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Town Clerk

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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. Ellis, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr S. Larcombe, 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 22 April 2026 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
17.04.26

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 4 March 2026

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 4 March 2026

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. To receive the minutes of the Party in the Park Working Group meeting on 21 January 2026

10. Town Map Reprint

To allow members to consider approving unbudgeted expenditure for the reprinting of the town map

11. Tourism Microsite Membership Packages

To allow members to review the charging structure for the tourism microsite for 2026-27

12. Fundy Albert

To inform members about a meeting with the chief administrative officer from Fundy Albert, New Brunswick, to propose a video conference with members from Fundy Albert and to consider if the council should enter a sister-municipality arrangement with Fundy Albert

13. Lyme Regis Visitor Hub – The Year so Far

To allow members to receive a report on the year so far at Lyme Regis Visitor Hub

14. Sporting Lyme Update

To provide members with an update on Sporting Lyme

15. Linking of Regis Councils

To inform members of a new project to link Regis councils in the country

16. Grant Review, Bridport and District Citizens' Advice Bureau

To inform members of Bridport and District Citizens' Advice Bureau's compliance with its grant agreement

17. Grant Review, Lyme Regis Town Band

To inform members of Lyme Regis Town Band's compliance with its grant agreement

18. Grant Review, B Sharp

To inform members of B Sharp's compliance with its grant agreement

19. Grant Review, Lyme Regis Visitor Hub

To inform members of Lyme Regis Visitor Hub's compliance with its grant agreement

20. Managing Consultation Exercises

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

21. Exempt Business

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 4 MARCH 2026

Present

Chairman: Cllr P. Evans

Members: Cllr M. Ellis, Cllr A. Wood, Cllr G. Caddy, Cllr C. Reynolds, Cllr G. Turner, Cllr S. Larcombe

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

25/66/TCP Public Forum

There were no members of the public present.

25/67/TCP Apologies

Cllr D. Holland – holiday
Cllr M. Denney – work commitments
Cllr N. Hampton-Rumbold – holiday

25/68/TCP Minutes

Proposed by Cllr C. Reynolds and seconded by Cllr G. Caddy, the minutes of the meeting held on 11 November 2025 were **ADOPTED**.

25/69/TCP Disclosable Pecuniary Interests

Cllr M. Ellis declared a pecuniary interest in agenda item 6, Grant Review, Woodmead Halls.

Cllr A. Wood declared a pecuniary interest in agenda item 14, Breakdown of Expenditure for Lyme Living.

25/70/TCP Dispensations

There were none.

25/71/TCP Matters arising from minutes of the previous meeting held on 11 November 2025

Cllr M. Ellis left the room at 7.02pm in line with her pecuniary interests.

Grant Review, Woodmead Halls

The assistant town clerk said the treasurer of Woodmead Halls had confirmed they were no further with the recruitment of trustees and a part-time manager. The committee agreed that if there was no movement by the end of the financial year, a

report would be brought back to members to consider future funding, as the grant objectives had not been met.

A member asked what the main issues with recruitment were.

The assistant town clerk said the four current trustees had limited capacity and there was generally not enough manpower to progress the items that needed work on. The council had offered support for trustee recruitment via the Lyme Living magazine, social media, and town council website, but this had not yet been actioned.

A member asked how many payments the organisation had received to date.

The assistant town clerk said payments to Woodmead Halls had been made for the first two quarters but the last two payments had not yet been released.

Cllr M. Ellis returned to the meeting at 7.05pm.

25/72/TCP Update Report

New sculpture

The assistant town clerk said more photographs of the new sculpture had been provided by Michael Fairfax and these would be circulated to members.

Further enhancing weddings at the Guildhall

The committee formally recorded its appreciation for the administrative and community engagement's efforts at the recent Guildhall wedding fair, which was considered a great success

Lyme in Bloom

A member suggested officers contact the Uplyme and Lyme Regis Horticultural Society for suggestions for additional judges, and another member said he would contact the Lyme Regis Allotment Society directly for the same.

25/73/TCP Tourism, Community and Publicity Committee – Objectives

Members noted the report.

25/74/TCP To receive the minutes of the Party in the Park working group meeting held on 21 January 2026

Proposed by Cllr G. Caddy and seconded by Cllr S Larcombe, the minutes of the Party in the Park working group meeting held on 21 January 2026 were **RECEIVED**.

25/75/TCP Free Parking Days

Members discussed the annual allocation of free parking days in Woodmead car park and members agreed that the 'Small Business Saturday' initiative had not had a large following in Lyme Regis over the last few years. The traders' request to have free parking on Saturday 12 December instead therefore seemed reasonable.

The assistant town clerk said an additional request from the Cobb Traders for further free parking days as well as a request for an additional concessionary permit would be considered by the Strategy and Finance Committee.

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to change one of the non-charging days in Lyme Regis car parks from 5 December (Small Business Saturday), to 12 December (Big Christmas Weekend).

25/76/TCP Honoured Citizens' Award

Members discussed the potential structure and frequency of the Honoured Citizens' Award and the potential introduction of an additional Mayor's Certificate of Recognition. It was agreed in principle to keep the Honoured Citizens' Award for significant achievements, typically linked to national events or special occasions, and to introduce a Mayor's Certificate of Recognition to be awarded annually at the end of the mayor's term with up to 12 certificates awarded each year, at the mayor's discretion, with suggestions from councillors and officers. Members agreed that some guidelines needed to be put in place.

Members agreed that the award was intended to recognise both long service and exceptional contributions to the community, with flexibility for the mayor to increase the number in exceptional circumstances. The process will avoid public nomination to prevent disappointment and maintain the value of the award.

