



John Wright  
Town Clerk

## Lyme Regis Town Council

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### **Tourism, Community and Publicity Committee**

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

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 9 March 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
04.03.22

*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. 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 working group*

#### **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 19 January 2022

### **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 19 January 2022**

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting.

### **7. Update Report**

To update members on issues considered at previous meetings

### **8. To receive the minutes of the Queen's Platinum Jubilee Working Group meeting held on 8 February 2022**

### **9. Quarterly Newsletter**

To allow members to consider a proposal to publish a quarterly newsletter that is delivered to every home in Lyme Regis

### **10. Publicity Group**

To allow members to consider disbanding the publicity group

### **11. Footgolf at Strawberry Field**

To allow members to consider the remuneration and ongoing licence term for the footgolf business at Strawberry Field

### **12. Grant Review, Axe Valley and West Dorset Ring and Ride**

To inform members of Axe Valley and West Dorset Ring and Ride's compliance with its grant agreement

**13. Grant Review, Lyme Arts Community Trust**

To inform members of Lyme Arts Community Trust's compliance with its grant agreement

**14. Grant Review, The Philpot Museum**

To inform members of the Philpot Museum's compliance with its grant agreement

**15. Managing Consultation Exercises**

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

**16. Exempt Business**

**LYME REGIS TOWN COUNCIL**

**TOURISM, COMMUNITY AND PUBLICITY WORKING GROUP**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 19 JANUARY 2022**

**Present**

**Chairman:** Cllr C. Reynolds

**Members:** Cllr C. Aldridge, Cllr J. Broom, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

**Officers:** M. Green (deputy town clerk), A. Mullins (support services manager)

**21/45/TCP Public Forum**

**M. Saunders**

M. Saunders spoke in relation to agenda item 16, Seafront and Beach Concessions. He said he and his wife had run the watersports shop Boylos in Lyme for over 10 years and in that time they had seen the town grow massively as a watersports destination, including stand up paddleboarding (SUP). He said Lyme Regis was a great venue but it did have its dangers and they shouldn't be underestimated, with reefs, tides and wind being the three main areas of concern. M. Saunders said Boylos ensured anyone taking part in a lesson and subsequently hiring was fully aware of these before they went out. He said their business was set up so anyone paddleboarding for the first time participated in a lesson before being able to hire and in doing so, the staff ensured they were aware of any local dangers and hazards. He said as watersports had become more popular, they had seen the potential for people undertaking water activities to collide and it was recently brought up in the Harbour Consultative Group, with concerns voiced particularly about the unregulated hiring of SUPs. M Saunders said this hiring was done under a licence given by Dorset Council to a West Bay-based company off the North Wall, which was disappointing to them as their activities from the shop had always been respectful of other water users and he believed their set-up as a whole was such that they could work with and around others. He said they had never received a complaint or an ill word about operating from the beach. He said over the years they had supported local events with SUP taster events, they had raised over £2,000 for charity and they planned to continue doing this for the coming years. M Saunders said they had featured Lyme Regis in several paddleboarding publications, and offered local advice to anyone who went into the shop. He said as a long-standing tenant, a small local business and an active member of the community, he hoped the council would continue to support them as it had in the past. He said they looked forward to continuing their teaching and encouraging people to enjoy the beach and waters in a safe, respectful and responsible way.

## **J. Harper and N. Gallagher**

J. Harper and N. Gallagher spoke in relation to the same agenda item. J. Harper said she was an events' manager with over 15 years' experience of delivering large-scale events and she worked with south west businesses to deliver growth strategies. She said she recently moved back to the area and she had thoroughly enjoyed getting involved in the sea swimming community. N. Gallagher said she moved to the area a couple of years ago and she was the CEO of a local business. She said they both had a real passion for the local area and wanted to talk about a proposal for a shoreline sauna. She said it was a mobile wood fired sauna which they hoped to be able to position on Lyme Regis seafront this summer. She said she had experience in dynamic start-up companies with a particular interest in sales and marketing and e-commerce. She said the sauna was Finnish in its origin and they were typically Scandinavian in design, but theirs was designed specifically with its location in mind, so it took its design cues from the beach huts and Victorian bathing machines. J. Harper said they were aware there were lots of things happening along the seafront so the unit was flexible and versatile in where it could be situated. She said there were a number of locations they felt would work well and the elements that were really important were access so it could be towed onto the pitch, it would also be helpful to have access to fresh water so they could hydrate their customers without bringing in plastic bottles, a small space for a wood store, and ideally access to the shoreline so customers could get the experience of the hot and cold, which was one of the main benefits of the saunas. J Harper said the locations they felt would work really well were behind the lifeboat station through the boat yard to the right of the Cobb, potentially close to the power boat club, or on the main sandy beach to the left of the groyne between the sand and pebbles. N. Gallagher said they felt it was a good opportunity that wasn't to be missed as we were in the midst of a boom of cold water swimming, along with other watersports like paddleboarding, so this would work in synergy with those other tourist attractions but also be of benefit for the local community. She said the timing was also very good as there were a handful of other businesses doing this in the UK but it was on the cusp of exploding, they had a comprehensive plan behind the business proposal and they believed they could put Lyme Regis on the map at the beginning of that trend. N. Gallagher said they were committed to bringing a new audience of tourists to Lyme Regis through their mobile sauna in the same way that maybe the glamping trend did, but she said it was vital it was just as much of an asset for the locals as the tourism industry.

