



John Wright
Town Clerk

Lyme Regis Town Council

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Tourism, Community and Publicity Committee

Core Membership: Cllr P. Evans (chairman), Cllr C. Reynolds (vice-chairman), Cllr G. Caddy, Cllr M. Denney, Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr G. Turner, Cllr A. Wood

Notice is given of a meeting of the Tourism, Community and Publicity Committee to be held at the Council Offices, St Michael's Business Centre, Church Street, Lyme Regis on Wednesday 1 October 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
26.09.25

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 committee

2. Apologies

To receive and record apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Tourism, Community and Publicity Committee meeting held on 9 July 2025

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 July 2025

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. Tourism, Community and Publicity Committee – Objectives

To allow members to review progress of the committee's 2024-25 objectives

9. Budget Proposals 2026-2027

To allow members to consider this committee's objectives for 2026-27 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 15 October 2025

10. Reader and Ripple Sculptures

To update members on developments with the Reader and Ripple sculptures on the Lyme Regis Sculpture Trail

11. Sporting Lyme

To update members on progress with Sporting Lyme 2026

12. Grant Review, Lyme Regis Boat Building Academy

To inform members of Lyme Regis Boat Building Academy's compliance with its grant agreement

13. Grant Review, Turn Lyme Green

To inform members of Turn Lyme Green's compliance with its grant agreement

14. Grant Review, Waffle House

To inform members of the Waffle House's compliance with its grant agreement

15. Grant Review, Lyme Regis Foodbank

To inform members of the Lyme Regis Foodbank's compliance with its grant agreement

16. Managing Consultation Exercises

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

17. Exempt Business

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 JULY 2025

Present

Chairman: Cllr P. Evans

Members: Cllr G. Caddy, Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr S. Larcombe, Cllr C. Reynolds, Cllr A. Wood

Officers: C. Austin (administrative and community engagement assistant), A. Mullins (assistant town clerk), J. Wright (town clerk)

25/01/TCP Election of Chairman and Vice-Chairman

It was proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis that Cllr P. Evans is chairman of the Tourism, Community and Publicity Committee.

Cllr P. Evans was duly **ELECTED** as chairman.

It was proposed by Cllr P. Evans and seconded by Cllr M. Ellis that Cllr C. Reynolds is vice-chairman of the Tourism, Community and Publicity Committee.

Cllr C. Reynolds was duly **ELECTED** as vice-chairman.

25/02/TCP Terms of Reference

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, the committee's terms of reference were **RECEIVED**.

25/03/TCP Minutes

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the meeting held on 5 March 2025 were **ADOPTED**.

25/04/TCP Public Forum

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

25/05/TCP Apologies

There were none.

25/06/TCP Minutes

Proposed by Cllr A. Wood and seconded by Cllr C. Reynolds, the minutes of the meeting held on 16 April 2025 were **ADOPTED**.

25/07/TCP Disclosable Pecuniary Interests

Cllr M. Ellis declared a pecuniary interest in agenda item 12, Fire Co-responder Service, as her husband was a fire co-responder in Lyme Regis.

25/08/TCP Dispensations

There were none.

25/09/TCP Matters arising from minutes of the previous meeting held on 16 April 2025

There were none.

25/10/TCP Update Report

Barfleur Twinning

The assistant town clerk said there would be no visit to Barfleur in October.

Cllr P. Evans said he had planned a visit to Cruelly in Normandy, in October and would visit the mayor in Barfleur to ascertain the future of the ongoing relationship between towns.

Webcam

The assistant town clerk said the ongoing problem with the webcam was waiting on the assistance of BT to fix the connectivity issues. She said the webcam pages were very popular, and it would be beneficial to install a new webcam on the seafront. She suggested this was put forward as an objective for 2026-27, which members were in support of.

LymeLiving

The assistant town clerk said a refund had been received from the company assigned to deliver the June and July editions.

Sculpture Trail

The assistant town clerk said Woodroffe School students would be painting the Garden Pavilion in the week commencing 14 July 2025. She said the sculptures would be installed the same week, potentially on Wednesday 16 July, confirmation was awaited.

VJ Day 80

Cllr P. Evans asked members to keep the date of Friday 15 August 2025 in the diary and to attend the commemoration event as a mark of respect. He said he had attempted to find family members of the three men from Lyme Regis who lost their lives in Burma. He said there would be family members present at the service.

25/11/TCP Tourism, Community and Publicity Committee - Objectives

Members noted the report.

25/12/TCP Lyme Regis Post Office

The town clerk said if members decided not to proceed with diverting the revenue grant to the Waffle House, it would delay the opening of a post office in the town. He said the

infrastructure works were dependant on funding received from the town council and Waffle House was unlikely to receive other funding sources available to them, without the town council's support.

Members raised concerns about the Waffle House opening hours, as it was closed on Sundays and Mondays. As the Lyme Link bus service ran on a Monday into the town, residents would want to access the post office on this day.

Some members suggested postponing the funding, but the town clerk said the infrastructure works had been scheduled to start in August, ready for the post office counter to open in September.

A member said residents wanted a post office in the town and the funding should be taken from the reserves instead of the grant funding pot because it could stop other small groups and organisations accessing funding.

A member said the council should support this project because the community, including the business community, want and need a Post Office in the town. He said there were funds available and to not support this request would cause damage to the reputation of the council.

Members raised concerns about Waffle House leaving the premises in the future and suggested the town council could run the post office counter if Waffle closed down. It was noted the Waffle House had a 10-year lease on the building.

The town clerk said it was important the council understood the Waffle House's financial viability before approving any further funding. Based on what he had been told, the town clerk expected the Waffle House's accounts would suggest it was breaking even but not generating any material surplus. If this was the case, the council must understand the financial exposure it is entering in to before committing further funding.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to allow the Waffle House to divert £7,500 of the council's 2025-26 revenue grant allocated to part-fund a post office clerk to fund capital infrastructure works required for the provision of the post office.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the council underwrites and, if necessary, fund further capital works up to £10,500 for the remaining post office infrastructure works, subject to satisfactory assessment of The Waffle House's financial viability by the finance manager and town clerk.

Cllr M. Ellis left the meeting at 7.29pm in line with her pecuniary interests.

25/13/TCP Fire Co-responder Service

Members expressed concern that due to the decision by South Western Ambulance Service Trust, there would only be one Community First Responder based in Lyme Regis who was on duty three days a week.

Members agreed 24-hour cover, seven days a week was not sustainable for one person.

Members agreed Cllr C. Reynolds and Cllr A. Wood would work together with officers to write the letter of concern to the trust.

Proposed by Cllr M. Denney and seconded by Cllr D. Holland, members agreed to **RECOMMEND TO FULL COUNCIL** that the council sends a letter to South Western Ambulance Service Trust to express concern about the phasing out of the Fire Co-Responder role.

Cllr M. Ellis returned to the meeting at 7.36pm.

