



John Wright
Town Clerk

Lyme Regis Town Council

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

Tel: 01297 445175
Fax: 01297 443773

email: enquiries@lymeregistowncouncil.gov.uk

Tourism, Community and Publicity Committee

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

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 18 January 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
12.01.23

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 16 November 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 16 November 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 Coronation Working Group meeting on 2 December 2022

9. Jurassic Fibre

To receive a presentation from the Jurassic Fibre team

10. Pop-Up Street Food Market

To inform members of a proposal from Unique Boutique Events to set up a pop-up street market in Theatre Square between May and August 2023

11. Beach Hut Booking System

To allow members to consider how to administer the beach hut booking system for 2023 onwards

12. Uplyme Gateway Shoppers Card

To allow members to consider a shoppers' only Gateway Card for Uplyme residents to use in shops participating in the Gateway scheme

13. Seafront WiFi

To update members about the free-to-use seafront WiFi and to allow members to consider the best response to the current situation

14. Grant Review, B Sharp

To inform members of B Sharp'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. **Seafront and Beach Concessions**

To allow members to consider applications for the following concessions: children's games and activities, trampolines (or similar), and deckchairs

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

17. **Exempt Business**

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

a) **Agenda item 16 – Seafront and Beach Concessions (tenders)**

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 16 NOVEMBER 2022

Present

Chairman: Cllr C. Reynolds

Members: Cllr C. Aldridge, Cllr M. Ellis, Cllr D. Ruffle, Cllr G. Stammers

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

Absent: Cllr R. Smith

Other members: Cllr B. Bawden

22/38/TCP Election of Vice-Chairman

It was proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers that Cllr D. Ruffle is vice-chairman of the Tourism, Community and Publicity Committee.

There being no other nominations, Cllr D. Ruffle was duly **ELECTED** as vice-chairman.

22/39/TCP Public Forum

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

22/40/TCP Apologies

Cllr J. Broom – illness
Cllr B. Larcombe – illness
Cllr D. Sarson – holiday
Cllr G. Turner

22/41/TCP Minutes

Proposed by Cllr G. Stammers and seconded by Cllr D. Ruffle, the minutes of the meeting held on 28 September 2022 were **ADOPTED**.

22/42/TCP Disclosable Pecuniary Interests

There were none.

22/43/TCP Dispensations

There were none.

22/44/TCP Matters arising from the minutes of the previous meeting held on 28 September 2022

Gateway Card

A sample of the new Gateway Card was not available at the meeting and would be taken to the Strategy and Finance Committee meeting.

22/45/TCP Update Report

Tourism microsite

Cllr C. Aldridge asked how the microsite was accessed from the town council website.

The support services manager said the microsite was a separate website, linked to the Visit Dorset website. However, a link to the microsite could be added to the town council website.

Cost of living webpage

Cllr B. Bawden said Lyme Regis Library was also running a warm space, probably on Mondays, as the Hub's warm café was Tuesdays to Fridays, and suggested this could be added to the webpage.

The support services manager said she would check the information and add it to the webpage.

22/46/TCP Update Report on the Totally Locally October Fiver Fest 2022

The chairman brought this item forward on the agenda.

Cllr C. Reynolds felt the council would need to see prices for the any promotional materials if it was going to consider supporting the initiative.

The town clerk suggested members may want to consider any funding request through the community grants' process.

Cllr B. Bawden said she was managing Fiver Fest on her own but it was it was not sustainable to continue this so she was asking the town council to think about how it might support the initiative. She said she felt Fiver Fest could be a lot better if more people helped, although she had asked the businesses to help but this hadn't been forthcoming.

Cllr C. Aldridge asked if Cllr B. Bawden was asking for an in principle agreement for the council to support a volunteer group to help her or to take Fiver Fest forward.

However, Cllr C. Reynolds said this was a separate organisation to the council.

Cllr B. Bawden said it wasn't an organisation that ran Fiver Fest, it was just her at the moment, and she suggested the council could take it on as a joint initiative.

Cllr C. Reynolds acknowledged that as there was no business group in Lyme Regis, it was difficult to get businesses together for an initiative such as this but she would be happy to help personally in speaking to local traders. She said as the council was sending out regular business briefings, this was also a good starting point to reach businesses.

Cllr B. Bawden suggested the council could do some of the printing for the next Fiver Fest.

The town clerk said the council could grant fund but it couldn't divert resources to do work for an outside organisation. He said the initiative should be run by the local business community as potential beneficiaries.

Cllr M. Ellis arrived at the meeting at 7.15pm.

The support services manager said to be eligible for a community grant, it had to be a properly constituted organisation and it had to be not-for-profit, so this would not qualify for a community grant.

Cllrs C. Reynolds and C. Aldridge agreed they would personally help Cllr B. Bawden with the next Fiver Fest.

22/47/TCP Mobile Hoist – Further Considerations

Cllr C. Reynolds felt the council needed to find out where it stood legally if it supplied wheelchairs but didn't supply a hoist. She said although there were issues with storage, she felt the council should still be providing one.

The support services manager said there was no legal requirement for the council to provide a hoist, or even the beach wheelchairs.

Cllr C. Aldridge said as council staff would not be allowed to help with transferring people between chairs using the hoist, it would require two people to do a transfer and their own sling, therefore people were not going to be able to turn up on spec to use the mobile hoist. She said most people would have had to transfer someone from a vehicle into a wheelchair, even if it was using a board, so she wondered whether it would be necessary for the council to provide a hoist, especially if there was an issue with storage.