## **D. Patterson**

D. Patterson spoken in relation to the same agenda item. He said he went between London and Bridport working as a caricaturist, which he had been doing for 10 years. He said he was seeking to do caricatures in Lyme Regis as it was such a good thing to have in West Bay where he operated currently. He said it was good for tourists and children and he felt it would work in Lyme Regis because it was such a picturesque area. He said he had been doing caricatures in Trafalgar Square in London and he felt it would be a great thing for the seafront in Lyme Regis.

## **21/46/TCP Apologies**

Cllr B. Bawden – illness  
Cllr M. Ellis – pantomime rehearsals  
Cllr R. Smith – working  
Cllr T. Webb – illness

**21/47/TCP Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the meeting held on 17 November 2021, were **ADOPTED**.

**21/48/TCP Disclosable Pecuniary Interests**

There were none.

**21/49/TCP Dispensations**

There were none.

**21/50/TCP Matters arising from the minutes of the previous meeting held on 17 November 2021**

Members noted the report.

**21/51/TCP Update Report**

Members noted the report.

**21/52/TCP Review of Social Media Policy**

Cllr B. Larcombe said recently there had been some scams sent around on social media and although not directly related to the social media policy, he felt the council should try and prevent this kind of thing happening. He said he had noticed some other councils didn't put councillors' telephone numbers and email addresses on their profiles but instead put a live link to click on, which in doing so, the scammers revealed themselves. He asked that this was pursued for the council's website.

Cllr J. Broom said the policy referred to a bullying and harassment policy and procedure but this was not on the council's website so he asked whether the policy existed.

The support services manager confirmed the council did have a bullying and harassment policy and procedure. She said human resources' policies were not on the website but there was a note on the policies' page which said they were available on request.

Cllr B. Larcombe said staff could also be targeted on social media so members needed to think about how they looked after staff in those circumstances and provided protection to them when they were subjected to social media abuse.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended social media policy.

**21/53/TCP Grant Review, The Hub**

Members noted the report.

**21/54/TCP Grant Review, B Sharp**

Members noted the report.

## **21/55/TCP Grant Review, CAB**

The support services manager said the CAB's face-to-face service in Lyme Regis would resume as soon as the council office re-opened.

Cllr C. Reynolds said the council would regularly advertise the outreach service on its social media.

## **21/56/TCP Seafront WiFi**

The deputy town clerk said due to decreased line speed on the seafront wifi system, the only option to increase the line speed was to invest in a leased line at considerable extra cost. He said it was difficult to justify the extra cost, especially as there was now improved mobile phone signal in Lyme Regis and the roll-out of 5G.

The deputy town clerk suggested monitoring the line speeds and level of public usage until the end of May and then review the situation in light of that information.

Cllr B. Larcombe said he didn't think seafront wifi was needed at all because most people now had their own smartphones. He didn't think the council should invest in any upgrade to the system but agreed a review in May would give a clearer picture.

Cllr G. Stammers asked if there was any explanation as to why the line speed had reduced so significantly. She asked if there was any expectation the council would need better line speeds for events and training taking place at the Lister Room.

The deputy town clerk said it was due to more people using the same general line as it wasn't exclusively used for the seafront wifi. He said when the wifi was installed, there were only a few businesses using the line but the number had increased since.

The deputy town clerk said as the Lister Room was going to be let on a permanent basis, broadband to the room would be a matter for that tenant.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to monitor the line speeds and levels of public usage of the seafront wifi over the period to 31 May 2022 and to then consider the matter further in light of that information.

## **21/57/TCP Seagull Control**

Cllr C. Reynolds was concerned about audio scarers affecting children and paying someone to take a boat out to lure seagulls away would cost too much and may not even work.

Cllr C. Aldridge asked how much research had been done into other places which had had success tackling seagulls. She suggested a trial of a bird of prey.

The deputy town clerk said the council had brought in birds of prey previously and while they were around, they would keep seagulls away for a short period. However, he said seagulls were also scared of birds of prey and there was another by-product of them being scared, which was also undesirable. He added that birds of prey were an attraction for tourists but there was no budget for this.

Cllr B. Larcombe felt birds of prey were not an option as they were only effective when they were in the air and the town didn't need that kind of attraction. He said the audio scarers could work as there was a café in Lyme Regis which had one and it worked. He added that the main issue was the number of takeaway outlets and the council should ensure it had enough seagull proof waste bins.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to obtain quotes for seagull proof waste bins and to report back to the Town Management and Highways Committee.