25/14/TCP The Dorset Local Business Awards

Members asked what the sponsorship paid for.

The assistant town clerk said the sponsorship would cover the cost of the event and enable attendees to attend the event at no cost. She said a council representative would be invited to speak at the beginning of the event.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve £400 of unbudgeted expenditure to become the premier sponsor of the Dorset Local Business Awards in Lyme Regis.

25/15/TCP Further Enhancing Weddings at the Guildhall

The assistant town clerk praised the fantastic job and effort the administrative and community engagement assistant had given to improving the weddings offer at the Guildhall. She was bursting with ideas, which included a wedding fair at the Guildhall where local businesses would be invited to attend and showcase their products and offer.

The assistant town clerk said beach weddings were the logical next step and Lyme Regis would be the only place Dorset where couples could get married on the beach. She said the project would need to be included as an objective for 2026-27 as providing this service would entail additional cost.

Members asked that their compliments were given to the administrative and community engagement assistant for her enthusiasm and the work she had put into improving weddings at the Guildhall.

Members were in favour of the proposed Guildhall logo.

Cllr M. Ellis left the meeting at 7.48pm.

The assistant town clerk said the sandy beach was owned by the town council but weddings on the beach would require a building or room with three sides. She suggested using the Langmoor Room or Marine Parade Shelters.

Cllr M. Ellis returned to the meeting at 7.49pm.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to put forward beach weddings forward as a possible objective for 2026-27.

25/16/TCP Midsummer Party in the Park 2025 and Planning for 2026

A member expressed concern over the lack of advertising for the event and the expenditure was higher due to staffing the event.

Members said the layout worked better last year when the live music and children's entertainment were in different areas.

Members said the cinema evening was fantastic but said it should not be on the longest day of the year next year as it was too light at the start of the film. Members said the event worked better when it was located at the football club.

Members praised the commitment of the staff during the event, and said they worked tirelessly cleaning the toilets and helping the event to run smoothly. A member expressed concern that staff had to purchase their own food and suggested they could be allowed a free meal next year.

A member said a food trader had withdrawn from the event two weeks prior due to having received a nasty letter from local businesses saying the trader was not welcome and taking income away from local business.

The assistant town clerk said the film screening was a risk but the working group was conscious the event was aimed at families and therefore did not want to make the screening too late. She said decision to hold the event in the gardens had been agreed as a direct result of public consultation held in 2022. She praised the communications officer and said she had worked hard to market the event over several months, with banners, posters and advertising boards made specifically for the event. She said communications had also been sent to all local schools and publicised in both the May and June editions of LymeLiving magazine. She said the new working group could take all suggestions on board for next year's event.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate Cllrs G. Caddy, S. Larcombe and N. Hampton-Rumbold, the assistant town clerk and the communications officer to the working group to plan Party in the Park 2026.

25/17/TCP Housing Allocation Policy Consultation

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate the final online survey response to Dorset Council's draft Housing Allocation Policy to the town clerk in consultation with Cllr C. Reynolds, Cllr M. Ellis, and Cllr M. Denney.

25/18/TCP Pleasure Boat, Vessel and Boatperson Licencing Policy

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate the final online survey response to Dorset Council's Pleasure Boat, Vessel and Boatperson Licencing Policy to the town clerk in consultation with Cllr D. Holland and Cllr G. Caddy.

25/19/TCP Review of the Bursary Scheme for Local Young People

The assistant town clerk said she was proud of this scheme, and it had helped a considerable number of local young people. She suggested this was continued as an objective for 2026-27.

Members raised concerns St Michael's Primary School did not take up the offer of funding from the scheme.

The assistant town clerk said the school had been invited to the initial meeting to inform local groups and organisations about this initiative but had cancelled at the last minute.

Two emails had been sent to the headteacher to offer the funding but had not been responded to. However, she was keen to get the school involved and would try contacting them again.

25/20/TCP Managing Consultation Exercises

The assistant town clerk said members should note the outcome of the consultation on remote attendance and proxy voting at meetings, which would soon become possible with new legislation. However, it would be down to each council to decide whether to implement it.

The meeting closed at 8.33pm.

DRAFT

Committee: Tourism, Community and Publicity

Date: 1 October 2025

Title: Matters arising from the minutes of the previous meeting held on 2 July 2025

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

5/12/TCP – Lyme Regis Post Office

Following this committee's recommendation that additional funding for Post Office set-up costs should be subject to satisfactory assessment of the Waffle House's financial viability, the town clerk and finance manager met with the Waffle House director on 13 August 2025.

An extraordinary Full Council meeting took place on 18 August 2025 and the council agreed to underwrite further capital works of £10,500. The payment has been made to the Waffle House and the Post Office counter is now open.

25/13/TCP – Fire Co-responder Service

A letter expressing the council's concerns about the phasing out of the Fire Co-Responder role was sent to South Western Ambulance Service Trust on 20 August 2025 and a copy emailed to members.

A response was received from chief executive John Martin on 26 August 2025 and a copy emailed to members.

25/14/TCP – The Dorset Local Business Awards

The awards ceremony was held on 25 September 2025 at Lyme Regis Golf Club and was attended by the mayor, town clerk, assistant town clerk and administrative and communications officer. A verbal update will be provided at the meeting.

25/15/TCP – Further Enhancing Weddings at the Guildhall

Beach weddings have been added to the list of possible objectives for 2026-27, the process for which will start at the Strategy and Finance Committee meeting on 15 October 2025.

A wedding fair was planned at the Guildhall on Saturday 20 September 2025. However, due to a number of exhibitors pulling out at the last minute, it was cancelled and has been re-arranged for Saturday 24 January 2026, 10am to 2pm.

25/16/TCP – Midsummer Party in the Park 2025 and Planning for 2026

A meeting of the working group is due to take place on 1 October 2025 before this committee meeting. A verbal update will be given at the meeting.

25/17/TCP – Housing Allocation Policy Consultation

The response was submitted on 18 August 2025 in consultation with the delegated members.

25/18/TCP – Pleasure Boat, Vessel and Boatperson Licencing Policy

The response was submitted on 18 August 2025 in consultation with the delegated members.

25/19/TCP – Review of the Bursary Scheme for Local Young People

Further emails were sent to St Michael's Primary School on 27 July and 4 August 2025 to three different email addresses inviting the school to take up a bursary of £1,000.

No response has been received.

Adrianne Mullins
Assistant town clerk
September 2025

Committee: Tourism, Community and Publicity

Date: 1 October 2025

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 latest website stats are below (note the total for 2024 is for the whole year):

	Jan	Feb	March	April	May	June	July	Aug	Total
2024 Total Users	16,837	13,481	16,061	18,020	18,726	21,482	26,581	31,102	210,178
2025 Total Users	11,213	11,061	12,102	15,651	17,788	16,793	19,248	24,812	128,668

Visit Dorset has recommended we report on 'users' rather than 'visits' as this is industry standard and what their search engine optimisation (SEO) strategist uses. The drop is being seen globally and it's mostly being attributed to the Google AI overview at the top of most search results. Google AI uses sites like ours for this information, which is unfortunate, but reinforces that the information needs to be there and correct to ensure that up-to-date information is being distributed, as this is what people are seeing about the destination.

