



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 27 April 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
14.04.22

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 9 March 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 9 March 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 5 April 2022

9. Queen's Platinum Jubilee

To provide members with a summary of the preparatory work, the remaining tasks outstanding and the estimated event costs

10. Oyster Festival

To allow members to consider a request from Coastal Marks to hold an Oyster Festival on council-owned land adjacent to its Oyster and Fish House on 3 September 2022

11. Managing Consultation Exercises

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

12. Exempt Business

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY WORKING GROUP

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 MARCH 2022

Present

Chairman: Cllr C. Reynolds

Members: Cllr J. Broom, Cllr M. Ellis, Cllr D. Ruffle, Cllr G. Stammers

Officers: A. Mullins (support services manager)

Absent: Cllr T. Webb

21/62/TCP Public Forum

There were no members of the public who wished to speak.

21/63/TCP Apologies

Cllr M. Ellis left the meeting at 7.02pm.

Cllr C. Aldridge
Cllr B. Bawden – fear of intimidation
Cllr B. Larcombe – personal commitments
Cllr D. Sarson – holiday
Cllr R. Smith – working
Cllr G. Turner – working

Cllr M. Ellis returned to the meeting at 7.03pm.

21/64/TCP Minutes

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, the minutes of the meeting held on 19 January 2022, were **ADOPTED**.

21/65/TCP Disclosable Pecuniary Interests

There were none.

21/66/TCP Dispensations

There were none.

21/67/TCP Matters arising from the minutes of the previous meeting held on 19 January 2022

Seafront and beach concessions

Cllr M. Ellis asked if there was an update on the wood fired sauna.

The support services manager said officers had met with the operators of the sauna to discuss how it might be accommodated on town council land and the accreted land had seemed like a possibility. However, officers had also put them in touch with the harbourmaster, who was believed he could accommodate them within the harbour and those discussions were ongoing.

21/68/TCP Update Report

Eat Festival

Cllr M. Ellis said she was surprised to see the festival felt the council's prices were too high for use of the shelters, although she felt it would mean less congestion on the seafront as it would take place along Gun Cliff.

Cllr G. Stammers asked if the price was increased from the previous year.

The support services manager said the town clerk had the discretion over the price charged for events and he had set the charge higher than the previous year.

21/69/TCP To receive the minutes of the Queen's Platinum Jubilee Working Group meeting held on 8 February 2022

Cllr C. Reynolds said members had agreed at the meeting that on the Sunday of the Platinum Jubilee weekend, there should be no food and drink traders on the seafront as this was a day for local people and the Queen.

The support services manager said as there would be no traders on that day, there was a possibility of some local groups using the shelters for Platinum Jubilee themed activities, including the museum.

Cllr J. Broom noted the budget had been overspent and asked how much specifically it had been overspent by. He also asked if the radios which were required for the stewards would be coming from this budget.

The support services manager said she would find out the latest budget position and report back to members. She said there was a budget heading for 'event support' and the radios could be paid for from this budget as they were an investment in the town and would be used for future events.

Cllr M. Ellis agreed the radios should be funded from that budget and asked that more information was brought to Full Council about how much money was available so members could consider funding them. This was agreed by all members.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, the minutes of the Queen's Platinum Jubilee Working Group meeting held on 8 February 2022 were **RECEIVED**.

21/70/TCP Quarterly Newsletter

Cllr C. Reynolds said lots of residents had asked if a quarterly newsletter could be reinstated as the local newspaper where the council's monthly column was printed was no longer delivered to every household. With regards to delivering the newsletter, she said Lyme Regis Community Support had delivered Christmas cards and leaflets to every household so she felt she could arrange for the group to deliver the newsletter

with some others helping. The best way to do this was to get one person in each street to deliver to their own street.

Cllr C. Reynolds said a newsletter was preferable to the column because not everyone had access to the internet to read the newspaper online or could get out to pick up a copy of the newspaper.

Cllr M. Ellis agreed that a newsletter would be preferred by residents, as many people didn't realise the newspaper column was written by the council.

Cllr G. Stammers asked who would produce the newsletter.

Cllr C. Reynolds said members had been asked previously to provide the support services manager with items for the column but this hadn't happened, so she was suggested a working group of three members to put together the newsletter.

Cllr J. Broom said a newsletter was a good idea but he wanted to see some costings first.

Cllr C. Reynolds said the working group could get this kind of information together. She said it might be a bit more expensive than the column but it was what residents wanted.

Cllr C. Reynolds and Cllr D. Ruffle said they would like to be on the working group, and Cllr G. Stammers said she would help with delivery.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to produce a quarterly newsletter to be delivered to every home instead of the monthly newspaper column; to nominate Cllr D. Ruffle and Cllr C. Reynolds, plus one other member to be identified at the Full Council meeting, to sit on a working group to help develop both the newsletter and co-ordinate its delivery; and to agree to provide items of interest to the working group which may be included in the newsletter.

21/71/TCP

Publicity Group

Cllr M. Ellis said following the decision on the previous item to have a working group with three members to work on the development of the newsletter, she didn't feel it was necessary to also have a publicity group.

Cllr D. Ruffle agreed and said if members wanted to bring items of interest forward, they could do that without a publicity group.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to disband the publicity group.

21/72/TCP

Footgolf at Strawberry Field

Cllr J. Broom said although the options' appraisal may be completed within a year, he didn't believe the council would do anything with Strawberry Field within the next three years so the footgolf could be given another three-year licence. However, he suggested the annual sum for the licence should be increased from £1,250 to £1,500.