The town clerk said the council needed to think about the demand for the service as the seafront attendant had reported that people seemed to cope with what was already provided. He said if the council got involved in major investment for a hoist, it would then have to find space to store it and space was at a premium on the seafront. He also drew members' attention to the legal and liability issues that came with servicing and maintaining the equipment.

Cllr M. Ellis said she felt it was something the council needed to look into further and perhaps speak to Exmouth Town Council about how they managed the use of a mobile hoist. She didn't feel storage was a problem as there was going to be a new amenities hut in the gardens so perhaps some of the equipment that was currently in the storerooms could be moved. She suggested instead of a mobile hoist there could be one fixed to the wall in the east or west store but agreed council staff shouldn't be involved in assisting the hoisting.

The support services manager said officers were asked to go away and find out more information about cost, storage, operational requirements and maintenance of a mobile hoist so there was no further information she could provide to help members reach a decision. She said she had also contacted Exmouth Town Council but had received no response, although she had spoken to around four other councils or organisations who provided beach wheelchairs to get advice.

The support services manager said storage was a major issue for the external works' team, particularly on the seafront. She clarified there would be space to store the hoist in the west store but she didn't feel a store room would be a dignified space to hoist a person between wheelchairs and it would not be an option to do this in public view outside the store room.

The support services manager said she was sure the council would like to provide a mobile hoist but if there were practical reasons to prevent this, it may have to reluctantly decide not to. She said if the council wanted to consider any other improvements, it could consider the seafront attendant's suggestion of replacing the Nomad Tundra with a new wheelchair as this had the highest seat of all the wheelchairs and was the easiest to move someone in and out of.

Cllr G. Stammers said although there had only been one request for a hoist, more people might use the wheelchairs if there was a hoist available.

Members generally agreed that although they would like the council to be able to provide a hoist, there were currently practical limitations which meant it was not possible but it was perhaps something which could be re-visited in future.

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that due to operational issues, the council does not purchase a mobile hoist at this time but if the situation changes, it can re-visit this in future.

Cllr B. Bawden left the meeting at 7.38pm.

22/48/TCP Newsletter – Printing and Distribution

Cllr G. Stammers said she would favour using Royal Mail to deliver the newsletter as the council could be assured it would be consistently delivered.

Cllr C. Aldridge agreed it seemed sensible to use Royal Mail but having seen discussions recently on social media from people outside the area who were upset they wouldn't get the privileges Lyme Regis residents had, she felt sending them the town council's newsletter wouldn't be very tactful.

Members discussed the alternative of using local volunteers to deliver the newsletter.

Cllr C. Reynolds said when Lyme Regis Community Support was set up, there was a volunteer on each street to deliver flyers so the group could do the same with the newsletter.

The town clerk said the council had tried using local volunteers in the past and it hadn't been reliable. He said if the council was going to produce a newsletter, it needed to be certain it was being delivered to every household. Royal Mail seemed the most reliable option but this would include addresses outside Lyme Regis, he suggested asking Uplyme Parish Council if they would like to get involved in the newsletter so it would be relevant to all those it was delivered to.

Members agreed this was a good idea and that Uplyme Parish Council would need to provide their own copy and images. It was suggested the town council had the first three pages and Uplyme Parish Council had the back page.

It was agreed if Uplyme Parish Council turned down the offer, members would re-consider the distribution options.

The support services manager said if Uplyme Parish Council did agree to have a page, the printing quote would increase as more newsletters would need to be produced.

Proposed by Cllr D. Ruffle and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to ask Uplyme Parish Council if they would like a page in the town council's newsletter and if so, to use Royal Mail to distribute it, and to accept the quote from Advantage Digital Print for the printing of the newsletter, regardless of the number of newsletters required.

22/49/TCP Bands in the Marine Parade Shelters

Cllr D. Ruffle said he didn't realise the council paid brass bands and he could understand why other musicians would be aggrieved.

Cllr M. Ellis said the bands had been coming to Lyme Regis for many years and the council paid for the performance for the public's entertainment.

The town clerk said it wasn't suggested the council didn't engage with brass bands, it was suggested there was a mixture of performances.

Cllr C. Reynolds asked if the council had been approached by other musical groups to ask if they could be paid to perform in the shelters.

The support services manager said the council had not been approached as she didn't think people were aware the council paid brass bands to perform. However, it didn't sit right with officers that the council was paying some bands, including those from outside Lyme Regis, to play in an area that the council charged others to perform in.

Cllr C. Reynolds asked how much the council would pay other types of musicians and whether this would mean some of the brass bands that had been coming to Lyme Regis for many years would be told they could no longer come.

The support services manager said members were not being asked to consider this level of detail; members were being asked to consider whether, in principle, the budget for brass bands should be used to pay for other types of performances. The administrative team could then agree the finer details with each performer.

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the budget for brass bands is used to pay for other types of performances.

22/50/TCP Coronation Events

Cllrs C. Reynolds, M. Ellis and D. Ruffle said they would like to sit on the working group to organise coronation events and it was noted Cllr D. Sarson had also indicated he would like to sit on the group.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs C. Reynolds, M. Ellis, D. Ruffle and D. Sarson to sit on a working group to develop plans to celebrate the coronation of King Charles III in May 2023.

22/51/TCP Sculpture Trail

Cllr C. Reynolds said since working in the community garden, she had seen a positive reaction to the sculptures. She suggested there were less sculptures from professional artists and more from Woodroffe School pupils.

Cllr M. Ellis said the model used in Bridport of paying for works around a particular theme seemed the right way to go.

Cllr C. Aldridge said she was aware the insurance was a concern for some members and the council did insure the sculptures but had chosen not to claim for previous damage. She said damage to some of the pieces could be mitigated by placing them differently.