Proposed Cllr A. Wood and seconded by Cllr M. Ellis, members **RECOMMEND TO FULL COUNCIL** that the Honoured Citizens' Award be reinstated and that it be linked to national events or special occasions, as well as to introduce a Mayor's Certificate of Recognition to be awarded annually at the end of the mayor's term with up to 12 certificates awarded, at the mayor's discretion.

25/77/TCP Youth Council

The assistant town clerk provided an update on efforts to establish a Youth Council as previous attempts to work with Woodroffe School had stalled. It was therefore suggested the council pursued an independent Youth Council, by recruiting through schools, youth clubs, scout groups, the town magazine, and social media.

A member asked about safeguarding requirements. The assistant town clerk told members said signed parental consent forms would be required from parents and only DBS checked staff could liaise with students.

Proposed by Cllr C. Reynolds and seconded by Cllr S. Larcombe members agreed to **RECOMMEND TO FULL COUNCIL** that officers pursue a Youth Council independently of Woodroffe School by recruiting through schools, youth clubs, scout groups, the town magazine and social media, and review the progress as interest develops.

25/78/TCP Barfleur Visit

The chairman said he had heard rumours of public concerns about council expenditure for the visit, and he wanted to clarify that no council funds were used for the visit; all costs were personally covered by him as the mayor.

25/79/TCP Breakdown of Expenditure for Lyme Living

Cllr A. Wood left the room at 7.59pm in line with his pecuniary interests.

The assistant town clerk said the communications officer spent around 60% of her time working on the magazine, and the rest of the time was spent doing other work. The actual production costs for the magazine were closer to £24k excluding the communications officer's wage.

A member asked for clarity on the secondment and journalist support.

The assistant town clerk said no money had been paid to any journalists and that the secondment was for the communications officer because her pay was uplifted, and the secondment referred to the increased spinal column point.

A member said the initial distribution costs were high.

The assistant town clerk said the costs were higher because they were initially posted to every address in Lyme Regis and a distribution company was used. She said the council was now posting the magazines from the office but were only sent to those that had requested it. She said a partial refund had been received from the distribution company because the service was not up to standard and had been cancelled.

A member asked who the external photographer was.

The assistant town clerk said local photographer Max Redwood was the external photographer, and that three quotations had been obtained.

Cllr A. Wood returned to the meeting at 8.05pm.

25/80/TCP Grant Review, Lyme Regis Regatta and Carnival Committee

Members noted the report.

25/81/TCP Grant Review, Lyme Regis Christmas Lights Committee

Members noted the report.

25/82/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 8.08pm.

Committee: Tourism, Community and Publicity

Date: 22 April 2026

Title: Matters arising from the minutes of the previous meeting held on 4 March 2026

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

25/71/TCP – Matters arising from minutes of the previous meeting held on 11 November 2025

Grant Review, Woodmead Halls

There has been no progress on the recruitment of trustees and a part-time manager. The management committee has been informed a report will be taken to the Full Council meeting on 13 May 2026 to allow members to consider the continuation of the term grant, unless any significant progress is made before then. Payments for three quarters have now been withheld.

25/72/TCP – Update Report

New sculpture

The new sculpture by Michael Fairfax, to be located at Church Cliff, is finished and the frame is currently being made out of stainless steel by a fabricator. It is expected to be ready for installation at the end of April and an unveiling will take place, to which members will be invited.

25/75/TCP – Free Parking Days

The Cobb Traders have been notified that the non-charging day on Saturday 5 December will be changed to Saturday 12 December, subject to approval by Dorset Council. Any verbal update will be provided to the meeting.

Adrienne Mullins
Assistant town clerk
April 2026

Committee: Tourism, Community and Publicity

Date: 22 April 2026

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

Report

Tourism microsite

Below are the website user stats for the whole year, compared with previous years:

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
2022 Total Views		14,656	21,678	26,138	28,348	28,567	32,813	39,935	24,663	23,103	15,008	13,925	268,834	24,439
2023 Total Views	23,306	25,921	41,861	40,016	41,344	55,529	67,358	75,804	48,754	36,638	42,525	27,014	526,070	43,839
2024 Total Views	44,556	39,095	52,261	56,571	59,336	67,245	81,456	96,063	52,927	39,676	26,248	22,436	637,870	53,156
2025 Total Views	29,228	28,287	31,838	36,356	41,436	39,338	41,554	58,001	29,014	23,722	16,749	18,537	394,060	32,838
2026 Total Views	25,187	20,255	27,816										73,258	24,419

Recent features have included an Easter round-up, spring in Lyme Regis and currently live on the homepage is a feature on the Red Arrows.

A report is elsewhere on the agenda to allow members to agree advertising charges for 2026-27.

The contract between Dorset Council and Simple View for the continuation of Visit Dorset, and therefore the microsite, has finally been agreed by both parties. Dorset Council is now working on the service level agreement for the microsite. For expediency, it is anticipated this will be taken to the Full Council on 13 May 2026 for approval.

Town council magazine

The May edition of LymeLiving has gone to print and will be published on Friday 1 May 2026. This marks the first anniversary of the magazine and there is a special feature in the May edition about this.

Reader sculpture

As agreed by this committee, artist Victoria Westaway is creating a new ‘Reader’ sculpture, which will sit on one of the benches in the seafront gardens. Victoria is around half way through the project, although it is taking longer than expected.

Lyme in Bloom

The competition continues to be publicised on the council’s website and socials and in LymeLiving.

Contact was made with the Uplyme and Lyme Regis Horticultural Society about whether any of its members would be willing to judge the competition. This was due to be discussed at their committee meeting on 6 April 2026 and an update has been requested. A verbal update will be provided at the meeting.