#### **21/58/TCP Launch of Tourism Microsite**

The support services manager confirmed the microsite had gone live earlier that day as planned.

Members congratulated the support services manager on delivering the microsite and agreed the partnership with Visit Dorset had been the right decision for the council.

#### **21/59/TCP Harbour Consultative Group**

The deputy town clerk said this report had been brought to the committee to let members know these discussions with Dorset Council and other harbour users were ongoing and there may be things coming out of those discussions that affected the town council's management of the sandy beach and the seafront area.

#### **21/60/TCP Managing Consultation Exercises**

Members noted the report.

#### **21/61/TCP Seafront and Beach Concessions**

Cllr J. Broom pointed out the numbering in the proposed policy was wrong as there were two section 3s and it was agreed this would be amended.

Cllr B. Larcombe asked how it was determined which concessions would be allowed; were there a set of concessions that were appropriate to the town that represented the Lyme Regis brand, or could anyone with an idea approach the council?

The support services manager said there were set categories of concessions and these were advertised, but if people approached the council with ideas that didn't fit within those categories, they could be brought to members to consider. She said the details of each concession, such as their location and equipment, were agreed with the operations manager.

Members agreed there needed to be fixed categories for concessions but they didn't want to stop people approaching the council with good ideas.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the seafront and beach concessions' policy with an amendment to the numbering as there are two section 3s.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson, 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.

Members discussed the application for the hair braiding and henna tattooing concession. It was agreed the concessionaire should be asked to display her prices and that the size of any storage facility is agreed by the operations manager.

Proposed by Cllr G. Stammers and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to award the hair braiding and henna tattooing concession to Bridie Appleby-Gunnill for 2022-24.

Members discussed the application for the arts and crafts concession.

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to award the arts and crafts concession to Dan Patterson for 2022-24.

Members discussed the applications for the non-motorised watersports and issues around safety and the potential for watercraft to collide with swimmers.

The deputy town clerk said once watercraft were in the water, they were the responsibility of the harbourmaster. However, he said if out of the water safety discussions with Dorset Council new areas were introduced for different uses, the town council would need to make this clear to its concessionaires.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to award the non-motorised watersports concession to Lyme Kayak Hire for 2022-24.

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to award the non-motorised watersports concession to Boylo's Watersports for 2022-24.

Members discussed the application for the fitness and exercise concession.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to award the fitness and exercise concession to Phillipa Scammell (Maitri Yoga) for 2022-24.

Members discussed the application from Nichola Gallagher and Janie Harper to situate a wood-fired sauna on the seafront as a fitness and exercise concession.

The support services manager said she didn't feel the sauna fitted with the remit of fitness and exercise but the application had been made and it was up to members to decide if it should be considered. However, if members didn't feel it fitted the remit of the concession, she encouraged them not to dismiss the idea as she felt officers could have separate discussions with the applicants about how the sauna could be accommodated.

Cllr C. Aldridge didn't feel the sauna fitted with the council's policy of being eco-friendly because it was wood fuelled and she asked if it could use infrared.

Cllr B. Larcombe said it didn't fit the fitness and exercise category and it would be difficult to accommodate as they were asking for access to the shore and drinking water and a sizeable space.

Cllr C. Reynolds said a mobile sauna had been successful in Seatown and they would soon be in other seaside towns and Lyme would have missed out so she felt the council should at least have a discussion with the applicants about how it could work.

Several members liked the idea in general but were concerned about the burning of wood and felt it couldn't be accommodated on the beach because of its size.

Cllr J. Broom suggested the accreted land as customers would have direct access to and from the sea.

Proposed by Cllr G. Turner and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that subject to the operators of the mobile sauna being willing or able to change the energy source away from wood burning to a suitable non-carbon generating alternative, officers are instructed to carry out further discussions with them about potential locations to site the sauna around the area of the accreted land.

The public were invited to return to the meeting and were informed of the recommendations made in relation to concessions.

*The meeting ended at 9.34pm.*

**Committee:** Tourism, Community and Publicity

**Date:** 9 March 2022

**Title:** Matters arising from the minutes of the previous meeting held on 19 January 2022

**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**

**21/52/TCP – Review of Social Media Policy**

The updated policy has been circulated to members and is available on the website.

**21/55/TCP – Grant Review, CAB**

The outreach service has resumed at the council office.

**21/57/TCP – Seagull Control**

A report was taken to the Town Management and Highways Committee meeting on 2 March 2022 to allow members to consider quotes for seagull proof litter bins. It was recommended ‘to put seagull proof flaps on all town council bins on a rolling basis within the already approved budget for waste bins, focusing on the areas where the problem is worse, and to also ask Dorset Waste Partnership to support the council in tackling the issue by installing seagull-proof bins when they are replaced or when new ones are installed’.

**21/58/TCP – Launch of Tourism Microsite**

The microsite was ‘officially’ launched on 25 February with a press release to local media outlets: [New Visit Lyme Regis website launched to promote seaside resort - Dorset Council news](#)

The video is now on the homepage of the website.