The town clerk said members had to trust officers to decide on the council's behalf whether to claim on the insurance or to pay for the damage to avoid increased premiums.

Proposed by Cllr C. Aldridge and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to allocate £6,000 in the 2023-24 budget for the sculpture trail in the gardens, using the same model as Bridport for payment of the works around a theme chosen by the council, and that Cllrs B. Larcombe, D. Sarson and C. Aldridge continue to work with the deputy town clerk to agree, in conjunction with the Arts Development Company, the precise basis of how the trail may be delivered in future.

22/52/TCP Major Events 2023

The support services manager said a date has still not been confirmed for EAT: Lyme Regis.

The town clerk said the town council was in discussions with the organisers about an alternative date because although it was taking place on Dorset Council land, Dorset Council had agreed the town council could manage the licencing of events on land it owned in Lyme Regis in future.

Cllr C. Aldridge asked if the council would be asked to approve the Oyster Festival as permission was given for it to be held on town council land this year.

The support services manager said the event was now in the town calendar so it was just a matter of noting the date for next year.

22/53/TCP Grant Review, Lyme Arts Community Trust

Members noted the report.

22/54/TCP Managing Consultation Exercises

Members noted the report.

The meeting ended at 8.15pm.

Committee: Tourism, Community and Publicity

Date: 18 January 2023

Title: Matters arising from the minutes of the previous meeting held on 16 November 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

22/45/TCP – Update Report

Tourism microsite

A link to the Visit Lyme Regis website is now featured on the homepage of the town council website.

Cost of living webpage

Information about the 'Cuppa and Company' session at Lyme Regis Library has been added to the cost of living webpage.

22/48/TCP – Newsletter – Printing and Distribution

The invitation to Uplyme Parish Council to have a page in this council's newsletter has been made. The parish clerk said she would take the request to the February meeting for members' consideration.

However, she said Uplyme Parish Council already pay the Parochial Church Council for monthly submissions in the Parish News, which is circulated around Uplyme.

The outcome of the discussions will be reported to this committee on 8 March 2023.

22/49/TCP – Bands in the Marine Parade Shelters

An advert will be going out asking local bands to apply to perform in the Marine Parade Shelters on Sunday afternoons between April/May and September.

22/51/TCP – Sculpture Trail

A further meeting has taken place with Cleo Evans from the Dorset Arts Company to discuss ideas for the best and most effective use of the approved £6k budget for retaining a sculpture trail and arts presence in the gardens.

She will present a report to the next meeting of the committee which suggests ideas and options, not just for the initial £6k approved for 2023/24 but also for the £6k included in the budget the each of the following two years.

22/52/TCP – Major Events 2023

EAT Festival

The EAT Festival has confirmed it will not be taking place in Lyme Regis in 2023 and hopes to return in 2024. The event was originally taking place on Saturday 6 May 2023 but the coronation is taking place on this date so they hoped to move it to Sunday 7 May 2023.

However, as the May Fete is also taking place on Sunday 7 May 2023 and the town's coronation events have been confirmed for the same date, it would not have been practical to have another major event taking place in the town.

The Eat Festival organisers were offered alternative dates in 2023 but said they had no others available.

Oyster Festival

The Oyster Festival, organised by The Oyster and Fish House, scheduled to take place on 9 and 10 September 2023, has been cancelled.

Lyme Splash

It has been confirmed Lyme Splash will take place on Sunday 3 September 2023.

Adrienne Mullins
Support services manager
January 2023

Committee: Tourism, Community and Publicity

Date: 18 January 2023

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

Report

Business and community briefings

The business briefing, which is sent fortnightly, has 83 businesses subscribed. The community briefing, which is sent monthly has 28 subscribers.

Further promotion will take place to encourage more groups to subscribe to the community briefing. If members have links with community groups, please encourage them to sign up.

Gateway Cards

The new Gateway Cards were sent to residents on the electoral register in November/December using information supplied by Dorset Council. However, it appears some residents have not received their cards and this was due to an issue with the information provided by Dorset Council.

This has now been rectified by Dorset Council and cards are being sent to those who were missed during the first run.

Meetings with sectors of the local community

As part of the council's community engagement, meetings are taking place with sectors of the local community to help forge links and discuss how we can support each other and work together.

The first of these meetings took place with the faith community and included representatives from St Michael's Parish Church, Lyme Regis Baptist Church, and the Bethany Chapel, as well as the mayor, town clerk and administrative and community engagement assistant.

Outcomes from that meeting included the council committing to producing a digest of community organisations and the services they provide to share with the church communities, and the organisations were subscribed to the community briefing.

The next meeting will be held with educational establishments.

Adrienne Mullins
Support services manager
January 2023

LYME REGIS TOWN COUNCIL

CORONATION WORKING GROUP

MINUTES OF THE MEETING HELD ON FRIDAY 2 DECEMBER 2022

Present

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

Guests: A. Vian (town crier and Regatta and Carnival Committee)

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

Apologies: Cllr M. Ellis

1. Terms of reference, including election of chairman

Proposed by Cllr D. Sarson and seconded by Cllr C. Reynolds, Cllr D. Ruffle was elected chairman.

Proposed by Cllr D. Ruffle and seconded by Cllr D. Sarson, the terms of reference were accepted.

2. Budget

It was confirmed £20,000 had been allocated in the 2023-24 budget for the coronation celebrations.

3. Initial ideas

The timing of events were discussed, as the coronation would be taking place on Saturday 6 May. The options were therefore the Saturday afternoon/evening after the coronation, Sunday 7 May or Monday 8 May.