The SEO strategist has said growth in websites is a miracle at present and no one is even maintaining status quo. For comparison, coastal destinations are seeing a 24.3% drop in users on average and south coast destinations are seeing a 23.1% drop.

AI overview was slowly integrated from early in the year with full integration from June so we can't really compare stats with last year and we'll only be able to see comparable data from June 2026, as long as nothing else changes.

Current features on the website include autumn in Lyme Regis and October and Halloween in Lyme Regis. A Christmas feature is being put together and will go live within the next two weeks.

The overarching themes for Visit Dorset and Visit Lyme Regis in 2026 will follow the themes of Visit England and Visit Britain, as follows:

- Winter – the spirit of British winter and nights to remember
- Spring – taste and trail
- Summer – Grand British summer and regal British summer
- Autumn – Enchanted Britain

The Visit Dorset team would also like to launch a feature called 'Life Through a Local Lens', a monthly feature where locals give their insight into Lyme Regis and what to do here.

After establishing what the problem is with the Marine Theatre webcam, we waited several months for BT to install a new router. BT has visited site to do some works, although not the works we expected, and we are now trying to get the connections live.

It was reported to the previous meeting that Visit Dorset's contract with website provider Simpleview, and therefore the microsite, would come to an end on 1 May 2026. The contract has been agreed in principle by Dorset Council's finance and procurement teams and is awaiting sign-off by the executive director. Once the main contract is agreed, we can then agree the contract with Dorset Council for the microsite. We anticipate discussions to start within the next month. Once prices have been received, these will be brought to members to formally agree the contract. The Visit Dorset team do not intend to make any major changes to the main site, but perhaps some design tweaks.

Barfleur Twinning Association

Three members of the Barfleur Twinning Committee, plus one other member, are making an informal visit to Barfleur in early-October to meet up with some of the group for lunch and a discussion about the respective twinning groups. This is not a formal twinning visit.

Separately, the mayor received a response from the mayor of Barfleur in response to his invitation for her to attend the VE Day commemorations in Lyme Regis in May. The letter to the mayor of Barfleur unfortunately arrived six weeks after it was posted so she missed the event and apologised for not being able to attend.

Off the back of this, the mayor is making a personal trip to France and has arranged to meet with the mayor of Barfleur on 27 October 2025. He will also meet with the mayor of Cruelly on 28 October 2025 to discuss a closer working relationship between the two communities.

Town council magazine

Since the last meeting, the September edition has been printed and the October edition is currently with the printer, for distribution on 3 October 2025. There was no edition in August, as it was previously agreed to print 10 editions per year. For practical reasons around the summer and Christmas holidays, it was decided there would be no editions in August and January.

The issues with distribution are no longer a concern as only those who have requested a hard copy are receiving one in the post. There are currently 270 people signed up to receive one and these are being sent directly from the office. A further 440 people have signed up to receive a digital copy.

We are now printing 1,500 copies, reduced from the initial 4,000, to reflect the reduced number requested. This number fulfils the delivered copies and the copies at the community collection points.

Sculpture Trail

The two Woodroffe School sculptures were installed and unveiled in August, a dinosaur designed by Felix Ford, near the mosaic bench, and an octopus tentacle, designed by Rosie Vincent, near the community garden.

The official unveiling was attended by Felix, Rosie, other Woodroffe students, the school's head of art and computing Richard Vine, and the chairman and vice-chairman of this committee.

There is a report elsewhere on the agenda regarding the Reader and Ripple sculptures.

'Mini Ghoulf'

One of this committee's objectives for 2025-26 is to organise a mini golf event.

An event, called Mini Ghoulf, has been planned for a week over half term between 25 October and 1 November. The opening hours at the mini golf will be extended from 6pm to 9pm. The details are shown in the poster below:



Youth Council

There has been no update from the school about how the Youth Council will be taken forward. A further email has been sent to try and get a meeting arranged.

VJ Day 80

A Drumhead Ceremony was held on Friday 15 August at the Marine Parade Shelters to commemorate the 80th anniversary of VJ Day. The event was held in partnership with the Lyme Regis branch of the Royal British Legion and Lyme Regis Town Band, with support from Lyme Bay Chorale and the Powder Monkeys Explorer Sea Scout Unit.

The event was felt to be a huge success, very poignant and a fitting memorial, particularly to the men of Lyme who were lost in the Far East or held in concentration camps.

Lyme in Bloom

The delegated members, Cllrs P. Evans and M. Ellis, Cllr C. Reynolds, the assistant town clerk and the administrative and community engagement assistant met with Wendy Alexander, the former organiser of the Lyme in Bloom competition, on 24 July 2025.

The purpose of the meeting was to get the benefit of Wendy's experience in organising the competition. She gave us valuable information and advice on how to run the competition, which was last held in 2013.

The bulk of the work starts in spring 2026 but some preparatory work, such as designing a logo and identifying judges, will start now.

Adrianne Mullins
Assistant town clerk
September 2025

Committee: Tourism, Community and Publicity

Date: 1 October 2025

Title: Tourism, Community and Publicity Committee – Objectives

Purpose

To allow members to review progress of the committee's 2025-26 objectives

Recommendation

Members note the report

Background

1. During the 2025-26 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.
2. At the Full Council meeting on 3 April 2025, the objectives were formally assigned to committees.

Report

3. Members can review progress on the objectives at each meeting.
4. This committee's 2025-26 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**. Updates are highlighted in yellow.
5. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Adrianne Mullins
Assistant town clerk
September 2025

Objective	Budget	Lead officer	Committee	Target completion date	Progress/comments
Invest in the sculpture trail	6	AM	TCP	July '25	<p>£4,500 allocated to The Woodroffe School to produce three sculptures; work in progress.</p> <p>Two sculptures have been chosen – the Dinosaur and the Octopus – and have been made by two local artists in partnership with A Level art students from Woodroffe School. An exhibition of the maquettes was held at the Jubilee Pavilion. Installation will take place mid-July.</p> <p>The two Woodroffe School sculptures have been installed and an official opening was held. Information signs will be installed for these and any other sculptures which require them.</p> <p>The artist responsible for the Ripple sculpture has agreed to gift the sculpture to the council and discussions have taken place with him about a bespoke sculpture for the River Lym area.</p> <p>A further update about Reader and Ripple are elsewhere on this agenda.</p>
Undertake VE day events	1	AM	TCP	May '25	<p>Programme of events agreed. Preparations in a process.</p> <p>The programme of events was carried out as planned on 8 May 2025, including the town crier's proclamation, a service at the war memorial, a two-minute silence at the Jubilee Pavilion, a cream tea for the Over 70s, the parish church ringing out for peace, a torchlight procession and the lighting of the beacon on the North Wall. The feedback has been very positive and the mayor has written to those</p>