Visitor Hub

An end of season report for the Visitor Hub was received by this committee on 21 January 2026, which referred to future plans to publish a new map of Lyme Regis. Officers were asked to raise this with the lead volunteer as the council already produces a town map. The lead volunteer confirmed they had no plans to produce a new map, and that this was referencing an updated version of the council's map. However, officers are aware Love Lyme Regis and Dorset and Devon Holiday Cottages have also produced their own town map.

Adrienne Mullins
Assistant town clerk
April 2026

Committee: Tourism, Community and Publicity

Date: 22 April 2026

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 13 May 2026.

Adrienne Mullins
Assistant town clerk
April 2026

APPENDIX 8A

Objective	Budget	Lead officer	Committee	Target completion date	Progress/comments
Invest in the sculpture trail	6	AM	TCP	<p>July '25</p> <p>March '26</p>	<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> <p>Discussions are taking place with Ripple sculptor Michael Fairfax about the possibility of commissioning a new sculpture to be sited elsewhere in the town.</p> <p>A new Reader sculpture has been commissioned and is expected to be completed and installed in April 2026.</p>

					<p>Michael Fairfax has been commissioned to create a new sculpture, to be located near the public benches below the parish church. Michael will shortly provide the drawings for his design.</p> <p>These two sculptures will use the majority of the budget. Officers are also looking at new signage for the entire trail, as some of the newer sculptures do not have signs.</p> <p>Michael is now making the new sculpture. More information, including a sketch of the design, is in the update report.</p> <p>The new sculpture by Michael Fairfax is finished and the brackets are being made. Installation will be arranged within the next few weeks and members will be invited to the unveiling.</p> <p>The new Reader sculpture by Victoria Westaway is in progress, although progress is slower than expected so the completion date of end of April is unlikely to be met.</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 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> <p>Contact has been made with St Michael's Primary School but there does appear to be an issue with emails not being received, so progress is slow.</p> <p>A bursary of £1,000 has been paid to St Michael's Primary School to use at their discretion.</p> <p>The scheme was publicised in the February 2026</p>

					<p>edition of LymeLiving.</p> <p>A report will be brought to the next meeting of this committee with a summary of the scheme in 2025-26, including reports from St Michael's Primary School and Woodroffe School on how their funding was spent.</p>
Promote and support The Woodroffe School Youth Council	4	AM	TCP	TBC Now formally deferred to 2026-27	<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> <p>The new head of sixth form, Tom Wickins, will be leading the Youth Council and a meeting is awaited.</p> <p>There has still been no contact from Tom Wickins and this has been chased up. Realistically, it will be difficult to get a youth council formed and projects taken forward before 31 March 2026. The budget has therefore been formally deferred to 2026/27.</p> <p>Despite further chasing, there has been no contact from Woodroffe School. A report is elsewhere on the agenda to allow members to consider how to take the Youth Council forward.</p> <p>It was agreed at the previous meeting that the council would pursue the project independently of Woodroffe School, following consultation with the headteacher.</p>
Organise a mini-golf event	2	AM	TCP	October '25	Event to be planned for Halloween.

				<p>April '25 (amended to take into account the Easter event)</p>	<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.</p> <p>Mini Ghoulf went ahead as planned during the October half term and more detail about income is provided in the matters arising report.</p> <p>There is c.£400 remaining in the budget so officers are hoping to hold an Easter mini golf event.</p> <p>The Easter event, Mini Egg-olf, will take place from 28 March to 6 April 2026. More details are in the update report.</p>
Organise a floral competition	1	AM	TCP	<p>August '26</p>	<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> <p>The competition has been publicly launched with the publishing of the entry form. Further details are in the update report.</p> <p>More details are in the update report.</p>
Organise a Sporting Lyme event	2	AM	TCP	<p>September '25</p>	<p>An initial meeting took place with 15 local sporting organisations on 5 June 2025 and the delegated</p>

					<p>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> <p>A further meeting with sporting organisations will take place on 2 December 2026, when it is hoped each organisation will confirm its plans for the festival.</p> <p>The meeting took place with sporting organisations on 2 December 2026 and the notes of the meeting are elsewhere on the agenda.</p> <p>There is a report elsewhere on the agenda to update members on the plans.</p>
Improve noticeboards	4	AM	TCP	<p>June '25</p> <p>November '25</p> <p>March '26</p>	<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> <p>Quotes have been obtained and the options are being considered.</p>
Undertake newsletter enhancement	40 65.2	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 an edition in September. There have been issues with the distribution company and more details are</p>

				<p>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> <p>The October and November editions were published as planned and the December edition is currently in production.</p> <p>The continuation of the magazine beyond the one-year trial has been agreed by Full Council, so will cease to be an 'objective'. However, updates will continue to be provided to this committee.</p> <p>As reported to the Strategy and Finance Committee meeting on 4 February 2026, there is an overspend of £25,200 on the £40,000 budget. A detailed breakdown of expenditure is provided elsewhere on the agenda.</p> <p>The May edition has gone to print and we are now marking the one-year anniversary of LymeLiving.</p>
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LYME REGIS TOWN COUNCIL

PARTY IN THE PARK WORKING GROUP

MINUTES OF THE MEETING HELD ON WEDNESDAY 4 MARCH 2026

Present

Members: Cllr G. Caddy, Cllr S. Larcombe

Officers: A. Mullins (assistant town clerk)

Guests: D. Duffy, B. Gittins

1. **Minutes of the previous meeting on 21 January 2026**

Proposed by Cllr G. Caddy and seconded by Cllr S. Larcombe, the minutes of the previous meeting held on 12 November 2025 were **APPROVED**.