Proposed by Cllr J. Broom and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to agree a sum of £1,500 per year (plus annual CPI increases) and a three-year licence for the footgolf business at Strawberry Field.

21/73/TCP Grant Review, Axe Valley and West Dorset Ring and Ride

Cllr M. Ellis said it would be good to have passenger numbers when members received the grant review reports for Axe Valley and West Dorset Ring and Ride so the council could see how many people from Lyme Regis were using the service.

The support services manager said she would request passenger numbers and circulate them to members.

Cllr M. Ellis asked how people got to know about the service and how it was advertised as there may be people in the town who could benefit from it but didn't know about.

The support services manager said there was an article in the recent newspaper column but it was agreed something could be included in the newsletter.

Cllr G. Stammers asked if the service had people who could physically help people onto the bus.

The support services manager confirmed the buses were fully accessible.

21/74/TCP Grant Review, Lyme Arts Community Trust

Cllr D. Ruffle, the council's representative on Lyme Arts Community Trust (LACT), said LACT was doing what it was expected to do as part of the grant agreement. He said they had secured grants to make specific improvements to the dressing rooms and had altered behind the stage. He said LACT seemed to be in a healthy financial position.

21/75/TCP Grant Review, The Philpot Museum

Members noted the report.

21/76/TCP Managing Consultation Exercises

Referring to the Charmouth Neighbourhood Plan, Cllr M. Ellis said she had read about another seaside town which had implemented a neighbourhood plan which contained a principle residents' requirement, in order to address the issue of second homes. She said the council had discussed several years ago the possibility of implementing a neighbourhood plan in Lyme Regis and she would like this to be discussed again.

It was agreed an agenda item would be taken to the relevant committee.

The meeting ended at 7.53pm.

Committee: Tourism, Community and Publicity

Date: 27 April 2022

Title: Matters arising from the minutes of the previous meeting held on 9 March 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

21/70/TCP – Quarterly Newsletter

Further discussion took place at the Full Council meeting on 6 April 2022 and the recommendation from this committee was not approved. It was instead resolved to ‘defer consideration of a quarterly newsletter until the new administrative and community engagement assistants are in post’.

The newspaper column will therefore continue for the time being.

21/76/TCP – Managing Consultation Exercises

An agenda item will be taken to the Strategy and Finance Committee in the next council year to allow members to consider a neighbourhood plan.

Adrienne Mullins
Support services manager
April 2022

Committee: Tourism, Community and Publicity

Date: 27 April 2022

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

Report

Tourism microsite

The number of people visiting the website has increased since it was launched in January. In February, there were 14,656 visits to the site and in March this increased to 21,678.

Advertisers were given a free period of advertising when the website was launched in January as a special introductory offer but that period has now come to an end. The hope is that those businesses will find it easier to remain on the website and will have seen the benefits of advertising.

The Visit Dorset team has been contacting businesses in Lyme Regis and the surrounding areas to encourage them to continue advertising with us. An update will be provided to the next meeting about how many businesses have signed up.

Lyme Regis Beer Festival

The festival, which was originally due to be held on 10 and 11 April, has been rescheduled for 22 and 23 July.

Adrienne Mullins
Support services manager
April 2022

LYME REGIS TOWN COUNCIL

QUEEN'S PLATINUM JUBILEE WORKING GROUP

MINUTES OF THE MEETING HELD ON TUESDAY 5 APRIL 2022

Present

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

Guests: A. Vian (town crier)

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

1. Apologies

Cllr M. Ellis
Cllr B. Larcombe
G. Rabbitts (Marine Theatre)
J. Sheppard (Jazz Jurassica)

2. Minutes of the last meeting – 8 February 2022

Proposed by A. Vian and seconded by Cllr C. Reynolds, the minutes of the meeting held on 8 February 2022 were **APPROVED**.

3. Matters arising from the meeting on 8 February 2022

Cllr D. Sarson said there would be a lot of litter generated from the Jubilee Picnic and asked how this would be dealt with.

A. Vian said there would be council employees and other volunteers helping with rubbish collections and litter.

The town clerk asked if there had been a response from the church regarding the civic service.

A. Vian said he had spoken to the clergy at St Michael's Parish Church and the civic service would take place, probably at 10.30am on Sunday 5 June. He said he had a meeting with the Rev Sarah Godfrey the following week so it would be further discussed then. He said the service was the religious aspect of the Queen's Platinum Jubilee celebrations and the public would be invited to attend.

The support services manager said she had contacted the chairman of the Lyme Regis branch of the Royal British Legion to ask if they would like to run an activity or have a presence in the Marine Parade Shelters alongside Lyme Regis Museum on Sunday 5 June. She said they had a committee meeting on 6 April 2022 and would come back to her with some ideas.

4. Torchlight procession

A. Vian said all the plans were in place and there would be a maximum of 300 torches.

5. Jazz Jurassica

The town clerk said he understood Jazz Jurassica had organised an event for the morning of Sunday 5 June at the Marine Theatre, which the council had not been made aware of previously.

6. Jubilee Picnic

A. Vian said there would be a PA system set up on the seafront roof where performers would play, but there was no confirmed running order as yet, although Lyme Regis Town Band would probably play first due to the time it would take to set up. B Sharp and Lyme Morris would also be performing.

The town clerk said he and the support services manager had met with Ruth Cohen from B Sharp and they were committed to taking part but were yet to confirm any details.