The support services manager suggested combining the events with the May Fete and calling it the coronation fete. It was agreed this was a good way to pool resources and ensure there weren't too many events taking place over one weekend.

A. Vian said there had been a proposal to move the May Fete to Monday 8 May but it was agreed it would be preferable for it to be held on Sunday 7 May as it was the Bank Holiday the next day. He said he would discuss this with the Regatta and Carnival Committee but he didn't think this would be an issue.

It was agreed the fete would run during the day from 1.30pm to around 5pm with traditional events, followed by bands and a barbecue until around 10.30pm.

It was agreed several semi-professional bands would perform and Gabby Rabbits at the Marine Theatre could be asked to help source suitable performers.

A. Vian suggested there could be a church service on the morning of Sunday 7 May and this would have to be at 11am. Although the mayor's civic service was normally held in June, he suggested the two could be combined.

It was agreed staging would be needed at Anning Road playing field for the bands. An open-sided truck was also suggested. It was also agreed portable toilets would be needed as the Candles on the Cobb toilets would not be sufficient for large numbers of people.

There had not yet been notification of any official events from the pageant master, such as the lighting of beacons or ringing of church bells but any information would be brought to a future meeting.

Actions

- Council to speak to Gabby Rabbits about booking bands and staging
- A. Vian to discuss changing the date of the fete from Monday 8 May to Sunday 7 May
- A. Vian to speak to St Michael's Parish Church about a church service on the morning of Sunday 7 May
- Council to obtain costs for portable toilets
- A. Vian to submit initial Safety Advisory Group form to Dorset Council
- A. Vian to check with junior football that they aren't using the playing field on Sunday 7 May
- Joint publicity to go out in January 2023 with initial details
- Details from pageant master to be reported to future meetings.

3. Date of next meeting

Friday 27 January, 3pm.

Committee: Tourism, Community and Publicity

Date: 18 January 2023

Title: Jurassic Fibre

Purpose

To receive a presentation from the Jurassic Fibre team

Recommendation

Members note the presentation

Report

1. Jurassic Fibre provides ultrafast fibre broadband in the south west. For more information, visit: [Empowering The South West With Ultrafast Broadband | Jurassic Fibre \(jurassic-fibre.com\)](https://www.jurassic-fibre.com).
2. They will be rolling out full-fibre broadband in Lyme Regis over the coming months and would like to give a short presentation to members about what is involved.
3. Carly Wyman, community engagement ambassador, and Colin Curtis, civil avoidance team manager, will be attending the meeting.
4. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Adrienne Mullins
Support services manager
January 2023

Committee: Tourism, Community and Publicity

Date: 18 January 2023

Title: Pop-Up Street Food Market

Purpose

To inform members of a proposal from Unique Boutique Events to set up a pop-up street market in Theatre Square between May and August 2023

Recommendation

Members indicate if they support the proposal from Unique Boutique Events to set up a pop-up street market in Theatre Square between May and August 2023

Report

1. On 23 December 2022, an email was received from Eleanor Carr, owner of Unique Boutique Events with a proposal for a pop-up street food market in Lyme Regis one evening per month in the summer.
2. Eleanor started running these events in 2015 with Seaton Eats Boutique and has since expanded to Sidmouth in 2018 and Axminster in 2021. She would now like to bring her event to Lyme Regis.
3. Eleanor is proposing to hold Lyme Eats Boutique in Theatre Square. Although this area is owned and managed by Dorset Council, she would like to gauge the response of Lyme Regis Town Council before approaching Dorset Council.
4. The proposal for Lyme Eats Boutique is at **appendix 10A**.
5. In summary, Eleanor would initially like to plan three events between May and August 2023. These dates would be agreed in consultation with the town council to ensure there are no clashes with other events. The events would be held from 4pm to 9pm.
6. The proposal is to have six traders in Theatre Square, some tables and chairs, and local food businesses and buskers would be invited to take part. There would be some set-up and clearing up time required and this is detailed in the proposal, along with details about public liability insurance, how waste would be dealt with and vehicle access.
5. Eleanor is intending to be at the meeting to answer any questions.
6. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Adrienne Mullins
Support services manager
January 2023

Committee: Tourism, Community and Publicity

Date: 18 January 2023

Title: Beach Hut Booking System

Purpose

To allow members to consider how to administer the beach hut booking system for 2023 onwards

Recommendation

Members approve one of the two options in paragraph 11 for administering the beach hut booking system for 2023 onwards, or make any other suggestions

Background

1. Each October, the council opens bookings for the Cart Road beach huts for the following year.
2. Bookings for weekly or daily hire are made via the online booking system on the council website and bookings for the annual, summer or winter packages are made by calling the office on a specified day.
3. There is a priority booking day for packages for Lyme Regis residents when a certain number of the packages are reserved, before the remainder of the packages can be booked by both residents and non-residents the following day.
4. This system has been operating for three years.
5. Before the online booking system was in place, customers were able to come into the office to book a hut. This led to people camping out for several nights to secure a package booking and was eventually changed to a telephone-only system.