					<p>involved to thank them for their support.</p> <p>The council is now working with the Lyme Regis branch of the Royal British Legion on plans for VJ Day on 15 August 2025. Two meetings have taken place with the RBL, the town band, the local vicar and the town crier to firm up plans for an event on Friday 15 January at the Marine Parade Shelters. More details are included in the update report.</p> <p>A Drumhead Ceremony was held at the Marine Parade Shelters on Friday 15 August to commemorate the 80th anniversary of VJ Day, in partnership with the Lyme Regis branch of the Royal British Legion, Lyme Regis Town Band and Lyme Bay Chorale.</p>
Continue with the bursary scheme	5	AM	TCP	March '26	<p>Scheme to be re-promoted to local organisations.</p> <p>Applications are continuing to be made via local organisations, with four applications made so far in 2025-26, benefitting eight young people. A report is elsewhere on this agenda to review 2024-25.</p> <p>Six applications have been made so far in 2025-26. A further email has been sent to St Michael's Primary School and Mrs Ethelston's Primary School to offer a bursary to be spent at their discretion. No responses have been received.</p>
Promote and support The Woodroffe School Youth Council	4	AM	TCP	TBC	<p>Initiative has stalled due to the tragic death of Woodroffe School head of sixth form Justin Loveland. More details are included in the update report.</p> <p>A further email was sent to Woodroffe School to remind them the council was still committed to the project; a response is yet to be received.</p>
Organise a mini-golf event	2	AM	TCP	October '25	<p>Event to be planned for Halloween.</p>

					An event, called Mini Ghoulf, has been planned for a week over half term between 25 October and 1 November. The opening hours at the mini golf will be extended from 6pm to 9pm.
Organise a floral competition	1	AM	TCP	TBC	<p>The event will be held in 2026 to allow time to publicise the competition and allows people time to plan their displays. The delegated members, Cllr P. Evans and M. Ellis, will be meeting to start making plans.</p> <p>The delegated members, assistant town clerk, administrative and community engagement assistant and Cllr Reynolds met with Wendy Alexander, who formally organised the competition, to obtain further details of how it was run in the past. Further planning is underway, with the aim of launching the competition in early-2026.</p>
Organise a Sporting Lyme event	2	AM	TCP	September '25	<p>An initial meeting took place with 15 local sporting organisations on 5 June 2025 and the delegated members met on 26 June 2025. More details are in the matters arising report.</p> <p>A second meeting was held with the local organisations on 16 September 2025. A report is elsewhere on this agenda.</p>
Improve noticeboards	4	AM	TCP	June '25 November '25	<p>Locations to be finalised and order placed in April.</p> <p>The two locations identified are Bell Cliff and Anning Road Playing Field.</p> <p>Quotes are being sought.</p>
Undertake newsletter enhancement	40	AM	TCP	May '25	<p>First edition scheduled for 2 May 2025.</p> <p>The first three editions have been published and we are currently working on the August edition. There will not be a magazine in September as the commitment was to produce 10 a year. Due to staff leave in August, it would not be possible to produce</p>

					<p>an edition in September. There have been issues with the distribution company and more details are in the update report.</p> <p>The commitment to deliver hard copies to every household applied only to the first three editions. Hard copies are now only delivered to those who request one. Residents can subscribe to a digital copy or pick one up from a community collection point. Distribution is no longer an issue as the 270 hard copies can be posted from the office.</p>
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Committee: Tourism, Community and Publicity

Date: 1 October 2025

Title: Budget Proposals 2026-2027

Purpose of Report

To allow members to consider this committee's objectives for 2026-27 ahead of the formal launch of the budget-setting process at the Strategy and Finance Committee on 15 October 2025

Recommendation

Members identify this committee's objectives for 2026-27

Background

1. On 13 October 2025, the finance manager and town clerk will provide members with a briefing on the 2025-26 budget and five-year financial plan. The formal process starts on 15 October 2025 with the presentation of budget-related reports to the Strategy and Finance Committee.
2. The budget is through two committee cycles and concludes at the Full Council on 17 December 2025.
3. This item is on all committee agendas in the run-up the Strategy and Finance Committee on 15 October 2025.

Report

4. As some of the 2025-26 objectives are either annual events or require ongoing commitment, officers are proposing new budget lines for these projects (subject to approval by the Strategy and Finance Committee on 15 October 2025). They are:
 - Mini golf event (Mini Ghoulf)
 - Lyme in Bloom
 - Sporting Lyme
 - Bursaries
5. The town council magazine is currently an objective for 2025-26, only. This committee may wish to consider whether to recommend to the Strategy and Finance Committee that this project should continue beyond 2025-26. If so, members may wish to consider this as a new budget line, rather than an objective that has to be considered and approved annually.
6. Officers are also proposing a new budget line for event sponsorship. This offers some discretion for the council to sponsor local events or take out advertising in local event programmes, such as the recent sponsorship of the Dorset Local Business Awards. This is good public relations for the council.
7. We are currently in the final year of a three-year funding commitment to the Sculpture Trail, at £6kpa. Officers would suggest this is continued so the trail can remain and be further developed.
8. A budget of £4,000 is committed for 2025-26 for the Youth Council. Officers would suggest this is continued in 2026-27 to allow the initiative to develop.

9. Issues considered or discussed by this committee since the 2025-26 budget-setting process, include:
- Beach weddings
 - A new webcam on the Jubilee Pavilion and the Cobb
10. 2026-27 budget suggestions from staff¹ include²:
- Opening up the Guildhall to the public
 - New Guildhall chairs for weddings
 - New videos for Visit Lyme Regis
 - A digital Gateway Card
 - A Lyme Regis Town Council app
11. This committee is asked to identify its objectives for the 2026-27 budget. These objectives will be considered alongside objectives submitted by other council committees.
12. Any recommendations from this committee will be considered by the Strategy and Finance Committee on 15 October 2025 and the Full Council on 29 October 2025.

Adrianne Mullins
Assistant town clerk
September 2025

¹ Staff suggestions include those made by the office and external works teams.

² Numbers in brackets indicate the suggested priority given to each suggestion.

Committee: Tourism, Community and Publicity

Date: 1 October 2025

Title: Reader and Ripple Sculptures

Purpose of Report

To update members on developments with the Reader and Ripple sculptures on the Lyme Regis Sculpture Trail

Recommendation

- a) Members agree a formal letter of thanks is sent to Michael Fairfax for gifting the Ripple sculpture to the town
- b) Members consider whether to repair or replace the Reader sculpture; if repair, members are asked to consider whether to have a wooden or willow book, and a steel rebar or steel rod frame

Background

- 1. The Lyme Regis Sculpture Trail in the Langmoor and Lister Gardens was established in 2015 and features 10 sculptures: Reader, Ripple, The Juggler, Tree Pods, Spare Part Bird, Rock Woman, Time, Open Form, the Dinosaur and the Tentacle.