7. BBC Big Band and Fireworks' event management plan

A. Vian confirmed the processes were in place to bring the staging in and all the relevant permissions were in place. He said the beach would be profiled so the staging could be horizontal. He said he was still negotiating over the use of deckchairs as he had asked for them to be supplied free-of-charge and they would be put back afterwards.

A. Vian said the critical issue as far as the council was concerned was that a letter needed to be sent to everyone in the vicinity of the event about the noise.

Cllr D. Sarson said he noted the fireworks were due to start five minutes after the end of the BBC Big Band but he felt it would be better for them to start immediately after.

A. Vian said in reality it would be immediately after as he would be in contact with the people doing the fireworks and as soon as the music finished, he would tell them to set off the fireworks.

The town clerk said a list of extra requirements had been received from the BBC Big Band and he had spoken to G. Rabbitts about what was required. He said the conductor was putting together the playlist and would choose numbers which were appropriate to the event.

The town clerk said he still had to make sure there was appropriate insurance cover in place for the event. Officers were also arranging catering for the BBC Big Band and this would either mean bringing in a caterer or asking a local restaurant to provide it at their premises.

The town clerk said in early-May he would confirm arrangements with everyone involved, e.g. BBC Big Band, Dorset Council, to try and ensure everything was covered and to avoid any major issues on the day.

8. Publicity

The support services manager said the publicity had been launched this week and included the following:

- A dedicated logo for the events in Lyme Regis which had been used for all publicity
- Facebook events had been created on the council's page
- A press release had been sent to the local and regional newspapers, magazines, radio programmes and television news programmes

- The press release had been put on the council's website and shared on the Facebook and Twitter pages
- All the information had been sent to the Visit Dorset team to add to the microsite – a further meeting was taking place with the team within the next week to co-ordinate the publicity but it would include a blog on the homepage and posts on social media
- It was intended to set up an Instagram account for the council within the next month where details of the events could be shared and a hashtag would be used to encourage people to share their own pictures from the event.

The support services manager said she would ask J. Sheppard to include the Platinum Jubilee events on the Jazz Jurassica website as there was a section specifically for this.

A. Vian said he had had communications from nearby towns and villages to check the details of the events in Lyme Regis so they could dovetail in with them to ensure there wouldn't be competing events on the same dates.

The support services manager said letters or emails had been sent to all food and drink businesses on the seafront to let them know about the events, to ask them not to arrange their own events at the same time, and to encourage them to think of ways to support it, such as special offers, platinum jubilee themed food and drink, or selling picnic hampers.

Cllr C. Reynolds said she would be happy to speak to the businesses in person to get them engaged.

The town clerk said he and the support services manager had met with Max Redwood to discuss drone photography and video of the event and he was working up a plan of what this would involve. He said Max would benefit from the support of some students from the Woodroffe School so it had been agreed a meeting would be set up with the relevant teachers to discuss this further.

Cllr C. Reynolds said she would email the relevant teachers.

The town clerk said the council would reimburse Max Redwood for reasonable costs incurred.

9. Budget

The town clerk said expenditure for the event was currently £20,600, with some potential expenditure to come of a few hundred pounds in each instance. He broke down the budget as follows:

- BBC Big Band - £10,000
- Staging - £6,800
- Fireworks - £3,600

Expenditure yet to come with estimated costs was as follows:

- Beach levelling - £200
- Overtime and security - £500
- Catering - £250
- First aid cover - £500
- Max Redwood – TBC
- Insurance – TBC

The town clerk said there was some other expenditure that would not come out of the Queen's Platinum Jubilee budget because it would support other events in future, as follows:

- New beacon
- Radios
- Union flags
- Bunting

10. Any other business

The support services manager said the museum had come up with some ideas for the events they would run in the Marine Parade Shelters on Sunday 5 June. She said they intended to use the museum's photography collection to create a display using images of Lyme from the last 70 years and subject to funding, they hoped to turn this into a digital archive to use as a resource after the event.

Alongside this, the museum would also run a photography-based activity on the day capturing family memories and wishes for the future. They would encourage people to capture their special family moments on the day and think about the type of world they wanted to create in the next 70 years. She said the museum trustees were also keen on a time capsule to link in with the museum's centenary.

The support services manager said St Michael's Primary School was creating artwork for a PFA project so she would look into whether the artwork could be displayed somewhere on the seafront for the event.

The meeting closed at 5.53pm.

Committee: Tourism, Community and Publicity

Date: 27 April 2022

Title: Queen's Platinum Jubilee

Purpose of Report

To provide members with a summary of the preparatory work, the remaining tasks outstanding and the estimated event costs

Recommendation

Members note the report

Background

1. On 10 February 2021, this committee considered a report on the Queen's Platinum Jubilee and on 3 March 2021, the Full Council approved the committee's recommendations to:

'work with the organisers of Jazz Jurassica to develop a joint programme of events for the Queen's Platinum Jubilee in June 2022, to agree the residents weekend objective if re-prioritised and the proposed £8,000 budget is made available for the events, and appoint Cllrs D. Sarson, C. Reynolds, K. Ellis, M. Ellis and B. Larcombe to the working group to help plan the events.
2. On 15 December 2021 the Full Council approved an additional budget of £12,000 for the Platinum Jubilee celebrations, i.e., a total event budget of £20,000.
3. In a separate report to the same meeting, members were informed event expenditure was estimated at £20,400 and approved the appointment of the BBC Big Band orchestra.
4. The working group met on 15 June 2021, 16 November 2021, 8 February 2022 and 5 April 2022. The minutes of the last working group are included on this agenda.
5. At the previous meeting of this committee on 9 March 2022, a member asked for a report on the cost of the event.