There were 14,656 visits in February and the top five performing pages on the microsite were:

- Homepage
- Webcams
- Things to Do
- Where to Stay
- Discovery Trail

The stats will be provided on a monthly basis going forward so we can see a comparison.

## **21/61/TCP – Seafront and Beach Concessions**

All the applicants have been informed that their concessions have been awarded and the operations manager is discussing the details with each individual.

This is with the exception of the mobile wood-fired sauna and discussions are continuing with the operators to determine how they could be accommodated.

Adrienne Mullins  
Support services manager  
January 2022

**Committee:** Tourism, Community and Publicity

**Date:** 19 January 2022

**Title:** Update Report

**Purpose of the Report**

To update members on issues considered at previous meetings

**Recommendation**

Members note the report

**Report**

**Dorset Council Libraries Consultation**

Following the closure of phase one of the public consultation on 7 January 2022, Dorset Council is now developing a draft strategy, which it intends to present to the Cabinet in June 2022.

**Eat Festival**

The Eat Festival will not be taking place in the Marine Parade Shelters as the organisers felt the charges to use those areas were too high. The event will instead be taking place at Gun Cliff.

**Food Rocks**

The organisers of Food Rocks, which normally takes place in September, have informed us they will be cancelling the event this year but they hope to get the event up and running in the future in some way.

**Cobb webcam**

Due to ongoing technical problems with the Cobb webcam, difficulties in accessing the infrastructure, and the prospect of new cameras being required in the near future, the original webcam has been decommissioned.

However, due to the popularity of the webcams, we have agreed to share a stream with Love Lyme Regis, which also has a webcam on the Cobb. This removes the onus of any technical repairs or maintenance of the camera and the stream is much more reliable than our old webcam. The camera can be viewed here <https://www.visit-dorset.com/lyme-regis/webcams/>

This has brought about a cost saving of almost £600pa.

Adrienne Mullins  
Support services manager  
March 2022

LYME REGIS TOWN COUNCIL

QUEEN'S PLATINUM JUBILEE WORKING GROUP

MINUTES OF THE MEETING HELD ON TUESDAY 8 FEBRUARY 2022

**Present**

**Members:** Cllr D. Sarson (chairman), Cllr B. Larcombe, Cllr C. Reynolds

**Guests:** D. Buckland (Lyme Regis branch of Royal British Legion), G. Rabbitts (Marine Theatre), J. Sheppard (Jazz Jurassica), A. Vian (town crier)

**Officers:** A. Mullins (support services manager), J. Wright (town clerk)

**1. Apologies**

Cllr M. Ellis

**2. Minutes of the last meeting – 16 November 2021**

Proposed by Cllr D. Sarson and seconded by Cllr C. Reynolds, the minutes of the meeting held on 16 November 2021 were **APPROVED**.

**3. Matters arising from the meeting on 16 November 2021**

A. Vian said the Safety Advisory Group had approved the arrangements for all jubilee events, and the event management plan and safety plan were written.

**4. Torchlight procession**

A. Vian said the carnival committee would like to offer to organise the torchlight procession on Thursday 2 June. They would sell the torches for £5 – the same price as they would normally sell them for during Regatta and Carnival – and the cost of buying the torches would be covered by sales. He said most of the torches would be sold online via the Regatta and Carnival website before the event but a limited number would be available to buy on the day from 8.30pm at Langmoor Gate.

A. Vian said the torchlight procession would leave the mosaic bench in Langmoor Gardens at 9pm and lead to the beach to make a ring of fire. The mayor would lead the procession. The torches would then go into a large saucer on the beach and the mayor would light the torch for the beacon from it. The RNLI would transport the mayor to the North Wall for the lighting of the beacon as the tide would be in.

A. Vian said he had asked a local company called Rapid Emergency Medical Services to provide a quotation for emergency medical cover at the event and the cost was £247.50, which was comparable to St John Ambulance.

**5. Jazz Jurassica**

J. Sheppard said the programme for the event and the new website was up and running and they were planning for concerts on the seafront from Thursday 2 to Saturday 4 June. She said there was space on the website to include special events on the Sunday for the platinum

jubilee, which would be helpful to include soon as people were starting to make plans for the weekend.

J. Sheppard said there was an issue with traders, who would normally pay for pitches to cover the cost of the seafront concerts, although last year there were also traders along Gun Cliff. She said she knew outside traders were controversial but Lyme Regis did get very busy and they took some of the pressure off the town traders.

J. Sheppard said getting the right number of traders to cover the costs was fraught because they often didn't commit until late in the day or pulled out at the last minute. She said this year Jazz Jurassica had competition from Sidmouth, which was setting up a Jazz and Blues Festival on the same weekend, so they would be competing for both customers and traders. To compete with Sidmouth, J. Sheppard said she needed to be able to offer traders a four-day weekend from the Thursday to the Sunday; if the Sunday was not included, she was worried the traders would go elsewhere. She added that there would be five traders in the market area, and none on the Marine Parade.