Report

Ripple

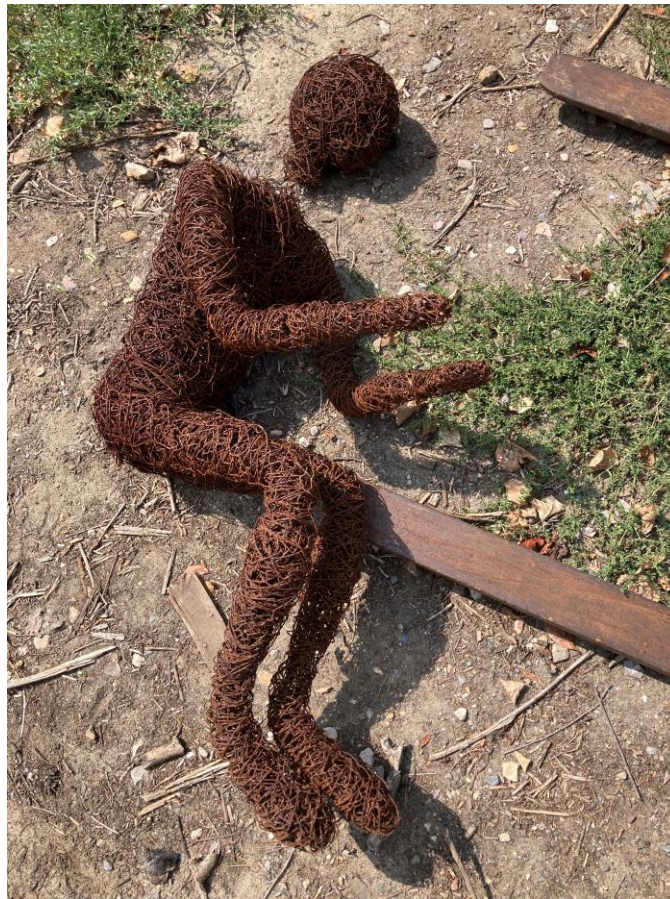
- 2. Ripple, by Michael Fairfax, is a bronze sculpture representing the ripples of the sand as the tide washes in and out. It is located on a grassed area near the mini golf and table tennis. It has been part of the sculpture trail from the very beginning and was originally loaned to the council.
- 3. The sculpture was temporarily removed while works to the amenities hut were carried out but is now back in place.
- 4. The assistant town clerk met with Michael Fairfax in the gardens recently to write a story for Lyme Living, as part of a regular new feature highlighting each of the sculptures.



5. At that meeting, Michael said he would like to gift the sculpture to the town, which was gratefully accepted.
6. It is suggested a formal letter of thanks is sent to Michael from the council.

Reader

7. Reader, by Victoria Westaway, is a steel wire sculpture of a figure reading, representing slowing down time, stepping away and getting lost in stories and favles. It sits on a bench in Langmoor Gardens and invites people to sit next to it to enjoy the views.
8. Unfortunately, Reader has been vandalised, as shown below:



9. The copper book has disappeared but we still have the fixings which secured it to the bench.
10. Contact has been made with Victoria Westaway about the repair of Reader. She said realistically, it would take almost the same time to repair it as to make a new one as she would have to strip it back to the frame in lots of places and repair the armature before re-weaving in wire.
11. Victoria has provided an estimate for a replacement. She has offered a reduced rate but would advise a wooden book as it's more sturdy for public display. Alternatively, she could make a willow version, which would need yearly coats of wood preservative.
12. In addition, Victoria could use a steel rebar for the armature frame, which would be stronger than the standard steel rod frame.
13. The options and costs are as follows:
 - Replacement willow reader with wooden book on steel frame – **£600**
 - Replacement willow reader with wooden book on steel REBAR frame – **£1,000**
 - Replacement wire reader with wooden book on steel frame – **£1,200**
 - Replacement wire reader with wooden book on steel REBAR frame – **£1,600**
13. There is £6,000 in the 2026-27 budget for the sculpture trail and only £200 has been spent so far.
14. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Adrianne Mullins
Assistant town clerk
September 2025

Committee: Tourism, Community and Publicity

Date: 1 October 2025

Title: Sporting Lyme

Purpose of Report

To update members on progress with Sporting Lyme 2026

Recommendation

Members note the report

Background

1. Sporting Lyme is one of this committee's 2026-27 objectives with a budget of £2,000.
2. It was reported to the previous meeting that an initial meeting with sporting organisations had taken place on 5 June 2025, followed by a meeting with the delegated members on 26 June 2025.

Report

3. A second meeting was held with sporting organisations on 16 September 2025. The notes of the meeting are at **appendix 11A**.
4. In summary, the meeting discussed a launch event in May 2026, where all participating organisations would come together to showcase what they do, possibly at Anning Road Playing Field, Davey Fort or Woodroffe School. At the centre of this launch event would be a 10k run, organised by Woodroffe School PTFA, in memory of teacher Justin Loveland, who passed away recently.
5. To round-off the festival, an awards ceremony was discussed, to be held in September 2026, possibly at Lyme Regis Golf Club. The award categories were discussed and agreed.
6. The draft logo for Sporting Lyme was shown to the meeting and some suggestions for improvement were made. The administrative and community engagement assistant was tasked with working on the design.
7. Each organisation was given the opportunity to suggest what their event(s) would be as part of the festival.
8. The meeting also discussed how other sports which are not necessarily represented by a local club could be incorporated.
9. It was agreed organisations would confirm their event(s) by 30 November 2025, so the programme of events could be published and publicity started in January 2026.

10. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Adrianne Mullins
Assistant town clerk
September 2025

**Sporting Lyme Festival 2026
Meeting notes from 16.09.25**

Attendees:

Lyme Regis Town Council – Cllr P. Evans, Cllr A. Wood, J. Wright, A. Mullins, AM Shepherd

Local organisations - Charmouth Tennis, LR Bowling Club, LR Golf Club, LR Sailing Club, LR Taekwondo, LR Youth Football, LR Valley Croquet, Liv2Row

Apologies:

Cllr C. Reynolds. Charmouth Football Club, Efficient Swimming, Uplyme and Lyme Regis Cricket Club, LR Football Club, LR Gig Club, LR Pickleball Club, LR Power Boat Club, Lyme Regis Sea School, LR Water Polo, Lyme Splash

1. Opening event

To be held in May to launch the festival, with Anning Road Playing Field or Davey Fort suggested. The event could incorporate a 10k run, to be organised by Woodroffe School PTFA in memory of teacher Justin Loveland.

If the run was to take place, it would be preferred if the launch event could be at Woodroffe School top pitch. They would need help from the town council with logistics, such as road closures, course clearing and publicity.

This would mean the start date must be before GCSEs start, due to using the school for the launch.