Report

6. The weekend is broken down into three separate events: the torchlight procession and the lighting of the beacon, Jazz Jurassica, and the Jubilee Picnic, BBC Big Band and fireworks. The events are summarised in paragraphs 8 to 16 and further details are provided in the event management plan, **appendix 9A**.
7. To mark the Queen's Platinum Jubilee, the council is also a participant in the Queen's Green Canopy Project. Trees have been planted in the Langmoor Gardens above the amenities hut, near the woodland walk in the gardens, on the lower perimeter of the Anning Road playing field, and near the Polish Airforce memorial in Anning Road.

Torchlight procession

8. The carnival committee are organising the torchlight procession on Thursday 2 June 2022. Torch sales will be predominantly online and restricted to 300.
9. The torchlight procession will leave the mosaic bench in Langmoor Gardens at 9.30pm and journey to the beach to make a ring of fire.

10. The torches will be placed in a large saucer on the beach and the mayor will light a torch from the beacon.
11. The RNLI will transport the mayor to the North Wall to light the beacon.

Jazz Jurassica

12. Jazz Jurassic have organised a programme of events on the seafront and around the town from Thursday 2 to Sunday 5 June 2022.

The Jubilee Picnic, BBC Big Band and fireworks

13. The three events take place on Sunday 5 June 2022.
14. From 4pm onwards, the public are invited to bring their own picnic to the gardens, the event is primarily aimed at local people. The town band, B Sharp and Lyme Morris will provide entertainment during the picnic.
15. The BBC Big Band will start at 7.30pm and finish at 10pm.
16. The fireworks will start at 10pm.

Publicity

17. Publicity for the events was launched on 29 March 2022 and included a press release to local and regional newspapers, magazines, television news programmes and radio programmes. The press release was put on the council's website and social media.
18. Facebook events have been created on the council's page so people can indicate if they are 'attending' or 'interested' in attending.
19. The events are featured on the microsite and a blog will be written to feature on the homepage after Easter. Posts will be shared on Visit Dorset's social media to co-ordinate with the blog.
20. It is intended to set up a council Instagram account where details of the events can be shared and a hashtag can be used to encourage people to share pictures of the events.
21. A dedicated logo has been created for the events in Lyme Regis:



Budget

22. Known expenditure is:	£
BBC Big Band	10,000
Staging and technical support	6,800
Fireworks	3,600

Beach levelling	200
Medical support	500
	21,000

23. Further expenses directly related to the event are estimated at £1,500. These include piano higher, overtime, site security and food for the band.

24. The council is also occurring other costs which are not directly related to the event, these include:

	£
A new beacon	6,000
8 radios	1,000
Flags and bunting	2,400

These assets will be stored and used for future events.

25. Any recommendations from this committee will be considered by the Full Council 18 May 2022.

John Wright
Town clerk
April 2022



EVENT SAFETY MANAGEMENT PLAN

QUEEN'S PLATINUM JUBILEE

Sunday 5th June 2022

The Sandy Beach
Lister Gardens
The Cobb

NOTE:

The organisers recognise that should the sovereign die all events would be cancelled.

The Organisers recognise that should the Covid 19 pandemic be a threat to public safety, or new Government Guidelines come into force, modifications will be made or events cancelled

Organising Authority:

The Lyme Regis Town Council

Delegated committee:

Councillor David Sarson, Chair

Councillor Brian Larcombe MBE

Councillor Cheryl Reynolds

John Wright, Town Clerk

Adrienne Mullins

Julie Sheppard, Organiser of the Jazz Festival

Gabby Rabbits, Director of the Marine Theatre

Alan Vian, Town Crier

Kerry Weekley, Secretary

The event is funded entirely by a grant from Lyme Regis Town Council.

SECTION ONE - OVERVIEW OF THE EVENT

A family 'Picnic in the Park' will be held in Lister Gardens with families sitting on the sloped grass area. Entertainment will be provided by local musicians from the area above the Amusement Arcade. The event will commence at 16.00 and continue until 19.00

The 'BBC Big Band Orchestra' will play on a temporary stage on the sandy beach facing east. High Tide 22.55 height 3.56m.

A firework display from Euphoria Pyrotechnics will take place at 22.00 from a given location on The Cobb.

SECTION TWO - PLANNING AND MANAGEMENT

2.1 Event Management Structure

Under the direction of the committee:

Safety Management:	Alan Vian
Chief Steward:	Heather Britton (SIA)
Stage Management:	Gabby Rabbits & Julie Sheppard
Publicity & Social Media:	Adrienne Mullins & Gabby Rabbits
Secretary:	Kerry Weekley

SECTION TWO: VENUE AND SITE DESIGN

3.1 Site plan attached in appendix 1

3.2 Access and egress.

Checks will be made on the day of the event to ensure that there are no issues relating to access and egress.

3.3 Venue Capacity Assessment

There are no issues relating to capacity at this venue. It is estimated that the Picnic will attract 1000 people, the band 2000 and the fireworks 4000. The areas chosen can easily accommodate the estimated numbers. The firework display can be seen from a large area of the sea front.

3.4 Licences

The event has had approval from Dorset Safety Advisory Group (SAG)

3.5 Site Safety Rules

There will be no access to members of the public to the enclosed stage area.
There will be no access to the Cobb between 21.00 and 21.45

3.6 Audience Profile

The event is expected to attract an audience as estimated above across all age groups.

3.7 Sanitary Facilities

Public toilets will be available on Marine Parade, Cart Road East and Monmouth Beach.