Members generally felt the Sunday should be focused only on the platinum jubilee events and that having traders on the seafront would detract from the events and also cause operational issues with traffic and congestion when they needed to leave at the end of the day. As Jazz Jurassica was only taking place from Thursday to Sunday, it was felt there was no reason for the traders to stay beyond the festival.

J. Sheppard said staying the extra day would make it a more attractive package for the traders. She said if she couldn't get the traders, it would make it more of a risk to put on the free seafront concerts.

Member suggested the traders could go in the market area from Thursday to Saturday and the move to Gun Cliff for the Sunday. However, J. Sheppard said once they were set up, they wouldn't want to move their stalls.

It was therefore agreed the traders would not be allowed to trade in the market area on Sunday but anything that happened at Gun Cliff was within Dorset Council's remit.

## **6. Community picnic**

The public would be invited to bring their own picnic to the gardens and it would be primarily aimed at local people. It was agreed the event would start at 4pm.

A. Vian said Lyme Regis Town Band would play on the roof during the picnic and other local artists could be asked to perform. It was agreed B Sharp should be invited to perform.

A. Vian said he would provide the PA system.

## **7. BBC Big Band**

A. Vian confirmed the following:

- The BBC Big Band had been paid the first installment
- The contract with the staging company had been signed
- A meeting with the staging company confirmed the stage could be positioned on the beach, facing the gardens and Cobb Gate.
- Gabby Rabbitts and Julie Sheppard would look after the members of the orchestra, using the Lister Room as a green room

- Heather Britton would act as chief steward for the event
- Alan Vian would be in charge of the sound – this would include writing a letter to all residents in the area and monitoring noise
- The staging would go onto the beach at 4am on Sunday 5 June and sound and lighting would be ready by 11am.

A. Vian suggested an approach was made to the operator of the deckchair concession to see if the chairs could be used for the event, as well as people bringing their own. He said he assumed the BBC Big Band would have its own PRS licence but it was agreed G. Rabbitts would confirm this was included in the fee.

A. Vian said he would ask the staging company for their risk assessments and insurance.

The town clerk said other support services would be managed by the council, such as opening the toilets late, park and ride, waste management. He said the council would be using its tractor to get the staging across the harbour at low tide.

He said there would be some additional costs as three-phase power was not available in the area so a generator would need to be brought in. There would also be additional costs for getting staff in early in the morning. This pushed the council slightly over budget but it wasn't significant.

Cllr B. Larcombe asked if the council was satisfied there would be enough policing.

The town clerk said there would be stewards and he would have discussions with the police before the event, but it wasn't in the council's gift to control the police presence.

G. Rabbitts raised the issue of marketing and PR for the events and it was agreed this would be discussed further with officers. She suggested some filming and drone footage so there was a record of the event.

J. Sheppard said she had a Jazz Jurassica artist who would be willing to perform between the two Big Band sets for free.

## **8. Fireworks**

It was confirmed the fireworks would be at 10pm and that the park and ride would be open late to allow people to stay for the display.

A. Vian said he needed eight more radios, which would be at a cost of £1,000.

## **9. Associated events and activities**

A. Vian said there was the possibility of having the mayor's civic service on the Sunday morning at 10am. It was agreed this needed further discussion with the church and whoever the mayor would be in June.

## **10. AOB**

D. Buckley suggested some of the ways the Royal British Legion could get involved:

- Standard bearer at the front of the stage, with God Save the Queen as the final number (G. Rabbitts would request the set list)
- Standard bearer at beacon lighting.

**Next meeting – Tuesday 5 April at 5pm.**

*The meeting closed at 6.37pm.*

DRAFT

**Committee:** Tourism, Community and Publicity

**Date:** 9 March 2022

**Title:** Quarterly Newsletter

**Purpose**

To allow members to consider a proposal to publish a quarterly newsletter that is delivered to every home in Lyme Regis

**Recommendation**

- a) Members agree the council should produce a quarterly newsletter to be delivered to every home
- b) Nominate up to three members to sit on a working group to help develop both the newsletter and co-ordinate its delivery
- c) Members agree to provide items of interest to the working group which may be included in the newsletter

**Background**

- 1. On 14 February 2018, the Full Council agreed to 'take a monthly full-page column in the digital and print edition of Lyme Online for £65 a month'.
- 2. The council used to produce a monthly newsletter but there were practical issues in delivering it to every household in Lyme Regis. At that time, Lyme Online was also being delivered to households so a monthly column was seen as a practical alternative to the newsletter. The column is also available on the Lyme Online website.
- 3. A report was considered by this committee on 29 September 2021 regarding the frequency of the column as officers felt it should be reduced to every other month. However, members felt the column should remain monthly.