Launch date to be agreed and location to be confirmed, depending on the 10k run. The start date cannot clash with the May Day Fete.

2. Closing event

To be held in September at the end of the festival with Lyme Regis Golf Club suggested as the venue.

The following award categories were agreed:

- Team of the Year
- Sportsperson of the Year (male/female)
- Young Sportsperson of the Year (male/female)
- Veteran Sportsperson of the Year (male/female)
- Volunteer of the Year
- Coach/Manager of the Year
- Sporting Achievement of the Year
- Tournament awards, e.g. five-a-side, volleyball, rounders

All awards given will be given a cut of date of 12 months prior to the awards ceremony. Judges are yet to be decided but need to be people impartial to all sporting clubs.

3. Festival logo

The draft logo was shown to the meeting and amendments suggested.

It was suggested the town crest to be added, that the individual sports be removed so it represented all sports, and perhaps an iconic image of Lyme Regis be added. A simple design was favoured.

4. Organisations – what are your thoughts on events you could host?

- **Lyme Youth Football**

A five-a-side tournament, for youths and adults, keeping it simple with low numbers. Anyone who can raise a team can join, no football experience necessary, to be run after the football season has finished in May at either Anning Road Playing Field or Davey Fort.

- **Lyme Sailing Club**

The sailing club cannot easily put on an event for all due to safety concerns. However, they have their normal sailing regatta and could have commentary for the public. Also a stand-up paddleboard water polo tournament in Victoria Pool, with three or four to a side. Also the possibility of an open day at the sailing club, where people could sit in a boat on dry land.

- **Lyme Regis Sea School**

Sail for £5, to be held on 28 and 29 May 2026.

- **Trident Swimming**

Link to open water swimming.

- **Liv2Row**

A mini competition with six indoor rowing machines.

- **Lym Valley Croquet**

Looking at loaning equipment to schools during the festival to help encourage young people to join the club. King George field in Uplyme can hold multiple sports (cricket, tennis, bowls, rounders, football, etc) so they can do an open day for multiple sports on the field.

- **Lyme Regis Bowling Club**

The bowling club want to push that they are open to the public when no matches are on during the summertime and build on open events they already have. Also to have one evening per month when they invite other clubs to come and have a go and open the bar. Also a tournament on a Sunday in July with all organisations in the Sporting Lyme festival, with a trophy and a barbecue.

- **Lyme Regis Taekwondo Club**

Will be running have-a-go sessions, a free trial month between May and September. Also to run challenges with awards for the winners. Also demonstrations at event, including the launch day.

- **Charmouth Tennis Club**

Taster sessions every Sunday morning. Link up with other sporting organisations at the King George Playing Field in Uplyme to use the tennis courts there and give people the opportunity to try various sports in one area, e.g. croquet, cricket.

- **Lyme Regis Golf Club**

Will be running open days with different sessions for various aspects of golf, e.g. putting, driving, simulator. Free food and drink for the event. Also a golf for non-golfer event, when members help and go on a team with non-golfers. Aim of encouraging girls into golf.

- **Lyme Regis Town Council**

Volleyball tournament on the beach using the council net and a mini golf tournament.

The meeting discussed the launch event. If it is held at Woodroffe School top pitch, the sports hall could be the wet weather option. To include music, ice cream van, food vans.

The event would offer a mixture of sport sessions for all ages to encourage people to try something new.

5. Other sports not represented by a club

The following sports and organisations were suggested:

- Archery
- Dodgeball
- Rounders
- Dance – contact East Devon Dance Academy, Lyme Regis Majorettes, Fit Steps with Sarah Causley
- Rollerskating/in-line skating
- Skateboarding, scootering and BMXing – contact Lyme Regis Skatepark Committee
- Kayaking
- Diving
- Paddleboarding
- Volleyball
- Cycling – contact Honiton Spinners
- Table Tennis – contact Lyme Regis U3A
- Angling/fishing
- Pilates
- Boules/petanque

15. Timeline

- 18 or 20 November 2025 – next meeting
- 30 November 2025 – organisations to confirm their events
- January 2026 – programme to be published and publicity starts

Committee: Tourism, Community and Publicity

Date: 1 October 2025

Title: Grant Review, Lyme Regis Boat Building Academy

Purpose of Report

To inform members of Lyme Regis Boat Building Academy's compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 5 February 2025, the Full Council approved a five-year term grant for Lyme Regis Boat Building Academy (BBA); the grant agreement runs from 1 April 2025 to 31 March 2030 and is £10,000pa. The grant agreement has been signed and returned to the council. Grant payments are made in April, July, October, and January.
2. The purpose of the grant is for a range of activities:
 - Bursaries for disadvantaged young people
 - Taster days for Woodroffe School students
 - Grants/bursaries for Woodroffe students who want to go on to further training
 - One-day woodworking sessions for Woodroffe students
 - 'BBA Experiences' for Lyme Regis adults
 - Improved signage and visual information in the foyer
 - Bespoke guided tours
 - An access audit of the building

Report

3. On 11 September 2025, a grant review meeting took place between Lyme Regis BBA³ and the town council⁴.
4. At that meeting, the BBA's director confirmed they had the requisite number of trustees (the minimum requirement is three), with seven in post, although they were continuing to look for more trustees with particular skills; someone with legal skills and a volunteer accountant.
5. The BBA's director confirmed there were no health and safety or safeguarding issues.
6. The BBA's director confirmed the organisation, a charitable company, was financially stable, better than it had been since pre-Covid. They were building up student numbers again and looking to be more profitable without losing sight of what they wanted to achieve.
7. The BBA's director said their biggest risks were people not booking courses and the BBA building. He said the organisation was trying to buy the building, which is currently owned by the academy's founder but who wanted it to remain with the BBA. He said they had a five-year plan and fundraising plan to hopefully achieve this.
8. Supported by the term grant funding, the BBA has carried out the following this year:
 - Carried out an access audit – this forms part of the bigger plan to develop the building and make it more accessible. This will include a large mezzanine viewing platform

³ Director Will Reed represented Lyme Regis Boat Building Academy

⁴ Cllr Sean Larcombe, councillor representative, Adrienne Mullins, assistant town clerk, and John Wright, town clerk, represented the town council

- Ran taster days
 - Provided two adult bursaries – two Lyme Regis adults have received a 25% discount on courses
 - Worked with Axminster and Lyme Cancer Support (ALCS) on a six-week course for ALCS clients to make a chair. More ALCS courses are booked in
 - Provided bursaries to four young people
 - A six-week course for disenfranchised young people from Woodroffe School is booked in
9. The next Boat Launch will take place on Monday 8 December at 8.30am. All members will be invited to this event, with the opportunity to have a look around the BBA afterwards. More details will follow.
10. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Adrianne Mullins
Assistant town clerk
September 2025

Committee: Tourism, Community and Publicity

Date: 1 October 2025

Title: Grant Review, Turn Lyme Green

Purpose of Report

To inform members of Turn Lyme Green's compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 5 February 2025, the Full Council approved a five-year term grant for Turn Lyme Green (TLG); the grant agreement runs from 1 April 2025 to 31 March 2030 and is £2,950 in year one and £7,000pa in years two to five. The grant agreement has been signed and returned to the council. Grant payments are made in April, July, October, and January.
2. The purpose of the grant is 'to support the work of the volunteers. Specifically: for water quality monitoring, Riverfly monitoring, removal of invasive species, river improvements to support cleanliness and ecology (fish passages, inchannel woody debris, bat, bee and birdboxes, etc), increasing awareness to reduce pollution and improve water quality'.