2. **Apologies**

C. Austin
Cllr N. Hampton-Rumbold

3. **Matters arising from the minutes of the previous meeting on 21 January 2026**

- **AM to check logistics around locating the cinema screen on the beach**

It was reported the screen could not be located on the beach as it would come on a trailer, but could be located on the promenade, facing the beach. The cheapest quote was from the Screen Hire Company for a 16sqm LED screen, at £3,033 plus VAT.

It was agreed this would be booked.

- **AM to ask Skylight and The Screen Hire Company for their best price**

As above.

- **AM to make enquiries with local disco providers**

It was agreed this would not be pursued at this point as the budget was very tight.

- **DD to report back after site meeting with JSW on lighting and PA**

JSW will provide the PA system and can also provide a backline.

BG said he could also provide a backline and DD said he would speak to him separately about this. BG said he could also provide two amps if needed.

JSW can also provide an engineer on the day but DD could do sound engineering and DJing if the budget required it. The lighting rig would be determined by the budget available.

It was noted the council had its own generator but an additional one might be needed.

JSW could also quote for flags and bunting and could provide barriers for front of stage and a side stage for performers and crew.

DD was awaiting final quotes from JSW.

- **DD to get best prices from the suggested bands**

The following bands and prices were confirmed:

- Sunset Café Stompers – 2pm to 3pm - £600
- Joanna Cooke – 3.05pm to 4pm - £220
- Tilly Jardine – 4pm to 5pm - £400
- Ghosts etc – 7.15pm to 8.15pm – Price TBC
- Jess Upton Band – 8.45pm to 10pm - £1,000

It was agreed Strawberry Jam should be asked to perform at 5.15pm instead of 5pm to give time for any delays in band changeovers.

DD said he would ask the bands for images, video, etc to promote them on socials. He would send these to CA.

It was also agreed all the performers would be offered free parking and one meal and a drink. DD to confirm how many parking spaces are required.

- **GC to remind Spice and Rice and Galley Café to confirm attendance**

Confirmation had still not been received from either so GC would chase this up.

- **AM to seek a quote for security from 7pm**

The quote from Will Secure was £273 plus VAT. It was agreed this should be booked.

4. Other updates

- **Food vendors**

Confirmed traders were Flame Cave Pizza and Beach and Badger. Arty Bakes, Tortilla Cantina and Butter Side Up had also been contacted.

It was also agreed Fai's Thai would be contacted.

- **Signage**

CA was working on this.

- **Film licence**

This had been applied for.

- **Temporary event notice**

This had been applied for.

It was also queried whether a PRS licence was required and this would be followed up by AM.

4. Date of next meeting

Wednesday 22 April, 6pm.

DRAFT

Committee: Tourism, Community and Publicity

Date: 22 April 2026

Title: Town Map Reprint

Purpose

To allow members to consider approving unbudgeted expenditure for the reprinting of the town map

Recommendation

Members approve unbudgeted expenditure of up to £3,000 for the reprinting of the town map

Background

1. The council has historically printed a town map, which on the reverse includes a trail of QR codes around the town, linking to videos and more information on the tourism website. The map is also replicated in large scale on the wall at Bell Cliff.
2. The initial print run in 2021 was 50k, followed by another print run of 20k in 2023.

Report

3. We have now run out of maps and need to reprint them, as well as make some updates to the content of the map.
4. Funding of £3,000 was initially included in the 2026-27 budget for the town map but has since dropped out of the budget. This is an unfortunate oversight. Members are therefore asked to consider approving unbudgeted expenditure for the artwork and reprinting.
5. An initial quote has been obtained for the re-printing of 3,000 copies, which is £689.
6. It is suggested members approve unbudgeted expenditure of up to £3,000 to allow for a larger print run, if necessary, the artwork, and potentially a reprint of the Bell Cliff map.
7. Any recommendations from this committee will be considered by the Full Council on 13 May 2026.

Adrienne Mullins
Assistant town clerk
April 2026

Committee: Tourism, Community and Publicity

Date: 22 April 2026

Title: Tourism Microsite Membership Packages

Purpose

To allow members to review the charging structure for the tourism microsite for 2026-27

Recommendation

Members approve maintaining a free basic listing on the tourism website and a 5% increase for an enhanced entry for 2026-27

Background

1. The current charging structure for the tourism microsite is as follows:
 - Free basic listing
 - Enhanced for Things to Do or Accommodation businesses – £305 including VAT
 - Enhanced for Food & Drink / Shopping / Transport – £175 including VAT
2. The microsite is managed through a contract with Visit Dorset, who also manage the advertising. There is a 70/30 income split in Dorset Council's favour.
3. The rates on the microsite have not been increased for several years as take-up of advertising has been decreasing as other methods of advertising are now so readily available. The rates are relevant to the [rates on the Visit Dorset website](#), which have been increased by 5 to 7% for 2026-27.

Report

4. Visit Dorset would recommend maintaining a free basic listing but to increase the enhanced entry rates by 5%, as follows:
 - Accommodation / Things to Do - £320 for an enhanced entry on Lyme Regis and £625 to include an entry on both Lyme Regis and Visit Dorset
 - Food & Drink, Shopping & Transport - £185 for an enhanced entry on Lyme Regis and £360 to include an entry on both Lyme Regis and Visit Dorset
5. Any recommendations from this committee will be considered by the Full Council on 13 May 2026.