**Report**

- 4. Guidance suggests local councils should consider publishing a newsletter four times a year, so a monthly column is significantly ahead of best practice.
- 5. Many residents have asked for a newsletter to be made available again.
- 6. The local newspaper is no longer delivered to households and many residents do not get the information from the council that they would like. It is a perfect opportunity to address the problem of 'who does what', something I have been trying to get done ever since I was on council, plus other information.
- 7. There is more than one local newspaper in the area but our page is only in Lyme Online and probably due to space, reporting does not always cover everything that residents need to know.
- 8. Officers have had initial discussions with members regarding supplying useful information to fill up a page that is being produced monthly. Producing a newsletter quarterly and delivering it

would be both less time consuming and perhaps less onerous on councillors and staff to supply information which has not been forthcoming as promised.

5. I believe Lyme Regis Community Support could help with distribution which would seem the only problem with the idea. Having done it before with information cards and Christmas cards, I believe we could manage this four times a year.
6. So, lets have some real community engagement here and do something that many people have asked for and I believe can be achieved. Perhaps some councillors could help with deliveries and speak to residents at the same time. I am more than happy to cover North Avenue, Manor Avenue, South Avenue and Bay View Road. It can be achieved.
7. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

Cllr Cheryl Reynolds  
Chairman  
March 2022

**Committee:** Tourism, Community and Publicity

**Date:** 9 March 2022

**Title:** Publicity Group

**Purpose**

To allow members to consider disbanding the publicity group

**Recommendation**

Members disband the publicity group

**Background**

1. Weekly meetings between members and officers were established in 2017 to help co-ordinate and plan council publicity. Three members were appointed from this committee to attend those meetings and they were purposely restricted to half an hour so they were focused.
2. As membership of the council and this committee, as well as chairmanship of this committee, have changed since the group was established, three members were re-appointed to the group by this committee in October 2019.
3. Members also agreed at that point to move from weekly to monthly meetings, partly to coincide with the monthly column in Lyme Online, although the meeting also discussed and planned other press and publicity matters.
4. A further report was brought to this committee on 29 September 2021 to appoint new members to the group as membership and chairmanship had changed again since 2019, and Cllrs B. Larcombe and B. Bawden were appointed to the group.
5. The town clerk and support services manager make up the other members of the group.

**Report**

6. Since September, the publicity group has not met. It has been difficult to arrange meetings that suit everyone and the feeling is that all those involved have differing views about the aim of the group, how regularly it should meet and what should be discussed.
7. If there are potential news stories or issues which may generate publicity – good or bad – it would be more effective for all members to inform officers rather than having just a few members working with officers. However, this does rely on members providing information to officers. When this committee discussed whether to move to a newspaper column every other month, it was agreed we would continue with a monthly column and members would help provide material for the column; this has not happened.
8. As such, it is suggested the publicity group is disbanded but officers would like to make a further plea to members to think about news and publicity opportunities and provide officers with information and photographs.

9. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

Adrienne Mullins  
Support services manager  
March 2022

**Committee:** Full Council

**Date:** 9 March 2022

**Title:** Footgolf at Strawberry Field

**Purpose**

To allow members to consider the remuneration and ongoing licence term for the footgolf business at Strawberry Field

**Recommendation**

Members agree the negotiated sum of £1,250 per year (plus annual CPI increases) and an appropriate term of the licence for the footgolf business at Strawberry Field

**Background**

1. It was resolved by the Full Council on 13 February 2019 to consent to a footgolf business licence at Strawberry Field for a period of three years at a fee of £1,250 per year.

**Report**

2. The footgolf business has proven to be a success. It has a very loyal following of locals and holidaymakers, won a local tourism award last year and is also featured on the Footgolf Association of England South West Tour.
3. As the three-year licence has now expired, the operator has requested a renewal.
4. The operations manager has discussed remuneration and the licence term with the applicant, Gary Davies. He has requested a longer licence to have confidence of investing further in his successful venture. He is looking for as long a lease as possible; 10 years would be ideal for him.
5. However, one of the council's objectives for this year is to carry out an options' appraisal for Strawberry Field to determine how the area may be best used in future. Depending on the outcome of the appraisal, a 10-year licence could restrict the council's future use of Strawberry Field.
6. Officers would be more comfortable with either another three-year licence or even a one-year licence while the options' appraisal is carried out and once the council knows what options it has and the timescales involved, it could commit to a longer licence.
7. Regardless of the licence term, it was agreed, subject to council approval, to continue the fee of £1,250 per year, subject to annual CPI increases.
8. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

Matt Adamson-Drage  
Operations manager  
March 2022

**Committee:** Tourism, Community and Publicity

**Date:** 9 March 2022

**Title:** Grant Review, Axe Valley and West Dorset Ring and Ride

**Purpose of Report**

To inform members of Axe Valley and West Dorset Ring and Ride's compliance with its grant agreement

**Recommendation**

Members note the report

**Background**

1. On 4 February 2020, the Full Council approved a five-year term grant for Axe Valley and West Dorset Ring and Ride (AVRR); the grant agreement runs from 1 April 2020 to 31 March 2025 and is £1,500 pa. Grant payments are made in April, July, October, and January.
2. Grant funding is to help with the provision of transport facilities to those with a special need such as the elderly, the poor, parents with young children and those living in isolated areas where there is no adequate transport.
3. From April 2020 to late-spring 2021, Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients couldn't act in accordance with their grant applications and grant agreements were not issued.
4. Following the relaxation of Covid-19 restrictions, on 15 July 2021 a meeting took place with AVRR to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on AVRRs ability to comply with the terms of its grant application and approved its grant agreement. The grant agreement has been signed and returned to the council.