3.8 Waste Management

The organisers will carry out frequent litter collections throughout the afternoon & evening and the waste bins will be inspected before closure to ensure that they are closed and that there is no waste adjacent to them. A further litter collection will take place the following morning in daylight. All waste will be stored in a secure place until collection. The Cobb will be cleared of all firework residue the following morning.

3.10 Electrical Installations & Lighting

All installations will be carried out by qualified and experienced contractors

3.11 Heras and Barriers

Barriers will be used to maintain a safe working area around the temporary stage and around the fireworks firing point.

3.12 Facilities for people with disabilities

There are no accessibility issues.

3.13 Structures

These will consist of a temporary portable stage which will be erected by contractors.

SECTION 4: FOOD AND DRINK

4.1 No outside catering or outlets permitted. It is expected that Cobb Traders will provide food and drink throughout the evening.

4.2 Water: water points are available on the Marine Parade

SECTION 5: PROGRAMME

5.1 Production Schedule

Not applicable

SECTION 6: COMMUNICATION

6.1 Event Staff Communication

Event staff will carry radios. Chief Steward will be Heather Britton SIA.

6.2 Euphoria Pyrotechnics is the fireworks contractor. Slick Events will provide the stage, sound and lighting.

6.3 Incident Codes

CODE RED will mean an immediate cessation of the event as it will mean that there is an imminent threat to life.

CODE BLUE will mean the immediate access by Emergency Services and will mean that stewards will manage the movement of people to allow access

CODE BLACK that there is perceived terrorism threat

6.4 Communication with the Public

Communication will be by word of mouth and by the use of local pa systems.

SECTION 7: CROWD MANAGEMENT

7.1 Security and Stewarding

The event will be managed and controlled by stewards using radios. A plan showing the location of stewards during each event is attached.

7.2 Policing

The police will be advised that the event will be taking place. It is not expected that a member of the police force will be present. 999 will be used by the Chief Steward should the Emergency Services be required.

7.3 Vulnerable Adults and Protection of Children

The Organisers will at no time separate children from their parents or take responsibility for them. Alan Vian has a current DBS (Enhanced)

7.4 Social Responsibility

The Organisers and Stewards will at all times maintain appropriate dialogue with members of the public welcoming them to our town and to the event. Complaints will be referred to Alan Vian who has been trained in conflict resolution.

7.5 Lost Property

Lost property will be referred to the Police.

TRAFFIC MANAGEMENT

None of the events will take place on the highway. 'No Waiting' cones will be placed along Cobb Road (which has double yellow lines) to maintain access for emergency vehicles. Blue Badge Holders parking on the Cart Road East will be asked to turn their vehicles to face east prior to the event. (this is to prevent vehicles from turning around when there is a large egress of pedestrians)

SECTION 9: HEALTH AND SAFETY

9.1 Risk Assessment

A copy of the relevant risk assessment is attached in Appendix Two.

9.2 First Aid

Comprehensive first aid cover will be provided by Rapid Emergency Medical Services (trained paramedics) The organisers are aware of the Jubilee Pavilion defibrillator (3456) and The Cobb defibrillator

9.3 Noise and Vibration

It is not expected that noise levels will affect the general public except for the sound of fireworks. Noise levels will be monitored throughout the events - see noise management plan below.

9.4 Any spike in the Covid infection. The event will be subject to the current Government Guidelines and may be cancelled.

9.5 Any of the regulations flaunted, the event would be immediately stopped.

9.6 Relevant issues to the firework display:

Euphoria Pyrotechnics and professional body accreditation.

- a. There is no requirement for membership of a professional body , although we have a DGSA safety adviser and ADR licenses and a long and vigorous training regime. We have worked closely with TESA who have overseen our work at Glastonbury Festival. All our Lyme operators have successfully passed the BTEC level 2 fireworks course, which exceeds BPA training courses. BPA training courses enables a relatively unskilled operator to set up and fire a show after a two day training course. Our youngest member has five years of experience. For large display companies, where large numbers of seasonal workers are employed for November, the BPA offers an easy method of training, but without any experience.

We, like many others were members of the CBI explosives industry group, however we ceased membership some years back. Membership has no relevance to safety and paying for membership does not result in a safe display based on knowledge of product and experience. Our safety record is exemplary and we have maintained our 26 operating period with one, highly respected insurer.

- b. Pre-prevailing winds, fallout zones and secondary plans for non-prevailing winds. Lyme Regis Cobb has several useable firing zones. The prevailing West or South Westerly wind enables the display to be fired from the Victoria pier, as does any wind direction containing a Northerly component. Where Easterly winds exist the main breakwater can be used. Even a Southerly wind can be managed by using appropriate fireworks and choosing the correct firing zone. Thus it is possible to select the appropriate firing zone depending upon wind direction and speed.
- c. The Management of fallout
Fallout has never been allowed to travel towards the audience as has been shown after firing shows at Lyme for 15 years. See above.
- d. Provision regarding boats entering the fallout zone
Boats do not enter the fall out area during displays and the harbour master can make contact with visiting vessels if required. Local boat owners will be aware of the display.

Commercial fishing vessels are also aware of the display, but in general are back in the harbour before darkness. In the event of a vessel coming close too or into the firing or fallout zone we would delay the display accordingly.

- e. Detail with regard to evacuation of the area and occupancy calculations, exit calculations and the management of safe evacuation.

The public are maintained away from the Cobb before, during and after the display to allow site clearance. We have a minimum safety display of 160-175m to the public.