Adrienne Mullins
Assistant town clerk
April 2026

Committee: Tourism, Community and Publicity

Date: 22 April 2026

Title: Fundy Albert

Purpose of Report

To inform members about a meeting with the chief administrative officer from Fundy Albert, New Brunswick, to propose a video conference with members from Fundy Albert and to consider if the council should enter a sister-municipality arrangement with Fundy Albert

Recommendation

Members consider the report and instruct officers to arrange to a video conference with members from Fundy Albert and, following that meeting, consider if the council should enter a sister-municipality arrangement with Fundy Albert

Background

1. On 21 January 2026, this committee considered an approach by the Municipality of Fundy Albert, New Brunswick, Canada, to explore a sister-municipality relationship.
2. The report provided a link to the Municipality of Fundy Albert, detailed commonalities between the two locations, and highlighted the practical benefits of a sister-municipality partnership. It also proposed a meeting between the municipality's chief administrative officer and representatives of the council.
3. The meeting passed the following recommendation which was approved by resolution of the Full Council on 11 February 2026:

‘to agree to receive a further report in spring 2026 on the feasibility of a sister-municipality relationship with the Municipality of Fundy Albert, New Brunswick, Canada.’

Report

4. On 7 April 2026, the mayor and town clerk met with Sean Wallace, the chief administrative officer for Fundy Albert. Discussion took place about the respective townships and the possibility of developing a sister-municipality arrangement. No decisions were made but it was agreed there should be a video conference between the two councils in June 2026.
5. If members are happy with this proposal, officers will arrange a video conference with councillors from Fundy Albert and, following that meeting, members can consider if the council should enter a sister-municipality arrangement with Fundy Albert.

John Wright
Town clerk
April 2026

Committee: Tourism, Community and Publicity

Date: 22 April 2026

Title: Lyme Regis Visitor Hub – The Year so Far

Purpose of Report

To allow members to receive a report on the year so far at Lyme Regis Visitor Hub

Recommendation

Members note report on the year so far at Lyme Regis Visitor Hub

Background

1. Following consideration by this committee, it was resolved by the Full Council on 12 February 2025 ‘to approve a five-year agreement for Lyme Regis Visitor Hub to occupy the Jubilee Pavilion’.
2. At the extraordinary Full Council meeting on 5 February 2025, Lyme Regis Visitor Hub was awarded a five-year term grant of £2,000pa, commencing on 1 April 2025.

Report

5. As part of the agreement, Lyme Regis Visitor Hub provides a report on the use of the Jubilee Pavilion, including occupancy data and visitor numbers. Lead volunteer Alan Vian provided an end of season report, which was considered by this committee on 21 January 2026.
6. Alan Vian has now provided a report on the year so far at the Visitor Hub, **appendix 13A**. He would like to draw members’ attention to the large number of visitors the volunteers have welcomed already this year. He hopes members are pleased that the Jubilee Pavilion is being put to a good use.
7. Alan Vian is unable to attend the meeting to present his report and sends his apologies, but if there are any questions or comments, these can be followed up by officers.
8. Any recommendations from this committee will be considered by the Full Council on 13 May 2026.

Adrienne Mullins
Assistant town clerk
April 2026



Report to Councillors April 2026

- The Visitor Hub has been open every most days since February half term and every day during the Easter school holidays
- We have successfully installed our own wifi system enabling us to use computers to assist us with information giving.
- We have added new people to our list of volunteers and held a briefing meeting with them.
- We have attended a review meeting regarding our Term Grant
- The Visitor Hub has welcomed almost 5,000 people this year already
- Leaflets, particularly of Lyme Regis events, have been on display.
- The video screen displaying information about the town's events has been updated daily and available twenty four hours a day.
- The Town Map has been very popular and we look forward to the updated reprint.
- We have made available a Town Trail to meet the needs of families and we are trialling other guided walks
- A successful event was held by the local Parkinsons Support Group over a weekend and it was attended by over 200 people. We have retained the display materials so that even more people can have access to it.
- Planned used by local organisations include: Fossil Festival, B Sharp, RNLI Recruiting, Lifeboat Week, Carnival Week, Lyme Folk, Lyme Splash,
- It has been used for meetings by the Museum, Carnival, Christmas Lights, Lifeboat 200.

We are continually looking for new information and ideas to meet the growing demand for this seafront welcome and we are looking forward to greeting visitors and helping them to make the most of our town.

Committee: Tourism, Community and Publicity

Date: 22 April 2026

Title: Sporting Lyme Update

Purpose of Report

To provide members with an update on Sporting Lyme

Recommendation

Members note the report

Background

1. Sporting Lyme is a summer-long festival of sport between May and September 2026, with participating organisations in and around Lyme Regis hosting special events, open days, tournaments and taster days to encourage people to try new things.
2. The members delegated to develop plans for Sporting Lyme last met on 26 March 2026, followed by a meeting with some of the organisations taking part to share final details of the festival.

Report

3. There are 17 sporting organisations confirmed as taking part: Lyme Regis Football Club, Lyme Regis Sea School, Lyme Regis Bowling Club, Lyme Regis Gig Club, Lyme Regis Golf Club, Lyme Regis Pickleball Club, Charmouth Tennis Club, Uplyme and Lyme Regis Cricket Club, Lyme Regis Taekwondo, Liv2Row, Maitri Yoga, Lyme Regis Sailing Club, Lyme Regis Sea Angling Club, Lyme Regis Skatepark, Lym Valley Croquet Club, Axe Valley Runners and Axminster Gymnastics.
4. There are several other organisations who expressed an initial interest but have not yet confirmed their events, but these can be added in later.
5. The town council will also run two of its own events – a volleyball tournament and a mini golf tournament.
6. Sporting Lyme will begin on Sunday 3 May with a launch event at Anning Road Playing Field from 1pm. The majority of the participating organisations will come together and have stands, demonstrations and taster sessions. The programme for the day is currently being finalised and will be publicised on the website and socials. There will also be some food and drink stands to add to the event.
7. All the participating organisations have committed to special events between May and September and a programme of activities has been put together. A webpage has been created on the council website, which includes links to the partner organisations and a downloadable programme. The address is www.lymeregistowncouncil.gov.uk/sporting-lyme.
8. Sporting Lyme will be concluded with an awards ceremony at Lyme Regis Golf Club on Saturday 3 October. Awards will be given in the following categories:

- 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

9. Nominations will be invited from the public closer to the date and a panel of judges will choose the winners. The winners and all the organisations who have participated in Sporting Lyme 2026 will be invited to the awards ceremony.
10. Any recommendations from this committee will be considered by the Full Council on 13 May 2026.