**Report**

6. On 27 January 2022, a grant review meeting took place between AVRR<sup>1</sup> and the town council<sup>2</sup>.
7. At that meeting, the AVRR's chairman said the organisation had three trustees and confirmed there were no governance issues.
8. AVRR's chairman said there were no immediate financial issues and forecast a year-end surplus. AVRR's chairman said the organisation had raised money for a new bus.
9. AVRR's chairman said its greatest risk was a reduction in passenger numbers but said the service was returning to pre-Covid levels.
10. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

John Wright  
Town clerk  
February 2022

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<sup>1</sup>Sandra Ward, chairman represented AVRR

<sup>2</sup> Adrienne Mullins, support services manager, and John Wright, town clerk represented the town council

**Committee:** Tourism, Community and Publicity

**Date:** 9 March 2022

**Title:** Grant Review, Lyme Arts Community Trust

**Purpose of Report**

To inform members of Lyme Arts Community Trust's compliance with its grant agreement

**Recommendation**

Members note the report

**Background**

1. On 4 February 2020, the Full Council approved a five-year term grant for Lyme Arts Community Trust<sup>3</sup> (LACT); the grant agreement runs from 1 April 2020 to 31 March 2025 and is £22,000 pa. Grant payments are made in April, July, October, and January.
2. Grant funding is, 'to support the cultural programme of the charity and its core costs that are not met by self-generated income or available grant funding'.
3. From April 2020 to late-spring 2021, Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients couldn't act in accordance with their grant applications and grant agreements were not issued.
4. Following the relaxation of Covid-19 restrictions, on 14 July 2021 a meeting took place with LACT to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on LACT's ability to comply with the terms of its grant application and approved its grant agreement. The grant agreement has been signed and returned to the council.

**Report**

6. On 24 January 2022, a grant review meeting took place between LACT<sup>4</sup> and the town council<sup>5</sup>.
7. At that meeting, the LACT's chairman confirmed the organisation had seven trustees (the minimum requirement is three) and confirmed there were no governance issues.
8. LACT's chairman said his tenure would come to an end shortly and the trust was looking to recruit further trustees with business, funding, and artistic skills.
9. LACT's chairman said there were no immediate financial issues. He confirmed LACT had made a £20,000 profit in 2020-21, because of the impact of Covid-19 there was a £8,000 deficit at 31 December 2021 and LACT's 2022-23 budget preparation had been deferred until mid-March 2022, and LACT had managed to establish a reserve.
10. LACT's chairman said that during lockdown the trust had worked hard to attract external grant funding and as a result of its efforts, improvements had been made to the dressing rooms and rear corridor; external decorations had been undertaken; new lighting, wi-fi, seating, bar doors, windows and a cold room behind the bar had been installed, along with better cinema provision.

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<sup>3</sup> Lyme Arts Community Trust is the governing body for Marine Theatre.

<sup>4</sup>Nigel Clegg, chairman, represented LACT

<sup>5</sup> Cllr David Ruffle, Adrienne Mullins, support services manager, and John Wright, town clerk represented the town council

11. LACT's chairman added there were plans for a new projector and the 2022 community play was wholly funded by external grant; the theme of the 2022 community play is Lyme and the sea.
12. In addition to the usual programme of events, LACT's chairman said other new events and activities included workshops for technicians and actors, a golden oldies programme and a youth theatre in the planning.
13. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

John Wright  
Town clerk  
February 2022

**Committee:** Tourism, Community and Publicity

**Date:** 9 March 2022

**Title:** Grant Review, The Philpot Museum

**Purpose of Report**

To inform members of the Philpot Museum's compliance with its grant agreement

**Recommendation**

Members note the report

**Background**

1. On 4 February 2020, the Full Council approved a three-year term grant for Philpot Museum. The grant was scheduled to run from 1 April 2020 until 31 March 2023. The grant is £7,000pa.
2. The purpose of the grant was to support the museum's family activities and events.
3. Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients haven't been able to act in accordance with their applications.
3. On 25 January 2021, the museum director emailed the town clerk to request a deferral of the 2020-21 payment until early 2021-22 as Covid-19 meant it couldn't work with the children until restrictions allowed. The town clerk approved the deferral.
4. Because of Covid-19 restrictions, the 2021-22 programme varied from the original proposal.
4. On 14 July 2021, a meeting took place with Philpot Museum to consider future compliance with their grant agreement. The museum confirmed it would return to its original grant application proposal in 2022-23
5. The Philpot Museum's grant agreement was considered and approved by Full Council on 8 September 2021.
6. Because of re-scheduling due to Covid-19, the museum is due to receive £7,000 in 2022-23 and 2023-24.

