised every year, regardless of whether the concession has already been awarded, or advertised at the end of the existing three-year agreements.
18. In considering Mr Salter's request, members may wish to take these considerations into account. Members may also wish to confirm the council's policy on the number of concessions which will be awarded in each category and when concessions will be advertised.

19. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Adrianne Mullins
Support services manager
November 2021

Mr Carl Salter

Lyme Regis

BEACH CONCESSION

RECEIVED
04 NOV 2021
BY: _____

Dear Sir Madam

We the undersigned wish to apply for a site on the main beach to promote the theory of evolution to children .

Our aim is to ask the parents of children to allow them to join us playing games and give out sweets and other prizes when they answer correctly to our idea of how life began .

We are local residents and ratepayers in Lyme Regis And would like the opportunity to counter the voice that tells of a planet under 8.000 years old that is preaching at the moment on our public beach.

Yours Sincerely

Carl Salter

AGENDA ITEM 11

Committee: Tourism, Community and Publicity Committee

Date: 17 November 2021

Title: Green Dog Walkers Scheme

Purpose

To allow members to consider the extent of the council's involvement in the Green Dog Walkers scheme

Recommendation

Members consider the extent of the council's involvement in the Green Dog Walkers scheme

Background

1. On 4 March 2020, this committee considered a report about the Green Dog Walkers scheme and whether the council should support it.
2. Green Dog Walkers is a scheme adopted by over 40 councils across the country. It allows a proven, non-confrontational and friendly way to change attitudes about dog fouling and encourages responsible dog ownership. The scheme acts as a reminder to others that they need to pick up after their dog has fouled and keep them under control.
3. Green Dog Walkers sign a pledge to:
 - always clean up after their dog
 - dispose of the bag responsibly
 - carry extra dog waste bags
 - gladly give a bag to those without one
 - be a friendly reminder to other dog walkers to clean up after their dogs.
4. In return, they receive something to demonstrate they have made the pledge. This varies between councils and includes: a Green Dog Walker badge to display on their coat or dog lead, a car window sticker, a Green Dog Walkers lead and collar, a green armband, a Green Dog Walker keyring torch, Green Dog Walker poo bags, and a leaflet about the campaign.
5. The pledge details:
 - I will wear the badge as often as possible when walking my dog
 - I will clean up after my dog and dispose of the bag responsibly
 - When others walk my dog I will encourage them to clean up after my dog
 - I understand that wearing the badge indicates that I carry extra doggie bags to distribute if requested
 - I will always be friendly and courteous when talking to dog walkers about dog fouling. I fully understand that Green Dog Walkers is intended to be a non-confrontational and friendly campaign to change attitudes about dog fouling
 - I will always have my dog near to me or within easy recall and be aware of the wildlife. Where there is livestock, I will keep my dog on a lead
 - I will always follow advice on local signs to reduce disturbance to plants, animals and children

6. Chichester District Council is an example of one council which has adopted the scheme, <https://www.chichester.gov.uk/greendogwalkers>
7. At the March 2020 meeting, members agreed the scheme was a good idea as it underpinned what it was to be a responsible dog owner, but also felt it shouldn't detract from the other dog control measures in place. Members did not feel the council should commit funding to the scheme or display signs in the town, and instead agreed to promote it on the council's website and social media.
8. The scheme has been promoted on the council's social media and there is a section on the council website <https://www.lymeregistowncouncil.gov.uk/public-space-protection-orders>

Report

9. At the Full Council meeting on 27 October 2021, a letter was read out from Claire Humpreys regarding the Green Dog Walkers scheme. The letter was as follows:

"I have been reading with great interest about the Green Dog Walkers Scheme that was adopted by LRTC; however never implemented. It has proved to be an excellent way to prevent and reduce the dog waste that is occasionally found in many other Towns so it appears to be a win-win situation. My question is why this has not actually been implemented within Lyme, when the Council have gone as far as issuing a PSPO against dogs using the main beaches due to I assume the waste and damage that they have witnessed and recorded?

Surely working with local and visiting Dog Owners/Families to implement this scheme would be a win-win and remove the need for the PSPO which I have also read is driving people away from Lyme Regis, which in these economic times is not helpful to local Businesses or environmentally friendly.

It is interesting to notice that Lyme Regis is full of signs advising of rules against dogs running freely on open spaces; however there is none (or very little) notice or effort made against littering which is a huge problem through the town and continues to be, with no obvious rules made to prevent/reduce it

How can we work together to achieve both dogs being able to run freely on all beaches and reducing the amount of waste and litter throughout the Town?"