Adrienne Mullins
Assistant town clerk
April 2026

Committee: Tourism, Community and Publicity

Date: 22 April 2026

Title: Linking of Regis Councils

Purpose

To inform members of a new project to link Regis councils in the country

Recommendation

Members note the report

Background

1. The council was contacted by the project manager at Houghton Regis Town Council earlier this year, with a plan for a project to link up all the Regis towns in the country. Houghton Regis is a town in Bedfordshire.
2. Houghton Regis would like to foster civic pride through the Regis link and develop a collaboration between the communities.
3. Initial ideas to develop this included social media connections, shared promotion, cross-council participation, and sharing best practice and expertise.

Report

4. The assistant town clerk attended a virtual meeting with other Regis councils on 14 April 2026 to start exploring the idea. It was a positive meeting and everyone agreed there were benefits to collaborating.
5. An action plan was agreed as follows:
 - Social media and website links

Participating councils will share links to their website and social media platforms so we can make online connections.
 - Promotion of an event

Each Regis council will share information about one event taking place in their community, which can then be shared by the rest of the Regis communities.
 - Communications in the community

Each Regis will put together an article for their magazine, newsletter, parish magazine, etc about the 'Regis Connection'.
 - Sharing of gifts

Each Regis will send a small gift to the other communities. These do not need to be expensive, just something that represents each place. Each Regis will then create a social media post about the gift and tag in the relevant Regis council.

- Civic Days

Each Regis to consider inviting mayors/leaders to their civic days.

- Joint Events

Ultimately, the aim is to bring representatives from all the Regis councils together at one big event to help make links and promote the Regis Connection.

6. A further virtual meeting is to be arranged by Houghton Parish Council to update on progress.
7. Any recommendations from this committee will be considered by the Full Council on 13 May 2026.

Adrienne Mullins
Assistant town clerk
April 2026

Committee: Tourism, Community and Publicity

Date: 22 April 2026

Title: Grant Review, Bridport and District Citizens' Advice Bureau

Purpose of Report

To inform members of Bridport and District Citizens' Advice Bureau'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 Bridport and District Citizens' Advice Bureau (CAB); the grant agreement runs from 1 April 2025 to 31 March 2030 and is £5,500pa. The grant agreement has been signed and returned to the council.
2. Grant payments are usually made in April, July, October, and January.
3. The purpose of the grant is to provide a weekly outreach service in Lyme Regis, operating from the town council offices.
4. Bridport and District CAB is an independent charity.

Report

5. On 2 March 2026, a grant review meeting took place between Bridport and District CAB¹ and the town council².
6. At that meeting, the CAB's chief officer confirmed they had eight trustees. Two trustees had left in December 2025 so they were actively recruiting as the ideal number is nine.
7. An organisation audit had been carried out by national Citizens' Advice, which they passed and were green rated, meaning no corrective action was required.
8. The chief officer said a number of projects were due to end in March 2026, and with them the funding would also cease. This included three-year funding of £60k per annum from the Henry Smith Charity, which paid for three members of staff and which they hadn't yet been able to replace.
9. A five-year funding bid of £100k per annum had been made to the National Lottery but the outcome would not be known until November 2026.

¹ Rovann Wickremasinghe, chief officer, represented Bridport and District CAB.

² Adrienne Mullins, assistant town clerk, and John Wright, town clerk, represented the town council.

10. Other funding coming to an end included debt funding for two years, which had not been replaced, and annual energy funding from the CAB's national body, which the chief officer was confident would be renewed.
11. The chief officer said the organisation had a budget deficit forecast of £35k for 2025-26 and £26k in 2026-27. This would reduce the reserve to £110k at the end of 2026-27, which was below the organisation's policy to hold a reserve of £150k.
12. The chief officer said core staff hours would be cut by 20% from 1 April 2026. They would need to look at a future service delivery model in Bridport, including the possibility of opening the Bridport office four days a week instead of five, but this would not affect the outreach service in Lyme Regis.
13. One of the organisation's biggest risks is the main office in Bridport, which is owned by Wessex Water but the CAB has not had a lease on for around eight years. The CAB is currently paying below the market rent, but Wessex Water now wants to sell the property. The CAB had the option to either buy the building or move. They are talking to Bridport Town Council about some potential office space.
14. Moving premises to a smaller space would potentially create an additional risk of capacity, as they need to accommodate up to 60 volunteers. One potential option is to consider more people working from home.
15. The chief officer said the Lyme Regis outreach service was performing well, and has provided some statistics, **appendices 16A and B**.
16. The chief officer confirmed there were no health and safety or safeguarding issues.
17. Any recommendations from this committee will be considered by the Full Council on 13 May 2026.