Crowd density during fireworks displays is no greater than any other event held at Lyme Regis. The majority of the audience will view the display from the shore line running parallel to the beach. There is adequate room.

In compliance with industry guidelines, firework calibre versus safety distance is maintained at 1 metre per mm of pyrotechnic device diameter. Typical 90% of the fireworks are 50mm or less, with finale shells up to 125mm being used and occasionally 150mm.

All pyrotechnics are angled away from the audience and are fired from suitable hardware for use on the hard uneven surfaces around the Cobb.

Noise Management Plan

Event Location: The Sandy Beach area, Lyme Regis, Dorset.

1. Statement of intent

The purpose of the Noise Management Plan is to assess the potential noise sources, how they are controlled, measured and managed and to put in place a named person responsible for these areas before, during and following the event.

The aim is to run a successful event for attendees to listen to music at a comfortable level and for surrounding businesses, residents and visitors to be made aware of the event beforehand and their expectations and any contact from them to be managed in a helpful, informative and sensitive manner.

2. Introduction

Our event is The 'BBC Big Band Orchestra Concert' and is a special event being the culmination of the celebration of Her Majesty the Queen's Platinum Jubilee. It is musical entertainment in the open air, free to attend and open to people of all ages..

It will be held on the Sandy beach with the PA system facing West to East along the beach. Lister & Langmoor Gardens provides a natural sound break to the north.

The Noise Manager on the night is: Alan Vian, Tel: 07905 034778.

The event organiser is Lyme Regis Town Council with chief steward Heather Britton (SIA).

Alan Vian is familiar with using the sound level meter and will take and record reading at points around the perimeter of the event at regular interval and record the levels on the chart at Appendix C.

The Health & Safety Executive (HSE) specify a 'Safe' level of 85Db over 8 hours for those at work. However unlike workers, there is no specific legislation setting noise limits for the audience exposure to noise. Appendix E details the HSE website noise information.

HSE strongly recommends that the A-weighted equivalent continuous sound level over the duration of the event (Event LAeq) in any part of the audience area should not exceed 107 dB, and the C-weighted peak sound pressure level should not exceed 140 dB.

The aim is to hold a successful beach event over a reasonable timespan (two hours) with nearby businesses, residents and visitors informed and aware of what is happening and able to ask questions or gain information about it via the event organiser before the event.

The noise levels should be comfortable for all participants at the event and take regard to any contact from surrounding businesses, residents or visitors in the surrounding area.

3. Potential noise sources and proposed controls

3.1 The main outdoor stage - shown on the plan (Appendix A)

Proposed controls:

- Stage facing West to East along the beach away from inland buildings to limit noise transfer
- Barriers will surround the stage and speakers to distance the audience from close proximity to the speakers,
- Regular sound level monitoring with a sound level meter.
- Results recorded at various locations.
- Results to be within The Health & Safety Executive (HSE) guidelines and adjustments made as necessary by the sound engineers.

3.2 Other outdoor stages/locations - none

3.3 Sound checks -

- Sound checks will take place after 19.00 Appendix B shows the Build/Breakdown schedule

3.4 Generators - situated in sound absorbent cordons

3.5 Departing patron noise

- The security/stewards team will calmly encourage guests to depart quietly.
- The security team will be 'guiding' guests away from the beach area so the clean-up and safety check can take place and the de-rig process can begin.
- The area has several cafés restaurants and bars whose managers also encourage their guests to depart with consideration for nearby residents.

4. Public relations

Residents nearby will receive flyers before the event to advise them of the Platinum Jubilee Celebrations and specifically The Big Band Orchestra Concert with timings and the organiser's name and mobile telephone number should they wish to discuss the event, receive more information or have a query about the event. The Noise Manager's name & mobile number will also be included.

A log will be kept of calls on the night, the call log is attached at Appendix D. The log will capture the caller's name, if they wish to give it, their telephone number and any additional details should they wish to supply them and the details of the reason for their call.

The named person for contact for noise on the night is Alan Vian Tel: 07905 034778.

5. Noise monitoring of the event

Noise levels will be monitored regularly throughout the event by the Noise Manager who will be in attendance throughout the event. Levels will be recorded and any action taken to adjust the sound levels and bass 'booming'.

The Noise Manager will have the authority to tell the sound engineers to reduce noise levels and adjust the bass level should this, in the Noise Manager's opinion, be 'booming'.

The Noise Manager may also ask for an adjustment of the noise levels in light of any telephone calls received or in consultation with the Chief Steward. However the Noise Manager has the final decision.

6. Communication

Key team members such as the organiser, the Noise Manager, the Chief Steward, security, stewards and the First Aid post all have radios with the option to wear earpieces.

Mobile phones may also be used as reception is good in the area however the level of noise may limit audibility so radios are the preferred contact medium. The

Noise Manager will regularly check his mobile phone to see if there are any calls or messages have been received and respond.

7. Follow-up report

A noise report will be produced by the organiser in liaison with the Noise Manger to assess the outcomes of the event within 21 days. This will include

- A brief overview of the event
- Numbers of guest attending over the event
- Sound levels Log and a review of any action taken
- Any comments via social media before or after the event in writing or via social media
- Any calls to the Noise Manager on the night and a review of responses and any follow up action.
- Any comments or calls to the event organiser that came in before or after the event took place and any responses. Follow up action.
- An overall review of the event and any suggestions for changes/improvements to future events/ learning points

SECTION 10: MAJOR INCIDENT PLANNING

10.1 Emergency Procedures

Duty stewards will be in contact with each other and with the paramedics by radio. Reference may also be made to the Police.