Report

6. For 2023 package bookings, the residents' priority day was on 11 October 2022, followed by the general booking day on 12 October 2022. Daily and weekly hire bookings for 2023 were available on the website from 12 October 2022.
7. Following the booking day, several complaints were received about the process for booking a package. The complaints are at **appendix 11A**. To clarify, there were no complaints about the online booking system.
8. The main issue was customers making repeated calls, sometimes getting a ringing tone but then being cut off. The current telephone system has multiple lines and on the booking days, the three administrative staff are answering calls, so any calls which are successfully connected to the other lines will ring out. Obviously, this causes a lot of frustration.
9. The intention was to introduce a telephone queuing system in 2022, as suggested by one of the complainants, so callers are given a number and know exactly how far they are from the front of the queue. The council has agreed to switch the phone system from the current provider to South West Communications so this would have been entirely possible. However, as members are yet to determine the future of the office accommodation, the installation of the new phone system has been delayed until a decision is made.
10. There was also a suggestion to put more huts on the seafront as they're clearly in demand and a suggestion to only offer packages to residents; these are considerations for another committee and a further report could be brought to the appropriate committee if members wished.

11. Assuming there are no changes to the current allocation, officers would suggest introducing a new booking system for packages for 2023. There are two suggested options:
 - Amend the online booking system to allow people to book packages online. However, this would prevent anyone without internet access from booking
 - Anyone who wants a package booking must pre-register and state the package they would like. Names are then 'drawn out of a hat' and the successful customers are notified. There are various random name/number generators available online which could be used to pick out the names. However, customers will often choose a different package if they don't secure their preferred package and this wouldn't be possible under this system.
12. The reality is there is no perfect solution and people will always be disappointed if they don't get the package they wanted. Staff are often asked if those who were successful were given some sort of priority or if favours have been given. This is absolutely not the case.
13. Therefore, if the second option was considered preferable, there would need to be a live draw, perhaps via the council's Facebook page, to prevent any accusations of the draw being fixed.
14. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Adrienne Mullins
Support services manager
January 2023

Beach hut booking 2023. My husband and I made over 400 calls to book a residents beach hut. My call was eventually answered at 10.30am, I was informed the huts have all been booked for annual/winter/Xmas 2023 at 10.29 am. What concerns me is that both my husband and I had connected calls one at 10.20 and another at 10.25 and both calls were cut off!! The system needs to be overhauled to make it fairer for people wanting to book and also for the staff working at the council. Since moving to Lyme we have visited the council office a few times and always found the staff to be helpful. I dread to think what abuse those staff will receive today! It must put them under enormous and unfair pressure. Please therefore protect the staff and make the bookings a much fairer system because quite frankly what you do now simply does not work !! I await your response.

.....
I am writing as I find myself in exactly the same position as last year having made hundreds of attempted calls, as requested, in order to obtain a package for a beach hut for 2023. Again I was unsuccessful as with so many other local friends and left feeling both frustrated and disgruntled at such a waste of time until eventually reaching the conclusion that my hopes had been dashed again.

Can I please make a couple of suggestions, on top of those I made last year, in order to improve the experience for everyone concerned:

* It is obvious that demand exceeds supply so why not place some more huts for hire as there still seems to be some space available?

* Can the subsidised packages be available for DT7 residents only who pay their council tax every month? What is the reason for them being subsidised for non-resident locals? Local people are available to access their huts on a more frequent basis thus supporting the local businesses more. These businesses rely on local residents all year round, rather than just holiday makers.

I should be grateful if this issue could be raised as a future topic for discussion at a council meeting which I should like to attend.

.....
We would be grateful if you would kindly address some concerns that have arisen having tried to book a beach hut package as a Lyme Resident. On the first day, we phoned continuously from 1000 hrs onwards using a landline but your telephone line was continually engaged. During this time, we eventually received a ring tone but this remained unanswered and eventually cut off. We were then informed at 1030 by a friend that all the packages for residents had been allocated. On the second day, we started to call at 0955 but again we had a ring tone but no pickup. We also had two instances of receiving a ring tone which again just cut off. We continued dialling and were pleased to get through at 1010 and secure a winter package although our aspiration was to obtain an annual one. We had success, but we hope you will consider the following observations when planning your process for 2024. Firstly, we would like to say that your office staff are clearly under great pressure but we couldn't praise Cara enough as she was very helpful, kind and empathetic to our requirements. If the phone lines are opened at 1000 hrs why were the phone lines engaged prior to that time? Whilst I am sure your team had been briefed not to answer the phones until that time, one wonders how a resident seeking advice/information on other matters is expected to contact your offices. Would it be possible to have a dedicated phone line for all booking requests into the council. This would free up your main line for routine contact purposes. We find it difficult to understand, bearing in mind the time it took to process our booking, how all the packages had been booked so quickly. Had some residents managed to dial successfully and be processed prior to the official start times? Or is there an "unofficial" prior allocation process in place? The current process is not, we feel transparent, and consumes a significant of wasted time for the resident continually dialling in the hope of getting through. Whilst we are sure the process has been refined over a number of years, we would like to suggest that the following measures be considered and adopted in the future. Could you

adopt a telephone queuing system that tells the caller their position in the queue? This is widespread practice for medical, dental and other service call centres, whereby the caller is able to manage their own expectations. If we knew on day 1 that there were 20 callers in the queues then the caller is aware that the probability of getting a package is pretty low and is able to make an informed decision whether to remain on the line. Could a priority online booking system be introduced which gives priority to DT7 postcodes and gateway card number holders? Your residents, via their council tax, fund the council and as such we believe that the residents should therefore be given access to all packages during a priority booking period. Whether this is done over 1 or 2 days is for debate but what is important is that residents take priority. We appreciate also that holiday homeowners also pay their council tax, but they are not available to use their huts continuously as would be the case for permanent residents. We hope you will accept these as constructive observations and it would be helpful if your process could be publicised in the future to improve expectation management.

Committee: Tourism, Community and Publicity

Date: 18 January 2023

Title: Uplyme Gateway Shoppers Card

Purpose

To allow members to consider a shoppers' only Gateway Card for Uplyme residents to use in shops participating in the Gateway scheme

Recommendation

Members agree to produce a new shoppers' only Gateway Card for Uplyme residents which they can collect from the office by showing proof of residency in a DT7 postcode.