Report

3. On 17 September 2025, a grant review meeting took place between TLG⁵ and the town council⁶.
4. The River Lim Action coordinator confirmed TLG had the requisite number of officers (the requirement is three), as well as a steering group with membership that varies with no fixed number of members.
5. He confirmed there were no health and safety or safeguarding issues.
6. He confirmed the organisation, an unincorporated voluntary organisation, was financially stable, and there were no ongoing commitments such as salaries and rents to pay, and no overdraft facility.
10. He said the organisation was not facing any immediate risks and risk assessments were carried out for all their activities.
11. Supported by the term grant funding, TLG is carrying out the following projects this year:
 - Himalayan Balsam clearance
 - Fish passage design
 - Bat/bird/bee boxes
 - Website and mailings
12. With regards to the fish passages, TLG has obtained a quote from a consultant and is currently seeking more quotes. The first fish passage would need to be near Gosling Bridge to enable fish to get past the weir, so that is where they are currently focusing their efforts.

⁵ River Lim Action coordinator Rob Thomas represented Turn Lyme Green

⁶ Cllr Stuart Cockerell, councillor representative, Adrienne Mullins, assistant town clerk, and John Wright, town clerk, represented the town council. Cllr Gill Stammers, the other councillor representative, sent her apologies.

13. TLG has commissioned an expert to do a report on bat/bird/bee boxes and 10 locations have been suggested. This work is now being progressed and TLG are seeking support from the council to help with installation, particularly under bridges along the river, where bird boxes will be located.
14. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Adrianne Mullins
Assistant town clerk
September 2025

Committee: Tourism, Community and Publicity

Date: 1 October 2025

Title: Grant Review, Waffle House

Purpose of Report

To inform members of the Waffle House's compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 5 February 2025, the Full Council approved a five-year term grant for the Waffle House; the grant agreement runs from 1 April 2025 to 31 March 2030 and is £15,000 in year 1, £13,000 in year 2, £11,000 in year 3, £9,000 in year 4, £7,000 in year 5.
2. The grant agreement has been signed and returned to the council. Grant payments are made in April, July, October, and January.
3. The purpose of the term grant is to help provide a post office in Lyme Regis in the former post office building as part of our Community Waffle House. The funding initially provides half the salary for a post office counter clerk to oversee the running of the post office counter inside the Waffle House. The funding contribution reduces over the five-year term grant.
4. On 9 July 2025, the Tourism, Community and Publicity Committee considered a report on Lyme Regis post office and recommended to the Full Council:

‘the council underwrites and, if necessary, fund further capital works up to £10,500 for the remaining post office infrastructure works, subject to the satisfactory assessment of The Waffle’s financial viability by the finance manager and town clerk.’
5. On 6 August 2025, the town clerk appraised the Full Council of the funding risks associated with this project and the Full Council resolved:

‘the town clerk, the mayor and chairman of the Strategy and Finance Committee have a meeting with The Waffle House to get more details about the post office project and, if necessary, to have an emergency meeting of the Full Council to make a decision before the end of August.’
6. At an extraordinary Full Council on 18 August 2025, following a presentation by the town clerk and the Waffle House, the Full Council resolved:

‘to approve a capital grant of £10,500 to the Waffle House to provide a post office counter. In making their decision, members acknowledged the financial risks this project posed but considered that, on balance, these concerns were mitigated by the Waffle House’s action plans and the need for the re-introduction of a post office in the town.’
7. As part of the council’s considerations, consent was given to redesignate 50% of the Waffle House’s 2025-26 revenue funding to capital funding; this redesignated funding increased the total contribution to the post office counter installation to £18,000.

Report

8. On 25 September, a grant review meeting took place between the Waffle House⁷ and the town council⁸.
9. Matt Smith confirmed the Waffle House had three directors; the minimum requirement is three. Matt also said the Waffle House was considering changing its status from a community interest company (CIC) to a charitable incorporated organisation (CIO).
10. Matt said the company was looking to review policies and procedures; the town clerk offered the Waffle House access to the council's policies and procedures to use as a template.
11. Matt confirmed there were no health and safety or safeguarding issues.
12. Matt said the organisation was forecast to make a £3,000 surplus for the accounting period 1 September 2025 to 31 August 2026.
13. Matt said the organisation was not facing any immediate risks but, in a worst-case scenario, it could face an additional business rates bill of £7,000, although this has already been factored into the budget.
14. Matt confirmed the post office counter opened on 12 September 2025. To increase income, they are looking to sell stationery alongside the post office.
15. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

John Wright
Town clerk
September 2025

⁷ The waffle House was represented by Matt Smith, director.

⁸ Adrianne Mullins, assistant town clerk, and John Wright, town clerk, represented the town council.

Committee: Tourism, Community and Publicity

Date: 1 October 2025

Title: Grant Review, Lyme Regis Foodbank

Purpose of Report

To inform members of the Lyme Regis Foodbank's compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 5 February 2025, the Full Council approved a five-year term grant for the Lyme Regis Foodbank; the grant agreement runs from 1 April 2025 to 31 March 2030 and is for £12,000 per annum
2. The grant agreement has been signed and returned to the council. Grant payments are made in April, July, October, and January.
3. The purpose of the term grant is to fund the current foodbank premises costs, with the aim of flexing capacity to meet rising demand and maintain continuous service delivery, essential communication and online costs and compulsory employer indemnity insurance cost.

Report

4. On 26 September 2025, a grant review meeting took place between the Lyme Regis Foodbank⁹ and the town council¹⁰.
8. The Lyme Regis Foodbank confirmed it had three directors.
9. The Lyme Regis Foodbank confirmed a break-even financial forecast for 31 March 2026. The Lyme Regis Foodbank confirmed it was receiving grant funding from Dorset Council's Household Support Fund.
10. The Lyme Regis Foodbank confirmed there were no health and safety or safeguarding issues.
11. The Lyme Regis Foodbank cited the following risks which it was managing:
 - Morrisons' withdrawal of food provision
 - The closure of the Lyme Regis Co-op along with the absence of major supermarkets in the town
 - Variable footfall
12. The town council agreed to run a Christmas feature on the Lyme Regis Foodbank in the December edition of Lyme Living, with a follow up article in early-spring 2026, when members will be invited to have a look around the foodbank premises.