10. Members are therefore asked to think about whether they wish to re-consider the council's approach to the scheme, i.e. commit a budget to the scheme so we can ask dog owners to sign up and they receive a free gift in return to demonstrate they have signed up.
11. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Adrienne Mullins
Support services manager
November 2021

Date: 17 November 2021

Title: Gateway Card

Purpose of Report

To allow members to consider a possible re-launch of the Gateway Card

Recommendation

Members consider a possible re-launch of the Gateway Card

Background

1. The Gateway Card is a scheme for Lyme Regis residents to receive discounts and special offers from participating local businesses.
2. The cards were designed through a competition entered into by pupils at St Michael's Primary School and the Woodroffe School, and two designs were chosen.
3. It was launched on 3 April 2017. Cards were sent by post to every person on the electoral register. Those who were not on the electoral register (including under 18s) were able to collect cards from the council office with proof of a Lyme Regis address.
4. Participating businesses were given window stickers and posters to display in their premises.
5. Before launching the card, members considered if the card should be for Lyme Regis residents and businesses, only, or if the scheme should be extended to Uplyme and Charmouth. It was agreed at the time to 'make the residents' discount card available to Lyme Regis residents, only, for the first year as a trial and to review this position after this period.'
6. After operating for a year, members reviewed the scheme, particularly whether to issue the card to Uplyme and Charmouth residents, as well as invite businesses in those villages to participate in the scheme.
7. Following consideration by this committee, it was resolved by Full Council on 28 March 2018 'to support in principle Uplyme and Charmouth joining the Gateway Card scheme, subject to consultation with businesses already participating and those in Uplyme and Charmouth'.
8. At the time, officers tried to consult with businesses in Charmouth via the traders' organisation but there didn't seem to be much appetite to engage.
9. However, a handful of residents in Uplyme became aware they were eligible for a Gateway Card and there are around 10 issued. This has never been actively publicised as businesses in Charmouth and Uplyme are not yet participating in the scheme.

Report

10. Since its launch in 2017, some local businesses have closed down, others have opened, and there are new residents in the town.
11. As such, the chairman of this committee would like to re-launch the Gateway Card with the aim of getting more businesses to participate and to let new residents know about the scheme.

12. Members are also reminded of the Strategy and Finance Committee's recommendation, as resolved by Full Council on 27 October 2021, to increase the Gateway Card discount to 50% on beach huts, weddings in the Guildhall and mini golf and table tennis.
13. Members may also want to consider the council's position on involving Uplyme and Charmouth, bearing in mind some Uplyme residents already have a card.
13. In re-launching the scheme, there may be a budgetary implication. There are some cards left over but more may need to be produced if Uplyme and Charmouth are included, and there are no stickers left for businesses to display in their windows. Without knowing exactly how many more we will need, it's difficult to estimate the cost of this.
14. However, in 2017, the cost of 6,500 cards was £955 and the cost of 100 stickers was £50. Also, the population of Uplyme is around 1,600, and Charmouth is around 1,300.
15. There was a one-off amount of £5,000 in 2016-17 budget for the Gateway Card, but no ongoing budget allocated to this project.
16. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Adrienne Mullins
Support services manager
November 2021

Committee: Tourism, Community and Publicity

Date: 17 November 2021

Title: Eat Festival

Purpose

To allow members to consider a request to hold the Eat Festival on 7 May 2022

Recommendation

Members approve the request to hold the Eat Festival on 7 May 2022

Report

1. On 21 October 2020, the council considered a request from Eat Festival to hold an event on the seafront in Lyme Regis in 2021. The festival comprises local food and beverage businesses from the area.
2. At the meeting on 21 October 2020, the council agreed the 'organisers would be asked to canvass local traders to determine the level of interest and suggest an alternative date, and to report back to a future meeting.'
3. A further report was considered by the Full Council on 18 November 2020 and it was agreed the event could be held on 24 April 2021.
4. Approval of any new events on council-owned land or changes to existing events, such as revised dates, sits with this committee.

Report

5. The organisers of eat: Lyme Regis have asked if they can hold the event in 2022 on 7 May.
6. There are no other major events scheduled for this date and it is not a Bank Holiday.
7. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Adrienne Mullins
Support services manager
November 2021

Committee: Tourism, Community and Publicity

Date: 17 November 2021

Title: Dorset Council Libraries' Consultation

Purpose of Report

To inform members about the libraries' consultation exercise being undertaken by Dorset Council and to seek members' views

Recommendation

Members note the report and instruct officers on the completion of a council survey

Background

1. On 9 November 2021, the support services manager and the town clerk attended a webinar on Dorset Council's libraries' service; the slides are at **appendix 14A**.
2. Dorset Council runs 23 libraries and eight community managed libraries. Lyme Regis' library is on Silver Street and is open:

Monday	10.00am-1.00pm and 2.00pm-5.00pm
Tuesday	9.30am-1.00pm
Wednesday	2.00pm-6.30pm
Friday	2.00pm-6.30pm
Saturday	9.30am-12.30pm
3. In 2017, Dorset County Council sought proposals for the redevelopment of Lyme Regis library site. Lyme Regis Development Trust was the successful bidder; it proposed eight units of affordable and market housing, along with the reprovision of a library.
4. In October 2018, Lyme Regis Development Trust withdrew its proposal.