Background

1. The Gateway Card was initially launched on 3 April 2017. Before launching the card, members considered if the card should be for Lyme Regis residents and businesses, only, or if the scheme should be extended to Uplyme and Charmouth. It was agreed at the time to 'make the residents' discount card available to Lyme Regis residents, only, for the first year as a trial and to review this position after this period.'
2. After operating for a year, members reviewed the scheme, particularly whether to issue the card to Uplyme and Charmouth residents, as well as invite businesses in those villages to participate in the scheme.
3. Following consideration by this committee, it was resolved by Full Council on 28 March 2018 'to support in principle Uplyme and Charmouth joining the Gateway Card scheme, subject to consultation with businesses already participating and those in Uplyme and Charmouth'.
4. At the time, officers tried to consult with businesses in Charmouth via the traders' organisation but there didn't seem to be much appetite to engage.
5. However, a handful of residents in Uplyme became aware they were eligible for a Gateway Card and there were around 10 issued.
6. A report was brought to this committee on 17 November 2021 to allow members to consider re-launching the Gateway Card, with the aim of getting more businesses to participate and to let new residents know about the scheme.
7. Members were also asked to consider the council's position on involving Uplyme and Charmouth.
8. It was recommended, and subsequently resolved by the Full Council on 15 December 2021, 'to introduce new Gateway Cards with the same design as the existing cards but with the year of issue as 2022 and new card numbers on them, to be issued only to Lyme Regis residents'.

Report:

9. The Gateway Card was relaunched in December 2022 and there are currently 22 participating businesses, as well as this council.

10. The mayor Cllr M. Ellis asked that an item was included on this agenda to discuss the potential for involving Uplyme residents in the scheme. The Mayor and I discussed the importance of giving Uplyme residents that shop in Lyme Regis the opportunity of receiving discounts at the shops participating in the Gateway scheme.
11. I have contacted all the businesses taking part in the scheme and they would be more than happy for this to happen. In fact, three said they already give Uplyme residents the discount to make it fair on their shoppers.
12. However, as Lyme Regis residents pay their precept to Lyme Regis Town Council and the council provides discounts for beach hut hire, mini golf and table tennis, and weddings at the Guildhall, these discounts would continue to be available to Lyme Regis residents, only. Residents' concessionary car parking permits are not part of the Gateway scheme and would also continue to be for Lyme Regis residents, only.
13. Going halfway to meet the concerns of residents with a DT7 postcode would show our community engagement with our neighbours, even if this means including all of the DT7 postcode area.
14. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Cllrs C. Reynolds and M. Ellis
January 2023

Committee: Tourism, Community and Publicity

Date: 18 January 2023

Title: Seafront WiFi

Purpose

To update members about the free-to-use seafront WiFi and to allow members to consider the best response to the current situation

Recommendation

- a) Members note the current situation and leave the existing arrangements in place until the availability and timing of a full fibre option can be established
- b) Members instruct officers to continue to monitor the line speeds and levels of public usage with a view to making a firm decision about whether to continue to provide free-to-use public WiFi on the seafront and on what basis as soon as the information about the full fibre option is available.

Background

- 1. When members looked at this issue on 19 January 2022, it was reported the town council agreed to introduce publicly accessible and free-to-use WiFi on the seafront in 2017, and it was serviced by an existing line connection to the shelters building.
- 2. At that time, this line was operating at extremely high speed, as much as 100 Mbs download and 60 Mbs upload speed having been regularly measured. This was in excess of the contracted figure and was more than sufficient to service the WiFi; albeit with restrictions on bandwidth to prevent video streaming and other 'bandwidth hungry' applications.
- 3. It was noted the WiFi had been popular and well-used with as many as 200-300 simultaneous users during busy periods. Detailed data about levels and times of usage were available via the system 'back office' controlled by the scheme's installer and administrator, Club WiFi.
- 4. During early 2023, a significant drop-off in the line speed was observed. At times, speeds as relatively low as 20 Mbs download and 10 Mbs upload were recorded, although figures of 30/40 Mbs and 15/20 Mbs were more typical.
- 5. Although not especially slow by normal domestic standards and more in line with the contracted figures, these speeds were not high enough to provide a fully satisfactory service to users at busier times.
- 6. It was reported the reduction in speed was probably down to 'contention', i.e., an increase in the number of other users/customers on the line between the exchange and the particular location concerned. It was noted that little could be done to overcome the issue without going to the expense of a 'leased line', i.e., a line with only one exclusive user. This option had been considered in 2017 but dismissed on the grounds of cost.
- 7. Although the cost of leased lines had reduced significantly since 2017, they were still very much more expensive than a normal, shared fibre connection; roughly £500 pm + VAT compared with £40 PM + VAT. This cost would be for a 36-month contract and for a line providing a guaranteed 1,000 Mbs download speed. Detailed costings were obtained and the actual figures varied significantly between providers, from £485 pm + VAT to over £1,000 pm + VAT; with the cheapest then being Sky for business.