**Report**

6. On 24 January 2022, a grant review meeting took place between the Philpot Museum<sup>6</sup> and the town council<sup>7</sup>.
7. At that meeting, the museum's director confirmed the organisation had eight trustees and were looking for a further trustee who was either university based or had museum experience. The museum's director confirmed there were no governance issues.
8. The museum's director said they had managed the financial impact of Covid-19, they hadn't had to make a significant call on their reserve and the museum's forecast 2021-22 year-end position was a deficit of £11,000.
9. The museum's director said Dorset Council had confirmed a grant of £20,000pa until March 2024.

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<sup>6</sup> Bridget Houseago, museum director, represented the Philpot Museum

<sup>7</sup> Adrienne Mullins, support services manager, and John Wright, town clerk represented the town council

10. The museum's director identified a reduction in visitor numbers and the cost of building maintenance as the museum's main risks. However, the museum's director had been pleased with the visitor numbers during the winter and shop sales.
11. The museum's director said the museum hoped to be fully open by Easter 2022.
12. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

John Wright  
Town clerk  
February 2022

**Committee:** Tourism, Community and Publicity

**Date:** 9 March 2022

**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 - #LetsTalkLibraries
  - Dorset Council/Dorset Coast Forum – Dorset Harbours Strategy
  - Dorset Council – Dorset Pharmaceutical Needs Assessment
  - Dorset Council – Dorset Draft Air Quality Action Plan
  - Dorset Council – Anti-social behaviour Public Space Protection Order
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 6 April 2022.

Adrienne Mullins  
Support services manager  
March 2022

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>The Charmouth Neighbourhood Plan was made (adopted) by Dorset Council on 1 March 2022. Following a majority 'yes' vote in the referendum, the decision was taken to make the Charmouth Neighbourhood Plan part of the development plan for the Charmouth neighbourhood area.</p> <p>The <u>Decision Statement</u> and the 'made' <u>Charmouth Neighbourhood Plan</u> are available online and will be made available to view at the council's offices Dorset Council, County Hall, Dorchester, Dorset DT1 1XJ during normal opening hours.</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	<p>The second part of the public consultation opened on 28 February 2022 and is open until 23 May 2022. More details are available at <a href="http://www.dorsetcouncil.gov.uk/community-governance-review">www.dorsetcouncil.gov.uk/community-governance-review</a></p>
Dorset Council - Blue Badge Holders, parking survey		26/09/21	The public	Planning special newsletter in the members'	N/A	A proposed Blue Badge Car Park Charging Policy was considered by Dorset Council's Place and Resources Overview Committee

				briefing and social media		on 10 February 2022 and recommended to Cabinet that the new pan-Dorset policy be approved.
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's timetable states that between March and June 2022 they will hold a public consultation on the new plan and input consultation responses into the new plan. Notification of a public consultation has not yet been received.
Dorset Council – #LetsTalkLibraries		07/01/21	The public, library employees, partners, businesses, town and parish councils	Social media Report to TCP 17/11/21	Response given by Cllrs B. Larcombe and B. Bawden on behalf of the council and circulated to members	Dorset Council is developing a draft strategy, which it intends to present to Cabinet in June 2022.
Dorset Council/Dorset Coast Forum – Dorset Harbours Strategy	11/10/21	05/12/21	Communities and stakeholders	Social media	N/A	The feedback from the survey is being reviewed and incorporated into the draft strategy where possible and will go to the Dorset Harbours Committee in March 2022 for final approval.
Dorset Council – Dorset Pharmaceutical Needs Assessment (PNA)		18/03/22	The public	Social media and briefing	N/A	Consultation still open.

Dorset Council – Dorset Draft Air Quality Action Plan		23/01/22	The public	Social media	N/A	No update.
Dorset Council – Anti-social behaviour Public Space Protection Order	19/11/21	13/01/22	The public and stakeholders	Social media Report to Full Council 15/12/21	Cllrs Larcombe and Broom were given delegated authority to respond on behalf of the council	<p>The following email was received from Dorset Council:</p> <p><i>We have collated the responses to the consultation and are preparing a report for committee however there were some complications due to the complexity of the consultation and the length of time required to prepare the necessary reports for consideration at committee and we are therefore unable to implement the revised orders in time before the expiry of the West Dorset PSPO on 22 April 2022.</i></p> <p><i>We are therefore asking statutory consultees for their views on a minor extension to the West Dorset PSPO only, to the 19<sup>th</sup> August 2022, a period of approximately 4 months, which will bring it in line with the current expiration date of the Weymouth &amp; Portland PSPO.</i></p> <p><i>This will give us enough time to fully consider the responses to the consultation and take the necessary reports through the required approval process.</i></p> <p>As a response was required by 11</p>

						February 2022, the town clerk consulted with the chairman of the Town Management and Highways Committee and we responded to Dorset Council that we were happy with the extension.
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