Report

5. Dorset Council's current library strategy is 10 years' old and since it was launched there have been significant changes in digital technology and public behaviour.
6. The new strategy seeks to maximise the delivery of Dorset Council's priorities and the needs of its communities. To help inform its libraries' strategy, Dorset Council is embarking on a two-phase consultation exercise and is asking town and parish councils to support this. The process lasts for approximately 18 months, **appendix 14A**.
7. Phase one of the consultation exercise is an open conversation to understand current and future needs and what is valued. It includes three surveys: children 5-15 years' old; those over 16 years' old (this survey is split between library users and non-users); and employees, partners and businesses (including town and parish councils and councillors).
8. Phase one of the consultation exercise runs for 11 weeks from 25 October 2021 until 7 January 2022 and will inform a draft strategy which will be approved by Dorset Council's cabinet in June 2022. Consultation on the draft strategy, i.e., the second phase of consultation, will commence in November 2022.

9. To support Dorset Council's consultation exercise, the town council will post information on its noticeboards, website, and social media.
10. Members are asked if they want to submit views on behalf of the council and, if they wish to do so, how they would like to do this, e.g., a submission through this committee, by delegation to a group of members, by delegation to the town clerk in consultation with the chairman of this committee.
11. A copy of the questionnaire for town and parishes is attached, **appendix 14B**. The link to the questionnaire is: [2021 \(snapsurveys.com\)](https://snapsurveys.com)
12. To comply with Dorset Council's timetable, phase one of the consultation exercise closes on 7 January 2021, any delegated submission could be considered for approval by the Full Council on 15 December 2021.
13. If they so wish, members can also submit views individually.
14. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Adrienne Mullins
Support services manager
November 2021



#LetsTalkLibraries

Employees, Partners and Business Survey

Introduction

Dorset Council has launched a public consultation to develop a new library strategy, which will inform how we develop and delivery our library service in the future.

As well as hearing from the public, we want to hear from our employees, volunteers, councillors, our voluntary and community sector partners, businesses and our public sector partners.

The council are looking for ways we can join up and complement delivery across services and sectors, utilising libraries to maximise our reach and impact in communities. We want to hear from you about opportunities to collaborate in the future, or ways in which libraries can support your sector.

The survey closes on the 7th January 2022. Analysis of individual responses will be presented in an anonymised form. However, official responses, provided on behalf of your organisation may be attributed publicly.

Following the close of the consultation, the survey responses will be brought together with evidence around local need and responses from the public. We will produce a draft library strategy which will be the focus of a second consultation, to be held in summer 2022.

Keep up to date with the latest information by visiting dorsetcouncil.gov.uk/lets-talk-libraries or, by following #letstalklibraries on our Dorset Council social media channels.

Progress

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#LetsTalkLibraries

In what capacity are you responding?

- Dorset Council library service (employee or volunteer)
- Volunteer at a Community Managed Library
- Dorset Council employee (non-library service)
- Councillor (Dorset Council and Town/ Parish)
- Town and Parish Council
- Voluntary and community sector organisation
- Business
- Public sector organisation

Name of your organisation/business

Is this your organisation's official response

- Yes
- No

Progress

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#LetsTalkLibraries

Employee, volunteer, councillor, partner

In the future we would like to understand how you think the Dorset Council library service can help deliver the council's priorities in Dorset.

You do not have to reply to each priority, please reply to those you can and leave the remaining boxes blank. All ideas are welcome!

In the future, how can libraries help to improve reading and literacy skills in children, adults and those who have a learning disability?

In the future, how can libraries help people gain better skills, better jobs and help people build their business?

In the future, how can libraries help people live healthier lives and reduce social isolation?

In the future, how can libraries help support local community arts and wider cultural activities and events?

In the future, how can libraries help respond to climate change and the climate and ecological emergency?

Progress



#LetsTalkLibraries

We want our libraries to remain at the hearts of their communities now and in the future. To achieve this, we need to make sure we are meeting the needs of our communities. We particularly want to engage and support residents who traditionally don't use the library. We need to understand how we can make our library service relevant to their needs in the future.