10.2 Evacuation Procedure

Traffic through the town will be limited to emergency vehicles and kept to a minimum through the traffic light system on Bridge Street until police take control. Event Stewards will be on hand to support the evacuation procedure as directed by the emergency services.

10.3 Incident Codes

CODE RED will mean an immediate cessation of the event as it will mean that there is an imminent threat to life.

CODE BLUE will mean the immediate access by Emergency Services and will mean that stewards will manage the movement of people to allow access

CODE BLACK that there is perceived terrorism threat

SECTION 11 - FIRE PREVENTION

Appropriate fire extinguishers will be deployed on the stage complex.

SECTION 12 - WET WEATHER PLAN

The event will go ahead unless the contractors decides that it would be unsafe to do so..

SECTION 13 - ADDENDUM

13.1 Car Parking

A check will be made prior to the event that there is adequate car parking space for visitors to Lyme. A Park & Ride will be established on the east of the town with double decker buses ferrying passengers to and fro. Three buses will be available at 22.15 in Broad Street to ferry passengers to the car park

13.2 Insurance

The event is covered by the insurance of Lyme Regis Town Council. Euphoria Pyrotecnics have £10 million PLI and the stage company, lighting and sound companies and the BBC also have PL Insurance (attached).

13.3 Terrorism

The organisers will take into consideration the 'National Terrorism Threat Level' current at the time of these events. Precautions have been taken to ensure that there is no opportunity for vehicles to be driven into crowds of people. Stewards will be briefed to remain vigilant and report any suspicious behaviour to the Chief Steward or the police.

Appendix 1 Site Plan

Appendix 2 Stewarding Plans

Lyme Regis Sea Front Safety Plan
Jubilee Celebration June 5th 2022
BBC Band Concert & Firework Display
DEPLOYMENT OF STEWARDS

Stewards will be placed at the following locations and will have radios equivalent to their number:

ZERO CHIEF STEWARD

To be based at the Jubilee Pavilion To be equipped with two radios - one to contact stewards and one to liaise with emergency services.

01. Cart Road Eastern Barrier

The barrier must be unlocked but closed (preventing a vehicle attack) but able to be opened should there be a surge of people after an incident.

To remain on station until stood down by the Chief Steward.

02. Marine Parade - at the top of the slope from the Cart Road

The barrier must be unlocked but closed (preventing a vehicle attack) but able to be opened should there be a surge of people after an incident.

To remain on station until stood down by the Chief Steward.

03. Marine Parade - at the top of the slope from the Cart Road.

Assist steward 02. The barrier must be unlocked but closed (preventing a vehicle attack) but able to be opened should there be a surge of people after an incident. To be prepared to move to the Old Boathouse at the eastern end of the Marine Parade to assist with the egress of people.

To remain on station until stood down by the Chief Steward.

04. Marine Parade West Barrier

The barrier must be unlocked but closed (preventing a vehicle attack) but able to be opened should there be a surge of people after an incident.

To remain on station until stood down by the Chief Steward.

05. Cart Road West Barrier

The barrier must be unlocked but closed (preventing a vehicle attack) but able to be opened should there be a surge of people after an incident.

To remain on station until stood down by the Chief Steward.

06. Cobb Square

At the request of the chief steward to restrict the egress of people and vehicles on to Cobb Road in order to maintain the red route for the emergency services.

To remain on station until stood down by the Chief Steward.

07. Top of the slope linking Lister Gardens and the Jane Austen Gardens.

Duties to include restricting the egress of people from the Lister Gardens and manage a surge of people on the slope.

To remain on station until stood down by the Chief Steward.

08. Top of the slope from Lister Gardens outside of the Lister Room.

Duties to include restricting the egress of people from the Lister Gardens and manage a surge of people on the slope.

To remain on station until stood down by the Chief Steward.

09. Top of the steps (outside of the lift) linking Langmoor Gardens to the Marine Parade.

Duties to include restricting the egress of people from the Langmoor Gardens and manage a surge of people on the steps.

To remain on station until stood down by the Chief Steward

10. Bottom of the slope adjacent to Hix Fish Restaurant

At the request of the chief steward to restrict the egress of people from the Lister Gardens on to Cobb Road and manage a surge of people on the slope.

To remain on station until stood down by the Chief Steward

11. Bottom of Long Steps leading to Cobb Road

At the request of the chief steward to restrict the egress of people from the Lister Gardens to Cobb Road and manage a surge of people on the steps.

To remain on station until stood down by the Chief Steward.

12. Bottom of Style Lane

At the request of the chief steward to restrict the egress of people from the Lister Gardens on to Pound Street and manage a surge of people on the slope. To be prepared to go to the top of Cobb Road to manage traffic enabling the clearing of the Red Route.

To remain on station until stood down by the Chief Steward.

13. Langmoor Gardens at the mosaic seat

At the request of the chief steward to restrict the egress of people from the Lister Gardens on to Pound Street and manage a surge of people. To be prepared to move to Langmoor Gate when asked to do so.

To remain on station until stood down by the Chief Steward.

Stewards 14 & 15 to be deployed at the discretion of the Chief Steward.

They will be asked to manage the crowds queueing for the Park & Ride.

The access for emergency vehicles is via Bridge Street, Broad Street, Pound Street and Cobb Road - known as the **Red Route**. Every effort will be made by the organisers to keep this access free if an emergency happens.

It is the responsibility of the Chief Steward to brief all stewards, ensure that the sea front barriers are unlocked and issue two-way radios. A radio check will be undertaken as soon as stewards are in place. The Chief Steward will liaise with the emergency services.