8. Faster, shared services did not appear to be available for the particular location concerned. The only options seemed to be to either stay with the existing arrangements, discontinue the service altogether or go to the substantially increased cost of a leased line. It was noted the latter cost would roughly quadruple the overall cost of providing the seafront WiFi, from about £2k p.a. to almost £8k p.a.
9. Given the level of increased cost, the way in which general mobile signal had improved in the town since 2017 and the potential rollout of 5g in Lyme, the officer view was to continue to monitor the existing line speeds and overall level of usage until 31 May 2022 and to then review the matter again.
10. Members were clear that the costs of a leased line could not be justified but agreed to leave the current arrangements in place for the time being, to monitor the situation and to reconsider the matter in May in the light of any new information.
11. In the subsequent report to the August meeting of the committee (there was no May meeting), it was reported that line speeds had continued to be monitored, as had usage. In addition, further research had been done into other cost-effective options, including for the card reader at the mini-golf. This latter issue had probably not been given sufficient consideration in the January report and was a significant factor in reaching any decision.
12. By mid-2022, line speeds had recovered somewhat and seemed to have stabilised at around 60Mbs download and 20 Mbs upload. This was still slower than the peak readings taken in 2017 but was much better than those taken in early 2022 and was in line with the contracted figure of a guaranteed minimum 40 Mbs download speed.
13. It was noted that usage had remained very consistent over time, with about 2,000 users/connected devices per quarter, despite the roll out of 4G during that period and the significantly improved mobile signal which had accompanied it. It was suggested this may be because people preferred to use a public system where available in order to reduce personal data usage. It was fairly obvious from the reported data (device types, etc) that some local residents were accessing the system, but it was accepted that it was virtually impossible to mitigate this, it wasn't considered a major issue and didn't affect the costs to the council in any way. The blocks on HD streaming and content access remained in place, irrespective of user.
14. The issues affecting the mini-golf card payment reader were a significant factor in the consideration of the matter. In 2017, all payments at this facility had been in cash and the cash sums handled on site were significant during busy periods. The total annual income to the council was about £80k in 2017 and had increased since, rising to almost £150k in 2021/22.
15. The council had already identified the amount of cash on site as an issue, both in terms of staff safety and security and the actual cost of cash collection and banking. The option of installing a separate phone line to the hut was investigated and a quote of around £12k provided by BT/Openreach. This was considered too expensive to be viable. The problem was overcome by the installation of the seafront WiFi, which included a separate, secure link to the card reader at only marginal additional cost (£300 p.a.) to the main system.
16. Since the installation of the secure link and card reader, the transition away from cash to card payment had been rapid. Analysis showed that at least 66% of all payments were being made by card, and the figure was increasing (it has reached as high as 80% during late 2022).
17. This transition has significantly reduced the amounts of cash held on site, has benefitted staff security and safety, increased customer convenience and has reduced the frequency and cost of cash collections from this site. It may also have played some part in the overall increase in use of and income from the site. Whilst there are some costs associated with card payment and processing, the loss of the card payment facility would be a seriously retrograde step.

18. It was noted that whilst it would be possible to revisit the installation of a separate phone line to the site or a stand-alone WiFi system serving only the card reader, it was very unlikely this would be at less cost than the existing seafront WiFi system, the overall cost for which (after initial installation and ignoring non-routine maintenance or system upgrades) **totalled £2,106 p.a.** made up of £1,200 annual system support, £270 internet licence, £336 cloud hosting and £300 card reader secure link.
19. Given all of the above and having regard to the next 'additional cost' hardware upgrade scheduled for February 2023, the officer view at that time was to continue with the existing arrangements until the end of the current financial year, which also coincided with the recurring billing period for the regular costs referred to above.
20. At that time, the usage could be further reviewed, as could the cost of and need for the scheduled hardware upgrade and the emerging availability of other, faster and more affordable WiFi options such as the satellite based Starlink system.
21. Members considered all of the issues and information and it was decided:
 - a) to leave the existing arrangements in place until 31 March 2023, in the first instance, and
 - b) to monitor the line speeds and levels of public usage over the period to 31 March 2023, explore other solutions for the card reader at the mini-golf facility and also look into the availability of other emerging, higher speed but cost-effective options for any WiFi system, such as Starlink.

Report

22. Since last August, line speeds have remained consistent, with no further fall off in speeds. Usage has also remained consistent, with about 1,600 individual users connected during the most recent autumn/winter quarter.
23. The recommended one-off hardware upgrade costs for the existing system have been quantified and these amount to £1295.73 +VAT. These upgrades are not absolutely essential but would last for probably three years if implemented. If the existing hardware is left for a further period, it may increase the risk of failure, but the system has proved very reliable to date with most 'outages' being the result of either power failures or deliberate damage.
23. The Starlink option is now available in Lyme and detailed costings have been obtained. The additional one-off hardware costs are £678.02 + VAT and the ongoing link costs amount to £75 p.m., an increase in cost of about £35 p.m. compared with the current line rental. All other cost remain unchanged with this system. Starlink provides a download speed of about 250 MBs, a significant improvement on the current speeds but probably not sufficient to remove all bars, for instance on HD video streaming. Starlink allows the continued secure link to the card reader.
24. Leased line costs have not changed since the previous report and remain expensive at about £500 p.m.
25. Another development since the last report to committee is the roll out by Jurassic Fibre of full fibre broadband. This is the subject of a separate presentation to this committee but holds out the prospect of 950 MBs download speeds from as little as £45 p.m. Survey work is already taking place in the town with a view to an almost immediate start on delivery in some locations.
26. The delivery of this option to the shelters on the seafront would, necessarily, be the subject of further survey and assessment, but the possibility of its availability, the speeds it would offer and the costs involved (with no special one-off hardware costs for either the main system or

the link to the card reader over and above any general upgrades and replacements) makes it a potentially very attractive option.