Adrienne Mullins
Assistant town clerk
April 2026

Key Statistics

Lyme Regis

02/01/2025 28/12/2025



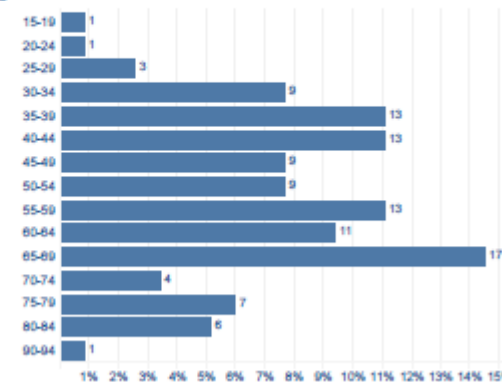
Summary

Clients	120
Quick client contacts	
Issues	557
Activities	668
Cases	232
Outcomes	
Income gain	£140,100
Re-imbusements, services, loans	£19,521
Debts written off	£13,040
Other	£86

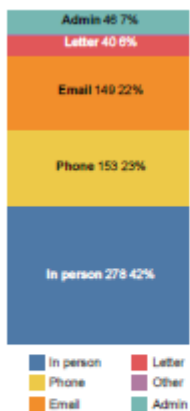
Issues

Issues	Clients
Benefits & tax credits	88
Benefits Universal Credit	24
Charitable Support & Food Ban.	34
Consumer goods & services	10
Debt	18
Education	1
Employment	4
Financial services & capability	12
GVA & Hate Crime	2
Health & community care	10
Housing	17
Immigration & asylum	5
Legal	7
Other	3
Relationships & family	7
Tax	6
Utilities & communications	13
Grand Total	557

Age



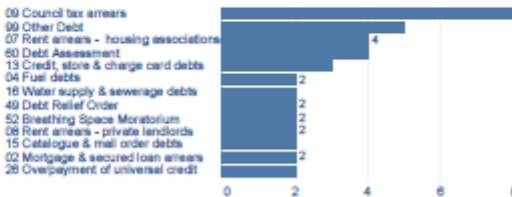
Channel



Top benefit issues



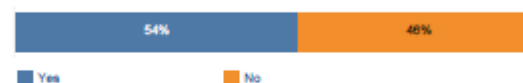
Top debt issues



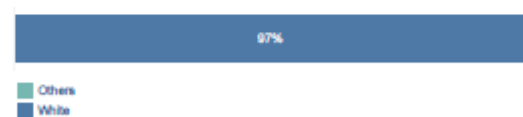
Gender



Disability / Long-term health



Ethnicity



Lyme Outreach Statistics

Count of number of clients attending the outreach per quarter:

2025-26	Q1	Q2	Q3	Q4	Total
Number of clients	18	17	15		

2024-25	Q1	Q2	Q3	Q4	Total
Number of clients	13	18	13	27	71

2023-24	Q1	Q2	Q3	Q4	Total
Number of clients	18	19	20	17	74

2022-23	Q1	Q2	Q3	Q4	Total
Number of clients	20	25	28	33	106

Committee: Tourism, Community and Publicity

Date: 22 April 2026

Title: Grant Review, Lyme Regis Town Band

Purpose of Report

To inform members of Lyme Regis Town Band'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 Town Band; the grant agreement runs from 1 April 2025 to 31 March 2030 and is £2,000pa. The grant agreement has been signed and returned to the council.
2. Grant payments are usually made in April, July, October, and January.
3. The purpose of the grant was two-fold: in year one, the purpose of the grant was to purchase a scanner, computer and external storage to digitise the band's library of paper music, and in years two to five, the purpose of the grant was to purchase new instruments.
4. However, in April 2025, the town band requested an amendment to the funding programme as circumstances had changed. A volunteer came forward to begin scanning the paper music, using equipment they personally owned. As the band will require the IT equipment in the future, they requested the first four years of funding be used to purchase new instruments and to purchase the IT equipment in year five. As this did not represent a material change to the purpose of the funding and only meant a change in the programme, this was agreed by officers.
5. Lyme Regis Town Band is registered charity.

Report

6. On 4 March 2026, a grant review meeting took place between Lyme Regis Town Band³ and the town council⁴.
7. At that meeting, the town band confirmed they had purchased a cornet and a baritone using the term grant funding. These instruments will be loaned to band members and will become band property when those people leave, so they can be passed on to others.
7. It was confirmed the committee consisted of seven members, including a chairman, treasurer and secretary. There are 35 members of the band in total.

³ Gilly Warr and Adrian Pearson represented Lyme Regis Town Band.

⁴ Cllr Cheryl Reynolds, councillor representative, Adrienne Mullins, assistant town clerk, and John Wright, town clerk, represented the town council.

8. The town band confirmed they were financially secure and had no health and safety or safeguarding issues.
9. Income is raised primarily through performances and collections, including the regular seafront performances funded by the town council and supported by a public collection. Expenditure includes buying music, hall hire, insurance, membership of Brass Band England and courses such as safeguarding.
10. Any recommendations from this committee will be considered by the Full Council on 13 May 2026.

Adrienne Mullins
Assistant town clerk
April 2026

Committee: Tourism, Community and Publicity

Date: 22 April 2026

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 5 February 2025, the Full Council approved a five-year term grant for B Sharp; the grant agreement runs from 1 April 2025 to 31 March 2030 and is £7,000pa. The grant agreement has been signed and returned to the council.
2. Grant payments are usually made in April, July, October, and January.
3. The purpose of the grant is to provide financial stability and help secure other funding, allowing B Sharp to continue offering a broad and inclusive programme of music, participation, performance and development for children, young people and families in Lyme Regis and the surrounding area.
4. B Sharp is registered charity.