How could the Dorset Council library service encourage non-library users to access the service in the future?

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#LetsTalkLibraries

The council are looking for ways we can join up and complement delivery across services and sectors, utilising libraries to maximise our reach and impact in communities.

What opportunities are there for libraries to work with other services and local partners to improve access to services and support the health and wellbeing offer?

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#LetsTalkLibraries

By 2030, we expect to see further changes in technology and how the public prefer to access services and we expect to face ongoing pressure on local Government funding. We will need to continue to explore ways to be more financially resilient and generate income.

Do you have any suggestions about how the Dorset Council library service can generate more income in the future?

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#LetsTalkLibraries

All respondents

We want to hear from our employees, volunteers, councillors, partners and businesses about how we can make our library service relevant to our resident's needs in the future.

How could we develop our Dorset Council library service in the future?

We welcome creative, innovative thought and your "outside the box" ideas!

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#LetsTalkLibraries

To help inform the vision for the Dorset Council library service, use 3 words that you think should describe the service in **10 years' time**. You have up to 25 characters per word - so most words will fit

Word 1

Word 2

Word 3

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#LetsTalkLibraries

Is there anything else you would like to share with us about libraries that you haven't been able to so far?

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#LetsTalkLibraries

Would you like to be kept informed of progress on the library strategy? We will notify you when we consult on the draft strategy.

- Yes
- No

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AGENDA ITEM 15

Committee: Tourism, Community and Publicity

Date: 17 November 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:
 - Charmouth Neighbourhood Plan
 - Dorset Council – Community Governance Review
 - Dorset Council – Blue Badge holders parking survey
 - Dorset Council – Rights of Way Improvement Plan
 - Dorset Council – Childcare for Dorset Families
 - Dorset Council - #LetsTalkLibraries
 - Dorset Council – Education Travel Survey
 - Dorset Council – Residents’ Survey
 - Dorset Council/Dorset Coast Forum – Dorset Harbours Strategy
2. **Appendix 15A** details the start and end dates, who has been consulted, how the town council promoted the consultation, the council’s response to the consultation (if any), and the decision made or an update on the consultation if a decision has not yet been made.
3. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Adrienne Mullins
Support services manager
November 2021

APPENDIX 15A

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
Charmouth Neighbourhood Plan	18/06/21	30/07/21	Adjacent town and parish councils	To be considered by Planning Committee on 06/07/21	Council support for the plan, agreed at the Planning Committee meeting on 06/07/21	<p>On 28 October 2021 the examiner wrote to Dorset Council and Charmouth Parish Council to issue his Examination Report.</p> <p>The report says the plan meets the basic conditions, subject to the policy recommendations laid out in his report. The examiner has recommended that the plan, once modified, proceeds to referendum on the basis that it has met all the relevant legal requirements.</p>
Dorset Council – community governance review	05/08/21	28/10/21	Town and parish councils, local MP, DAPTC, local groups and interested parties	Strategy and Finance Committee	Considered by S&F on 31/03/21 and 12/05/21. Agreed no changes should be requested	The consultation closed on 28 October 2021. Dorset Council is now considering submissions/representations and will prepare a report of draft recommendations for Full Council on 14 December 2021.
Dorset Council - Blue Badge Holders, parking survey		26/09/21	The public	Planning special newsletter in the members' briefing and social media	N/A	The final decision on the new council policy will be decided by elected members in autumn 2021.

Dorset Council – Rights of Way Improvement Plan		31/10/21	The public and local stakeholders	To be considered by the Environment Committee on 06/10/21	Considered by Environment Committee on 06/10/21. Agreed the operations manager would contact Ken Gollop for information about any rights of way the council should campaign about	Dorset Council is interpreting research and information gathered and comparing it with the current Rights of Way Improvement Plan. In January/February 2022, Dorset Council will draft the new plan for 2022 to 2032.
Dorset Council – Childcare for Dorset Families		19/11/21	Parents and carers in Dorset	Social media	N/A	Consultation still open
Dorset Council – #LetsTalkLibraries		07/01/21	The public, library employees, partners, businesses, town and parish councils	Social media Report to TCP 17/11/21	Not yet formulated	Consultation still open
Dorset Council – Education Travel Survey		12/11/21	Parents, carers and students in Dorset	Social media	N/A	Consultation still open (at time of writing report)
Dorset Council – Residents' Survey			Dorset residents	Social media	N/A	Consultation still open
Dorset Council/Dorset Coast Forum – Dorset Harbours Strategy	11/10/21	05/12/21	Communities and stakeholders	Social media	N/A	Consultation still open