John Wright
Town clerk
September 2025

⁹ The Lyme Regis Foodbank was represented by its three directors Sue Davies, Martin Davies and Mark Duerden.

¹⁰ Cllr Cheryl Reynolds, member representative, Adrienne Mullins, assistant town clerk, and John Wright, town clerk, represented the town council.

Committee: Tourism, Community and Publicity

Date: 1 October 2025

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 – Call for Sites
 - Dorset Council – Better Days – Day Opportunities
 - Dorset Council – Active Travel Infrastructure Plan
 - Dorset Council – Street Trading Policy
 - Ministry of Housing, Communities and Local Government - Strengthening the standards and conduct framework for local authorities in England
 - Dorset Council – Street Lighting Policy Consultation
 - Dorset Council - Pleasure Boat, Vessel and Boatperson Licencing Policy
 - Dorset Council – Housing Allocation Policy Consultation
 - Dorset Council - Draft Local Nature Recovery Strategy Consultation
 - Dorset Council – Local Transport Plan 2026 to 2041
 - Dorset Council – Local Plan
 - Dorset Council – Parking Survey
 - Dorset National Landscape Partnership and Dorset Council – Dorset National Landscape Management Plan 2026-31
 - The Lyme Regis Community Land Trust (LRCLT), Dorset Council and Dorset Community Action – Housing Needs Survey
 - Dorset Council – Low Carbon Dorset Community Impact Survey
2. **Appendix 16A** 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 29 October 2025.

Adrianne Mullins
Assistant town clerk
September 2025

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
Dorset Council – Call for Sites (in preparation for Dorset Council Local Plan)	13/03/23	15/08/25	The public and stakeholders	Social media, community and business briefings, website	Report considered by the Full Council on 17 May 2023 and resolved 'to support the principle of an appropriate allocation of Strawberry Fields through the Local Plan process'.	<p>The consultation has been extended from 1 January 2025 to 4 April 2025.</p> <p>Dorset Council will be assessing submissions received before 20 December 2024, in 2025. Sites submitted after 20 December 2024 will likely be assessed at a later date.</p> <p>While the Dorset Council 'call for sites' 2024 is now closed, sites that may have potential for new homes (including for the settled and Traveller communities), and employment development can still be submitted through the online form. The deadline for this has now been extended from April 2025 to 15 August 2025.</p>
Dorset Council – Better Days – Day Opportunities	11/03/25	09/06/25	Dorset residents	Social media and website	N/A	<p>Dorset Council consulted on their proposed changes to the way in which day opportunities are delivered in Dorset.</p> <p>Dorset Council will now begin collating all the feedback received over July and August and take a report with the conclusions to cabinet in the autumn.</p>

Dorset Council – Active Travel Infrastructure Plan	11/12/23	18/01/24	The public and stakeholders	Social media and website	Report to the Town Management and Highways Committee on 3 January 2024, with a recommendation that completion of the survey is delegated to the town clerk in consultation with three members from the committee	A draft final plan, subject to review by Dorset Council's Place and Resources Policy Committee, is available to download at the link below, together with a summary report into the survey on the Active Travel Infrastructure Plan and an annex setting out the responses to each question. https://consultation.dorsetcouncil.gov.uk/transport-policy/active-travel-infrastructure-plan/
Dorset Council – Draft Street Trading Policy	04/11/24	26/01/25	The public and stakeholders	Social media and website	Report considered by the Strategy and Finance Committee on 27/11/24 and agreed officers would respond in consultation with the chairman of the Strategy and Finance and Town Management and Highways Committees	The Draft Street Trading Policy was considered by Dorset Council's Licensing and Gambling Acts Committee on 15 March 2025 and agreed the statutory advertising process for street designations.
Ministry of Housing, Communities and Local Government - Strengthening the standards and conduct framework for local authorities	18/12/24	26/02/25	Local authorities in England	N/A	Report to be considered by the Strategy and Finance Committee on 29 January 2025	The Ministry of Housing, Communities and Local Government is analysing feedback and will provide the outcome in due course.

in England						
Dorset Council – Street Lighting Policy Consultation	24/03/25	04/05/25	The public	Social media and website	Report considered by the Town Management and Highways Committee on 9 April 2025 and agreed a response would be delegated to Cllrs S. Cockerell and M. Ellis with the town clerk	<p>The proposed new Street Lighting Policy was considered and approved by Dorset Council's Cabinet on 9 September 2025.</p> <p>Details of the new policy can be found here: https://moderngov.dorsetcouncil.gov.uk/documents/s47750/Cabinet%20Street%20Lighting%20090925%20Report.pdf</p>
Dorset Council - Pleasure Boat, Vessel and Boatperson Licencing Policy	20/06/25	13/09/25	Stakeholders	Social media and website	Report elsewhere on this agenda to allow members to be delegated to formulate a response.	No update.
Dorset Council – Housing Allocation Policy Consultation	02/06/25	24/08/25	Residents in housing need and organisations with a view on affordable housing	Social media and website	Report elsewhere on this agenda to allow members to be delegated to formulate a response.	No update.
Dorset Council - Draft Local Nature Recovery Strategy Consultation	07/05/25	30/07/25	Residents and organisations	Social media and website	Report to be taken to the Environment Committee on 16 July 2025 to allow members to be delegated to formulate a response.	Dorset Council is reviewing responses and updating the strategy. The final strategy will be published in December 2025.

Dorset Council – Local Transport Plan 2026 to 2041	18/08/25	13/09/25	Everyone in Dorset	Social media, website, briefings, magazine, noticeboards	Final response to be agreed by extraordinary Full Council on 7 October 2025.	Consultation still open.
Dorset Council – Local Plan	18/08/25	13/09/25	Everyone in Dorset	Social media, website, briefings, magazine, noticeboards	Member briefing on 29 September 2025. Final response to be agreed by extraordinary Full Council on 7 October 2025.	Consultation still open.
Dorset Council – Parking Survey	06/08/25	04/09/25	Residents, workers, businesses, visitors	Social media	Report considered by Town Management and Highways Committee on 2 July 2025 and responses fed back to Dorset Council	No update.
Dorset National Landscape Partnership and Dorset Council – Dorset National Landscape Management Plan 2026-31	14/07/25	22/09/25	Partner organisations, farmers and landowners, communities and businesses.	Social media and website	Considered by Full Council on 10 September 2025 and Cllrs P. Evans, P. May and S. Cockerell delegated to respond in consultation with the town clerk	No update.

The Lyme Regis Community Land Trust (LRCLT), Dorset Council and Dorset Community Action – Housing Needs Survey	05/09/25	12/10/25	People who live, work or have family in Lyme Regis	Social media, website, magazine, noticeboards	N/A	Consultation still open.
Dorset Council – Low Carbon Dorset Community Impact Survey	20/12/24	31/12/25	Local organisations	Social media and website	To be considered by the Environment Committee	Consultation still open.