Report

5. On 23 March 2026, a grant review meeting took place between B Sharp⁵ and the town council⁶.
6. At that meeting, the CEO confirmed there were seven trustees but following a skills' audit, they were looking to appoint two more, specifically someone with experience in fundraising and a treasurer.
7. The CEO said B Sharp's turnover in 2024-25 was £136k, which is heavily grant funded, and is therefore also the organisation's biggest risk.
8. B Sharp has a number of multi-year funding agreements, the most significant being a grant of £50k per annum from Youth Music, which they are currently halfway through. The CEO said they were looking at a longer term business model, aiming to develop individual giving as well as managing grant funding.
9. The CEO said she was hoping to develop further relationships with Dorset Music Hub and Devon Music Hub.

⁵ Emily Hicks, CEO, represented B Sharp.

⁶ Cllr Philip Evans, councillor representative, and Adrienne Mullins, assistant town clerk, represented the town council.

10. The CEO said B Sharp's biggest risks were income diversification and workforce development and succession planning.
11. The organisation currently has three part-time staff, who are based in Axminster, but they would be leaving the premises shortly. The CEO said they would like to have their own premises and would begin to scope out what their ideal space might look like.
12. Current programmes include Boombox for eight to 11-year-olds, Hub Jams for 11 to 18-year-olds and the House Band. There is also a Bounce and Rhyme session at Lyme Regis Library, with weekly sessions of 10 to 15 children with their parent/carer. The funding for the library sessions expires in May so securing ongoing funding is a priority.
13. B Sharp recently hosted an open mic night at Waffle Lyme, they have worked with Ian Gillan from Deep Purple, and the Busking Festival will take place on 27 June 2026. Around 400 young people took part in last year's festival and it is hoped the 2026 event will be supported by a grant from the Arts Council.
14. The CEO said 2027 is the 20th anniversary of B Sharp, for which they hoped to run a major fundraising campaign.
15. It was confirmed there were no health and safety or safeguarding issues.
16. Any recommendations from this committee will be considered by the Full Council on 13 May 2026.

Adrienne Mullins
Assistant town clerk
April 2026

Committee: Tourism, Community and Publicity

Date: 22 April 2026

Title: Grant Review, Lyme Regis Visitor Hub

Purpose of Report

To inform members of Lyme Regis Visitor Hub'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 Visitor Hub; the grant agreement runs from 1 April 2025 to 31 March 2030 and is £2,000pa. The grant agreement has been signed and returned to the council.
2. Grant payments are usually made in April, July, October, and January.
3. The purpose of the grant is to continue to provide a welcome point for residents and visitors to Lyme Regis, based on the seafront in the Jubilee Pavilion, and to continue to upgrade the offer.
4. Lyme Regis Visitor Hub is a voluntary incorporated association.

Report

5. On 23 March 2026, a grant review meeting took place between Lyme Regis Christmas Visitor Hub⁷ and the town council⁸.
6. At that meeting, the team reported a successful year in 2025, with 14,000 people being welcomed at the Visitor Hub between Easter and the end of October, without recording visitors during major events such as Lifeboat Week.
7. The team managing the Visitor Hub operate a very informal set-up and there are currently 16 volunteers, who are managed via an online rota. A file of useful information is kept at the hub to help volunteers answer enquiries from the public. Any complaints are also logged and the team is happy to share these with the council.
8. The hub is open from 10.30am to 4.30pm at weekends and school holidays but it will open on week days if volunteers are available. Volunteers work two-hour shifts.
9. Facilities and services at the hub have been enhanced, including new leaflet racks, a what's on screen, a video screen showing short information films, and the installation of wi-fi. There are also semi-permanent displays for things like bus timetables and events.

⁷ Alan Vian and Rob James represented Lyme Regis Visitor Hub.

⁸ Cllr Michaela Ellis, councillor representative, and Adrienne Mullins, assistant town clerk, represented the town council.

10. The team is trialling a guided trail around the town, which is £3, run by Lyme Regis Regatta and Carnival Committee.
11. The term grant funding has also helped with the purchase of two new A-boards and public liability insurance.
12. The Visitor Hub supports the hiring of the council's beach wheelchairs, with an increased number of hires since the hub has been established. The volunteers put the wheelchairs outside the pavilion so the public can see they're available.
13. The team is looking at other grant funding sources.
14. It was confirmed there were no health and safety or safeguarding issues, although the leaking pavilion roof continues to be an issue and the council is continuing to monitor and manage the situation.
15. Any recommendations from this committee will be considered by the Full Council on 13 May 2026.

Adrienne Mullins
Assistant town clerk
April 2026

Committee: Tourism, Community and Publicity

Date: 22 April 2026

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 – Draft Street Trading Policy
 - Ministry of Housing, Communities and Local Government – Strengthening the standards and conduct framework for local authorities in England
 - Dorset Council – Local Transport Plan 2026 to 2041
 - Dorset Council – Local Plan
 - Dorset Council – Parking Survey
 - The Lyme Regis Community Land Trust (LRCLT), Dorset Council and Dorset Community Action – Housing Needs Survey
2. **Appendix 20A** 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 13 May 2026.

Adrienne Mullins
Assistant town clerk
April 2026

APPENDIX 20A

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
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 in England	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 consultation results and government response are available here .
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.	Dorset Council is reviewing all the feedback and will make changes where needed before the plan is finalised in 2026.
Dorset Council –	18/08/25	13/09/25	Everyone in	Social media,	Member briefing	Dorset Council is reviewing all

Local Plan			Dorset	website, briefings, magazine, noticeboards	on 29 September 2025. Final response to be agreed by extraordinary Full Council on 7 October 2025.	responses as it prepares the full plan. The timetable aims to publish the plan in the third quarter of 2026, with submission in the fourth quarter.
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.
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	No update.