27. Given the high cost of any separate phone line to the card reader and the potential availability of the Jurassic Fibre full fibre option, the officer recommendation would be to continue with the existing arrangements for the time being (with no immediate replacement of hardware to minimise costs) and further explore the availability and timing of the full fibre option to this location.
28. Depending on the outcome of discussions and survey, it may be possible to bring a detailed report back to the next meeting of the committee specifically about the delivery and timing of the full fibre option. If it can be delivered and on a timely basis, then the officer view would be to support it given it offers much faster speeds than are currently available but at no extra cost. It also allows the continued secure link to the card reader.
29. Any recommendations from this committee will be considered by Full Council on 15 February 2023.

Mark Green
Deputy town clerk
January 2023

Committee: Tourism, Community and Publicity

Date: 18 January 2023

Title: Grant Review, B Sharp

Purpose of Report

To inform members of B Sharp'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 B Sharp; the grant agreement runs from 1 April 2020 to 31 March 2025 and is £5,000 pa. Grant payments are made in April, July, October, and January.
2. Grant funding is, 'to assist B Sharp to operate in accordance with its Articles of Association and allow it to achieve the objectives stated in its term grant application 2020 and business plan 2019-2022.'
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 8 July 2021 a meeting took place with B Sharp to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on B Sharp'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 11 January 2023, a grant review meeting took place between B Sharp¹ and the town council².
7. At that meeting, the B Sharp's chief executive confirmed the organisation had seven trustees (the minimum requirement is three) and had recently appointed a new treasurer. B Sharp's chief executive also said two of the trustees were 20 years' old. She confirmed there were no governance issues and no safeguarding or health and safety issues.
8. B Sharp's chief executive said there were no immediate financial issues. However, she did say Youth Music's £100,000 two-year grant expires on 31 December 2023 and B Sharp would start work on attracting further funding shortly; Youth Music's grant funding is for specific projects and represents a significant part of B Sharp's total income, which is c.£125,000 per annum.
9. B Sharp's chief executive said although there were no immediate risks facing the organisation, the cost-of-living crisis was causing concerns about pay and students' ability to pay fees.
10. B Sharp's chief executive said they ran weekly sessions at The Hub for 8-11 and 11-18-year-olds, a Lyme Regis Busking Festival was planned for 2023, they were working with The Woodroffe School, St Michael's Primary School and Mrs Ethelston's Primary School and other

¹Ruth Cohen, chief executive officer represented B Sharp

²Adrienne Mullins, support services manager, and John Wright, town clerk represented the town council

local schools and preschools, they were running baby and parent events at Lyme Regis Library and Lyme Regis Children's Centre, and a family-friendly event was planned at the Marine Theatre in February.

11. B sharp were informed about the council's bursary scheme and opportunities to perform in the shelters and the gardens.
12. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

John Wright
Town clerk
January 2023

Committee: Tourism, Community and Publicity

Date: 18 January 2023

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 – Rights of Way Improvement Plan
 - Dorset Council - #LetsTalkLibraries
 - Dorset Council – School Admissions Arrangements
 - East Devon District Council – East Devon Local Plan 2020 to 2040
2. **Appendix 15A** details the start and end dates, who has been consulted, how the town council promoted the consultation, the council's response to the consultation (if any), and the decision made or an update on the consultation if a decision has not yet been made.
3. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Adrienne Mullins
Support services manager
January 2023

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
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	First public consultation - Response given by Cllrs B. Larcombe and B. Bawden on behalf of the council and circulated to members Second public consultation – report to Full Council on 14 December 2023 and response agreed. Response circulated to members.	The second phase of Dorset Council's public consultation closed on 30 December 2022. Dorset Council is now amending the draft strategy following the consultation responses.
Dorset Council –	07/11/22	18/12/22	The public	Social media,	N/A	Dorset Council's annual

School Admissions Arrangements				website and community briefing		consultation on the school admission arrangements 2024/2025 closed on 18 December 2022. A report will be presented to Dorset Council's Cabinet meeting on Tuesday 28 February 2023.
East Devon District Council – East Devon Local Plan 2020 to 2040	08/11/22	15/01/23	The public, stakeholders	Social media, website and community briefing	Report to Full Council on 14 December 2022 and Cllrs B. Bawden and C. Aldridge delegated to work with deputy town clerk on the council's response	Consultation still open (at the time of writing).

Committee: Tourism, Community and Publicity

Date: 18 January 2023

Title: Seafront and Beach Concessions

Purpose

To allow members to consider applications for the following concessions: children's games and activities, trampolines (or similar), and deckchairs

Recommendation

Members consider applications for the following concessions: children's games and activities, trampolines (or similar), and deckchairs

Report

1. Each year the council advertises concessions for the coming season and beyond. The following concessions are offered: deckchairs; trampolines (or similar); hair braiding and henna tattooing; children's games and activities; arts and crafts; non-motorised watersports; and exercise and fitness.
2. The hair braiding and henna tattooing, arts and crafts, non-motorised watersports, and exercise and fitness concessions are currently on three-year agreements, which run up-to-and-including 2024.

Report

3. An advert was placed in the local newspaper on 23 December 2022 and on the council's website and social media advertising the availability of the various concessions and their locations.
4. The advert stated the council would consider offers for a one year tender for 2023 or three-year tender for 2023-25. The closing date for tenders to be received was 5pm on Tuesday 10 January 2023.
5. By the deadline, the following tenders were received:
 - Deckchairs – Gemma Manders, **appendix 16A**
 - Trampolines (or similar) – Henry Herbert, **appendix 16B**
 - Children's games and activities – United Beach Mission, **appendix 16C**
6. It is suggested the tenders are considered in confidential business due to their sensitive commercial nature.
7. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Adrienne Mullins
Support services manager
January 2023