Stewards will wear hi-vis jackets with 'STEWARD' on them.

All jackets are supplied by the Fireworks Committee.

Appendix 3

Risk Assessments (attached separately)

Picnic in the Park

BBC Big Band Orchestra

Firework Display

Covid 19

Committee: Tourism Community and Publicity

Date: 27 April 2022

Title: Oyster Festival

Purpose of Report

To allow members to consider a request from Coastal Marks to hold an Oyster Festival on council-owned land adjacent to its Oyster and Fish House on 3 September 2022

Recommendation

Members approve the request from Coastal Marks to hold an Oyster Festival on council-owned land adjacent to its Oyster and Fish House on 3 September 2022 and add the event to the council's calendar of events

Report

1. On 16 March 2022, the office received a request from Jo Harris, Coastal Marks, **appendix 10A**, to use the former pitch and putt area adjacent to the Oyster and Fish House to support its Oyster Festival on 3 September 2022.
2. The land isn't used for any particular purpose and wouldn't cause any inconvenience to the public.
3. A meeting between Coastal Marks and the town clerk took place on 7 April 2022. At that meeting:
 - the triangle of land opposite the Oyster and Fish House's external decking was also identified as a possible location for the event
 - Coastal Marks said it would like to work collaboratively with the Folk Weekend and possibly host a performance
 - Coastal Marks said the event was promotional and not-for-profit.
4. The town clerk said:
 - the council normally allowed one event, only, on its land during any given period, he would speak to the organiser of the Folk Festival to gauge his opinion and would suggest there could be collaboration between the two organisations
 - he would take a report to the Tourism, Community and Publicity Committee to seek the council's consent to allow Coastal Marks to use its assets on 3 September 2022
 - he would suggest to members that as the event was not-for-profit, Coastal Marks made a suitable donation to the mayor's charity.
5. On 7 April 2022, the town clerk spoke to the organiser of the Folk Weekend; he raised no objection to the council allowing Coastal Marks' use of its land on 3 September 2022. Both organisations were given each other's contact details to discuss collaboration.
6. Any recommendations from this committee will be considered by the Full Council on 18 May 2022.

John Wright
Town clerk
April 2022

From: Jo Harris

Sent: 16 March 2022 10:37

To: Lyme Regis Town Council Admin <admin@lymeregistowncouncil.gov.uk>

Subject: Food festival

Hi Adrienne

As you know we had to cancel Food Rocks but....we would love to hold an Oyster Festival on the deck of the Fish House on 3rd Sept. I know that this is the weekend of Folk Festival but it will be on our land but thought it would be nice to let them know as I think we can help each other bring people to the events and they will complement each other nicely.

We used to hold this event in our London Oyster & Chop House so we know it works well and is very popular! It will be on our deck (while the restaurant is open as normal) but would love to be able to use the pitch and put in front of the restaurant as well if at all possible as that is never used and we could have some oyster talks there which I know will go down a storm.

The format for the event is that people buy a ticket for £5 and get a drink on arrival when they redeem their entry ticket.

They then buy tokens for their oysters which are sold at £1 each. We have different oysters stands set up with local oyster suppliers shucking their oysters and talking to the guests eg Nigel Bloxham from Portland Oysters/Crab House Café, Pete Miles from Dorset Oysters in Poole. It's such a fun event that people can pop in to for an hour or stay all day.

As I say, it's all on our premises so I know we don't need permission but I wanted to see if I could let the Folk team know so we can work in unison and know what each other are doing that weekend. But...if it were at all possible to use that pitch and put area that is not used that would be amazing.....could you let me know if that would be possible and add our event to the calendar?

Many thanks

Jo

Jo Harris

Communications & Events Manager

Coastal Marks

Committee: Tourism, Community and Publicity

Date: 27 April 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:
 - 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
2. **Appendix 11A** 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 18 May 2022.

Adrienne Mullins
Support services manager
April 2022

APPENDIX 11A

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
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 second part of the public consultation opened on 28 February 2022 and is open until 23 May 2022. More details are available at www.dorsetcouncil.gov.uk/community-governance-review
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 new pan-Dorset policy was approved by the Cabinet on 1 March 2022.
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,	Social media Report to TCP 17/11/21	Response given by Cllrs B. Larcombe and B. Bawden on behalf of the	Dorset Council is developing a draft strategy, which it intends to present to Cabinet in June 2022.

			businesses, town and parish councils		council and circulated to members	
Dorset Council/Dorset Coast Forum – Dorset Harbours Strategy	11/10/21	05/12/21	Communities and stakeholders	Social media	N/A	The draft strategy was approved and adopted by the Dorset Harbours Committee in March 2022. The strategy can be viewed here https://www.dorsetcoast.com/wp-content/uploads/2022/04/Dorset-Coast-Forum-Harbour-Report-Design_FINAL.pdf
Dorset Council – Dorset Pharmaceutical Needs Assessment (PNA)		18/03/22	The public	Social media and briefing	N/A	No update.
Dorset Council – Dorset Draft Air Quality Action Plan		23/01/22	The public	Social media	N/A	The results of the consultation and action plan are to be considered by the Place and Resources Overview Committee on 21 April 2022. The report is here https://moderngov.dorsetcouncil.gov.uk/documents/s29185/Results%20of%20the%20Draft%20Air%20Quality%20Action%20Plan%20Consultation%20and%20proposed%20Air%20Quality%20Action%20Plan.pdf